



TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

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**INTERNET TELEPHONY
SAN DIEGO CONVENTION CENTER
OCTOBER 10 – 13, 2006**

EXHIBITION

TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

Dear Exhibitor:

Our team at Teamwork Event Specialists is pleased to have been chosen by Show Management to serve as your Official Service Contractor.

We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items we encourage you to order early.

To qualify for discount prices, full payment must be included with your order and received by **September 26, 2006** or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

If you need assistance or additional information, please contact our Exhibitor Services Department at: 508 230-0397.

Thank you and we look forward to working with you.

Sincerely,

***Exhibitor Service Department
Teamwork Event Specialists***



GENERAL INFORMATION

TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

LOCATION & DATES

Show Location(s): **San Diego Convention Ctr. Exhibit Halls B1 & B2**

Show Dates: **October 10 – 13, 2006**

EXHIBITOR MOVE-IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Tuesday, October 10, 2006	8:00AM – 5:00PM
Wednesday, October 11, 2006	8:00AM – 2:00PM

PLEASE NOTE: Overtime rates apply after 4:30 PM on Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

SHOW HOURS

Wednesday, October 11, 2006	5:30PM – 8:00PM
Thursday, October 12, 2006	11:00AM – 5:00PM
Friday, October 13, 2006	11:00AM – 3:00PM

EXHIBITOR MOVE-OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Friday, October 13, 2006	3:00PM – 9:00PM
Saturday, October 14, 2006	8:00AM – 11:00AM

Outside carriers must be checked in by **11:00AM on Saturday October 14, 2006**. Please see the Move-Out Information sheet in this Manual for more details.

PLEASE NOTE: Overtime rates apply after 4:30 PM on Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Backwall – Color(s):	Blue and White
3' High Siderails – Color:	Blue
Booth ID sign	

The aisles are carpeted. Aisle Carpet Color: Charcoal



GENERAL INFORMATION

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ADVANCE SHIPPING

Advance shipping begins **September 11, 2006 at 8:00AM** and ends on **October 4, 2006 at 4:30PM.**

Advance shipping address:

**Teamwork Event Specialists
(Your Company Name & Booth Number)
Internet Telephony Conference and Expo
Davis Trucking c/o: Viper
7345 Mission Gorge Road, Ste I
San Diego, CA 92120
Ph. 619.229.9997**

DIRECT SHIPPING

Direct shipping will begin on **Tuesday, October 10, 2006 at 8:00AM.**

Direct shipping address:

**Teamwork Event Specialists
(Your Company Name & Booth Number)
Internet Telephony Conference and Expo
c/o San Diego Convention Center Exhibit Hall B1 & B2
111 West Harbor Drive
San Diego, CA 92101**

TEAMWORK EVENT SPECIALISTS ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

September 26, 2006

For additional information, please contact our Exhibitor Service Department at 508-230-0397.



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ORDERING PROCEDURES & HELPFUL HINTS

The Order Form for services provided by Teamwork Event Specialists consists of several forms. Please complete the parts of each section that apply to your order, and return the completed pages to Teamwork Event Specialists for processing. It is not necessary to return pages for services you did not order. A check list of order forms is provided on the next page to assist you with your order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with Teamwork Event Specialists prior to move-in to cover any additional charges incurred at show site. Orders will not be processed without this information.

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

- ❖ Orders cancelled prior to move-in will be refunded at 100%, unless otherwise specified. Cancellations after move-in begins are invoiced at 100% of original price.
- ❖ No adjustments will be made after the close of the show.

BOOTH FURNISHINGS AND SERVICES

- ❖ Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- ❖ All prices are in U.S. dollars (\$).
- ❖ All rental items are subject to applicable taxes.
- ❖ All rental items remain the property of TEAMWORK Convention Service Contractors.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Teamwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

ORDER RECAP AND CONFIRMATION

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor.

Our Exhibitor Service Representatives will gladly confirm your order – be sure to complete the Order Confirmation Request Form and return it to Teamwork Event Specialists along with your order.



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CHECKLIST FORM

This form has been provided for your reference. Please do not submit this form with your order. Teamwork recommends that you retain the page for your records.

Save time and money and be sure to submit your orders *before* the Advance Order Discount Date!

CHECKLIST OF TEAMWORK ORDER FORMS
--

Form Name	Advanced Order Discount Date	Date Order Placed	Order Total
Credit Card Authorization	Mandatory	_____	\$ _____
Third Party Payment Agreement	September 26, 2006	_____	\$ _____
Rental Exhibit	September 26, 2006	_____	\$ _____
Standard Booth Furnishings	September 26, 2006	_____	\$ _____
Carpet	September 26, 2006	_____	\$ _____
Booth Cleaning	September 26, 2006	_____	\$ _____
Special Sign	September 26, 2006	_____	\$ _____
Booth Labor (I&D)	September 26, 2006	_____	\$ _____
Freight Handling	September 26, 2006	_____	\$ _____

Items marked in bold must be submitted by all exhibiting firms.

CHECKLIST OF OTHER OFFICIAL SUPPLIER ORDER FORMS

Form Name	Advanced Order Discount Date	Date Order Placed	Order Total
Specialty Furnishings	September 26, 2006	_____	\$ _____



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CREDIT CARD AUTHORIZATION

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. An Invoice will be prepared at the show for signature and payment. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa, American Express. **At the close of the show exhibitor freight will not be released for shipment until all unpaid invoices have been settled at the Teamwork Service Desk.** Please notify your company representative who will be at show site of our payment policy.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Policy form)

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S Banks.

CREDIT CARD AUTHORIZATION

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

Please print or type information below:

CHARGE TO (check one)			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS	
Account Number:		Expiration Date:	
Card Holders Name:		Card Holders Signature:	

Please print or type information below:

Card Holders Name:		
Card Billing Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	



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THIRD PARTY AGREEMENT

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

Teamwork will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Teamwork
2. This completed form is to be signed by BOTH PARTIES and returned to Teamwork at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Teamwork's pre payment policy is adhered to; i.e.: order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> LABOR: (<input type="checkbox"/> I&D <input type="checkbox"/> Forklift <input type="checkbox"/> Sign Hanging) |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> MATERIAL HANDLING (Round Trip) |
| <input type="checkbox"/> FURNITURE | <input type="checkbox"/> CARPET |

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Please print or type information below:

Exhibitor	3 rd Party
CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS
Account Number:	Account Number:
Expiration Date:	Expiration Date:
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Please print or type information below:

Card Holders Name:			Card Holders Name:		
Card Billing Address:			Card Billing Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Telephone:		Fax:	Telephone:		Fax:
Exhibiting Company Name:		Booth No:	Exhibiting Company Name:		Booth No:



ORDER FORM – STANDARD FURNISHINGS

TEAMWORK
 28 Main Street, Building 8
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Discount Deadline: September 26, 2006

BOOTH NUMBER _____

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
--------	-----	------------	---------------	-------

DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides
 choose table size & color

30" High

Circle color: **Blue-Black-Burgundy-Hunter Green-Gray-Red-White**

2' x 4' x 30"	()	\$79.00	\$110.00	
2' x 6' x 30"	()	\$123.00	\$155.00	
2' x 8' x 30"	()	\$134.00	\$175.00	
4th side of table draped	()	\$41.00	\$53.00	

42" High

Circle color: **Blue-Black-Burgundy-Hunter Green-Gray-Red-White**

2' x 4' x 42"	()	\$96.55	\$150.00	
2' x 6' x 42"	()	\$142.90	\$200.00	
2' x 8' x 42"	()	\$161.7	\$232.00	
4th side of table draped	()	\$48.00	\$62.00	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$60.00	\$77.25	
2' x 6' x 30"	()	\$70.00	\$90.50	
2' x 8' x 30"	()	\$80.00	\$102.50	

42" High

2' x 4' x 42"	()	\$63.00	\$81.50	
2' x 6' x 42"	()	\$84.00	\$105.80	
2' x 8' x 42"	()	\$92.00	119.00	

DRAPED RISERS (white vinyl)

4' One Step	()	\$51.90	\$81.90	
6' One Step	()	\$68.20	\$88.20	

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM BOOTH.

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$67.50	\$96.75	
Side chair	()	\$58.00	\$73.00	
Padded Stool	()	\$85.00	\$100.00	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
Cocktail Table	()	\$135.00	\$175.00	
Round Pedestal-30" H	()	\$96.00	\$124.75	
Round Pedestal-42" H	()	\$104.00	\$135.00	
Wastebasket	()	\$17.00	\$22.00	
Easel	()	\$39.00	\$49.00	
8' Stanchion	()	\$19.00	\$23.50	
Crossbar	()	\$19.00	\$23.50	
Chrome Sign Frame (22" x 28")	()	\$75.00	\$90.00	
Literature Rack	()	\$55.00	\$67.00	
Bag Rack	()	\$75.00	\$98.00	

Sub Total: \$ _____
7.75% Sales Tax: \$ _____
TOTAL \$ _____

Carry this Total to Order Recap Page

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by Deadline Date In order to qualify for discount rates. All orders placed at the Service Desk will be charged at standard rates. All charges subject to CA Sales Tax (7.75%).

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 50%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

Please print or type information below:

Contact Name:	Email:		
Telephone:	Fax:		
Exhibiting Company Name:	Booth No:		

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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ORDER FORM – CARPET

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

STANDARD CARPET	QTY	DISC.	STANDARD	TOTAL
		RATE	RATE	

Price includes installation & taping front edge.
 No guarantee of color match when ordering multiple carpets.

Circle color: Blue - Burgundy - Gray - Red - Hunter Green- Black

10' x 10'	()	\$138.00	\$183.00	<input type="text"/>
10' x 20'	()	\$276.00	\$366.00	<input type="text"/>
10' x 30'	()	\$414.00	\$549.00	<input type="text"/>
10' x 40'	()	\$552.00	\$732.00	<input type="text"/>

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

All orders placed at the Service Desk will be charged at standard rates.

CUSTOM CARPETING	DISC.	STANDARD	TOTAL
	RATE	RATE	
	per sq ft	per sq ft	

Circle color: Blue - Burgundy - Gray - Red - Hunter Green - Black

BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$4.60 \$6.50
 (100 sq ft minimum)

No telephone orders are accepted.

Full payment must accompany order
 Total items ordered and enter on recap sheet/
 payment form.

CARPET PADDING	DISC.	STANDARD	TOTAL
	RATE	RATE	

Price includes installation

BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$1.40 \$2.00
 (100 sq ft minimum)

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

VISQUEEN (poly covering)	DISC.	STANDARD	TOTAL
	RATE	RATE	

Price includes installation

BOOTH SIZE:
 BOOTH SIZE:
 _____ ft. x _____ ft. = _____ sq ft. \$1.30 \$1.55
 (100 sq ft minimum)

SubTotal: \$ _____
7.75% Sales Tax: \$ _____
TOTAL \$ _____
 Carry this Total to Order Recap Page

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



ORDER FORM – CARPET CLEANING

TEAMWORK
 28 Main Street, Building 8
 North Easton, MA 02356
 P. (508) 230-0397 F. (508)-230-5714

Discount Deadline: *September 26, 2006*

BOOTH NUMBER _____

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
----------------------------	----------------------	----------------------

Daily Vacuuming	\$0.30	\$0.32
One-time only before show opening	\$0.37	\$0.39
Shampoo (available upon request)		

PAYMENT POLICY:

Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ =
 \$ _____

All charges subject to Sales Tax (7.75%)

TOTAL \$ _____

Carry this Total to Order Recap Page

CANCELLATION POLICY: *Items cancelled prior to move-in will be refunded 50%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.*

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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ORDER FORM –SPECIAL SIGNS

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

PRICE LIST & INFORMATION

SIZE	10 WORDS OR LESS	
7" x 11"	\$39.25	1. Copy exceeding 10 words will be charged the rate of \$.75 per word.
11" x 14"	\$45.25	2. Cardboard easel backs - \$2.25 each.
14" x 22"	\$55.00	3. Sales Tax will be added where applicable.
22" x 28"	\$75.00	4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.
28" x 44"	\$109.25	5. Signs ordered after Deadline Date (see payment policy below) or at Show Site are subject to Overtime Charge of 75% .

For all other sizes, please call for quote

INDICATE SIGN COPY BELOW

SIZE
VERTICAL:
HORIZONTAL:
CARD COLOR:
LETTERING COLOR:
EASEL BACK:

Sub Total: \$ _____
7.75% Sales Tax: \$ _____
TOTAL \$ _____

PAYMENT POLICY:

Carry this Total to Order Recap Page.

Payment in full of charges including applicable tax, must accompany advance order and must be received by the deadline date to qualify for discount rates. All orders placed at the service desk will be charged at standard rates.

All balances must be settled at the Service Desk prior to show closing. All charges are payable in Checks, Cash, Money Orders, Traveler's Checks, Visa, MasterCard and American Express are accepted.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



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ORDER FORM –HANGING SIGNS

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

RATES FOR HANGING NON-ELECTRICAL SIGNS

There will be a minimum charge of 1 hr. per Crew on Installation and 1 hr. minimum charge per Crew on dismantle.

HIGH LIFT & CARPENTERS TWO (2) MAN CREW REQUIRED

Straight Time \$345.00 per hr. - 2 Man Crew & Lift
8:00 AM to 4:30 PM - Weekdays

Overtime \$400.00 per hr. - 2 Man Crew & Lift
Before 8:00 AM & after 4:30 PM
Weekdays & all hours on Saturday

Double Time \$454.00 per hr. - 2 Man Crew & Lift
Sunday & Holidays

			A	B	A x B
	Date	Time	# of Crews	Rate per Crew	Total \$
Set-Up					
Dismantle					

Carry this Total to Order Recap Page.

THE FOLLOWING INFORMATION IS REQUIRED FOR ACCURATE HANGING OF YOUR SIGN:

Description of Sign/banner:

- Cloth/vinyl Wood Metal
- Other _____
- 1 sided 2-sided pockets grommets

Shape: Square Rectangle Triangle

- Circular
- Other: _____

Dimensions:

Height _____ Width _____ Length _____

Approximate weight _____

Truss Structure: _____ Yes _____ No

If yes, please send detailed assembly instructions.

Number of feet from rear of booth _____

Number of feet from left side of booth _____

Number of feet from right side of booth _____

Number of feet from front of booth: _____

Number of Feet from floor to bottom of sign _____

If Sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time & Material basis.

ALL HANGING SIGNS MUST CONFORM TO SHOW MANAGEMENT AND FACILITY REGULATIONS PRIOR TO HANGING.

Teamwork Event Specialists and Facility Management reserve the right to assemble, install, and dismantle "Hanging Signs", non-electrical, with approved devices and type of cable to safely hang sign.

****All Sign Orders must be received in Advance of Deadline Date. Orders received at the Service Desk are subject to availability and 50% surcharge.***

Complete plans must be provided and forwarded to Teamwork Event Specialists together with the completed Sign Hanging Order Form.

PAYMENT POLICY: All invoices must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

TOTAL \$ _____

Carry this Total to Order Recap Page

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.



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ORDER FORM –FORKLIFT SERVICE

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

THIS ORDER FORM IS FOR LABOR AND EQUIPMENT THAT MAY BE REQUIRED AFTER YOUR SHIPMENT HAS BEEN DELIVERED TO YOUR BOOTH. THIS SERVICE IS AVAILABLE FOR ASSEMBLY OF EXHIBITS, SPOTTING SKIDDED MATERIALS, AND ANY WORK THAT REQUIRES LIFTING OF HEAVY OR BULKY ITEMS. THIS ORDER MUST BE CONFIRMED WITH A SIGNED WORK ORDER FROM THE TEAMWORK SERVICE DESK AT SHOW SITE. "NO-SHOWS" WILL BE BILLED AT THE MINIMUM PER MAN RATE.

NUMBER	TYPE OF LABOR	Straight Time	Overtime
<input type="text"/>	Forklift – 5000 lb. capacity w/operator	\$132.50 per hour	\$207.50 per hour
<input type="text"/>	Forklift –10,000 lb. capacity w/operator	\$152.50 per hour	\$227.00 per hour
<input type="text"/>	Scissor Lift w/operator & 3 riggers	\$346.50 per hour	\$492.50 per hour
<input type="text"/>	Supervisor	\$ 88.00 per hour	\$145.00 per hour
<input type="text"/>	Rigger	\$ 68.00 per hour	\$114.50 per hour

	# OF FORKLIFTS (W/OPERATORS)	WEIGHT OF HEAVIEST PIECE	# OF HELPERS	DATE	TIME	APPROX. HOURS
INSTALL						
DISMANTLE						

TOTAL: \$ _____
Carry this Total to Order Recap Page.

ADD 20% FOR FLOOR ORDERS

STRAIGHT TIME: MONDAY THROUGH FRIDAY, 8:00AM TO 4:30PM
OVERTIME: MONDAY THROUGH FRIDAY BEFORE 8:00 AM AND/OR AFTER 4:30 PM & SATURDAYS, SUNDAYS AND UNION OBSERVED HOLIDAYS.

All rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of exposition.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.



TEAMWORK
28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –LABOR

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

LABOR RATES FOR INSTALLING & DISMANTLING OF EXHIBITS

EXHIBITOR MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED.

NOTE: 8:00 AM is the only guaranteed starting time. All other orders will be filled as labor is available. Exhibitors not checked in by their requesting starting times are subject to a one hour minimum charge per man ordered, unless written cancellation is received 24 hours prior to starting time.

TEAMWORK shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. Teamwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after show.

PAYMENT POLICY: All invoices must be settled at the Service Desk prior to Show closing. All charges are payable in U.S. funds only, Checks, Cash, Traveler's Checks, visa, MasterCard and American Express are accepted. All charges are subject to CA Sales Tax.

ORDERS RECEIVED AFTER THE DEADLINE DATE OR SHOW SITE ORDERS, WILL INCUR A SURCHARGE OF 20% OF THE LABOR RATE.

Straight Time - \$80.00 per hour

8:00 AM to 4:30 PM – Monday thru Friday.
One hour minimum per worker, thereafter, ½ hour increments.

Overtime - \$145.00 per hour

Before 8:00 AM and/or after 4:30 PM – Monday thru Friday.
All hours on Saturdays, Sundays and union observed holidays.
One hour minimum per worker, thereafter, ½ hour increments.

INSTALLATION	
_____ # OF PEOPLE X _____ #OF HRS PER PERSON X _____ # OF DAYS = TOTAL STRAIGHT TIME hours x \$ _____ /hr. = \$ _____	
	= TOTAL OVERTIME hours x \$ _____ /hr. = \$ _____
DISMANTLE	
_____ # OF PEOPLE X _____ #OF HRS PER PERSON X _____ # OF DAYS = TOTAL STRAIGHT TIME hours x \$ _____ /hr. = \$ _____	
	= TOTAL OVERTIME hours x \$ _____ /hr. = \$ _____
TOTAL: \$ _____	
<i>Carry this Total to Order Recap Page.</i>	

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.



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ORDER FORM –LABOR

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

PLEASE COMPLETE THIS FORM AND RETURN IT TO TEAMWORK EVENT SPECIALISTS IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY TEAMWORK EVENT SPECIALISTS AND THERE WILL NOT BE A SUPERVISOR PRESENT.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____

Shipped to: Warehouse Show Site Date Shipped: _____

From (city & state): _____

Total Number of: Crates: Cartons: Cases: Other:

SET UP INFORMATION

A photo/sketch of my exhibit is enclosed with my order. Yes No

A photo/sketch of my exhibit is packed inside my display case. Yes No

Special set-up instructions are provided with my order. Yes No

Special set-up instructions are packed inside my display case. Yes No

Carpet: With Exhibit Rented from TEAMWORK Color: _____ Size: _____

Electrical Placement: Drawing Attached Drawing with Exhibit Installed under carpet: Yes No

My exhibit has a key, Yes No If "Yes", the key is located in:

Comments: _____

In case of emergency, please call: _____ At: _____

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____ STATE: _____ ZIP: _____

IF SHOW CARRIER: AIR OVERNIGHT AIR 2 DAY AIR DEFERRED GROUND

SHIPPING CHARGES

COLLECT: PREPAID:

IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #: _____ DATE & TIME (pick-up scheduled): _____

IF CARRIER FAILS TO SHOW UP, SHOULD WE:
 RE-ROUTE ON A SIMILAR CARRIER – OR –
 RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. TEAMWORK EVENT SPECIALISTS WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



ORDER FORM –FREIGHT AUTHORIZATION & INFORMATION

TEAMWORK
28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Teamwork Event Specialists to handle our shipment(s) in accordance with the information provided in this service kit and we have read and agree to the terms and provisions hereof. We agree that Teamwork will provide its services as our agent, and not as bailee or shipper, and if any employee of Teamwork shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent and we accept the responsibility therefore. We agree, in the event of a dispute with Teamwork relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Teamwork as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Teamwork for the full amount of the invoice for all such charges, and we further agree that any claim we have against Teamwork shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

WHERE TO SHIP:

Advance Shipments – 1st Day to Receive Monday, September 11, 2006 at 8:00AM	Direct Shipments – 1st Day to Receive Tuesday, October 10, 2006 at 8:00AM
(Your Company Name & Booth Number) Internet Telephony Conference and Expo Davis Trucking c/o: Viper 7345 Mission Gorge Road, Ste I San Diego, CA 92120 Ph. 619.229.9997	(Your Company Name & Booth Number) Internet Telephony Conference and Expo c/o San Diego Convention Center 111 West Harbor Drive San Diego, CA 92101

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. Teamwork Event Specialists shall not be responsible for damage to uncrated materials; material improperly packed or concealed damage.
- B. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Teamwork Event Specialists shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Teamwork Event Specialists shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Teamwork Event Specialists 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.
- F. Teamwork Event Specialists 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 any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Teamwork Event Specialists by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



ORDER FORM –FREIGHT AUTHORIZATION & INFORMATION

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 28 Main Street, Building 8
 North Easton, MA 02356
 P. (508) 230-0397 F. (508)-230-5714

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

Rates quoted below are base upon straight time move-in and move-out. All charges are based upon inbound weight certificates and are quoted on a round trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs. Teamwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Teamwork will receive direct shipments on scheduled move-in day(s). Teamwork will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets.

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or after Monday, September 11, 2006 and no later than Wednesday, October 4, 2006.
- If freight arrives to warehouse after advanced cutoff date, shipment will be assessed a late fee of 25%.

Crated MaterialsWeight _____ cwt x \$ 81.50 per 100 lbs. = \$ _____
 Special HandlingWeight _____ cwt x \$106.25 per 100 lbs. = \$ _____

Direct Shipments to Exhibit Site – 200 Lb. Minimum charge per shipment

- Shipments must arrive on or after Tuesday, October 10, 2006 at 8am .

Crated MaterialsWeight _____ cwt x \$ 79.50 per 100 lbs. = \$ _____
 Special Handling.....Weight _____ cwt x \$104.25 per 100 lbs. = \$ _____
 Uncrated MaterialsWeight _____ cwt x \$ 135.55per 100 lbs. = \$ _____

Total Estimated Material Handling Charges.....\$ _____

Small Package: \$25.00

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25lbs per shipment, per delivery. Includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

Special Handling/Uncrated Materials:

Crated shipments requiring special handling include shipments that are loaded and or packed in such a manner as to require additional handling, such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts.

Surcharges:

Overtime: Additional 30% to the above crated rate for shipments received before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday and union observed holidays.

Off Target: Additional 30% to the above crated rate for shipments received after the deadline and/or scheduled move in date.

Freight left in booth: Additional \$7.00 per CWT for freight left in booth after the close of the show.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK

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FREIGHT FAQs & HANDLING HINTS

Delivery of your bills of lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your bills of lading to the Exhibitor Service Desk. Do not leave bills of lading in your booth.

The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established, which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Teamwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area.

How are rates determined? - Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Teamwork Event Specialists is a Union company and therefore must use Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money - Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? All drivers should attain certified weight tickets for materials prior to arriving at the dock either at the warehouse or at show site. TEAMWORK Convention Service Contractors reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Teamwork Event Specialists weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. - Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Teamwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. - In general it is best to ship your materials in advance to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem it can be solved prior to the show. When shipping direct, if there is a problem there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.



Should I insure my exhibit? - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.



Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Davis Trucking c/o: Viper 7345 Mission Gorge Road, Ste I San Diego, CA 92120 Ph. 619.229.9997 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Wednesday, October 4, 2006 at 4:30PM</p>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Davis Trucking c/o: Viper 7345 Mission Gorge Road, Ste I San Diego, CA 92120 Ph. 619.229.9997 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Wednesday, October 4, 2006 at 4:30PM</p>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Davis Trucking c/o: Viper 7345 Mission Gorge Road, Ste I San Diego, CA 92120 Ph. 619.229.9997 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Wednesday, October 4, 2006 at 4:30PM</p>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Davis Trucking c/o: Viper 7345 Mission Gorge Road, Ste I San Diego, CA 92120 Ph. 619.229.9997 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Wednesday, October 4, 2006 at 4:30PM</p>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

DIRECT SHIPPING LABEL**DIRECT SHIPPING LABEL****FROM:****FROM:****TO:**

EXHIBITING COMPANY

TO:

EXHIBITING COMPANY

Internet Telephony Conference and Expo

NAME OF EXHIBITION

Internet Telephony Conference and Expo

NAME OF EXHIBITION

BOOTH NUMBER

BOOTH NUMBER

C/O TEAMWORK
SANDIEGO Conv. Ctr. Halls b1 & b2
111 West Harbor Drive
San Diego, CA 92101

C/O TEAMWORK
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, October 10, 2006 at 8:00AM

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, October 10, 2006 at 8:00AM

Number _____ of _____ pieces

Number _____ of _____ pieces

**DIRECT SHIPPING LABEL****DIRECT SHIPPING LABEL****FROM:****FROM:****TO:**

EXHIBITING COMPANY

TO:

EXHIBITING COMPANY

Internet Telephony Conference and Expo

NAME OF EXHIBITION

Internet Telephony Conference and Expo

NAME OF EXHIBITION

BOOTH NUMBER

BOOTH NUMBER

C/O TEAMWORK
SANDIEGO Conv. Ctr. Halls b1 & b2
111 West Harbor Drive
San Diego, CA 92101

C/O TEAMWORK
SANDIEGO Conv. Ctr. Halls b1 & b2
111 West Harbor Drive
San Diego, CA 92101

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, October 10, 2006 at 8:00AM

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, October 10, 2006 at 8:00AM

Number _____ of _____ pieces

Number _____ of _____ pieces





ORDER FORM –ORDER RECAP & CONFIRMATION

TEAMWORK

28 Main Street, Building 8
 North Easton, MA 02356
 P. (508) 230-0397 F. (508)-230-5714

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. You must complete Page 1 of the six-page Order Form in this Manual regardless of payment method. If you are paying by check, please make check payable to **Teamwork Event Specialists.**
3. Mail your check and all applicable forms to:

**Teamwork Event Specialists
 28 Main Street, Building 8
 North Easton, MA 02356**

CALCULATION OF ORDERS (total from each **Teamwork Event Specialists** order form):

RENTAL EXHIBIT ORDER FORM *	\$
STANDARD BOOTH FURNISHINGS *	\$
CARPET ORDER FORM*	\$
BOOTH CLEANING ORDER FORM	\$
SPECIAL SIGNS ORDER FORM *	\$
SIGN HANGING ORDER FORM	\$
FORKLIFT SERVICE ORDER FORM	\$
LABOR ORDER FORM	\$
FREIGHT ORDER FORM	\$
Sub Total		\$
7.75% Sales Tax		\$
Line items marked with an * are subject to CA Sales Tax		
TOTAL DUE TO TEAMWORK EVENT SPECIALISTS		\$

PAYMENT METHOD:

- Credit Card:** VISA MASTERCARD AMERICAN EXPRESS
 Check: # _____ Dated ____ / ____ / ____ in the amount of \$ _____

EXHIBITORS PAYING BY CHECK ARE STILL REQUIRED TO PROVIDE A CREDIT CARD AUTHORIZATION AS GUARANTEE OF PAYMENT FOR ADDITIONAL CHARGES.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



ORDER FORM –ORDER RECAP & CONFIRMATION

TEAMWORK
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North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

Discount Deadline: September 26, 2006

BOOTH NUMBER _____

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

CONTACT NAME: _____

COMPANY NAME: _____

TELEPHONE NUMBER: (____) _____ - _____

FAX NUMBER: (____) _____ - _____

EMAIL ADDRESS _____

PLEASE CHECK THE BOX INDICATING HOW YOU WOULD LIKE YOUR ORDER CONFIRMED:

BY TELEPHONE **BY FAX** **BY EMAIL**

NOTE: TO QUALIFY FOR DISCOUNT PRICES YOU **MUST** SEND YOUR ORDER AND PAYMENT-IN-FULL PRIOR TO THE DISCOUNT DEADLINE DATE SPECIFIED IN THIS MANUAL.

FAX CONFIRMATION

WE HAVE RECEIVED THE FOLLOWING ORDERS FOR YOUR BOOTH:

- | | | | |
|----------------------------|--------------------------|--------------------------------|--------------------------|
| PAYMENT INFORMATION | <input type="checkbox"/> | FREIGHT | <input type="checkbox"/> |
| STANDARD BOOTH FURNISHINGS | <input type="checkbox"/> | BOOTH CLEANING | <input type="checkbox"/> |
| CARPET | <input type="checkbox"/> | SPECIAL SIGNS | <input type="checkbox"/> |
| LABOR | <input type="checkbox"/> | RENTAL EXHIBIT | <input type="checkbox"/> |
| SIGN HANGING | <input type="checkbox"/> | EXHIBITOR APPOINTED CONTRACTOR | <input type="checkbox"/> |
| FORKLIFT SERVICE | <input type="checkbox"/> | | |

ADDITIONAL INFORMATION NEEDED TO PROCESS YOUR ORDER:

Thank you for your order. If we can be of further assistance, or for additional information, please contact our Exhibitor Service Department at 508-230-0397.



EXHIBITOR APPOINTED CONTRACTOR

TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Teamwork Event Specialists no later than **Friday, September 8, 2006**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with the **San Diego Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Event Specialists with **Certificates of Insurance naming Teamwork Event Specialists, and the Internet Telephony Conference and Expo as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Teamwork Event Specialists to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Sunday, October 23, 2005, your non-official contractor will be allowed to supervise only. All labor must then be hired from Teamwork Event Specialists for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Please print or type information below:

Event or Show:		
Exhibiting Company Name:		Booth No:
Contracting Company:		
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	



TEAMWORK
28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

EXHIBITOR MANUAL SURVEY

OVERALL APPEARANCE OF MANUAL	1	2	3	4	5
ORGANIZATION OF MANUAL	1	2	3	4	5
COMPLETENESS OF INFORMATION	1	2	3	4	5
CLARITY OF INFORMATION	1	2	3	4	5
QUALITY OF MATERIALS	1	2	3	4	5
OVERALL USEFULNESS	1	2	3	4	5

DID YOU RECEIVE YOUR MANUAL IN A TIMELY MANNER?	YES	NO
--	------------	-----------

Suggestions to improve the Exhibitor Manual:

Your Company Name: _____ Booth #: _____

Your Name: _____ Date: _____

Please return this form to Teamwork Event Specialists, attention: Exhibitor Services



TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Teamwork Event Specialists cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Teamwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to fire Marshall Jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hard wall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Teamwork Event Specialist, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Teamwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility or Teamwork Event Specialists. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Teamwork Event Specialists, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

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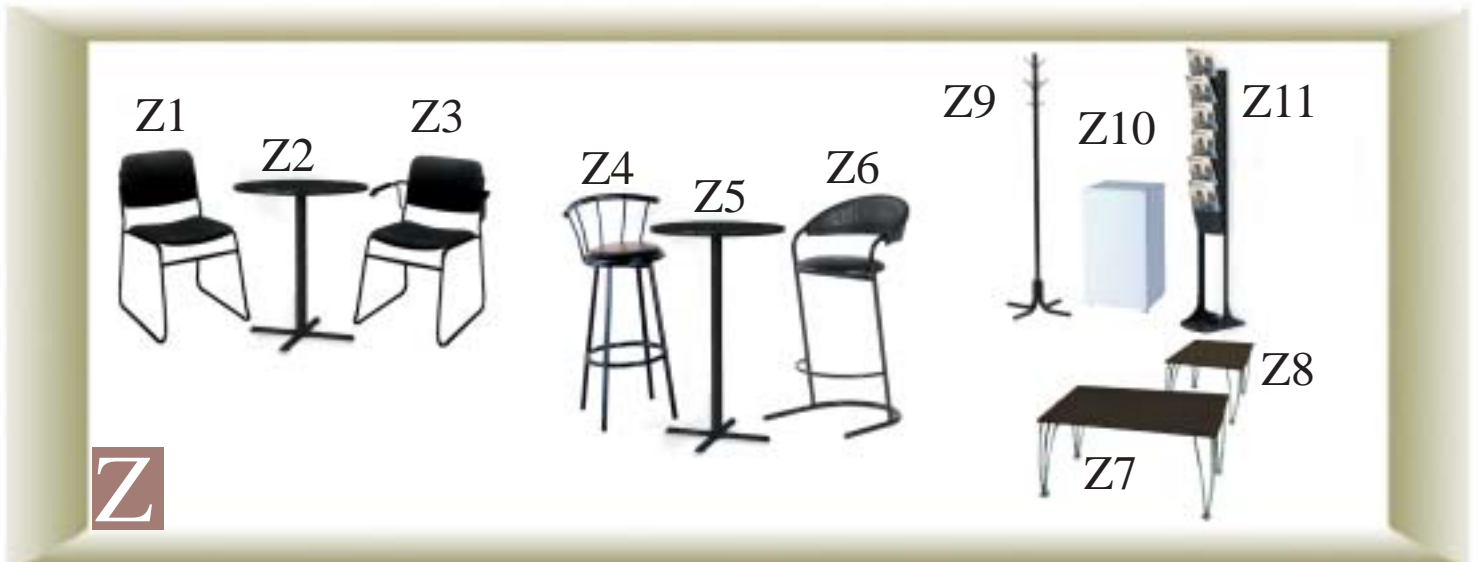
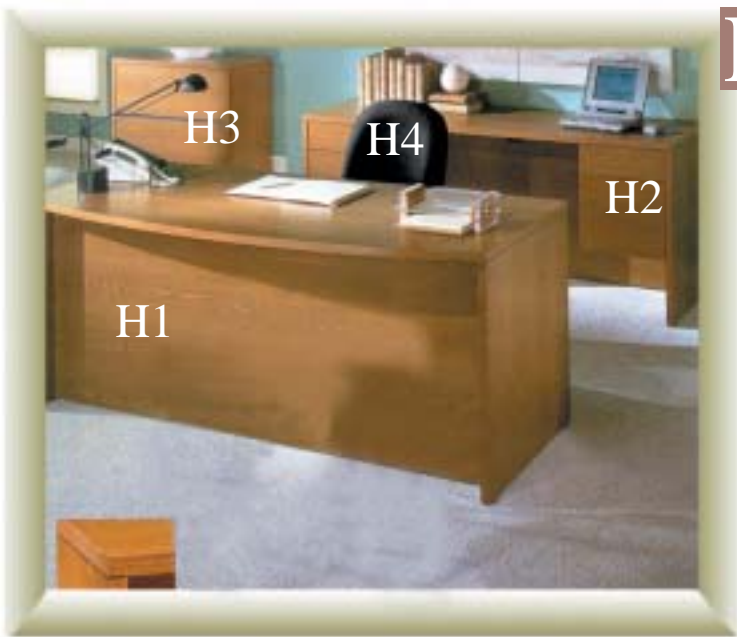
E



F



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Olis Tradeshaw Furnishings

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847.458.9760

Qty.	Discount	Standard	Total	Qty.	Discount	Standard	Total
A-1	_____	Durapella Sage Sofa	435.00 \$ 565.50	E-1	_____	Pewter/Blue Chair	145.00 \$ 188.50
A-2	_____	Durapella Sage Loveseat	385.00 \$ 500.50	E-2	_____	Pewter/Red Chair	145.00 \$ 188.50
A-3	_____	Durapella Sage Chair	285.00 \$ 370.50	E-3	_____	Pewter/Yellow Chair	145.00 \$ 188.50
A-4	_____	Cherry Cocktail Table	185.00 \$ 240.50	E-4	_____	Pewter/Green Chair	145.00 \$ 188.50
A-5	_____	Cherry End Table	165.00 \$ 214.50	E-5	_____	Black/Glass 36" Round Table	195.00 \$ 253.50
A-6	_____	Cherry Sofa Table (Not shown)	185.00 \$ 240.50	E-6	_____	Chrome/Glass Bar Table	225.00 \$ 292.50
A-7	_____	Birch/Metal 54" Round Table	235.00 \$ 305.50	E-7	_____	Chrome/Black Euro Stool	145.00 \$ 188.50
A-8	_____	Birch/Steel Side Chair	155.00 \$ 201.50	E-8	_____	Black/Glass 42" Round Table	225.00 \$ 292.50
A-9	_____	Birch/Steel Server	285.00 \$ 370.50	E-9	_____	Black Side Chair	125.00 \$ 162.50
A-10	_____	Finished Gold 36" x 60" Table	205.00 \$ 266.50	F-1	_____	Brushed Steel 42" Round Table	225.00 \$ 292.50
A-11	_____	Finished Gold Side Chair	125.00 \$ 162.50	F-2	_____	Brushed Steel/Black Chair	145.00 \$ 188.50
B-1	_____	Black Leather Sofa	415.00 \$ 539.50	F-3	_____	Brushed Steel Bar Table	215.00 \$ 279.50
B-2	_____	Black Leather Loveseat	385.00 \$ 500.50	F-4	_____	Brushed Steel/Black Barstool	165.00 \$ 214.50
B-3	_____	Black Leather Chair	325.00 \$ 422.50	F-5	_____	Brushed Steel 42" Round Table	225.00 \$ 292.50
B-4	_____	Maple/Black Cocktail Table	185.00 \$ 240.50	F-6	_____	Brushed Steel/Blue Chair	145.00 \$ 188.50
B-5	_____	Maple/Black End Table	165.00 \$ 214.50	F-7	_____	Brushed Steel/Blue Barstool	165.00 \$ 214.50
B-6	_____	Maple/Black 6 Ft. Conf. Table	435.00 \$ 565.50	G-1	_____	Black 24" x 24" x 42" Pedestal	275.00 \$ 357.50
B-7	_____	Maple/Black 8 Ft. Conf. Table	485.00 \$ 630.50	G-2	_____	Black 12" x 12" x 42" Pedestal	175.00 \$ 227.50
B-8	_____	Maple/Black 42" Rnd Conf Table (Not shown)	355.00 \$ 461.50	G-3	_____	Black 12" x 12" x 30" Pedestal	175.00 \$ 227.50
B-9	_____	Black Leather Conference Chair	215.00 \$ 279.50	G-4	_____	Black Drafting Stool	175.00 \$ 227.50
B-10	_____	Lamp	85.00 \$ 110.50	G-5	_____	Black Steno Chair	125.00 \$ 162.50
B-11	_____	Black Leather Lounge Chair	295.00 \$ 383.50	G-6	_____	48" x 24" x 30" Parson's Desk	235.00 \$ 305.50
C-1	_____	Grey Sofa	335.00 \$ 435.50	H-1	_____	Oak Desk	335.00 \$ 435.50
C-2	_____	Grey Loveseat	305.00 \$ 396.50	H-2	_____	Oak Credenza	355.00 \$ 461.50
C-3	_____	Grey Chair	275.00 \$ 357.50	H-3	_____	Oak Lateral File	245.00 \$ 318.50
C-4	_____	Black/Glass Cocktail Table	150.00 \$ 195.00	H-4	_____	Black Leather Executive Chair	215.00 \$ 279.50
C-5	_____	Black/Glass End Table	140.00 \$ 182.00	H-5	_____	Black Lounge Chair (Not Shown)	265.00 \$ 344.50
C-6	_____	Chrome/Glass Cocktail Table	160.00 \$ 208.00	H-6	_____	Black 36" Round Table	165.00 \$ 214.50
C-7	_____	Chrome/Glass End Table	150.00 \$ 195.00	H-7	_____	Black Euro Chair	125.00 \$ 162.50
C-8	_____	Lamp	85.00 \$ 110.50	H-8	_____	Black 30" Round Bar Table	155.00 \$ 201.50
D-1	_____	Chrome/Glass 36" Round Table	195.00 \$ 253.50	H-9	_____	Euro Barstool	155.00 \$ 201.50
D-2	_____	Brushed Silver Ladderback Chair	105.00 \$ 136.50	H-10	_____	Black 6 Ft. Conference Table	285.00 \$ 370.50
D-3	_____	Chrome/Glass 42" Round Table	225.00 \$ 292.50	H-11	_____	Black Leather Executive Chair	215.00 \$ 279.50
D-4	_____	White/Chrome Chair	145.00 \$ 188.50	H-12	_____	Conference Table/Brandy 10 Ft.(Not Shown)	495.00 \$ 643.50
D-5	_____	Pewter/Glass 60" Oval Table	255.00 \$ 331.50	H-13	_____	Conference Table/Brandy 6 Ft.(Not Shown)	395.00 \$ 513.50
D-6	_____	Pewter/White Chair	135.00 \$ 175.50				
D-7	_____	Pewter/Glass 42" Round Table (Not shown)	235.00 \$ 305.50				

Elite Necessities

Z-1	_____	Black Sherpa Side Chair	55.00 \$ 71.50	Z-7	_____	Cocktail Table	75.00 \$ 97.50
Z-2	_____	Black 30"x30" Table	145.00 \$ 188.50	Z-8	_____	End Table	65.00 \$ 84.50
Z-3	_____	Black Sherpa Arm Chair	65.00 \$ 84.50	Z-9	_____	Coat rack	45.00 \$ 58.50
Z-4	_____	Black Ladderback Barstool	95.00 \$ 123.50	Z-10	_____	Refrigerator	255.00 \$ 331.50
Z-5	_____	Black 30"x42" Bar Table	155.00 \$ 201.50	Z-11	_____	Literature Stand	125.00 \$ 162.50
Z-6	_____	Black Euro Barstool	135.00 \$ 175.50				

Credit Card # _____ **Show Name** _____ **Subtotal:** _____
Exp. _____ **Show Location** _____ **Sales Tax:** _____
Cardholder Name _____ **Show Dates** _____ **Delivery:** **\$75.00**
Cardholder Signature _____ **Company Name** _____ **Total:** _____
Address _____ **Booth #** _____
Company Representative @ Show site _____ *
Telephone _____ **include cellular telephone number if possible*

Orders Received within 14 days of the show will be charged standard rates. Rates are for the duration of the event. 100% cancellation fee 10 days from the show. Please apply event site sales tax.

Mail: Olis Tradeshaw Furnishings
200 Berg Street
Algonquin, IL 60102
888.458.9760 - toll free
847.458.9984 - phone
847.458.9760 - fax



TEAMWORK
28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

MOVE OUT INFORMATION

To increase the efficiency of exhibitor move-out, Teamwork Event Specialists has instituted the following Move-Out Schedule for this show.

Friday, October 13, 2006 at 3:00PM - 9:00PM Exhibitor Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Teamwork Service Center.

Saturday, October 14, 2006 at 11:00AM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Teamwork Dock Supervisor by **11:00AM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **11:00AM**, Teamwork Event Specialists reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

October 14, 2006 at 11:00AM – Exhibits packed and Bills of Lading turned in to TEAMWORK.

All Bills of Lading must be turned in to the Teamwork Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Teamwork Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Delivery of your bills of lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your bills of lading to the Exhibitor Service Desk. Do not leave bills of lading in your booth.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Teamwork Service Center prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

11:00AM October 14, 2006. – Final clean up, Exhibitor Move-Out Ends.



TEAMWORK

28 Main Street, Building 8
North Easton, MA 02356
P. (508) 230-0397 F. (508)-230-5714

LIMITS OF LIABILITY

1. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Teamwork Event Specialists shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of-lading covering outgoing shipments, which are furnished by Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.
4. Teamwork Event Specialists shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Teamwork Event Specialists' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Teamwork Event Specialist'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.
6. Teamwork Event Specialists shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Teamwork Event Specialists, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIAL FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.



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- CENTRALIZED COMPUTER TRACKING
- DEDICATED CUSTOMER SERVICE STAFF

SERVICES AVAILABLE:

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ON - SITE REPRESENTATION: SEE US AT THE EXHIBITOR SERVICE AREA

888-458-9760

VERY IMPORTANT PLEASE READ

EXHIBITOR: *FOR MOVE IN:* PLEASE COMPLETE AND FAX TO (847) 458-9760.

FOR MOVE OUT: FOR FASTEST SERVICE, PLEASE COMPLETE THE BOTTOM PORTION OF THIS FORM AND RETURN TO THE VIPER TRANSPORTATION SERVICE DESK LOCATED IN THE SERVICE CONTRACTOR AREA AS SOON AS POSSIBLE.

PLEASE PRINT OR TYPE

Show Name: _____
 Booth# _____
 Company Name: _____
 On-Site Contact: _____

Please complete credit card information
 below. All shipments paid in advance

Ship From:

Ship To:

Company Name

Company Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Contact Name

Phone

Contact Name

Phone

Additional Information

Additional Information

Number of Labels / Pieces:

Delivery Instructions: _____

Service Level (Check One):

Next Day 2 day 3-4 day 5-7 day

VISA MC AMEX

Name of Cardmember: _____

Card Number : _____

Exp. Date _____

Cardholder Signature _____

Fax # for Receipt _____