



& convention services

*The quality shows...*

***Paid orders received by Monday, September 21, 2009  
will receive a 25% discount off Standard Furnishings,  
Carpet and Booth Packages!!***



**AstriCon 2009**

*Glendale Renaissance  
Media Center  
October 13-15, 2009  
Glendale, AZ*

***IMPORTANT INFORMATION***

***ALL exhibiting companies must complete pages 3 & 10  
and return to US EXPO prior to move-in***

◆ 1859 W. Grant Road, Suite 107 ◆ Tucson, AZ. 85745 ◆ Phone: (520) 573-3200 ◆  
◆ Fax: (520) 573-3400 ◆ e-mail: [csr@usxpo.com](mailto:csr@usxpo.com) ◆

**EXHIBITOR SERVICE MANUAL**  
**AstriCon 2009 09-1010**

US EXPO & convention services is pleased to have been selected as your Official Service Contractor. We would like to assist you in making your show participation a successful one. Please do not hesitate to contact US EXPO & convention services if you have any questions. Phone: (520) 573-3200, Fax (520) 573-3400 or Email [csr@usxpo.com](mailto:csr@usxpo.com)

## SHOW INFORMATION

### EACH 10' x 10' BOOTH WILL BE EQUIPPED WITH:

- ◆ 8' high back wall in Black
- ◆ 3' high side rails in Black
- ◆ 1 - 6' Black Draped Table
- ◆ 2 Chairs
- ◆ 1 Wastebasket
- ◆ 1 - 5 Amp Outlet
- ◆ And a shared wireless internet connection
- ◆ The exhibit hall is carpeted

### SCHEDULE OF IMPORTANT DATES & TIMES:

Non-Official Contractor Notification	Friday	September 18, 2009	
Discount Pricing Deadline: (for orders received with payment)	Monday	September 21, 2009	
Warehouse DISCOUNT Deadline:	Monday	October 5, 2009	
Warehouse SHIPMENT Deadline:	Friday	October 9, 2009	By 12pm
Direct Shipments Begin:	Monday	October 12, 2009	
Exhibitor Move-In:	Tuesday	October 13, 2009	8:00am-3:00pm
Show Open:	Tuesday	October 13, 2009	5:00pm
Show Hours:	Tuesday	October 13, 2009	5:00pm-7:00pm
	Wednesday	October 14, 2009	7:30am-9:00am 10:35am-11:00am 12:15pm-1:45pm 3:00pm-3:30pm 4:05pm-6:00pm
	Thursday	October 15, 2009	7:30am-9:00am 10:35am-11:00am 12:15pm-1:45pm
Exhibitor Move-Out:	Thursday	October 15, 2009	1:45pm-5:30pm
Outbound Carrier Must Check-in by:	Thursday	October 15, 2009	5:00pm

### **PLEASE READ FREIGHT AND MOVE-IN /MOVE-OUT INFORMATION:**

US EXPO has been contracted by Show Management to handle all tradeshow freight. For complete instructions, please see Material Handling Information on Pages 9 - 10. Empty containers stored with US EXPO will not be returned until the show has officially closed. All exhibitor materials must be removed from the exhibit facility on Thursday, October 15 by 3:30pm. Confirm arrangements for re-forwarding your shipments at close of show by properly filling out bills of lading available at the US EXPO service desk. **US EXPO Forward Freight** is the preferred show carrier. Exhibitors may use any other carrier; however, the exhibitor is responsible for making their own shipping arrangements. A US EXPO bill of lading is still required. **If exhibitor specified carrier fails to check in by 3:00pm, US EXPO is authorized to either divert the shipment to another carrier at its discretion, or return the shipment to our warehouse for an additional fee.** US EXPO will assume no liability for such instance. **NOTE:** Exhibitors that choose to use their own furnishings / decorating items, may do so at their own risk. These items should be labeled to distinguish your items from US EXPO & convention services inventory. Your items must be removed and packed away immediately after the show closes. US EXPO & convention services will not be responsible for any lost or stolen items. Any recovered items claimed within 30 days of show closing will be returned at the owner's expense.

### US EXPO CONTACT:

Jimmy D. Ruiz  
Exhibitor Service Representative  
Phone: (520) 573-3200 Fax: (520) 573-3400  
Email: [csr@usxpo.com](mailto:csr@usxpo.com)



The quality shows...

& convention services

**DISCOUNT DEADLINE:**  
9/21/09

Show Name: **AstriCon 2009**

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Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

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Address: \_\_\_\_\_  
(street) (city) (state) (zip)

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Phone #: \_\_\_\_\_ Ext.: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT POLICY**

**\*\*Your signature below denotes acceptance of all terms and conditions included in your Service Manual\*\***

1. Full payment must be received by the **Discount Deadline** indicated on each form, in order to receive discount pricing.
2. Some items are subject to full cancellation fees. Please see the cancellation information on each order form.
3. If you are tax exempt in the state in which you will be exhibiting, we require a copy of your Sales Tax Exemption Certificate for **that state** when you place your order. Otherwise, sales tax will be charged.
4. No accounts will be credited once the show has opened.
5. Refunds must be requested in writing within 30 days of close of show.
6. Balances over 30 days are subject to a 1.5% service charge (annual rate of 18%).
7. **PLEASE NOTE:** Purchase orders are not considered payment.
8. **By signing this form, you authorize US EXPO to utilize this credit card for any and all charges incurred by you or an authorized representative of your company. You also acknowledge receipt of goods and or services while participating in this show.**

Your show site representative must be made aware of the above payment policy and have means of payment, unless credit card authorization is given in advance hereon. Otherwise, services cannot be provided. It is the responsibility of the exhibitor to advise the US EXPO service desk of any problems with orders and/or to check orders for accuracy. Absolutely no credits will be issued once the show opens.

**METHOD OF PAYMENT**

- Company Check**  
 Please make all checks payable to US EXPO & convention services. Checks must be in U.S. funds drawn on a U.S. bank. Please note that a \$25.00 fee for returned checks will be charged to the exhibitor.
- 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 the show site orders placed by your representative. These charges may include any charges which US EXPO & convention services may be obliged to pay on behalf of the Exhibitor, including, without limitation, any shipping charges. Please complete the information requested below.
- American Express   
  MasterCard   
  Discover   
  Visa   
  Personal Card  
 Company Card

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV# \_\_\_\_\_

Cardholder Name (please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_  
(street) (city) (state) (zip)

**ENTER ESTIMATED TOTALS HERE**

Furnishings/ Accessories	Carpet	Cleaning	Floral	Labor	Computer/ AV	Photography	Mod. Rental/ Hardwall
\$	\$	\$	\$	\$	\$	\$	\$
Signage		Material Handling		Shipping			
\$	\$	\$					
						<b>Tax 8.1%</b>	<b>Estimated Total</b>
						\$	\$

# FURNISHINGS

*Orders received without payment or after the discount deadline will be charged at the standard price.*

**Show Name:** AstriCon 2009

**Discount Deadline:** 9/21/09

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## STANDARD FURNISHINGS

- A color will be selected for you if not indicated.
- Items canceled after show move-in begins will be charged a 50% cancellation fee.

\* Please circle color for table skirt:

Beige
Black
Blue
Burgundy
Gold
Terra Cotta  
Purple
Red
Rose
Silver
Teal
White

### TABLES

Qty	Part #	Description	Standard Price	Total
_____	F4DT	<u>4' Draped Table* / 30"H x 24"W.....</u>	80.00	_____
_____	F6DT	<u>6' Draped Table* / 30"H x 24"W.....</u>	115.00	_____
_____	F8DT	<u>8' Draped Table* / 30"H x 24"W.....</u>	130.00	_____
_____	FRT	<u>36" Round Black Draped Table / 30"H..</u>	65.00	_____
_____	F4STS	<u>4<sup>th</sup> Side Table Skirt*.....</u>	40.00	_____
_____	FTS	<u>13' Full Table Skirt*.....</u>	60.00	_____
_____	F4DC	<u>4' Draped Counter* / 42"H x 24"W....</u>	95.00	_____
_____	F6DC	<u>6' Draped Counter* / 42"H x 24"W....</u>	130.00	_____
_____	F8DC	<u>8' Draped Counter* / 42"H x 24"W....</u>	145.00	_____
_____	FRC	<u>36" Round Black Draped Counter / 42"H...</u>	75.00	_____
_____	F4SCS	<u>4<sup>th</sup> Side Counter Skirt*.....</u>	45.00	_____
_____	FCS	<u>13" Full Counter Skirt*.....</u>	65.00	_____

### CHAIRS

_____	FPC	<u>Plastic Contour Chair.....</u>	48.00	_____
_____	FUS	<u>Upholstered Side Chair.....</u>	65.00	_____
_____	FUA	<u>Upholstered Arm Chair.....</u>	70.00	_____
_____	FST	<u>Counter Stool.....</u>	85.00	_____
_____	FTC	<u>Task Chair.....</u>	55.00	_____
_____	FEMS	<u>Executive Mid-Back Swivel Chair....</u>	95.00	_____

### ACCESSORIES

#### • Risers

_____	F48R	<u>4'L x 8"H Single Step Riser.....</u>	40.00	_____
_____	F412R	<u>4'L x 12"H Single Step Riser.....</u>	50.00	_____
_____	F68R	<u>6'L x 8"H Single Step Riser.....</u>	40.00	_____
_____	F612R	<u>6'L x 12"H Single Step Riser.....</u>	50.00	_____
_____	F88R	<u>8'L x 8"H Single Step Riser.....</u>	40.00	_____
_____	F812R	<u>8'L x 12"H Single Step Riser.....</u>	50.00	_____

#### • Literature Racks

_____	FTLR	<u>Tabletop Literature Rack.....</u>	65.00	_____
_____	FFSLR	<u>Free Standing Literature Rack.....</u>	85.00	_____

#### • Posterboards / Pegboards

_____	PB	<u>4'H x 8'W Horizontal Posterboard....</u>	95.00	_____
_____	PB	<u>4'W x 8'H Vertical Posterboard.....</u>	95.00	_____
_____	PBPG	<u>4'H x 8'W Horizontal Pegboard.....</u>	95.00	_____
_____	PBPG	<u>4'W x 8'H Vertical Pegboard.....</u>	95.00	_____
_____	PBCL	<u>Clip on Light.....</u>	30.00	_____

#### • Miscellaneous

_____	PB7G	<u>2'W x 7'H Black Gridwall.....</u>	45.00	_____
_____	PB8G	<u>2'W x 8'H Silver Gridwall.....</u>	55.00	_____
_____	FWB	<u>Wastebasket w/liner.....</u>	20.00	_____
_____	FE	<u>Easel.....</u>	30.00	_____
_____	FBR	<u>Bag Rack.....</u>	55.00	_____
_____	FRD	<u>Raffle Drum.....</u>	50.00	_____
_____	FSST	<u>22"W x 28"H Sign Stand.....</u>	60.00	_____

#### • Pipe & Drape

_____	PD12B	<u>Half-Base.....</u>	5.00	_____
_____	PDFB	<u>Full Base.....</u>	10.00	_____
_____	PDHB	<u>Heavy Base.....</u>	15.00	_____
_____	PD3UP	<u>3' Upright.....</u>	10.00	_____
_____	PD8UP	<u>8' Upright.....</u>	15.00	_____
_____	PD16UP	<u>16' Upright.....</u>	20.00	_____
_____	PDS	<u>6' - 10' Slider.....</u>	20.00	_____
_____	PDHS	<u>3' - 5' Slider.....</u>	15.00	_____
_____	PD3	<u>3' High Drape* - 6' Min. (per foot)....</u>	6.00	_____
_____	PD8	<u>8' High Drape* - 6' Min. (per foot)....</u>	9.00	_____

## METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER CARPET

- A color will be selected for you if not indicated.
- 100 sq. ft. minimum order on all Full Coverage Carpet, Custom Plush Carpet, Plastic Visqueen, and Carpet Padding.
- 50% cancellation fee on all Standard Carpet after show move-in has begun.
- 100% cancellation fee on all Full Coverage and Custom Plush Carpets, after order is placed.
- Full Coverage Carpet is required on all booths configured as an Island or peninsula.
- Additional charge will apply to any carpet that is damaged due to electrical cuts ordered by the exhibitor. This will also apply to any damages that occur due to negligence.

\* Please circle your carpet color preference:

Qty	Part #	Description	Standard Price	Total
_____	C10	<u>9' x 10' Carpet*...16oz.....</u>	135.00	_____
_____	C20	<u>9' x 20' Carpet*...16oz.....</u>	245.00	_____
_____	C30	<u>9' x 30' Carpet*...16oz.....</u>	355.00	_____
_____	C40	<u>9' x 40' Carpet*...16oz.....</u>	475.00	_____
_____	CCP	<u>Carpet Padding (per sq. ft.).....</u>	1.25	_____
_____	CPV	<u>Plastic Visqueen (per sq. ft.).....</u>	.75	_____

- **CFC \*Full Coverage Carpet 16oz**  
Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. X 2.50 \_\_\_\_\_
- **CCPC \*Custom Plush Carpet 28oz**  
Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. X 3.50 \_\_\_\_\_

**Subtotal** = \_\_\_\_\_

- 25% only if ordered before 9/21/09 - \_\_\_\_\_

+ 8.1% sales tax + \_\_\_\_\_

*Estimated Total* = \_\_\_\_\_

## PURCHASE YOUR CUSTOM LOGO CARPET

### CCPL - Custom Printed Logo Carpet

*No Discounts on Custom Printed Carpet. Please call for quote.  
Shipping charges are not included. Minimum 3 week notice needed*

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. X 10.00 = \_\_\_\_\_

## CLEANING SERVICES

- There are no discounts on the following items.
- Orders cancelled after show move-in begins will be charged a 50% cancellation fee.
- There is no tax on cleaning
- Price is based on total square footage of booth regardless of area to be cleaned
- **Booth Vacuuming (per sq. ft. - 100 sq. ft. min.)**

Qty	Part #	Description	Standard Price	Total
_____	CL1	<u>Booth Vacuuming - One Time.....</u>	.40	_____
_____	CLD	<u>Booth Vacuuming - Daily.....</u>	1.05	_____

**Subtotal** = \_\_\_\_\_

## OTHER

- There are no discounts on the following items.
- Minimum 48 hours notice needed
- Additional charge for specialty candies

Qty	Part #	Description	Price	Total
_____	MDCD	<u>Candy Dish w/chocolates.....</u>	59.00	_____
_____	MCDH	<u>Candy Dish w/hard candies.....</u>	45.00	_____
_____	MCD	<u>Candy Dish w/combo.....</u>	50.00	_____
_____	MBCH	<u>Refill of Chocolate Candy.....</u>	40.00	_____
_____	MBH	<u>Refill of Hard Candy.....</u>	30.00	_____
_____	FB	<u>Fish Bowl/ Candy Bowl.....</u>	20.00	_____

**Subtotal** = \_\_\_\_\_

+ 8.1% sales tax + \_\_\_\_\_

*Estimated Total* = \_\_\_\_\_

♦ **Return To:** US EXPO & convention services ♦ 1859 W. Grant Rd. Suite 107 ♦ Tucson, AZ. 85745 ♦

♦ Phone: (520) 573-3200 ♦ Fax: (520) 573-3400 ♦ Email: csr@usxpo.com ♦ www.usxpo.com ♦

## ACCESSORIES

**Show Name:** AstriCon 2009

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### FLORAL

- Rental items not returned at the end of show will incur an additional 50% fee for replacement costs.
- Items canceled less than 72 hours prior to show move-in will be charged a 100% cancellation fee.
- A \$20.00 Delivery fee will be added to ALL Floral orders.
- A 10% rush fee will be charged on any items requested less than 72 hours prior to move-in.

Qty	Part #	Description	Standard Price	Total
<b>PURCHASE</b>				
_____	FL1	<a href="#">Traditional Arrangement Under 12".....</a>	45.00	_____
_____	FL2	<a href="#">Traditional Arrangement 12"-18".....</a>	65.00	_____
_____	FL3	<a href="#">Tropical Arrangement 12"-18".....</a>	75.00	_____
_____	FL4	<a href="#">Traditional Arrangement Over 18".....</a>	90.00	_____
_____	FL5	<a href="#">Tropical Arrangement Over 18".....</a>	100.00	_____
<b>RENTAL</b>				
_____	FL8	<a href="#">Mum.....</a>	25.00	_____
_____	FL9	<a href="#">Azalea.....</a>	36.00	_____
_____	FL10	<a href="#">Bromeliad.....</a>	40.00	_____
_____	FL11	<a href="#">Kalanchoe.....</a>	25.00	_____
_____	FL12	<a href="#">Small Fern.....</a>	25.00	_____
_____	FL13	<a href="#">Large Fern.....</a>	40.00	_____
_____	FL14	<a href="#">3' Plant.....</a>	39.00	_____
_____	FL15	<a href="#">4' Plant.....</a>	49.00	_____
_____	FL16	<a href="#">5' Plant.....</a>	59.00	_____
_____	FL17	<a href="#">6' Plant.....</a>	69.00	_____
_____	FL18	<a href="#">7' Plant.....</a>	79.00	_____
_____	FL19	<a href="#">8' Plant.....</a>	89.00	_____

### PHOTOGRAPHY

- A minimum order of 1 Original Photo is required.
- Negatives are available for purchase. An original must be purchased for each negative.
- You must specify the type of photo you prefer: Empty Booth, Staffed Booth, or Booth w/Crowd. If no type is selected, an Empty Booth photo will be taken.
- Orders cancelled less than 24 hours prior to show move-in will be charged a 50% cancellation fee.
- A \$13.00 Shipping & Handling fee will be added to all photography orders.

Qty	Part #	Description	Purchase Price	Total
_____	PHBO	<a href="#">Black &amp; White Photo Original.....</a>	85.00	_____
_____	PHBR	<a href="#">Black &amp; White Photo Reprint.....</a>	35.00	_____
_____	PHBN	<a href="#">Black &amp; White Photo Negative.....</a>	40.00	_____
_____	PHCO	<a href="#">Color Photo Original.....</a>	85.00	_____
_____	PHCR	<a href="#">Color Photo Reprint.....</a>	35.00	_____
_____	PHCN	<a href="#">Color Photo Negative.....</a>	40.00	_____

### CUSTOM FURNITURE

- Provided by CORT Trade Show Furnishings
- Please see pages 20-21 for ordering forms.
- Pictures available upon request

### AUDIO/VISUAL / COMPUTER

- Items cancelled less than 5 business days prior to show move-in will be charged a 50% cancellation fee. 100% if cancelled on day of delivery.
- US EXPO reserves the right to substitute comparable or better equipment than rented.
- A delivery fee is required for all Audio/Visual rentals
- A 20% rush fee will be charged on any items requested less than 72 hours prior to move-in.

Qty	Part #	Description	Rental Price	Total
<b>• Video</b>				
_____	ACV2	<a href="#">½" VHS VCR Player/Rec w/ Prog. Repeat</a>	125.00	_____
_____	ACV3	<a href="#">DVD Player.....</a>	125.00	_____
_____	ACV55	<a href="#">17" LCD Flat Panel Monitor.....</a>	125.00	_____
_____	ACV50	<a href="#">20" LCD Flat Panel Monitor.....</a>	195.00	_____
_____	ACV8	<a href="#">23" LCD Flat Panel Monitor.....</a>	295.00	_____
_____	ACV9	<a href="#">30" Plasma Monitor.....</a>	625.00	_____
_____	ACV51	<a href="#">32" Plasma Monitor.....</a>	695.00	_____
_____	ACV10	<a href="#">42" Plasma Monitor.....</a>	895.00	_____
_____	ACV11	<a href="#">50" Plasma Monitor.....</a>	1095.00	_____

#### • Audio/Visual

_____	AVC52	<a href="#">Exhibit Audio Systems (2 speakers, stands, 1 wireless Mic).....</a>	595.00	_____
_____	AVC53	<a href="#">Exhibit Audio Systems (2 speakers, stands, 1 wired Mic).....</a>	495.00	_____
_____	AVC23	<a href="#">Skirted Monitor ½ Cart.....</a>	50.00	_____
_____	AVC24	<a href="#">Skirted Monitor Full Cart.....</a>	50.00	_____
_____	AVC54	<a href="#">Dual Post Floor Stand.....</a>	145.00	_____
_____	AVC54	<a href="#">Shelf for Floor Stand.....</a>	25.00	_____
_____	AVC69	<a href="#">4 Channel Mixer.....</a>	125.00	_____

#### • Printers & Copiers

_____	AVC64	<a href="#">Hewlett Packard 4200/4250/4300 series Hewlett Packard Color Laser includes 500 copies over @ .15 per click.....</a>	250.00	_____
_____	AVC65	<a href="#">Hewlett Packard Digital Copier (50ppm, b&amp;w) Stapler, stacker, duplex, includes 5000 copies over @ .05 each.....</a>	575.00	_____
_____	AVC66	<a href="#">Xerox Desktop Copier.....</a>	675.00	_____
_____	AVC67	<a href="#">Xerox Desktop Copier.....</a>	275.00	_____
_____	AVC68	<a href="#">Brother Plain Paper Laser Fax machine</a>	225.00	_____

#### • Computer

_____	AVC55	<a href="#">Speakers for Plasma monitors.....</a>	50.00	_____
_____	AVC26	<a href="#">19" LCD Flat Panel Monitor.....</a>	195.00	_____
_____	AVC27	<a href="#">21" LCD Flat Panel Monitor.....</a>	245.00	_____
_____	AVC28	<a href="#">23" LCD Flat Panel Monitor.....</a>	295.00	_____
_____	AVC56	<a href="#">Laptop, CoreDuo – 2G/80GB HD, DVDRW D1, WiFi.....</a>	350.00	_____
_____	AVC57	<a href="#">Laptop 1G, 60GB, CDR/DVD-Rom, WiFi XP Pro &amp; MS Office 03' Standard Load MAC Powerbook G4, 1G, 60GB, CDRW/DVD.....</a>	275.00	_____
_____	AVC58	<a href="#">Wireless keyboard/Mouse</a>	350.00	_____
_____	AVC59	<a href="#">Desktop Computer – Pentium 4, 3.2-3.4 GHz 1GB/80GB, CDRW/DVD.....</a>	75.00	_____
_____	AVC60	<a href="#">Desktop Computer – Pentium 4, 2.8GHz 1GB/60GB, CDRW/DVD, 60gb HD.....</a>	275.00	_____
_____	AVC61	<a href="#">XP Pro &amp; MS Office 2003 (Word, Excel, PowerPoint) Standard Load .....</a>	250.00	_____
_____	AVC62	<a href="#">MAC Desktop – Various</a>	25.00	_____
_____	AVC63	<a href="#">MAC Desktop – Various</a>	Call for quote	_____

- **Delivery Fees:** (in the Phoenix area)
  - **Monday – Friday 8:30am-4:30pm = \$75.00**
  - **Weekends, Holidays, or after hours = \$150.00**

	Subtotal =	_____
	+ 8.1% sales tax +	_____
	+ Delivery Fees +	_____
	+ 20% Rush Fee (less than 1 week prior to move-in) +	_____
	<b>Estimated Total =</b>	_____

# GRAPHICS

Show Name: AstriCon 2009

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## GUIDELINES FOR SUBMITTING ARTWORK: PC IS THE PREFERRED FORMAT FOR ALL GRAPHIC FILES

To a large extent, you are responsible for the quality of the final product. These guidelines will help ensure you get the product you want and will keep set charges and turnaround time to a minimum. US EXPO accepts EPS, PDF, JPEG, and TIFF files. If submitting vector files please convert all text and fonts to OUTLINES or CURVES, please include a small JPEG proof of the final artwork. Bitmap files must be a minimum 150 dpi at final size and scaled to 100%. If necessary reduce the layout size, scaled at either 50% or 25% and increase the resolution proportionately.

### ACCEPTABLE FILE TYPES

#### Vector Files

EPS  
PDF

#### Bitmap Files

TIFF  
PDF  
JPEG

**NOTE:** Vector files are the preferred files. However, bitmap image files are acceptable provided there is adequate resolution for scaling. A general rule is for every 100% increase in size, output resolution is cut in half (4"x4" file at 300dpi, printed 8"x8", will become 150dpi output resolution)

### COMPRESSED FILES

.zip

### SENDING PC FILES

We have three options when sending artwork:

- 1. Artwork may be emailed to [csr@usxpo.com](mailto:csr@usxpo.com) if under 5MB.
- 2. Files may be uploaded using Internet Explorer by going to [ftp://www.usxpo.com](http://ftp://www.usxpo.com) and dragging files into the INCOMING folder, please note that files being uploaded must NOT have any spaces in the file name. After files are uploaded please email [csr@usxpo.com](mailto:csr@usxpo.com) that you have done so.
- 3. Lastly, you may send a CD or DVD of your files to:  
Attn: Graphics Department  
1859 West Grant Road, Suite #107  
Tucson, Arizona 85745

Be sure that your company name and contact information is listed on the CD or DVD.

Please contact us if you need further instructions on submitting artwork we are happy to help you through this process.



**We Have The Latest State of the Art Equipment  
for All Your Graphic Needs!**

## SIGNAGE

- Sign prices include initial design layout, four color print and delivery to your booth.
- Items cancelled after order has been placed will incur a 100% cancellation fee.
- A 25% rush fee will be charged on all orders placed less than 5 days prior to move-in.

Qty	Part #	Description	Standard Price	Total
_____	S1	<b>Custom ID Sign</b> 7"x44" cardstock Add your Full Color LOGO!!	25.00	_____

### BEAUTIFUL CUSTOM 4 COLOR GRAPHICS ON FOAMCORE, REGULAR SIZES UP TO 4'x8'

#### CHOOSE FROM STANDARD SIGN SIZES

_____	S2	14" x 22" Sign.....	38.50	_____
_____	S3	22" x 28" Sign.....	77.00	_____
_____	S4	24" x 36" Sign.....	108.00	_____
_____	S5	28" x 44" Sign.....	128.40	_____
_____	S6	36" x 48" Sign.....	180.00	_____
_____	S7	48" x 48" Sign.....	240.00	_____
_____	S8	48" x 60" Sign.....	295.00	_____
_____	S9	48" x 96" Sign.....	360.00	_____

#### YOU CAN ALSO CUSTOMIZE YOUR FOAM CORE SIGNS\*

\_\_\_\_\_SCS1\* 24"x36" and smaller \_\_\_'x\_\_\_' x \$18.00 sq ft = \_\_\_\_\_  
 \*There is a \$25.00 minimum charge for 24"x36" and smaller  
 \_\_\_\_\_SCS2\* 25"x37" and over \_\_\_'x\_\_\_' x \$15.00 sq ft = \_\_\_\_\_  
**(UP TO 4' x 8')**

#### OPTIONAL SERVICES

_____	SVB	Full Color Banner .....	12.00 sq. ft.	_____
_____	SCE	Cardboard Easel Black .....	4.00	_____

**\*Please call for custom sizes, substrates,  
decals, or photo prints.**

#### QUICK TIPS FOR EASY EXHIBITING

- 3 Second Rule: Utilize a colorful graphic to attract attention and point out 1: Who you are 2: What you do 3: What is a benefit about your company.
- Remember to order in advance to save time and money. Orders received after 5 days prior to move-in will be charged 25% rush fee.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibit Services Coordinator.

Subtotal = \_\_\_\_\_  
 + 8.1% Sales Tax = \_\_\_\_\_  
 +25% Rush Fee = \_\_\_\_\_  
**Estimated Total = \_\_\_\_\_**

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER. REFER TO PAGE 3 IN  
THIS SERVICE MANUAL FOR COMPLETE  
PAYMENT INSTRUCTIONS.**

**POP-UP AND MODULAR RENTALS**

Show Name: AstriCon 2009

Discount Deadline: 9/21/09


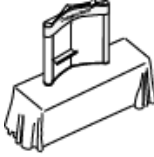
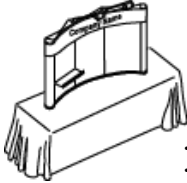
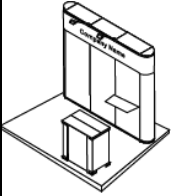
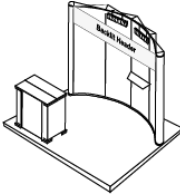
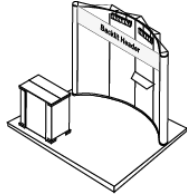
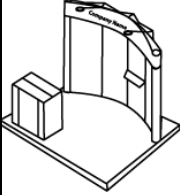
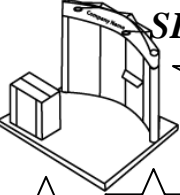
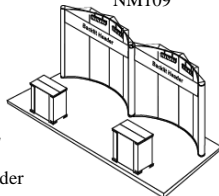
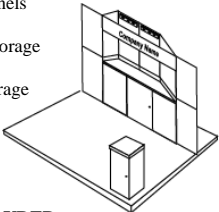
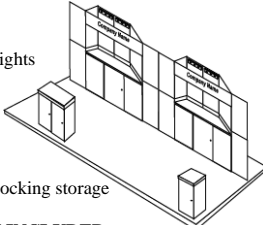
Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

- Electrical service is not included in the price of your rental exhibit. For electrical services, please refer to the electrical order form included in your service manual.
- Rental price includes installation and dismantling labor.
- **Please call for assistance with choosing header style for your rental booth.**
- **US EXPO & convention services can create a custom booth for your company. Please call for assistance.**
- Items canceled less than 5 business days prior to show move-in will be charged a 100% cancellation fee.
- Displays order less than 10 business days prior to show move-in will be charged a 25% rush fee.

<p><b>Banner Stand W/ Graphic Included</b></p> <p><input type="checkbox"/> 33"x63" \$200.00</p> <p><input type="checkbox"/> 33"x82" \$275.00</p> 	 <p><input type="checkbox"/> \$838.00 NM101</p> <p><b>Package #1</b></p> <ul style="list-style-type: none"> <li>• 6' Curved table top</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color graphic header 12"H x 90"W</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b> <b>DRAPED TABLE NOT INCLUDED</b></p>	 <p><input type="checkbox"/> \$975.00 NM102</p> <p><b>Package #2</b></p> <ul style="list-style-type: none"> <li>• 8' Curved table top</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color graphic header 12"H x 90"W</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b> <b>DRAPED TABLE NOT INCLUDED</b></p>
 <p><input type="checkbox"/> \$1388.00 NM103</p> <p><b>Package #3</b></p> <ul style="list-style-type: none"> <li>• 10' Flat panel pop-up</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color graphic header 14"H x 152"L</li> <li>• Case to table counter kit available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>	 <p><input type="checkbox"/> \$1550.00 NM105</p> <p><b>Package #5</b></p> <ul style="list-style-type: none"> <li>• 8' Curved panel pop-up</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color <b>backlit</b> header 14"H x 108.37"L</li> <li>• Case to table counter kit available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>	 <p><input type="checkbox"/> \$1625.00 NM106</p> <p><b>Package #6</b></p> <ul style="list-style-type: none"> <li>• 10' Curved panel pop-up</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color <b>backlit</b> header 14"H x 108.37"L</li> <li>• Case to table counter kit available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>
 <p><input type="checkbox"/> \$1525.00 NM107</p> <p><b>Package #7</b></p> <ul style="list-style-type: none"> <li>• 8' Curved panel pop-up</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Literature/product shelf</li> <li>• Full color graphic header 14"H x 147.75"L</li> <li>• Case to table counter kit available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>	<p align="center"><b>SHOW SPECIAL!!</b></p>  <p><input type="checkbox"/> \$1295.00 NM108</p> <p><b>Package #8</b></p> <ul style="list-style-type: none"> <li>• 10' Curved panel pop-up</li> <li>• Velcro compatible fabric</li> <li>• 2 200-watt halogen lights</li> <li>• Full color graphic header 14"H x 147.75"L</li> <li>• Case to table counter kit available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>	 <p><input type="checkbox"/> \$2900.00 NM109</p> <p><b>Package #9</b></p> <ul style="list-style-type: none"> <li>• 20' Gullwing pop-up</li> <li>• Velcro compatible fabric</li> <li>• 4 200-watt halogen lights</li> <li>• 2 full color <b>backlit</b> headers 14"H x 147.75"L</li> <li>• 2 case to counter kits available if requested with order</li> </ul> <p><b>ELECTRICITY NOT INCLUDED</b></p>
<p><input type="checkbox"/> \$1799.00 TM202</p> <p><b>Modular Package #1</b></p> <ul style="list-style-type: none"> <li>• 10' Modular unit</li> <li>• Velcro compatible fabric panels</li> <li>• <b>Backlit</b> header kit &amp; lights</li> <li>• Alcove counter w/locking storage or</li> <li>• 2'x2' Podium w/locking storage</li> <li>• <b>Backlit</b> graphic header 12"H x 74.5"L</li> </ul>  <p><b>ELECTRICITY NOT INCLUDED</b></p>	<p><input type="checkbox"/> \$3149.00 TM203</p> <p><b>Modular Package #2</b></p> <ul style="list-style-type: none"> <li>• 20' Modular unit</li> <li>• Velcro compatible fabric panels</li> <li>• <b>Backlit</b> header kit &amp; lights</li> <li>• 2 <b>backlit</b> headers 12"Hx75.5"L</li> <li>• 2 alcove counters w/locking storage or</li> <li>• 2 - 2'x2' podiums w/locking storage</li> </ul>  <p><b>ELECTRICITY NOT INCLUDED</b></p>	<p align="right">Subtotal = _____</p> <p align="right">- 25% only if ordered before 9/21/09 - _____</p> <p align="right">+25% if Rush Fees apply + _____</p> <p align="right">= _____</p> <p align="right">+ 8.1% sales tax + _____</p> <p align="right"><b>Estimated Total</b> = _____</p>

◆ Return To: US EXPO & convention services ◆ 1859 W. Grant Rd. Suite 107 ◆ Tucson, AZ. 85745 ◆

# SAVE \$\$\$

## SHIPPING FORM

Receive **FREE Shrinkwrap and Banding** for your outbound shipments when you schedule your *inbound and outbound* shipments with **US EXPO Forward Freight.\***

### PICK UP INFORMATION

Requested Pick up date: \_\_\_\_\_

Shipper Name: \_\_\_\_\_

Shipper Address: \_\_\_\_\_

\_\_\_\_\_

(CITY)

(STATE)

(ZIP)

### QUICK TIPS FOR EASY EXHIBITING

- Credit card information must be on file prior to pick-up.
- Shipments originating from other countries other than the U.S. must be cleared through customs. Please call for additional information.

### TO SCHEDULE PICK UP

CALL: ORDER SERVICES BY CALLING **(520) 573-3200**.

FAX: FAX THIS ORDER FORM TO (520) 573-3400.

MAIL: Not accepted – PLEASE DO NOT MAIL THIS FORM.

### DESTINATION

I will be shipping to the Advanced Freight Warehouse

US EXPO & convention services  
AstriCon 2009  
4817 S. 35th St.  
Phoenix, AZ. 85040

**WAREHOUSE SHIPMENT DEADLINE MONDAY 10/9/09 12PM.**  
**SHIP TO ARRIVE BY MONDAY 10/5/09 TO SAVE ON STANDARD FEES. RECEIVE DISCOUNTED FEES IF SHIPPED WITH US EXPO FORWARD FREIGHT.**

I will be shipping to SHOW SITE

**CANNOT BE DELIVERED BEFORE TARGET DATE TUESDAY 10/12/09**

### \*Type of Service – Choose One

- \_\_\_ \* 1 Day: Delivery next business day
- \_\_\_ \* 2 Day: Delivery by 5:00pm 2<sup>nd</sup> business day
- \_\_\_ \* Defer: Delivery within 4-5 business days
- \_\_\_ \* Standard Ground: Dependent on Distance
- \_\_\_ \* Expedited Ground: Tailored to specified requirements.
- \_\_\_ \* Specialized: Pad wrapped, uncrated, or truckload.

**\*All freight charges are subject to dimensional weight. The greater of the two weights (actual or dimensional) will be charged. To find dimensional weight multiply LxWxH and divide by 194. i.e. 40x48x60 / 194 = 594lbs**

### PROVIDE SHIPPING INFORMATION

Items to be shipped:

Number of pieces	Est. Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases / Trunks (fiber) (Color _____)	_____
___ Skids / Pallets	_____
___ Carpet (Color _____)	_____
___ Other ( _____ )	_____
<b>___ TOTAL</b>	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

Note: Shipments will be weighed and measured prior to delivery.

### OUTBOUND SHIPPING

I would like to schedule outbound transportation. Please provide me with a Bill of Lading at show site for my shipping instructions and signature.

### SHIPPING INSURANCE

Insurance is not included in the shipping price. If you would like to insure your shipment, please complete your declared value below or call US EXPO Forward Freight at (520) 573-3200 for further information/instructions. Request for insurance and your declared value must be submitted prior to shipping.

\_\_\_ \* Declared Value \$ \_\_\_\_\_  
(Declaring Value is an additional charge for insurance)

Name of Show: AstriCon 2009

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibiting Company Address: \_\_\_\_\_

Print Name: \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP)

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ (ext.) \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Free Shrinkwrap or Banding upon request. Not available if freight was "forced" or "returned to warehouse"**

◆ Return To: US EXPO & convention services ◆ 1859 W. Grant Rd. Suite 107 ◆ Tucson, AZ. 85745 ◆  
TUS08 ◆ Phone: (520) 573-3200 ◆ Fax: (520) 573-3400 ◆ Email: csr@usxpo.com ◆ www.usxpo.com ◆

*Preferred Carrier, US EXPO Forward Freight*

# MATERIAL HANDLING SERVICES

**Show Name:** AstriCon 2009 **Advanced Warehouse Deadline:** 10/9/09  
**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**All shipments must be prepaid. Collect shipments will not be accepted, nor is US EXPO responsible for them.**

- **Services included:** Material handling charges include receiving freight at US EXPO's Advanced Freight Warehouse (crates, cartons, and fibercases only) or direct at show site, advance storage of up to 30 days, delivery of freight to your booth at the show, storage of empty containers, and loading of outbound shipments. Empty storage labels and blank outbound bills of lading are available at the US EXPO Service Desk. Labor and equipment to un-crate, un-skid, assemble, position, level, dismantle, re-crate, re-skid, shrink wrap, or band your shipment is available for an additional fee. Please order these services using the Display Labor Order Form included in your Service Manual.
- **Special Handling/ Van Line Shipments – Crated Materials:** Shipments of crated, boxed, or skidded material by Van Line or Specialized Carrier will be handled for an additional fee. Certified weight certificates **must** accompany all van line shipments. All shipments requiring special handling for reasons including, but not limited to, length, width, height, weight, or dock accessibility are handled and charged on a time and material basis. Shipments received without documentation will be delivered without guarantee of piece count or condition. No liability will be assumed for such shipments. FedEx, UPS and DHL are included in this category due to their delivery procedures.
- **Small Package Shipments:** Shipments received without documentation will be delivered without guarantee of piece count or condition. No liability will be assumed for such shipments. Maximum weight per shipment is 50 lbs. Add \$5 for each additional item per shipment.
- **Standard "Late" Warehouse Delivery Charges:** Shipments received at the warehouse after the advance freight deadline date will be charged an additional fee, and may also require special delivery fees.
- **Empty Storage Fees:** Any items not received by US EXPO may be stored for a fee. Please see the Service Desk for additional information.
- **Documentation:** Handling charges are based on the incoming weight of the freight. Certified weight receipts are required for all shipments. US EXPO will estimate weight on shipments received without proper documentation, or private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments or refunds will be made. US EXPO shall not be liable for shipments received without receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- **Return to warehouse:** Shipments returned to US EXPO & convention services warehouse at close of show for re-forwarding or storage will be charged an additional \$50.00 per cwt, \$250.00 minimum.
- **There is a 100 lb. minimum charge for material handling (small packages excepted).**
- **Separate shipments received by US EXPO & convention services will not be combined. Uncrated materials cannot be received at the warehouse.**

ADVANCED WAREHOUSE – ENDS 10/9/09			DIRECT TO SHOWSITE – BEGINS 10/12/09		
Part #	Description	Price per 100 lbs 100 lbs. minimum	Part #	Description	Price per 100 lbs 100 lbs. minimum
<b>Warehouse Shipment</b>			<b>Show Site Shipment</b>		
<b>Delivered on or before Discount Deadline 10/5/09:</b>			<b>Do not ship to show prior to Target Date 10/12/09</b>		
MHA	Material Handling Advanced.....	\$59.00	<b>Straight Time</b> (8:00am-4:30pm Monday-Friday)		
MHAS	Material Handling Advanced Special Handling..	\$69.00	MHD	Material Handling Direct.....	\$69.00
MHSPA	Small Package Shipment (up to 50 lbs)..1 <sup>st</sup> piece	\$50.00	MHDS	Material Handling Direct Special.....	\$79.00
	Each additional item in a small package shipment is	\$5.00	MHSPD	Small Package Shipment (up to 50 lbs)..1 <sup>st</sup> piece	\$55.00
<b>Warehouse Shipment</b>			Each additional item in a small package shipment is \$5.00		
<b>Delivered after Discount Deadline Date 10/5/09:</b>			<b>Show Site Shipment</b>		
MHAL	Material Handling Advanced Standard.....	\$69.00	<b>Do not ship to show prior to Target Date 10/12/09</b>		
MHALS	Material Handling Advanced Standard Special Handling.....	\$79.00	<b>Overtime</b> (5:00pm-8:00am Monday-Friday, All Day Saturday, Sunday, and Holidays)		
MHSPL	Small Package Shipment (up to 50 lbs)-1 <sup>st</sup> piece.	\$55.00	MHDO	Material Handling Direct Overtime.....	\$79.00
	Each additional item in a small package shipment is	\$5.00	MHDOS	Material Handling Direct Overtime Special.....	\$89.00
<b>RETURN TO WAREHOUSE:</b>			MHSPO	Small Package Shipment (up to 50 lbs)..1 <sup>st</sup> piece	\$60.00
MHRW	Return to Warehouse (per cwt.).....	\$50.00	Each additional item in a small package shipment is \$5.00		
MHRWM	Return to Warehouse Minimum.....	\$250.00	<i>Glendale Renaissance has asked that you DO NOT ship directly to the facility. You WILL incur additional charges above the contracted Material Handling charges. If you must do so, please use the enclosed labels and ship to arrive no sooner than 10/12/09.</i>		

**> > > DO NOT SHIP TO ADVANCED WAREHOUSE AFTER DEADLINE DATE 10/9/09 < < <**

Part #	Description	Weight	CWT	Unit Price	Estimated Total Cost
MHA	SAMPLE 1 Skidded Shipment	100	1	\$59.00	\$59.00

# MATERIAL HANDLING AUTHORIZATION AND LIMITS OF LIABILITIES

Show Name: **AstriCon 2009**

Advanced Warehouse Shipment Deadline: **10/9/09**

Company Name:

Booth #:

Authorized Signature:

Print Name:

**Acceptance of said terms and conditions will be construed when any of the following conditions are met.**

- The Material Handling Services form is signed.
- An exhibitor's materials are delivered to US EXPO & convention services warehouse or to a show/exposition site for which US EXPO & convention services is the official show contractor.
- An exhibitor with US EXPO & convention services places an order for Labor and/or Rental Equipment.

1. **Definitions:** For purposes of this contract, "US EXPO & convention services" (US EXPO) refers to any employees, officers, directors, agents, assigns, affiliated companies, and related entities including, but not limited to any subcontractors US EXPO may appoint. The term "Exhibitor" refers to the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors. Further, the Exhibitor is in fact the "Shipper" for all purposes and circumstances.
2. **Information: AstriCon 2009** has contracted US EXPO to be the exclusive drayage contractor for this event, and has authorized US EXPO to handle all trade show materials shipped for AstriCon 2009. **It is understood that there is a fee for this service (see Material Handling Services) and that by shipping materials to US EXPO's warehouse, or direct to show site for this exposition, the Exhibitor constitutes acceptance of those fees. You may incur additional charges from the Glendale Renaissance if shipped direct.** Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to US EXPO by an Exhibitor and/or other shipper acting on behalf of an Exhibitor shall be construed as an acceptance of the terms and conditions set forth herein.
3. **Packaging and Crates:** US EXPO shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, US EXPO shall not be responsible for crates or packaging, which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
4. **Empty Containers:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or their representative. All previous labels must be removed or obliterated. US EXPO assumes no responsibility for error in the above procedures; removal of containers with old empty labels & without US EXPO labels; or improper information on empty labels. US EXPO will not be liable for loss or damage to crates and containers or their contents while said items are in empty container storage.
5. **Inbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipments to the booth and the arrival of the Exhibitor or their representative, **and during such time the materials will be left unattended.** US EXPO will not be responsible or liable for any loss, damage, theft, or disappearance of Exhibitor's materials after they have been delivered to Exhibitor's booth at show site. US EXPO highly recommends the securing of security services from the Facility or Show Management. US EXPO shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor.
6. **Insurance:** It is understood that US EXPO is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the Exhibitor in amounts and for perils determined by the Exhibitor. The Exhibitor agrees to provide US EXPO with a release of subrogation to the extent of any insurance settlement received.
7. **Outbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the completion of packaging and the actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended.** US EXPO will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before they have been picked up for reloading at the conclusion of the event. US EXPO highly recommends the securing of security services from the Facility or Show Management. All materials will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by the Exhibitor and the actual count of such items in the booth at the time of pickup. Shipments left on the show floor without forwarding information will be forced out via the Show Carrier or returned to US EXPO's warehouse for an additional fee at US EXPO's discretion. No liability will be assumed as a result of such rerouting or handling. Materials left on the Show Floor without shipping instructions may be classified as abandoned. US EXPO shall not be responsible for them.
8. **Storage & Fees:** Materials left behind without orders placed at the US EXPO Service Desk may be classified as abandoned. US EXPO shall not be responsible for same. US EXPO is not responsible for any delay of rush shipments. US EXPO will expedite such rush shipments to the best or our ability, but will not assume any financial responsibility for shipments that do not arrive at their destination at a dated time. Storage fees will begin 3 business days after close of show. Storage fees for any materials left at show site are as follows: \$1.25 per 100lbs per day with a monthly minimum charge of \$40.00. Any materials left for a duration of 6 months will be disposed of at US EXPO's discretion.
9. **US EXPO & convention services Responsibilities:** US EXPO shall be responsible only for those services, which it directly provides. US EXPO assumes no responsibility for any persons, parties, or other contracting firms not under US EXPO's direct supervision and control. US EXPO shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, or other causes beyond US EXPO's reasonable control, nor for ordinary wear & tear in the handling of materials.
10. **Claims:** US EXPO's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event US EXPO's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed upon damage and exclusive remedy. US EXPO shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same. Exhibitors are urged to carry All-Risk Insurance covering their materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. US EXPO will not be bound to honor any claim or action brought against US EXPO more than 60 days after the date of incident. **NOTE:** Exhibitors that choose to use their own furnishings/decorating items, may do so at their own risk. These items should be labeled to distinguish your items from US Expo & convention services inventory. Your items must be removed and packed away immediately after the show closes. US Expo & convention services will not be responsible for any lost or stolen items. Any recovered items claimed within 30 days of show closing will be returned at the owner's expense.

◆ Return To: US EXPO & convention services ◆ 1859 W. Grant Rd. Suite 107 ◆ Tucson, AZ. 85745 ◆

TUS08

◆ Phone: (520) 573-3200 ◆ Fax: (520) 573-3400 ◆ Email: csr@usxpo.com ◆ www.usxpo.com ◆

Page 10

# TIME SENSITIVE

FROM:

## ADVANCE SHIPMENT

TO: US EXPO & convention services  
4817 S. 35<sup>th</sup> St  
Phoenix, AZ. 85040

HOLD FOR:

\_\_\_\_\_  
(Exhibiting Company)  
AstriCon 2009  
\_\_\_\_\_  
(Name of Show)  
\_\_\_\_\_  
(Booth Number)

**Warehouse Shipment Deadline 10/9/09**

**US EXPO**

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4817 S. 35<sup>th</sup> St  
Phoenix, AZ. 85040

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\_\_\_\_\_  
(Name of Show)  
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\_\_\_\_\_  
(Name of Show)  
\_\_\_\_\_  
(Booth Number)

**Warehouse Shipment Deadline 10/9/09**

**US EXPO**

# TIME SENSITIVE

FROM:

**DIRECT SHIPMENT  
ADDITIONAL CHARGES WILL APPLY**

TO: US EXPO & convention services  
@ Glendale Renaissance / Media Center  
9495 W. Coyotes Blvd.  
Glendale, AZ 85305

HOLD FOR:

\_\_\_\_\_  
(Exhibiting Company)  
AstriCon 2009  
\_\_\_\_\_  
(Name of Show)  
\_\_\_\_\_  
(Booth Number)

**DO NOT SHIP TO SHOW SITE PRIOR TO 10/12/09**



# TIME SENSITIVE

FROM:

**DIRECT SHIPMENT  
ADDITIONAL CHARGES WILL APPLY**

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(Exhibiting Company)  
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\_\_\_\_\_  
(Name of Show)  
\_\_\_\_\_  
(Booth Number)

**DO NOT SHIP TO SHOW SITE PRIOR TO 10/12/09**



## CART SERVICE

Show Name: AstriCon 2009

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

We will have a designated area at the loading dock for US EXPO to unload your personal vehicle (car or van), and deliver to your booth for a **\$50** fee. This fee is per cartload. This service is limited to a maximum of 400lbs that can be delivered in 2 cartloads, otherwise material handling rates will apply.

***This service does not include storage of your empty containers.***



**To qualify for this service you must arrive in a personal vehicle, no company trucks/ vans and no bob-tails. You will be allowed to park in the POV parking that will be designated at the dock while we unload your vehicle. This service will**

**help expedite the move-in process. This service is also available at the end of the show. Make arrangements at the US EXPO service desk prior to the close of the show. If you have any questions please contact our Exhibitor Service Department. Cart service is based on first come first served. Upon arrival, please check in with the US EXPO representative on the dock.**

**DISPLAY LABOR RATES (One hour minimum per worker thereafter is in 30 minute increments)**

Show Name: AstriCon 2009

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**Straight Time** – 8:00 A.M. to 4:30 P.M. Monday through Friday..... \$ 68.00 per person/per hour  
**Overtime** – 4:30 P.M. to midnight Monday through Friday and Saturday 8:00A.M. to 12:00A.M. \$ 95.00 per person/per hour  
**Double Time** – Midnight to 8:00A.M. Monday through Saturday and all day Sunday and Holidays.. \$124.00 per person/per hour

- **All orders placed on-site will incur a 10% additional charge. ST-\$74.80 OT-\$104.50 DT-\$136.40**
- Supervisor must check in at Service Desk to pick up labor crew.
- Start time is only guaranteed at start of working day.
- Labor must be cancelled in writing 24 hours in advance to avoid a one hour cancellation fee per worker.
- Labor crew may be required to take breaks during scheduled labor call. If no lunch or break is taken at the request of the Exhibitor, a meal penalty may be incurred. This rate will be double the prevailing rate.

**INSTALLATION LABOR**

**US EXPO Supervised Labor**  
 The charge for this service is 30% of the total installation labor bill, with a minimum charge of **\$40.00**.  
**Setup Instructions MUST be provided.**  
 Emergency Contact Phone Number:\_(\_\_\_\_\_)\_\_\_\_\_

**Exhibitor Supervised Labor**  
 Show Site Contact:\_\_\_\_\_   
 Supervisor must check in at the Service Desk to pick up labor crew.

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hours		Hourly Rate		Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
<b>US EXPO USE ONLY:</b> L (I/D)(S/O/D)(E/U*) (S) I-INSTALL D-DISMANTLE S-STRAIGHT TIME O-OVERTIME D-DOUBLE TIME E-EXHIBITOR SUPERVISED U-US EXPO SUPERVISED* (S) STANDARD-LATE							US EXPO Supervision		\$	
							Estimated Total Cost		\$	

\* Exhibitor freight stored with US EXPO & convention services during the show will not be available until close of show unless accessible storage is arranged.

**DISMANTLE LABOR**

**US EXPO Supervised Labor**  
 The charge for this service is 30% of the total dismantle labor bill, with a minimum of **\$40.00**.  
 Emergency Contact Phone Number:\_(\_\_\_\_\_)\_\_\_\_\_

**Exhibitor Supervised Labor**  
 Show Site Contact:\_\_\_\_\_   
 Supervisor must check in at the Service Desk to pick up labor crew.

Date	Start Time	No. of People		Approx. Hrs. per Person		Total Hours		Hourly Rate		Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
<b>US EXPO USE ONLY:</b> L (I/D)(S/O/D)(E/U*) (S) I-INSTALL D-DISMANTLE S-STRAIGHT TIME O-OVERTIME D-DOUBLE TIME E-EXHIBITOR SUPERVISED U-US EXPO SUPERVISED* (S) STANDARD-LATE							US EXPO Supervision		\$	
							Estimated Total Cost		\$	

\* US EXPO & convention services is not responsible for any product or literature that is not properly packaged and labeled by Exhibitor personnel.

**OUTBOUND SHIPMENTS**

BANDING OR SHRINKWRAP FOR OUTBOUND SHIPMENTS - \$35.00 for each skid

# of skids \_\_\_\_\_ # of shrinkwraps \_\_\_\_\_ # of bandings \_\_\_\_\_

**Estimated Total**  
\$

# FORKLIFT SERVICES

Show Name: AstriCon 2009

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**TO QUALIFY FOR HOURLY FORKLIFT RATES IN LIEU OF MATERIAL HANDLING:**

- Items must arrive on your own company vehicle
- Items must be uncrated
- Must be equipment or machinery
- Must not require storage of empty crates, pallets or packaging
- Unloading and loading must be done at exhibitors direction.
- Exhibitor is responsible for damage to machinery or exhibitors vehicle.

**Straight Time**

Monday-Friday                      8:00 am - 4:30 pm

**Overtime**

Sat, Sun & Holidays

All Day

Monday - Friday

4:31 pm - 12:00 am

Prior to 8:00 am and after 4:30 pm

**Rates (per usage)**

Forklift with Operator up to 4,000 lb capacity	\$120 in on ST	\$150 in on OT
	\$120 out on ST	\$150 out on OT
Crane/Hoist up to 10,000 lb capacity	Price quote available upon request	
3 or 4 stage forklift	Price quote available upon request	

Items to be Moved: \_\_\_\_\_

Approx Weight: \_\_\_\_\_

**Schedules**

*(estimated number of hours)*

**Forklift on Inbound**

**Forklift on Outbound**

Date	Start time	# of hours		Date	Start time	# of hours
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>		<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

A MINIMUM OF ONE HOUR WILL BE CHARGED PER USAGE

All rigging, labor and forklift operations **must** be confirmed at the Service Desk.  
All work is to be performed under the supervision of an authorized exhibitor representative.

**Very Important**

All orders must be paid in advance. Orders for service will not be processed without pre-payment. There will be a one hour charge if forklift service is pre-ordered and services are not used.

Forklift Inbound \$ \_\_\_\_\_

Forklift Outbound \$ \_\_\_\_\_

**GRAND TOTAL \$** \_\_\_\_\_

## NOTIFICATION OF INTENT TO USE NON-OFFICIAL CONTRACTOR

**Show Name:** AstriCon 2009 **Notification Deadline:** 9/18/09

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Orders received without payment or after the discount deadline will be charged at the standard price.**

AstriCon 2009 has contracted US EXPO & convention services as the Official Service Contractor for the AstriCon 2009 Conference at the Glendale Renaissance in Glendale, AZ on October 13-15, 2009. The scope of our work covered in the contract specifies that US EXPO & convention services (and its subcontractors) will be the exclusive provider of all tradeshow services for the show, i.e. booth furnishings, electrical distribution, material handling, audio visual services, computer rentals, cleaning, floral, etc.

Exceptions to this are:

- 1) **TELEPHONE / ELECTRIC:** Provided by the Glendale Renaissance. Please see the order form on page 17 for details.
- 2) **TEMPORARY INSURANCE:** Provided by the TemporaryInsurance.com. Please see the order form on page 18-19 for details.
- 3) **CUSTOM FURNISHINGS:** Provided by the CORT. Please see the order form on page 20-21 for details.
- 4) **INDEPENDENT CONTRACTORS:** The exhibitor may appoint an independent contractor or display builder to install their booth, provided the exhibitor and contractor comply with the following requirements:
  - a) The exhibitor must notify US EXPO & convention services in writing of their intent to use an independent contractor by completing the information below. This form and certificate of insurance must be received at US EXPO & convention services by 9/18/09.
  - b) The certificate of insurance must name US EXPO & convention services as additional insured and must include a minimum of \$1,000,000 liability coverage, including property damage and Workman's Compensation coverage.
  - c) The show floor, aisles, loading docks, service, and storage areas will be under the control of the Official Service Contractor, US EXPO & convention services, at all times.
  - d) The independent contractor must coordinate all of its activities with US EXPO & convention services.
  - e) If the independent contractor is also responsible for payment of services, the "Third Party Payment Form" must also be completed.

◆ Thank you in advance for your cooperation. It benefits all for a smooth and safe show. ◆

### **NON-OFFICIAL CONTRACTOR INFORMATION**

Contact (please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contractor Company Name: \_\_\_\_\_

Contractor Billing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**\*Please note: If completed form and certificate of insurance are not received by 9/18/09, the independent contractor must use labor provided by US EXPO & convention services to install the display. The exhibitor must sign this form.**

### **For Use of 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 described in this service manual. 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 back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

- |  |  |
|--|--|
| <input type="checkbox"/> ALL SERVICES                      | <input type="checkbox"/> I & D LABOR / SUPERVISION |
| <input type="checkbox"/> RENTAL FURNITURE / CARPET / SIGNS | <input type="checkbox"/> BOOTH CLEANING            |
| <input type="checkbox"/> MATERIAL HANDLING / IN & OUT      | <input type="checkbox"/> OTHER _____               |

\*\*Your signature below denotes acceptance of all terms and conditions included in your service manual\*\*

Exhibitor Name (please print): \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **THIRD PARTY AGENT INFORMATION**

Credit Card Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

- Personal Credit Card  Company Credit Card

Cardholder Name (please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Third Party Company Name: \_\_\_\_\_

Third Party Billing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_



**RENAISSANCE**  
GLENDALE HOTEL & SPA

**The Renaissance Glendale Hotel & Spa / Glendale Convention Center**

**Exhibitor Order Form**

**FAX YOUR ORDER TO (480) 518-8088**

Conference Name:	Company Name:
Delivery Date & Time:	Pickup Date & Time:
On-Site Contact:	Your Name:
Phone No:	Booth #:
Fax No:	Email:

Description	Rate	Qty	Total
Power Drop (5 amps)	\$75		\$0
Power Drop (10 amps)	\$100		\$0
Power Drop (15 amps)	\$150		\$0
Power Drop (20 amp Dedicated Circuit)	\$200		\$0
Class 8 Phone Line Dial 9, Local, Long Distance, International	\$100		\$0
DID Phone Line Dial 9, with a Direct Dial-In Number	\$350		\$0
<b>Subtotal:</b>			\$0
<b>Service Charge (22%):</b>			\$0.00
			\$0.00
<b>Tax (8.5%):</b>			\$0.00
<b>TOTAL 1:</b>			\$0.00

**POWER DROPS AND PHONE LINES ARE A ONE TIME CHARGE FOR THE DURATION OF THE EVENT.**

\* Plus charges for actual calls made

Telephone and Data Lines are on a first come first serve basis.

To guarantee lines, please include payment with your order.

Description	Rate	# of Days	Qty	Total
Telephone Handset	\$25			\$0
Polycom Speaker Phone	\$150			\$0
Renaissance Shared High Speed Internet (1st Computer)	\$500			\$0
Renaissance Shared High Speed Internet (Add'l Computers/ea)	\$50			\$0
A/C Power Strip	\$10			\$0
25' A/C Extension Cord	\$10			\$0
<b>BOXES FOR SHIPPING - Small, Medium &amp; Large</b>	\$10			\$0
Pallet	\$50			\$0
<b>Subtotal:</b>				\$0
<b>Service Charge (22%):</b>				\$0.00
				\$0.00
<b>Tax (8.5%):</b>				\$0.00
<b>TOTAL 2:</b>				\$0.00

**Above items are billed per days of use.**

*This is a partial listing. Additional items are available upon request.*

<b>GRAND TOTAL: \$0.00</b>
----------------------------

<p><b>TERMS:</b> Customer agrees to pay in full for lost, stolen or damaged equipment. Prices are valid for booth events only. Basic power is minimum requirement for any booth requiring electrical service. Exhibit requests must be paid in full before equipment delivery. Orders received within 72 hours of the event are subject to a 50% surcharge. <b>Orders received on-site or day of event are subject to 75% surcharge.</b> <b>Cancellations of any order within 48 hours of event date will be billed at full contracted price.</b></p>	<p><b>PAYMENT ADDRESS:</b> The Renaissance Glendale Hotel 9495 W. Coyotes Blvd. Glendale, AZ 85305 p: (480) 518-8050 f: (480) 518-8088</p>
---	--

Check

Credit Card

Payment: *Please enclose check*

Card Holders Name: \_\_\_\_\_

Card Type: \_\_\_\_\_

Cardnumber: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## RE: TRANSPORTATION, PROPERTY AND LIABILITY INSURANCE FOR YOUR EVENT

As an Exhibitor participating in a show, you may be required to have Liability Insurance. Exhibitorinsurance.com provides a program that includes TRANSPORTATION AND PROPERTY coverage as well as GENERAL LIABILITY at a very affordable rate.

Show Managements insurance policy does not extend coverage to any exhibits and may require you to submit a Certificate of Insurance as per your exhibitor contract.

There are two (2) ways to arrange the required insurance.

### **OPTION #1: exhibitorinsurance.com.**

#### ***AstriCon 2009***

*The exhibitorinsurance.com sample form and list of coverage are included in this package for your convenience...just click on <http://www.exhibitorinsurance.com>, locate this show (AstriCon), and you will have your insurance requirements within 2 minutes! Or, you may use the form on the next page and fax it in.*

### **OPTION #2: Your own Insurance Company**

Alternatively, you can have your insurance company prepare a Certificate of Insurance which must have the following:

- US EXPO & convention services and AstriCon *listed as an additional Insured*
- *Glendale Renaissance listed as an additional insured*
- *exact dates of the show: October 13-15, 2009*
- *Complete Address: 9495 W. Coyotes Blvd, Glendale, AZ 85305*
- Comprehensive General Liability of the required amount specified in your exhibitor contract.
- Bodily Injury and Property Damage Liability
- Maximum deductible of \$1,000 Bodily Injury & Property Damage
- Products and Completed Operations Liability
- Blanket Contractual Liability
- Contingent Employers Liability
- Broad form Property Damage
- Cross Liability clause
- Severability of Interest Clause
- Personal Injury Liability

*We thank you in advance for ensuring the well being of all concerned. Have a prosperous and safe show.*



**EXHIBITORS INSURANCE PURCHASING GROUP, INC**

[www.exhibitorinsurance.com](http://www.exhibitorinsurance.com)

# APPLICATION FOR INSURANCE & MEMBERSHIP




## Fax back application to 1-866-296-4199

(You will receive your certificate with in 24 hours)

<b>I- Exhibitor Company Name:</b>			
<b>Exhibitor Contact Name:</b>			
<b>Email Address:</b>			
Type of Business:			Tel:
			Fax:
Mailing Address:	Unit/Ste	City, State	Zip Code:

<b>II – Show Manager (Legal Name to be added as additional insured)</b>			<b>Email Address:</b>
<b>US EXPO &amp; convention services</b>			<b>Contact name:</b>
Mailing Address:	Unit/Ste	City, State, Zip Code:	Phone:520-573-3200
<b>1859 W. Grant Rd. Unit #107</b>		<b>Tucson, AZ 85745</b>	Fax:520-573-3400

<b>III-- Event Name: AstriCon 2009</b>	Unit/Ste	City, State	<b>Booth #:</b>
Address: Facility 9495 W. Coyotes Blvd.		Glendale, AZ, 85305	
<b>Event Date</b> (includes move in and move out)	<b>FROM: October 13, 2009</b>		<b>TO: October 15, 2009</b>

<b>IV – PAYMENT TERMS AND CONDITIONS:</b>			
Preferred Rate (for payment received at least 14 days before the opening day of show) Premium all dues Total Due: <b>\$235.00</b>			
Regular Rate (for payment received at least 13 days before the opening day of show) Premium all dues Total Due: <b>\$245.00</b>			
<b>PAYMENT BY: PLEASE CHECK BOX ~ OF CREDIT CARD CHOICE</b>			
<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	Payment Card #: _____ Expiration Date: (mm/yyyy)
THE PAYMENT DUE ON THE CREDIT CARD STATEMENT WILL BE IN THE NAME OF: <b>Exhibitorinsurance.com</b>			

**NOTE: CREDIT CARD BILLING ADDRESS MUST BE SHOWN IF DIFFERENT FROM ABOVE**

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**\*I have read the complete Risk Purchasing Agreement and agree to all of the terms.**

Date: / /	Yes, I Agree	No, I Do Not Agree	Name of Credit Card Holder:

**Applicant must answer Y or N in the appropriate box above. Failure to accept terms makes one ineligible for participation in Exhibitors Insurance Purchasing Group, Inc.**

<b>NOTE:</b> The above insurance program will only be offered if the application form is completed in full, and the payment and the application form are received in our offices PRIOR to the opening show date.
<b>NOTE:</b> Completion and submittal of this application automatically requests coverage to be bound, subject to acceptance of the application by Cool Insuring Agency. All Premiums and Dues are 100% earned at inception of coverage. Coverage is void if payment is returned N.S.F. A full copy of this policy is available upon request or online at: <a href="http://www.exhibitorinsurance.com">www.exhibitorinsurance.com</a>

- Coverage is subject to exclusions including: Asbestos Exclusion, Mold Fungi Exclusion, and Territory Restriction – United States of America. This program provides coverage's for the exhibitors' own property to a limit of \$50,000 while at the event and includes 5(five) days transit coverage before and after the event. (Coverage for electronic data processing equipment is excluded)
- Ineligible Risks: Chemicals, Fertilizers, Firearms, Pesticides, Fireworks, Computers, Liquor, Licensed or Unlicensed Motorized Vehicles- including but not limited to: Motorcycles, Watercrafts, All terrain Vehicles, and Tractors. Note: There is no Liability coverage for Vehicles in motion.

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Occasional Cocktail &amp; End Table's</b>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 208	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 208	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 198	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 263	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 228	\$ -
C1 F		COCKTAIL TABLE	GEO. BLACK, GLASS TOP	\$ 181	\$ -
C1 C		COCKTAIL TABLE	GEO. CHROME, GLASS TOP	\$ 187	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 181	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 187	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 187	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 187	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 228	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 216	\$ -
E1 F		END TABLE	GEO. BLACK, GLASS TOP	\$ 170	\$ -
E1 C		END TABLE	GEO. CHROME, GLASS TOP	\$ 175	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 158	\$ -
<b>Cafe Tables</b>					
ZT K		CAFE TABLE	MAPLE, STANDARD BASE	\$ 152	\$ -
ZT P		CAFE TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -
ZT J		CAFE TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 152	\$ -
ZT N		CAFE TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -
ZT M		CAFE TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -
ZT F		CAFE TABLE	SILVER METALIC, STANDARD BASE	\$ 170	\$ -
ZT B		CAFE TABLE	BRUSHED RED, STANDARD BASE	\$ 152	\$ -
ZT C		CAFE TABLE	BRUSHED BLUE, STANDARD BASE	\$ 152	\$ -
ZT E		CAFE TABLE	BRANDY, STANDARD BASE	\$ 210	\$ -
XT E		CAFE TABLE	BRANDY, TULIP CHROME BASE	\$ 228	\$ -
XT K		CAFE TABLE	MAPLE, TULIP CHROME BASE	\$ 210	\$ -
XT P		CAFE TABLE	MAPLE 36" TOP, TULIP BASE	\$ 228	\$ -
XT J		CAFE TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 210	\$ -
XT N		CAFE TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 228	\$ -
XT M		CAFE TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 228	\$ -
XT F		CAFE TABLE	SILVER METALIC, TULIP BASE	\$ 228	\$ -
XT B		CAFE TABLE	BRUSHED RED, TULIP BASE	\$ 210	\$ -
XT C		CAFE TABLE	BRUSHED BLUE, TULIP BASE	\$ 210	\$ -
<b>Bar Tables</b>					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 175	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 181	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 175	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 181	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 181	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 198	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 175	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 175	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 222	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 245	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 222	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 245	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 222	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 245	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 245	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 245	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 222	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 222	\$ -
<b>Training Room</b>					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 292	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 350	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 222	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANEL, GREY	\$ 228	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 257	\$ -

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Conference Chair's, Stacking &amp; Utility Seating</b>					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 117	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 135	\$ -
CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 151	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 135	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 163	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 123	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 123	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 233	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 222	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 257	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 280	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 298	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 233	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 257	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 280	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 312	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 82	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 82	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 146	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 216	\$ -
<b>Desk's, Bookcase's, Credenza's &amp; File's</b>					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 408	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 391	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 408	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 385	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 245	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 245	\$ -
L2 6		LATERAL FILE	MAHOGANY	\$ 310	\$ -
L2 7		LATERAL FILE	GRAPHITE	\$ 292	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 193	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
<b>Conference Tables</b>					
CE 2		CONFERENCE TABLE	GEO. RECTANGLE CHROME, GLASS	\$ 303	\$ -
CF 2		CONFERENCE TABLE	GEO. RECTANGLE BLACK, GLASS	\$ 292	\$ -
CE 1		CONFERENCE TABLE	GEO. SQUARE CHROME, GLASS	\$ 210	\$ -
CF 1		CONFERENCE TABLE	GEO. SQUARE BLACK, GLASS	\$ 198	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 222	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 327	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 397	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 327	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 397	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 268	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 303	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 373	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 490	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 268	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 268	\$ -
<b>Product Display's, Lamps &amp; Refrigerators</b>					
ET 2		ETAGERE	BLACK	\$ 251	\$ -
ET 1		ETAGERE	SILVER	\$ 251	\$ -
PD F		PEDESTAL	GRAPHITE NEBULA	\$ 292	\$ -
PD H		PEDESTAL	GRAPHITE NEBULA	\$ 303	\$ -
PD K		PEDESTAL	GRAPHITE NEBULA	\$ 327	\$ -
PDL		PEDESTAL	LOCKING, BLACK	\$ 327	\$ -
LA F		LAMP	LUMALIGHT, RED	\$ 233	\$ -
LAD		LAMP	LUMALIGHT, WHITE	\$ 233	\$ -
LA E		LAMP	LUMALIGHT, ORANGE	\$ 233	\$ -
LA I		LAMP	PEWTER, FLOOR LAMP	\$ 111	\$ -
LA 2		LAMP	PARISIAN, PEWTER	\$ 111	\$ -
RI R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 613	\$ -
RI Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 205	\$ -

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
PHONE:	FAX:	STATE TAX: (EXCLUDING NV & CA)	\$ -	CONTRACTOR:	
CONTACT:		TOTAL DUE:	\$ -	SHOW DATE:	
EMAIL ADDRESS:		CREDIT CARD:			
AUTHORIZED BY:		SIGNATURE:			
		NAME: (PRINT)			
		EXP:			



CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<b>Sofa's, Sectional's, Loveseat's &amp; Chair's</b>					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 461	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 1,010	\$ -
SO C		SOFA	USBON, BLACK LEATHER	\$ 537	\$ -
US C		LOVESEAT	USBON, BLACK LEATHER	\$ 485	\$ -
CH C		CHAIR	USBON, BLACK LEATHER	\$ 350	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 494	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 336	\$ -
SO N		SOFA	MARRAKESH	\$ 443	\$ -
CH N		CHAIR	MARRAKESH	\$ 315	\$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	\$ 432	\$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	\$ 310	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 408	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 362	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 1,045	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 467	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 257	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 321	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 380	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 277	\$ -
<b>Bar's &amp; Barstool's</b>					
BCE		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 166	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 198	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 187	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 187	\$ -
BST		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 175	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 175	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 140	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 135	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 135	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 135	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,364	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 905	\$ -
<b>Occasional Chair' &amp; Ottoman's</b>					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCENT	\$ 228	\$ -
OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	\$ 583	\$ -
OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	\$ 583	\$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 257	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 291	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 298	\$ -
OC Y		STAGE CHAIR	ONVX	\$ 140	\$ -
OC C		STAGE CHAIR	CAMEL	\$ 140	\$ -
OC Z		STAGE CHAIR	BELGE	\$ 140	\$ -
OC R		STAGE CHAIR	RED	\$ 140	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 175	\$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 218	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 251	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 280	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 292	\$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 218	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 251	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 280	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 292	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 455	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 455	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 455	\$ -
PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	\$ 987	\$ -
PW B		OTTOMAN	PINWHEEL, BLACK & RED	\$ 987	\$ -
OT C		OTTOMAN	CUBE, LEMON	\$ 76	\$ -
OT D		OTTOMAN	CUBE, BLUEBERRY	\$ 76	\$ -
OT E		OTTOMAN	CUBE, RASPBERRY	\$ 76	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 76	\$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 76	\$ -

**MAIL OR FAX BOTH FRONT & BACK TO THE LOCAL CORT SERVICE CENTER:**  
**LAS VEGAS**  
 3455 W. Sunset Road  
 Las Vegas, NV 89118  
 PHONE: 702-362-2552 FAX: 702-362-8556

**LATE ORDERS:**

- Orders received within 14-days prior to show opening will incur a 30% late fee.

**PAYMENT:**

- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

**CANCELLATIONS:**

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

**TS. 650 2009 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHTS RESERVED**

# FIRE PREVENTION REGULATIONS

## US EXPO & convention services

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All decorations, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips, flame retardant foam core and similar materials shall be rendered flame retardant to the satisfaction of the Division of Fire Prevention. Proof of a satisfactory flame-retardant treatment may include a Field Flame Test.

- ✓ FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to an open flame.
- ✓ Oilcloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- ✓ Compressed flammable gases, flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
- ✓ Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammables, poisons, and toxins are prohibited inside the building.
- ✓ Combustible materials (i.e., crates and boxes) shall be limited to a one (1) day supply and shall be maintained in an orderly fashion. Storage of any combustible materials behind the booths is prohibited.

**SPECIAL REQUIREMENTS:** Vehicles, boats and similar exhibited products may be allowed in the building prior to drape installation for display purposes, provided they meet the following requirements

**VEHICLES:**

- ✓ All fuel tank openings shall be satisfactorily sealed to prevent escape of vapors.
- ✓ The hot lead battery cables shall be disconnected from the terminal and remain disconnected while the vehicle is inside the building. Loose cable ends shall be taped to cover all exposed metal.
- ✓ Fueling and de-fueling is prohibited. No more than 5 gallons of fuel in tank.

**BOATS:**

- ✓ Propane tanks must meet one of these 3 requirements:  
I. Purge tank II. Remove tank III. Disconnect and cap tank
- ✓ Propane cooking system SHALL NOT be used while vehicle is being displayed.

**OPEN FLAME DEVICES:** Open flame devices are prohibited.

**EXCEPTION:** a small number of candles may be used when approved by the Fire Marshall or his authorized representative. Candles shall be securely supported on substantial non-combustible materials. The candle flame shall be protected.

**COOKING AND/OR WARMING DEVICES:**

Cooking and/or warming devices that produce grease laden vapors shall be electric. Sterno may be used for warming trays. A recognized testing laboratory (i.e., UL, FM) shall approve cooking devices.

- ✓ Cooking and/or warming devices shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a Plexiglas shield between the cooking and/or warming device and the public.
- ✓ Individual cooking and/or warming devices shall not exceed 12"X24" surface area.
- ✓ The table surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
- ✓ A minimum of two (2) feet shall be kept between cooking devices.
- ✓ Combustible materials shall be kept two (2) feet away from any cooking and/or warming device.
- ✓ A 20 BC or 2 A20 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing cooking and/or warming devices.
- ✓ Lids to one side, to put on cooking warming devices.

**CANOPIES:** Plans for canopies, in an acceptable form shall be submitted to the show sponsor for approval at least 30 days prior to the move-in.

- ✓ Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. If aggregate of 300 square feet is exceeded, sprinkler system must be provided under exhibition booth/canopy roof

**BULK SPACES:** Plans for bulk spaces in an acceptable form shall be submitted to the show sponsor for approval at least 30 days prior to the move-in.

- ✓ Aggregate square footage totals of 200-300 square feet shall have a minimum of one 2A:10BC extinguisher available.

**Fire inspections may be conducted during the course of move-in and teardown. A pre-opening inspection shall be conducted.**

**Spot inspections may be conducted during the course of the show.**

**The show will not be permitted to open without the approval of the Fire Marshall or his authorized representative.**