



TEAMWORK

28 Main Street, Building 8

North Easton, MA 02356

P. (508) 230-0397 F. (508)-230-5714

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Internet Telephony Conference & Expo
LOS ANGELES CONVENTION CENTER
SEPTEMBER 16 – 18, 2008

TEAMWORK

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P. (508) 230-0397 F. (508)-230-5714

EXHIBITION

Dear Exhibitor:

Our team at Teamwork Event Specialists is pleased to have been chosen by TMC 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 **August 29, 2008**, 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



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GENERAL INFORMATION

LOCATION & DATES

Show Location(s): **Los Angeles Convention Center West Hall B**

Show Dates: **September 16-18, 2008**

EXHIBITOR MOVE-IN

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

Tuesday, September 16 **8:00AM – 5:00PM (20'x20' booths or larger)**
12:30PM – 5:00PM (smaller than 20'x20')

Wednesday, September 17 **8:00AM – Noon**

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, September 17 **4:00PM – 8:00PM**

Thursday, September 18 **11:00AM – 5:00PM**

EXHIBITOR MOVE-OUT

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

Thursday, September 18 **5:00PM – 11:30PM**

Friday, September 19 **8:00AM – Noon**

Outside carriers must be checked in by **10:00AM on Friday, September 19**. 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: **Blue**



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GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins **Monday August 11, 2008, at 8:00AM** and ends on **Thursday September 11, 2008, at 4:30PM**.

Advance shipping address:

**Teamwork Event Specialists
(Your Company Name & Booth Number)
Internet Telephony Conference and Expo
Yellow Transportation
9933 E Beverly Blvd
Pico Rivera ,CA 90660**

DIRECT SHIPPING

Direct shipping will begin on **Monday, September 15, 2008, at 9:00AM**.

Direct shipping address:

**Teamwork Event Specialists
Internet Telephony Conference and Expo
(Your Company Name & Booth Number)
Los Angeles Convention Center West Hall B
1201 South Figueroa Street
Los Angeles, California 90015**

TEAMWORK EVENT SPECIALISTS ADVANCE ORDER DISCOUNT DEADLINE

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

August 29, 2008

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	August 29, 2008	_____	\$ _____
Rental Exhibit	August 29, 2008	_____	\$ _____
Standard Booth Furnishings	August 29, 2008	_____	\$ _____
Carpet	August 29, 2008	_____	\$ _____
Booth Cleaning	August 29, 2008	_____	\$ _____
Special Sign	August 29, 2008	_____	\$ _____
Booth Labor (I&D)	August 29, 2008	_____	\$ _____
Freight Handling	August 29, 2008	_____	\$ _____

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	August 29, 2008	_____	\$ _____
Exhibit Plant	N/A	_____	\$ _____



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CREDIT CARD AUTHORIZATION

Discount Deadline: August 29, 2008

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: August 29, 2008

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:



MODULAR

MODULAR

MODULAR

MODULAR

PACKAGE 1A -

6' Table Top Exhibit

Includes the Following:

- (1) 6' Draped Table
- (1) 26 3/8" x 39 1/2" Display Panel
- (2) Curved 29 1/2" x 39 1/2" Display Panels
- (1) Stem Light
- (1) 68 3/8" x 9 1/2" Header

PACKAGE 1B -

8' Table Top Exhibit

Includes the Following:

- (1) 8' Draped Table
- (1) 37 3/4" x 39 1/2" Display Panel
- (2) 29 1/2" x 39 1/2" Curved Display Panels
- (1) Stem Light
- (1) 76 3/4" x 11" Header

PACKAGE 2A -

Free Standing Center Counter Exhibit

Includes the Following:

- (2) White Shelves
- (1) 39" x 36" Storage Cabinet
- (2) 37 3/4" x 54 3/16" Display Panels
- (3) Stem Light
- (1) 31 3/4" x 9 1/2" Header
- Carpet included

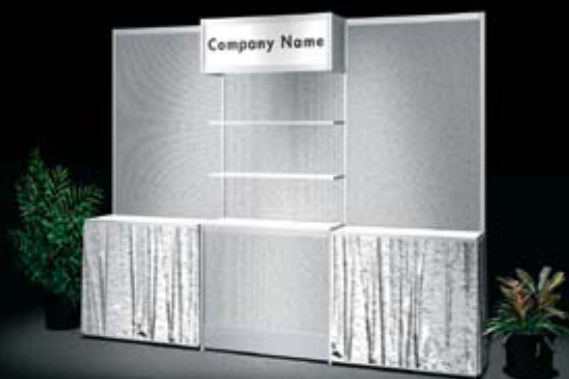
6' TABLE TOP EXHIBIT



8' TABLE TOP EXHIBIT



FREE STANDING CENTER COUNTER EXHIBIT



PACKAGE 2B -

Free Standing Counter Exhibit
Includes the Following:

- (6) White Shelves
- (3) 39" x 36" Storage Cabinet
- (3) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

PACKAGE 3 -

Curved Backwall Exhibit

Includes the Following:

- (2) 37 3/4" x 94 11/16" Display Panels
- (2) 29 1/2" x 94 11/16" Curved Display Panels
- (2) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

PACKAGE 4 -

Backwall Counter Exhibit

Includes the Following:

- (2) 37 3/4" x 54 3/16" Display Panels
- (2) 26 1/2" x 54 3/16" Angled Display Panels
- (2) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

PACKAGE 5 -

10' x 10' Exhibit

Includes the Following:

- (3) White Shelves
- (3) 37 3/4" x 94 11/16" Display Panels
- (2) 18 1/2" x 94 11/16" Display Panels
- (3) Stem Light
- (1) 76 3/4" x 9 1/2" Header
- Includes Standard Carpet

FREE STANDING COUNTER EXHIBIT



CURVED BACKWALL EXHIBIT



BACKWALL COUNTER EXHIBIT



10' X 10' EXHIBIT



**PACKAGE 6 -
10' X 20' ANGLED EXHIBIT**

Includes the Following:

- (2) 39" x 36" Storage Cabinets
- (2) 37 3/4" x 94 11/16" Display Panels
- (4) 25 1/2" x 54 3/16" Angled Display Panels
- (6) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

**PACKAGE 7A -
10' X 20' CURVED EXHIBIT**

Includes the Following:

- (2) 39" x 36" Storage Cabinets
- (2) 37 3/4" x 52 3/16" Display Panels
- (4) 37 3/4" x 94 11/16" Display Panels
- (6) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

**PACKAGE 7B -
10' X 30' CURVED EXHIBIT**

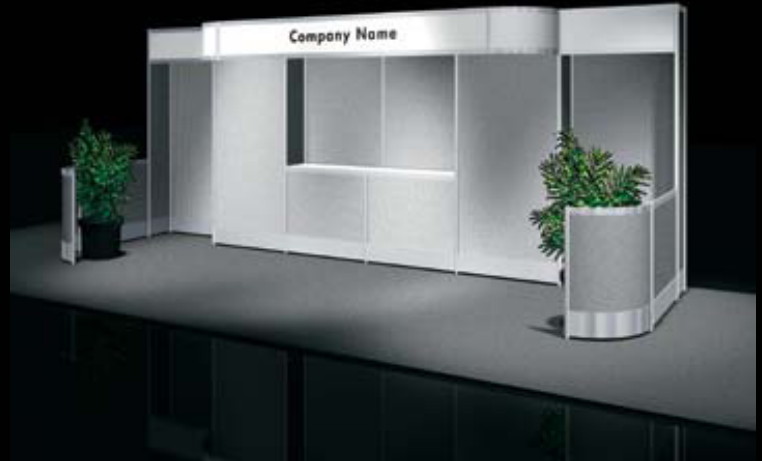
Includes the Following:

- (3) 39" x 36" Storage Cabinets
- (3) 37 3/4" x 54 3/16" Display Panels
- (6) 37 3/4" x 94 11/16" Display Panels
- (9) Stem Light
- (1) 154 3/4" x 9 1/2" Header
- Includes Standard Carpet

10' X 20' ANGLED EXHIBIT



10' X 20' CURVED EXHIBIT



10' X 30' CURVED EXHIBIT






TEAMWORK MODULAR RENTALS

Teamwork Modular Rentals provide a convenient, cost-effective way to make the right marketing statement without having to spend all the time and money involved in transporting an exhibit to a show.

When you choose Teamwork Modular Rentals you have access to a variety of designs and layouts that can help your company deliver its message. These are not cookie cutter rentals. Our modular exhibit packages are also priced to fit your budget.

And consider the convenience. You just decide on the exhibit look and we will take it from there. The exhibit will be all set and ready to go when you arrive on the show floor. We take care of shipping, carpet and pad, installation and dismantle, everything.



TEAMWORK GRAPHICS

Don't have your own exhibit graphics?
Need something else made? Are some
graphics missing or damaged?

When you are in need of graphic
design and production services,
turn to Teamwork. Our in-house
graphics capabilities bring together
high-end technology and award-
winning design talent. There isn't
a project we can't accommodate.
And we are particularly good on
short notice and under tight deadline.



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ORDER FORM –RENTAL EXHIBIT

Discount Deadline: August 29, 2008

BOOTH NUMBER _____

STEP 1 – Choose Your Exhibit				STEP 5 – Choose your Accessories			
Qty	Description	Disc Price	Std Price	Qty	Description	Disc Price	Std Price
	Option 1A	\$ 698.50	\$874.50		40”h x 18”d x 39”w Counter	\$247.50	\$308.00
	Option 1B	\$ 764.50	\$951.50		40”h x 18”d x 78”w Counter	\$467.50	\$583.00
	Option 2A	\$ 1067.00	\$1,331.00		40”h x 18”d x 39”radCounter	\$385.00	\$478.50
	Option 2B	\$1,309.00	\$1,639.00		40”hx18”d x 39”w TV Stand	\$687.50	\$858.00
	Option 3	\$1,044.00	\$1,303.50		40”hx43”dx96”w 45 Counter	\$605.00	\$753.50
	Option 4	\$1,441.00	\$1,798.50		Longarm Spotlights	\$ 38.50	\$ 49.50
	Option 5	\$1,864.50	\$2,332.00		Clip on Spotlights	\$ 22.00	\$ 27.50
	Option 6	\$4,004.00	\$4,840.00		8” Track Light w/2 Heads	\$ 77.00	\$ 87.00
	Option 7A	\$4,371.50	\$5,197.50		Additional Track Heads	\$ 33.00	\$ 42.00
	Option 7B	\$5,742.00	\$6,891.50		Power Strips	\$ 16.50	\$ 21.00
					Flat Extension Cords	\$ 16.50	\$ 21.00
					39”l x 12”w Angled Shelf	\$ 33.00	\$ 42.00
					39”l x 12”w Flat Shelf	\$ 33.00	\$ 42.00
					Velcro Adhesive Brochure Holder	\$ 16.50	\$ 21.00
Step 1 Sub Total:				Step 5 Sub Total:			
				Step 1 Sub Total:			
				Sales Tax (8.25%):			
				Rental Exhibit Total:			

STEP 2 – CHOOSE YOUR SINTRA PANEL COLORS

Check ONE (1): ☐ White ☐ Grey

STEP 3 – CHOOSE YOUR CARPET COLOR

Check ONE (1): ☐ Blue ☐ Red ☐ Black ☐ Grey ☐ Burgundy ☐ Green

STEP 4 – CLEARLY INDICATE YOUR HEADER COPY

--

Please Check Letter Color

Check ONE (1): ☐ Blue ☐ Red ☐ Black ☐ Grey ☐ Burgundy ☐ Green

Special Artwork, logos or colors will be quoted upon request. Please include samples and comments with this order.

If color selection is not indicated where specified, show colors will be provided

PAYMENT POLICY:

- Orders cancelled prior to the show move-in will be charged 50% of original price.
- Orders cancelled after move-in will be charged at 100% of original price
- Equipment is on a rental basis only and remains property of Teamwork Event Specialists
- No credit will be issued after close of 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.



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ORDER FORM –STANDARD FURNISHINGS

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

Discount Deadline: August 29, 2008

BOOTH NUMBER _____

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

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM BOOTH.

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"	()	\$84.00	\$118.00	
2' x 6' x 30"	()	\$128.00	\$179.00	
2' x 8' x 30"	()	\$139.00	\$195.00	
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"	()	\$101.55	\$150.00	
2' x 6' x 42"	()	\$148.00	\$208.00	
2' x 8' x 42"	()	\$167.00	\$233.00	
4th side of table draped	()	\$48.00	\$62.00	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$65.00	\$91.00	
2' x 6' x 30"	()	\$75.00	\$105.00	
2' x 8' x 30"	()	\$85.00	\$119.00	

42" High

2' x 4' x 42"	()	\$68.00	\$95.50	
2' x 6' x 42"	()	\$89.00	\$124.50	
2' x 8' x 42"	()	\$97.00	\$136.00	

DRAPED RISERS (white vinyl)

4' One Step	()	\$57.00	\$81.90	
6' One Step	()	\$73.50	\$103.00	

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$72.50	\$101.50	
Side chair	()	\$63.00	\$88.50	
Padded Stool	()	\$90.00	\$126.00	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
Cocktail Table	()	\$135.00	\$189.00	
Round Pedestal-30" H	()	\$101.00	\$141.50	
Round Pedestal-42" H	()	\$109.00	\$152.50	
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	()	\$125.00	\$175.00	
Bag Rack	()	\$75.00	\$98.00	

Sub Total: \$ _____

8.25% 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 (8.25%).

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.

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: August 29, 2008

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'	()	\$139.00	\$195.00	
10' x 20'	()	\$278.00	\$389.00	
10' x 30'	()	\$417.00	\$584.00	
10' x 40'	()	\$556.00	\$778.50	

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)

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: \$ _____
8.25% 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.



Internet Telephony Conference & Expo

LOS ANGELES CONVENTION CENTER

SEPTEMBER 16 – 18, 2008

TEAMWORK

28 Main Street, Building 8

North Easton, MA 02356

P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –CARPET CLEANING

Discount Deadline: August 29, 2008

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 _____ =
\$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

CANCELLATION POLICY: *Items cancelled prior to move-in will be refunded 100%. 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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P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –SPECIAL SIGNS

Discount Deadline: August 29, 2008

BOOTH NUMBER _____

PRICE LIST & INFORMATION

SIZE 10 WORDS OR LESS

7" x 11"	\$39.25
11" x 14"	\$45.25
14" x 22"	\$55.00
22" x 28"	\$75.00
28" x 44"	\$109.25

1. Copy exceeding 10 words will be charged the rate of \$.75 per word.

2. Cardboard easel backs - \$2.25 each.

3. Sales Tax will be added where applicable.

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.

For all other sizes, please call for quote

5. Signs ordered after Deadline Date (see payment policy below) or at Show Site are subject to **Overtime Charge of 75%**.

INDICATE SIGN COPY BELOW

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

Sub Total: \$ _____

8.25% 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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P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –HANGING SIGNS

Discount Deadline: August 29, 2008

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

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

Friday after 8:30 PM - 8:00AM Monday Morning

	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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P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –FORKLIFT SERVICE

Discount Deadline: August 29, 2008

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
	Forklift – 5000 lb. capacity w/operator	\$132.50 per hour	\$207.50 per hour
	Forklift –10,000 lb. capacity w/operator	\$152.50 per hour	\$227.00 per hour
	Scissor Lift w/operator & 3 riggers	\$346.50 per hour	\$492.50 per hour
	Supervisor	\$ 112.00 per hour	\$165.00 per hour
	Rigger	\$ 92.00 per hour	\$145.00 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

Double Time: Friday after 8:30 PM - Monday 8:00 AM

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.



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P. (508) 230-0397 F. (508)-230-5714

ORDER FORM –LABOR

Discount Deadline: August 29, 2008

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 - \$99.00 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.

Double Time Friday after 8:30PM - Monday 8:00AM

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: \$ _____

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 –LABOR

Discount Deadline: August 29, 2008

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.



Internet Telephony Conference & Expo

LOS ANGELES CONVENTION CENTER

SEPTEMBER 16 – 18, 2008

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: August 29, 2008

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 – 1 st Day to Receive Monday, August 11, 2008 at 8:00AM	Direct Shipments – 1 st Day to Receive Monday, September 15, 2008 at 9:00AM
Teamwork Event Specialists Your Company Name & Booth Number) Internet Telephony Conference and Expo Yellow Transportation 9933 E Beverly Blvd Pico Rivera ,CA 90660	Teamwork Event Specialists (Your Company Name & Booth Number) Internet Telephony Conference and Expo Los Angeles Convention Center West Hall B 1201 South Figueroa Street Los Angeles, California 90015

LIMITS OF LIABILITY AND RESPONSIBILITY

- Teamwork Event Specialists shall not be responsible for damage to uncrated materials; material improperly packed or concealed damage.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



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LOS ANGELES CONVENTION CENTER

SEPTEMBER 16 – 18, 2008

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: August 29, 2008

BOOTH NUMBER _____

Rates quoted below are based 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, August 11, 2008, and no later than Thursday, September 11, 2008.
- If freight arrives to warehouse after advanced cutoff date, shipment will be assessed a late fee of 30%.

Crated MaterialsWeight _____ cwt x \$ 86.75 per 100 lbs. = \$ _____

Special Handling Add 30% per 100 lbs. = \$ _____

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

- Shipments must arrive on or after Monday, September 15, 2008, at 9AM .

Crated MaterialsWeight _____ cwt x \$ 96.50 per 100 lbs. = \$ _____

Uncrated MaterialsWeight _____ cwt x \$ 115.25 per 100 lbs. = \$ _____

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

Small Package: \$30.00

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 DHL. 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: Add 30% surcharge

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: **Specialized Handling:** Additional 30% above the crated or uncrated rate of shipment received.

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.

Spotting Fee: \$250.00 per vehicle.

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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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 Yellow Transportation 9933 E Beverly Blvd Pico Rivera ,Ca 90660 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Thursday, September 11, 2008 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 Yellow Transportation 9933 E Beverly Blvd Pico Rivera ,Ca 90660 <p style="text-align: center;"><i>MUST BE RECEIVED BY:</i> Thursday, September 11, 2008 at 4:30PM</p>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

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Number _____ of _____ pieces 		Number _____ of _____ pieces 	

DIRECT SHIPPING LABEL		DIRECT 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 Los Angeles Convention Center West Hall B 1201 South Figueroa Street Los Angeles, California 90015 <i>NO SHIPMENTS ACCEPTED BEFORE:</i> <i>Monday, September 15, 2008 at 9:00AM</i>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Los Angeles Convention Center West Hall B 1201 South Figueroa Street Los Angeles, California 90015 <i>NO SHIPMENTS ACCEPTED BEFORE:</i> <i>Monday, September 15, 2008 at 9:00AM</i>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

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TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Los Angeles Convention Center West Hall B 1201 South Figueroa Street Los Angeles, California 90015 <i>NO SHIPMENTS ACCEPTED BEFORE:</i> <i>Monday, September 15, 2008 at 9:00AM</i>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Internet Telephony Conference and Expo</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> C/O TEAMWORK Los Angeles Convention Center West Hall B 1201 South Figueroa Street Los Angeles, California 90015 <i>NO SHIPMENTS ACCEPTED BEFORE:</i> <i>Monday, September 15, 2008 at 9:00AM</i>	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	



Internet Telephony Conference & Expo

LOS ANGELES CONVENTION CENTER

SEPTEMBER 16 – 18, 2008

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: August 29, 2008

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		\$
8.25% 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.



Internet Telephony Conference & Expo
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ORDER FORM –ORDER RECAP & CONFIRMATION

Discount Deadline: August 29, 2008

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

☐

FREIGHT

☐

STANDARD BOOTH FURNISHINGS

☐

BOOTH CLEANING

☐

CARPET

☐

SPECIAL SIGNS

☐

LABOR

☐

RENTAL EXHIBIT

☐

SIGN HANGING

☐

EXHIBITOR APPOINTED CONTRACTOR

☐

FORKLIFT SERVICE

☐

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.



Internet Telephony Conference & Expo

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EXHIBITOR APPOINTED CONTRACTOR

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, August 15, 2008**. 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 **Los Angeles 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 Friday, August 15, 2008, 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 Marshal 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.



AGILE

TRADE SHOW & EVENT FURNISHINGS, INC.

your vision. our focus.



TRIBECA



LC-614



LC-615



LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34" x 24" x 18"
LC - 615	Corner	Black Micro Fiber	35" x 24" x 18"
LC - 616	Bench	Black Micro Fiber	61" x 20" x 17"



LC-803



LC-804



LC-805



LC-800



LC-801



LC-802

Malibu - Red

			W x D x H
LC - 803	Sofa	Red Leather	77" x 34" x 32"
LC - 804	Chair and a Half	Red Leather	53" x 34" x 32"
LC - 805	Bench	Red Leather	53" x 27" x 16"

Malibu - White

			W x D x H
LC - 800	Sofa	White Leather	77" x 34" x 32"
LC - 801	Chair and a Half	White Leather	53" x 34" x 32"
LC - 802	Bench	White Leather	53" x 27" x 16"

MALIBU





Barcelona			W x D x H
LC - 601	Club Chair	Red Leather	30.5" x 35" x 18"
LC - 602	Ottoman	Red Leather	24" x 24" x 17"
LC - 603	Club Chair	White Leather	30.5" x 35" x 18"
LC - 604	Ottoman	White Leather	24" x 24" x 17"
LC - 605	Club Chair	Black Leather	30.5" x 35" x 18"
LC - 606	Ottoman	Black Leather	24" x 24" x 17"

Paloma			W x D x H
LC - 613	Chair	Charcoal	39" x 30" x 17"
LC - 612	Chair	Red	39" x 30" x 17"



LC-611



LC-610



LC-609



LC-618



TO-201



TO-202



TL-102

Sausalito

			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito

			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"
Princeton			W x D x H
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

SAUSALITO





CAMBRIDGE



LC-403



LC-402



LC-401



TO - 303



TO - 302



TO - 301

Cambridge

		W x D x H
LC - 403	Sofa	Champagne Velour Fabric 76" x 30" x 30"
LC - 402	Love Seat	Champagne Velour Fabric 66" x 30" x 30"
LC - 401	Club Chair	Champagne Velour Fabric 32" x 30" x 30"

Metropolitan

		W x D x H
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot 52" x 17" x 30"
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot 26" x 22" x 24"
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot 48" x 30" x 19"

Corona

		H
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade 24" H
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade 65" H



TL-100



FL-100



LC-608



LC-607



LC-617



FL-102

Pacifica			W x D x H
LC - 608	Sofa	Soft Plum Velour	77" x 30" x 17"
LC - 607	Club Chair	Soft Plum Velour	39" x 30" x 17"
LC - 617	Bench	Soft Plum Velour	61" x 20" x 17"
Touchier			H
FL - 102	Floor Lamp	Black	65" H

PACIFICA





KOBE/CUBES



LC-706



LC-707



LC-708



LC-709



LC-703



LC-701



LC-704



LC-702

Kobe

			W x D x H
LC - 706	Kobe	Black Micro Suede	34" x 21" x 17"
LC - 707	Kobe	Soft Plum Micro Suede	34" x 21" x 17"
LC - 708	Kobe	Citrus Micro Suede	34" x 21" x 17"
LC - 709	Kobe	Tangerine Micro Suede	34" x 21" x 17"

Cubes

			W x D x H
LC - 703	Cubes	Black Micro Suede	17" x 17" x 17"
LC - 701	Cubes	Concentric Print Red Fabric	17" x 17" x 17"
LC - 704	Cubes	Sunflower Fabric	17" x 17" x 17"
LC - 702	Cubes	Red Micro Suede	17" x 17" x 17"



LC-303



LC-302



LC-301



TO-601



TO-602



TL-101



TO-501



TO-502

Princeton

			W x D x H
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Love seat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"

Sterling

			W x D x H
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto

			H
TL - 101	Table Lamp	Brushed Chrome	24" H

Hampton

			W x D x H
TO - 501	Coffee Table	Maple/Silver	48" x 24" x 17"
TO - 502	End Table	Maple/Silver	24"D x 21"

PRINCETON





LC-203



LC-202



LC-201



FL-101



TO-700



TO-701



TO-702

Manhattan

			W x D x H
LC - 203	Sofa	Grey Velour Fabric	86" x 36" x 30"
LC - 202	Loveseat	Grey Velour Fabric	65" x 36" x 30"
LC - 201	Club Chair	Grey Velour Fabric	47" x 36" x 30"

Westport

			W x D x H
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel	50" x 30" x 18"
TO - 701	End Table	Espresso Wood/Brushed Nickel	24" x 26" x 20"
TO - 702	Console Table	Espresso Wood/Brushed Nickel	48" x 18" x 28"

Up Light

			H
FL - 101	Floor Lamp	Chrome/Frosted Glass	65" H



LC-103



LC-102



LC-101



TO-101



TO-102



LC-705



TO-401



TO-402

Westchester

			W x D x H
LC - 103	Sofa	Cognac Leather	88" x 38" x 37"
LC - 102	Loveseat	Cognac Leather	67" x 38" x 37"
LC - 101	Club Chair	Cognac Leather	47" x 38" x 37"
LC - 705	Ottoman	Cognac Leather	24" x 24" x 19"

Westchester

			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52" x 26" x 18"
TO - 102	End Table	Antique Silver/Gold-Glass	24" x 24" x 22"

Hamilton

			W x D x H
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50" x 28" x 18"
TO - 402	End Table	Cherry Wood/Black-Glass	24" x 22" x 21"

WESTCHESTER





LENNOX/SILK BACK



SB-201



TB-103



SB-202



TB-206
TB-207

Lennox			W x D x H
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			W x D x H
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"



SB-208



TB-100



TB-102



SB-203

Trave

			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"

Bombe

			W x D x H
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

TRAVE/BOMBE





CARMEL



SB-200



TB-101



BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"



TG-400



TG-401



TG-402



TG-403



CH-308



CH-307

Chrome & Glass Tables

			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"

Trestle Table

			W x D x H
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table

			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"

Silk Back Chairs

			W x D x H
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17" x 34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x 17" x 34"





SB-204



CH-301



CH-302



TC-504
TC-505
TC-108



TB-204
TB-205



TC-502
TC-503
TC-107

Euro Black

			W x D x H
SB - 204	Barstool	Black Vinyl	21" x 23" x 43"
CH - 301	Chair	Black Fabric w/out Arms	19" x 17"
CH - 302	Chair	Black Fabric w/Arms	22" x 17"
TC - 504	Café Table	30" Black/Chrome Base	30"D x 29"
TC - 505	Café Table	36" Black/Chrome Base	36"D x 29"
TC - 108	Café Table	42" Black/Chrome Base	42"D x 29"
TC - 502	Café Table	30" Black/Black Base	30"D x 29"
TC - 503	Café Table	36" Black/Black Base	36"D x 29"
TC - 107	Café Table	42" Black/Black Base	42"D x 29"
TB - 204	Bar Table	30" Black/Black Base	30"D x 42"
TB - 205	Bar Table	36" Black/Black Base	36"D x 42"



CH-309



CH-311



SB-209



TC-102



TC-500
TC-501



TB-200
TB-201

Euro Maple

			W x D x H
CH - 309	Chair	Maple/Black/Chrome	20" x 20" x 30"
TC - 102	Café Table	42" Maple/Chrome	42"D x 29"

Park Ave.

			W x D x H
CH-311	Café Chair	Maple/Chrome	16" x 18" x 31"
SB-209	Barstool	Maple/Chrome	16" x 19" x 43"

Park Ave.

			D x H
TC - 500	Café Table	30" Maple/Chrome Base	30"D x 29"
TC - 501	Café Table	36" Maple/Chrome Base	36"D x 29"
TB - 200	Bar Table	30" Maple/Chrome Base	30"D x 42"
TB - 201	Bar Table	36" Maple/Chrome Base	36"D x 42"





CH-404



CH-405



CH-201



CH-200



TC-600
TC-601



TC-312



TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Also Available In:



Black Grey

Conference Tables & Chairs

			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables

			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"



CH-102



CH-101



CH-100



CH-907



CH-202



CH-203



CH-400
CH-401



SD-100
SD-101

Conference Chairs

			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs

			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			W x D x H
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20" x 24" x 36"





DE-131
DE-136



CR-212



LF-206



DE-206
DE-201



CR-205



DE-102



CR-100



BC-103

Contemporary Maple

			W x D x H
DE - 131	Desk	Double Pedestal	60" x 30" x 29"
DE - 136	Desk	Single Pedestal	60" x 30" x 29"
CR - 212	Credenza	Storage	72" x 20" x 29"
LF - 206	Lateral File	2 Drawer w/Lock	36" x 20" x 29"

Transitional Walnut

			W x D x H
DE - 206	Desk	Double Pedestal	60" x 30" x 29"

Transitional Walnut

			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72" x 36" x 29"
CR - 205	Credenza	Storage	72" x 20" x 29"

Contemporary Grey

			W x D x H
DE - 102	Desk	Double Pedestal	60" x 30" x 29"
CR - 100	Credenza	Storage	60" x 20" x 29"
BC - 103	Bookcase	5 Shelves	36" x 12" x 72"



DE-300



CR-301



LF-204



CH-908



CH-904
CH-905



BC-107



BC-109



TC-104



CH-900



DE-601

Traditional Mahogany

			W x D x H
DE - 300	Desk	Double Pedestal	72" x 36" x 29"
CR - 301	Credenza	Storage	72" x 21" x 29"
CH - 908	Chair	High Back Burgundy Leather	29" x 30" x 44.5"
BC - 107	Bookcase	5 Shelves	36" x 12" x 72"
CH - 904	Chair	Guest	25" x 22.5" x 31"
CH - 905	Chair	Guest w/Casters	25" x 22.5" x 31"

Transitional Walnut

			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36" x 20" x 29"
BC - 109	Bookcase	5 Shelves	36" x 12" x 72"
Queen Anne			W x D x H
TC - 104	Table	42" Mahogany	42" D x 29"
CH - 900	Chair	Mahogany/Cream	18" x 19" x 37"
DE - 601	Writing Desk	Mahogany 1 Drawer	42" x 21" x 29"



LF-106



VF-202
VF-203
VF-200
VF-201

Also Available In:
Grey



LF-101



AC-111



AC-112

Also Available In:
White Grey



PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111



Also Available In:
White Grey
PE-104
PE-109
PE-114



TO-605



TO-603
TO-604

Accessories

			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories

			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"



AC-100



ES-100



AC-104



SR-100
SR-101



Also Available In:
☐ White
☐ Grey

PE-100
PE-105
PE-110



TC-700



TC-701

Accessories

			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories

			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

ACCESSORIES



Our Locations

NEW YORK-Corporate Office
310 Fifth Avenue
New York, NY 10001
(212) 736-4200 Phone
(212) 736-4205 Fax

NEW JERSEY
107 Trumbull Street
Bldg. S-10
Elizabeth, NJ 07206
(908) 289-7399 Phone
(908) 289-7393 Fax

CHICAGO-National Sales Office
770 N. Halsted Street
Suite 101
Chicago, IL 60622
(877) 244-5357 Toll Free
(312) 421-4399 Phone
(312) 421-9622 Fax

DARIEN, ILLINOIS
8251 Lemont Road
Darien, IL 60561
(630) 985-6296 Phone
(630) 985-6298 Fax

LAS VEGAS
4320 N. Lamb Blvd. #300
Las Vegas, NV 89115
(702) 643-6207 Phone
(702) 643-7518 Fax



Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	\$250.00
	LC-615	Tribeca - Corner - Black	\$275.00
	LC-616	Tribeca - Bench - Black	\$250.00
Page 3	LC-803	Malibu - Sofa - Red Leather	\$575.00
	LC-804	Malibu - Chair and a Half - Red Leather	\$450.00
	LC-805	Malibu - Bench - Red Leather	\$385.00
	LC-800	Malibu - Sofa - White Leather	\$575.00
	LC-801	Malibu - Chair and a Half - White Leather	\$450.00
	LC-802	Malibu - Bench - White Leather	\$385.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	\$350.00
	LC-602	Barcelona -Ottoman - Red Leather	\$165.00
	LC-603	Barcelona -Club Chair - White Leather	\$350.00
	LC-604	Barcelona -Ottoman - White Leather	\$165.00
	LC-605	Barcelona -Club Chair - Black Leather	\$350.00
	LC-606	Barcelona -Ottoman - Black Leather	\$165.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	\$200.00
	LC-612	Paloma - Swivel Chair - Red Leather	\$200.00
Page 5	LC-611	Sausalito -Sofa - Black	\$385.00
	LC-610	Sausalito -Loveseat - Black	\$355.00
	LC-609	Sausalito -Club Chair - Black	\$250.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	\$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	\$165.00
	TO-202	Princeton -End Table - Black/Glass	\$150.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	\$80.00
Page 6	LC-403	Cambridge - Sofa - Champagne	\$435.00
	LC-402	Cambridge - Loveseat - Champagne	\$380.00
	LC-401	Cambridge - Club Chair - Champagne	\$295.00
	TO-303	Metropolitan - Console Table - Cherrywood	\$185.00
	TO-302	Metropolitan - End Table - Cherrywood	\$150.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	\$165.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	\$80.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	\$135.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	\$480.00
	LC-607	Pacifica - Club Chair - Soft Plum	\$350.00
	LC-617	Pacifica - Bench - Soft Plum	\$250.00
	FL-102	Torchier - Floor Lamp - Black	\$135.00
Page 8	LC-706	Kobe - Ottoman - Black	\$150.00
	LC-707	Kobe - Ottoman - Soft Plum	\$150.00
	LC-708	Kobe - Ottoman - Citrus	\$150.00
	LC-709	Kobe - Ottoman - Tangerine	\$150.00
	LC-703	Cube - Ottoman - Black	\$80.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	\$80.00
	LC-704	Cube - Ottoman - Sunflower	\$80.00
	LC-702	Cube - Ottoman - Red	\$80.00
Page 9	LC-303	Princeton - Sofa - Black Leather	\$450.00
	LC-302	Princeton - Loveseat - Black Leather	\$395.00
	LC-301	Princeton - Club Chair - Black Leather	\$325.00
	TO-601	Sterling - Coffee Table - Glass/Silver	\$155.00
	TO-602	Sterling - End Table - Glass/Silver	\$145.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	\$80.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	\$160.00
	TO-502	Hampton - End Table - Maple/Sliver	\$150.00
Page 10	LC-203	Manhattan - Sofa - Grey	\$435.00
	LC-202	Manhattan - Loveseat - Grey	\$380.00
	LC-201	Manhattan - Club Chair - Grey	\$295.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	\$135.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	\$160.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	\$150.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	\$195.00

Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	\$495.00
	LC-102	Westchester - Loveseat - Cognac Leather	\$435.00
	LC-101	Westchester - Club Chair - Cognac Leather	\$335.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	\$165.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	\$155.00
	LC-705	Westchester - Ottoman - Cognac Leather	\$165.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	\$175.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	\$160.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	\$160.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	\$195.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	\$145.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	\$160.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	\$170.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	\$150.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	\$250.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	\$225.00
	SB-203	Bombe - Bar Stool - Black/Chrome	\$165.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	\$145.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	\$185.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	\$395.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	\$360.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	\$275.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	\$250.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	\$250.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	\$95.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	\$90.00
Page 16	SB-204	Euro Black - Bar Stool	\$145.00
	CH-301	Euro Black - Chair w/out Arms	\$80.00
	CH-302	Euro Black - Chair w/ Arms	\$85.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	\$155.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	\$165.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	\$175.00
	TC-502	Euro Black - 30" Round Café Table 29" H	\$155.00
	TC-503	Euro Black - 36" Round Café Table 29" H	\$165.00
	TC-107	Euro Black - 42" Round Café Table 29" H	\$175.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	\$160.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	\$165.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	\$115.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	\$185.00
	CH-311	Park Avenue - Chair - Maple/Chrome	\$135.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	\$150.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	\$155.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	\$165.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	\$160.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	\$170.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	\$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	\$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	\$175.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	\$165.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	\$395.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	\$425.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	\$495.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	\$495.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	\$395.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	\$425.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	\$395.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	\$415.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	\$395.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	\$450.00

Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	\$175.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$215.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	\$180.00
	CH-907	Side Chair - Parsons - Black	\$135.00
	CH-911	Side Chair - Tulip - Black - Tilt/Casters 26.5"W x 17"D x 33"H (Not Shown)	\$175.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	\$155.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$175.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	\$130.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	\$125.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	\$165.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	\$160.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	\$450.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	\$425.00
	CR-212	Maple Contemporary - Credenza	\$425.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	\$295.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	\$395.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	\$440.00
	CR-205	Walnut Transitional - Credenza	\$425.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	\$355.00
	CR-100	Grey Contemporary - Credenza	\$355.00
Page 21	BC-103	Grey Contemporary - Bookcase - 5 Shelves	\$310.00
	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	\$475.00
	CR-301	Mahogany Traditional - Credenza	\$475.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	\$295.00
	CH-908	Conference Chair - High Back - Mahogany Leather	\$215.00
	CH-904	Conference Chair - Traditional Mahogany Leather	\$180.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	\$185.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	\$425.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	\$325.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	\$350.00
Page 22	CH-900	Side Chair - Mahogany/Cream	\$125.00
	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	\$275.00
	LF-106	Lateral File - 2 Drawer - Black	\$275.00
	VF-202	Vertical File - 4 Drawer Legal - Black	\$165.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	\$165.00
	VF-200	Vertical File - 2 Drawer Legal - Black	\$135.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	\$135.00
	LF-101	Lateral File - 2 Drawer - Grey	\$275.00
	AC-111	Refrigerator Compact White - 4 CU FT	\$270.00
	AC-112	Bar - 1 Shelf - Black	\$250.00
	PE-103	Pedestal - Black 14" x 14" x 30"	\$175.00
	PE-102	Pedestal - Black 14" x 14" x 36"	\$190.00
	PE-101	Pedestal - Black 14" x 14" x 42"	\$225.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	\$175.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	\$190.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	\$225.00
	PE-113	Pedestal - White 14" x 14" x 30"	\$175.00
	PE-112	Pedestal - White 14" x 14" x 36"	\$190.00
	PE-111	Pedestal - White 14" x 14" x 42"	\$225.00
	PE-104	Pedestal - Black 24" x 24" x 36"	\$275.00
Page 23	PE-109	Pedestal - Grey 24" x 24" x 36"	\$275.00
	PE-114	Pedestal - White 24" x 24" x 36"	\$275.00
	TO-605	Cube - Black 24" x 24" x 21"	\$225.00
	TO-603	Cube - Black 24" x 24" x 16"	\$180.00
	TO-604	Cube - Black 30" x 30" x 16"	\$195.00
	AC-100	Coat Tree - Black	\$85.00
	ES-100	Easel - Oak	\$85.00
	AC-104	Literature Rack - Black	\$125.00
	SR-100	Stanchion - Chrome	\$50.00
	SR-101	Rope - 6' Red Velour	\$40.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	\$350.00
Page 23	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	\$350.00
	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	\$350.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	\$165.00
	TC-701	Computer Table/Desk - Graphite Nebula	\$155.00



your vision, our focus

Order Form

Customer Service: 212-736-4200 Ext. 2
Fax Orders to: 212-736-4205

EVENT INFORMATION

Show / Event Name: _____
Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
Facility / Room: _____
Address: _____
City: _____ State: _____ Zip: _____
Show Contractor: _____

BILLING INFORMATION

Company Name: _____
Order Contact: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Phone: () - Fax: () -
E-mail: _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
Booth #: _____ Booth Size: _____ X _____
Delivery Date: _____ Time: _____
Pick-up Date: _____ Time: _____
On-Site Contact: _____
Cell Phone: () -

Code	Quantity	Description	Price	Amount

PAYMENTS:

- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 212-736-4200 EXT. 2
- Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:

- Orders received within 10 days prior to the event opening are subject to a 20% late fee.

ON-SITE ORDERS:

- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:

- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal

Adjustments

Delivery / Pick-up

Subtotal

___ % Sales Tax

TOTAL

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #: _____

Expiration Date: _____ / _____

Print Name on Card: _____

Signature of

Card Holder: **X** _____



Plant & Floral Order Form

Internet Telephony

September 16 - 18, 2008
Los Angeles Convention Center
Los Angeles, California

We would like to order the following for our booth:

Floral Arrangements..... ☐ all around, ☐ one sided

10" Wide and 12" Highstart @

12" Wide and 18" Highstart @

Other sizes, special requests and custom floral arrangements available.

Color Preference and Further Description _____

BoutonnieresCarnationstart @

☐ red, ☐ white Rosesstart @

Daily Boutonniere delivery \$10.00 extra per day#_____days.....

Bubble Bowls (For Business Cards & Give-aways!)start @

Mum Plants..... ☐ white, ☐ yellow, ☐ lavender

Seasonally Available Flowering Plants.....

Azalea, Cyclamen, etc. ☐ red, ☐ pink, ☐ white

Ferns and/or Ivies.....small

large

2 Foot Green Plants.....

3 Foot Green Plants.....

4 Foot Green Plants.....

5 Foot Green Plants.....

6 Foot Green Plants.....

Taller and Specialty Plants.....Priced upon request

Green Plant Container Preference...☐ black, ☐ white, ☐ wicker baskets

☐ Please meet us at our booth for additional design assistance

Date: _____ Time: _____

- All plants and material supplied on a rental basis only.
- Items damaged or missing from exhibitor's booth are the responsibility of the exhibitor and additional charges will apply.
- All rental items will remain property of Exhibit Plant & Floral Co.
- Prices include container, maintenance, installation and removal.

Booth: _____

Exhibiting Co.: _____

c/o Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Booth Representative: _____

<u>Unit Price</u>	<u>Quantity</u>	<u>Total</u>
\$60.00	_____	_____
\$75.00	_____	_____
\$ 5.00	_____	_____
\$ 8.00	_____	_____
\$25.00	_____	_____
\$20.00	_____	_____
\$30.00	_____	_____
\$20.00	_____	_____
\$30.00	_____	_____
\$30.00	_____	_____
\$40.00	_____	_____
\$50.00	_____	_____
\$60.00	_____	_____
\$70.00	_____	_____
	_____	_____

Total Plants and Flowers _____

California Sales Tax 8 1/4% _____

Total Amount Due _____

All orders are to be paid in full prior to show opening. Adjustments cannot be made after closing of the show.

Payment Enclosed:

☐ Check ☐ Visa ☐ M/C ☐ AmExp

Card#: _____

Exp. Date: _____

Name of Cardholder

Authorized Signature

Please return to our Order Processing Center:

Exhibit Plant & Floral Company

23285 Connecticut Street

Hayward, CA 94545

Phone: (510)782-9494/Fax: (510)782-9525

E-Mail: epf_sf@pacbell.net



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.

Thursday, September 18, 2008 at 5:00PM - 11:30PM 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.

Friday, September 19, 2008 at 10:00AM – 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 **10:00AM**. 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 **10:00AM**, 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.

Friday, September 19, 2008 at 10:00AM – 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.

Friday, September 19, 2008 at 12PM (Noon) – 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.

EXHIBIT SERVICES

THE SHOW MUST GO ON. AND WE'LL MAKE SURE IT DOES.



We Get Your

Show On The Road.

Or In The Air.

Your Choice.



Teamwork Event Specialists

has selected Yellow® as the recommended Ground and Air Transportation Provider for your Trade Show. To insure prompt handling of your exhibit shipments both to and from the Trade Show, please route all Ground shipments via Yellow and all Air shipments via Yellow Exact Express™.

Shipping Your Trade Show Exhibit

- Specify the name of your Trade Show and Booth Number on your shipping documents and labels.
- Ship prepaid to the Trade Show as the show contractor does not accept collect shipments.
- When you are ready to ship to your Trade Show, call the Yellow Customer Service Center at 1-800-610-6500 to arrange your pick-up via Yellow Exact Express, Definite Delivery™, or Standard Ground™.

When the Trade Show is Over

- Specify on your shipping documents which service you prefer: Yellow Exact Express, Definite Delivery, or Standard Ground to deliver your exhibit to its next destination.



YELLOW

The recommended Ground and Air
Transportation Provider for your Trade Show

Yellow Exhibit Services

We get your show on the road. Or in the air. Your choice.

Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your Trade Show materials need to be and whenever they need to be there, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed.

On-Site Representation

Yellow Exhibit Services has on-site representation available at most major Shows to ensure your special shipping needs are handled efficiently.

Award Winning Customer Service Center And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to www.myyellow.com to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada, and Mexico provides prioritized handling of your valuable Trade Show shipments. Anywhere and Any Time – Yellow Exhibit Services delivers for you.

Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, Yellow Exhibit Services can manage your Show on the road or in the air.

Specializing In Expedited Solutions

Exact Express™

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**
Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.
- **Proactive Notification**
If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

Definite Delivery™

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust Yellow Exhibit Services for on-time deliveries.

Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – Yellow Exhibit Services says **Yes We Can.**

Proud to be members of:



www.myyellow.com

