

DO YOU WANT TO REACH SAFETY AND HEALTH PROFESSIONALS IN THE EEI MEMBER COMPANIES?

To: Safety & Health Manufacturers

It is my pleasure to invite you to the upcoming meeting of the EEI Occupational Safety & Health Committee. Over the years manufacturer participation at EEI has provided a valuable contribution to the success of our semi-annual conferences. It's important to note, however that the benefits your company may derive from this association will be directly related to your level of involvement and commitment. I encourage you to view this as a long term and ongoing partnership. Those manufacturers that consistently attend meetings and send the same company representative each time tend to enjoy the greatest returns.

All manufacturers, including first time attendees, must attend the manufacturers subcommittee meeting. Please see Exhibit Schedule or Agenda for the time of this meeting.

I welcome you to our group and encourage you to get involved in its success. Please feel free to contact Joe O'Connor, the Manufacturers Subcommittee Chairman, or me if you have any further questions about your company's involvement in the EEI Occupational Safety and Health Committee.

Charles J. Kelly
Director,
Industry Human Resource Issues

EEI's Occupational Safety & Health Committee Conference is a unique opportunity to show your innovative products and services directly to the safety and health professionals of America's shareholder-owned electric utilities.

WHO SHOULD EXHIBIT?

The electric power industry needs a wide variety of products and services -- and its increasingly competitive environment means utilities must be among the first to adopt the most productive new technologies. If your company has products and services that would be useful in the safety and health area of the utility business, then this is the place for you.

WHAT IF I AM NEW?

We ask that all new vendors, prior to attending and exhibiting contact Mr. Joe O'Connor at (607) 624-7159. Mr. O'Connor is the Chairman of the Manufacturer's Subcommittee and he can provide the guidelines and conditions of attending and exhibiting.

EXHIBIT SPACE INFORMATION

Each space holds a single 6' table for your tabletop exhibit. This includes a draped table and two (2) chairs. You are responsible for your own company signage. The cost of the space is \$200 plus the non-member registration fee of \$825 (\$1025 total) or the associate member fee of \$650 (\$850 total). Only **one** company representative should register as an exhibitor since there

is only one exhibit space per company. **Each attending company representative must pay the \$825 non-member registration fee or \$650 associate member registration fee.** There is no discount for additional registrants to man the exhibit. Space assignments will be based on a first-come, first-served basis with the **paid fee**.

To reserve your space please be sure to register as an **Exhibitor**. Please remember, **only one** company representative should register as an exhibitor.

Also, view *Sponsorship Opportunities* to receive guaranteed exhibit space and advance space selection!

EXHIBIT SCHEDULE

SUNDAY, SEPTEMBER 26, 2010

2:00 - 5:00 PM

Registration / Exhibit Set-up

You will be provided a draped and skirted 6'x30" table, and two chairs. **These are tabletop exhibits only.** Please do not bring anything that cannot fit on or behind your exhibit table. This is the only time you will have to set up your exhibit table -- anyone not present during the set up time will forfeit his/her space. Tables are on a first-come, first-served basis. **Exhibit set-up will end promptly at 5:00 PM.**

The exhibit area will be closed and locked every evening, but will be accessible from service areas - if you will have valuable equipment (computers, electronics) at your exhibit, it should be removed daily.

5:00 – 5:30 PM

Manufacturers Subcommittee Meeting

All manufacturers, including first time attendees, must attend the manufacturers' subcommittee meeting.

6:00 – 8:00 PM

Welcome Reception

Exhibit area open.

The welcome reception will be held in the exhibit area. You are not required to man your exhibit but you may if you wish.

MONDAY, SEPTEMBER 27

7:30 AM - 4:30 PM

Exhibit area open

Exhibits will be open all day. Continental breakfast, lunch and coffee breaks will be held in the exhibit area.

Reminder: Exhibit area is open only to registered participants. **If you would like to have additional staff at your exhibit each individual must register for the conference. Only registered participants are permitted in the exhibit hall.**

TUESDAY, SEPTEMBER 28

7:30 AM - 1:30 PM

Exhibit area open

1:30 - 4:00 PM

Exhibits break down

Everyone must pack their exhibits at this time. Any items left after the exhibit area closes will be disposed of by the hotel staff.

Please ship your materials to:

The Rosen Plaza Hotel
9700 International Drive
Orlando, FL 32819
ATTN: "*Onsite Exhibitor's Name*"
Exhibitor - EEI Safety & Health Conference
Please deliver to Exhibit Hall – 9/26/10
Hotel Contact: Mike Van Buskirk
Box # of #

Shipping

Materials may be shipped for arrival three working days prior of the conference and the hotel will store the materials in a secure location pending your arrival. Please see guest package rate sheet for fees associated with package handling.

Electrical and Rental Equipment

Please see attached order forms if you require electricity or need to rent equipment.

Display/Signage

Nothing shall be posted on, nailed to, taped to, pinned to, or otherwise attached to walls, doors, columns, floors, or any other parts of the Hotel or furniture.

No signs or posters can be displayed in the Hotel without prior inspection and approval by the Convention Services Manager.

No signage will be placed in the public lobby areas or guest room areas. All signage will be kept in exhibit area.

All signage must be professionally printed; no handmade signs will be allowed. Banners need to be hung by convention services staff and only in approved areas. All banners should have eyelets in corner for easy hanging.

No doors will be taped, chained or obstructed to block entrance.

Nothing can be hung from or attached to light fixtures. No light bulbs can be disconnected or removed.

Any damage is subject to fines.

Neither the hotel nor Edison Electric Institute will assume any responsibility for the damage or loss of any merchandise or articles left on premises before, during, or after this function.

Exhibitor assumes responsibility and agrees to indemnify and defend the Edison Electric Institute (EEI) and the Royal Sonesta Hotel New Orleans and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises.

The Exhibitor understands that neither the Edison Electric Institute (EEI) nor the Royal Sonesta New Orleans maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.



GUEST PACKAGE RATE SHEET

In/Outbound Packages

Inbound Shipments: The Hotel's Package Room, maintained by the Bell Captain, is available for the receipt, holding and delivery of small packages to the guests in it's sleeping rooms and meeting spaces. All inbound packages will be weighed upon arrival and handling charges will be assessed to the guest's room when they are delivered. The Package Room is not available to store exhibits, pallets or large crates. All packages must be pre-approved for delivery by the Convention Services Manager. Due to limited storage, no shipment will be accepted earlier than five (5) days prior to the date required

INCOMING HANDLING CHARGES

Box under 50 lbs	\$10.00 per box
Box over 50 lbs	\$10.00 for first 50 pounds plus \$.60 per each Additional pound

PALLET CHARGES

200 lbs and less	\$100.00
201 lbs to 400 lbs	\$150.00
401 lbs and more	\$200.00

STORAGE CHARGES

Under 3 days	Complimentary
Over 3 days: Box	\$5.00 per day
Pallet	\$50.00 per day

INTERNAL MOVING CHARGES

Box	\$5.00 each
Pallet	\$50.00 each

Outbound Shipments: IKON Office Solutions, the hotel's on-site business center, handles all outbound shipments. Charges can be applied to the guest rooms.

SHIPPING ADDRESS:

The Rosen PLAZA Hotel * 9700 International Drive * Orlando, FL 32819
Attn: *(Name of On-Site Contact)*
Arrival Date



ELECTRICAL ORDER FORM
MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

120 VOLTS	QUANTITY	Advance Payment PRICE	Regular PRICE	COST
0-500 WATTS (5 AMPS)	_____	65.00	98.00	_____
500-1000 WATTS (10 AMPS)	_____	110.00	165.00	_____
1001-1500 WATTS (15 AMPS)	_____	132.00	198.00	_____
1501-2000 WATTS (20 AMPS)	_____	150.00	225.00	_____

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit
or 24 Hour Service Required?
_____ yes _____ no
If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7) seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST-SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

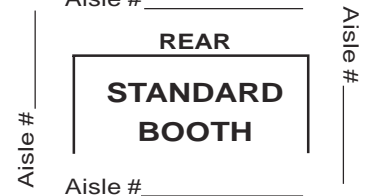
SPECIAL INSTRUCTIONS

Aisle # _____

ISLAND BOOTHS

A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle # _____



Aisle # _____

PAYMENT MUST ACCOMPANY ALL ORDERS 10 DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

LIGHTING EQUIPMENT (Including Current Consumed)

150 WATT FLOOD LIGHT	_____	71.00	106.00	_____
300 WATT FLOOD LIGHT	_____	90.00	135.00	_____
300 WATT QUARTZ LIGHT	_____	65.00	85.00	_____

EXTENSION CORDS (Electricity Not Included)

SINGLE OUTLET	_____	20.00	_____	_____
QUAD OUTLET/POWER STRIP	_____	27.00	_____	_____

LABOR

ST Mon.-Fri. 8:00am-4:30pm (Except Holidays)	_____	60.00	_____	_____
OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays)	_____	120.00	_____	_____

FULL PAYMENT DUE PRIOR TO SHOW OPENING

SUBTOTAL \$	_____
6.5% FL SLS TAX	_____
TOTAL DUE \$	_____

Master Card Visa AMX Check

Credit Card# _____ EXP DATE _____

Cardholders Name (Print) _____

Authorized Signature _____

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

SHOW NAME	NAME OF FACILITY	ROSEN PLAZA HOTEL	
FIRM NAME	SHOW DATES	BOOTH #	
ADDRESS	TELEPHONE#		
CITY, STATE, ZIP	FAX#		
SIGNATURE	PRINT NAME		

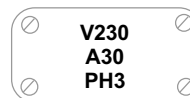
REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase
= 60 Cycle
1000 Watts

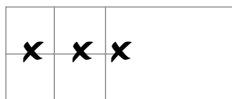


230 Volts
= 30 Amps
3 Phase

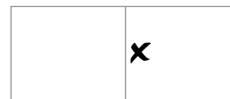
POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

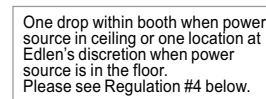
Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS



ISLAND BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor. Please see Regulation #4 below.

1. Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than ten (10) days prior to scheduled event set up will be charged at the floor order rates.
2. Edlen electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an Edlen Electrical electrician. Edlen Electrical will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of one and a half (1 1/2) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by an EDLEN Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay EDLEN its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds EDLEN harmless for any and all losses of power beyond EDLEN's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

Technology Pre-Order Form

All orders must be received a minimum of ten business days prior to event to receive pre-order pricing.

Event Name: _____	Account Number / Booking ID #: _____
Program Dates: _____	Room Name: _____
Contact Name: _____	Convention Services Manager: _____
Contact Phone: _____	On-Site Contact: _____
Contact Cellular: _____	On-Site Contact Cellular Phone: _____
Contact Fax: _____	Installation Date: _____ Time: _____
Contact Email: _____	Removal Date: _____ Time: _____

High Speed Internet:

By Bandwidth RJ-45 Connections with Private DHCP Address

Internet Installation Fee is \$250.00 and is included in First Day Pricing	First Day	Each Additional Day	Total
256Kbps - High Speed Internet Single Connection	\$400	Add'l days ___ x \$150 =	
512Kbps - High Speed Internet Single Connection	\$550	Add'l days ___ x \$300 =	
768Kbps - High Speed Internet Single Connection	\$700	Add'l days ___ x \$450 =	
1Mbps - High Speed Internet Single Connection	\$850	Add'l days ___ x \$600 =	
1.5 Mbps - High Speed Internet Single Connection	\$1250	Add'l days ___ x \$1000 =	
3 Mbps - High Speed Internet Single Connection	\$2250	Add'l days ___ x \$2000 =	
Wireless Internet (Requires bandwidth and access point)	Call for additional pricing.		
Wireless Access Point per device (Bandwidth not included)	\$250	\$50	

DIGITAL SIGNAGE: Package Includes: Monitor, laptop, stand, skirting and setup.	Qty	First Day	Length of Show	
40" LCD Digital Signage Package		\$795	\$1195	
42" Plasma Digital Signage Package		\$695	\$1095	
46" LCD Digital Signage Package		\$895	\$1295	
50" Plasma Digital Signage Package		\$845	\$1495	
61" Plasma Digital Signage Package		\$1195	\$1795	

**Shared bandwidth between rooms available beginning at 1.5 Mbps.
Additional bandwidth available up to 100 Mbps, please call for pricing.**

	Qty	Price	Total
For any additional connections within the same room or booth		\$75	
Static IP Address (Private) - \$100 each (Public) - \$150 each		\$100 / \$150	
VLAN Private IP's \$1,200 / VLAN Public IP's \$2,000 - Set-up & Configuration		\$1200 / \$2000	
Tech Labor Services \$85/hr		\$85/hr/Tech	
Network Engineer Labor / Services \$125/hr		\$125/hr/Engineer	

\$100.00 Fee for all orders NOT received a minimum of 10 business days prior to event.	Pre-Order Deadline Fee \$100
\$150.00 On-Site fee for each order placed on-site.	On-Site Fee \$150
	SUB TOTAL
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee
	SUB TOTAL
	6.5% Sales Taxes
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	GRAND TOTAL

Print: _____ Sign: _____ Date: _____

Technology Rental Equipment

Additional Equipment and models available, please call for pricing and specs.

LAPTOP COMPUTERS	Qty	One Day	Length of Show	Total
Dell / IBM / HP Laptop Computer 14"		\$135	\$195	
Dell / IBM / HP Laptop Computer 17" Widescreen		\$225	\$295	
13.3" MACBOOK		\$215	\$305	
15.4" MACBOOK		\$265	\$495	
DESKTOP COMPUTERS				
Desktop Computers includes 19" Monitor keyboard and mouse		\$95	\$205	
PRINTERS (Black & White)				
HP LaserJet 4350, USB & Network Connections (55 ppm)		N/A	\$245	
HP LaserJet 5000 – 11x17 tray (17 ppm)		N/A	\$295	
PRINTERS (Color) Minimum 30% toner included ~ toner usage fees apply.				
HP LaserJet 2025 USB, Network Connections (21 ppm)		N/A	\$595	
HP LaserJet 4700n USB, Network Connections (31 ppm)		N/A	\$795	
HP LaserJet 5550n USB, Network Connections (28 ppm) 11x17		N/A	\$1095	
COMPUTER AND DATA MONITORS				
19" Flat Panel Data Monitor		\$105	\$155	
20" Flat Panel Data Monitor		\$115	\$195	
23" Flat Panel Data Monitor		\$175	\$265	
26" Flat Panel Data Monitor		\$255	\$365	
30" Flat Panel Data Monitor		\$295	\$545	
32" Flat Panel Data Monitor		\$295	\$595	
37" Flat Panel Data Monitor		\$525	\$945	
40" Flat Panel Data Monitor		\$525	\$895	
42" Flat Panel Data Monitor		\$495	\$895	
50" Flat Panel Data Monitor		\$645	\$1195	
61" Flat Panel Data Monitor		\$895	\$1595	
65" Flat Panel Data Monitor		\$1195	\$1995	
20" Apple Monitor		\$195	\$275	
23" Apple Monitor		\$235	\$325	
30" Apple Monitor		\$615	\$825	
46" Touch Screen Monitor		\$1195	\$1850	
50" Touch Screen Monitor		\$1095	\$1950	
OFFICE EQUIPMENT				
Brother 2900/4800 Laser Fax		\$125	\$195	
SHRED IT: Secure On Site Document Shredding		\$195	\$245	
Shredders – Heavy Duty		\$215	\$325	
Copiers			Call for Pricing	
AUDIENCE RESPONSE: Surveys, Team Building, Games, Entertainment etc.			Call for Pricing	
ATTENDEE TRACKING / LEAD RETRIEVAL			Call for Pricing	
DIGITAL SATELLITE SERVICES			Call for Pricing	
INTERNET KIOSKS / CYBER CAFE'S			Call for Pricing	

If Manufacture or Model listed is not available an equivalent will be provided. Prices subject to change without notice.
Please call to verify rate and availability. Customer is responsible for contacting Edlen Electric for Power.

\$100.00 Fee for all orders NOT received ten days prior to event.	Pre-Order Deadline Fee \$100
\$150.00 On-Site fee for each order placed on-site.	On-Site Fee \$150
	SUB TOTAL
All Equipment and Services will incur a 24% Service Fee and applicable taxes	24% Service Fee
	SUB TOTAL
	6.5% Sales Taxes
Orders cancelled with less than 72 hours notice will incur a 50% cancellation fee	GRAND TOTAL

Print: _____ **Sign:** _____ **Date:** _____



Technology Payment & Credit Card Charge Authorization



Payment & Credit Card Charge Authorization Form

Please Print Clearly or Type:

Name of Event Booth #

Exhibitor (Company) Name

Address City State Zip Code Country

Phone # Fax #

Email Address

Authorized Contact (Printed) Authorized Contact (Signature)

Credit Card Type Credit Card # Expiration Date

Card Holders Name as it appears on Credit Card Card Holder's Name (Signature)

Billing Address (if different than address listed above) City State Zip Code Country

On Site Contact Person On Site Contact Cell Phone #

Payment Policy

Payment for Services – Millennium Technology Group (MTG) requires payment in full at the time service is ordered. Further, MTG requires that you provide a credit card charge authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and equipment rental, not covered by your initial payment.

Method of Payment – MTG accepts MasterCard, Visa, Discover, Diners Club, American Express, check and cash. For Credit Card Payments, include a copy of the front & back of the Credit Card with this form. Purchase Orders are not accepted as payment. All payments must be made in U.S. funds drawn on a U.S. bank, payable to **Millennium Technology Group**. A \$25.00 fee will be charged for returned NSF checks. If you have established a master account with the Hotel, we are able to place these charges on your account with the Approval of the Hotel's Accounts Receivable Manager. .

Tax Exempt – If you are tax exempt in the state of Florida, you must provide MTG with a copy of your Florida Sales Tax Exemption certificate. Please send the above information to the MTG office at the address listed at the top of this form. MTG must receive your certificate with your payment and certificate within 72 hours prior to the 1st day of your event; otherwise tax will appear on your invoice.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the Event. All orders cancelled within 72 hours of the first day to the Event, whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses.

Equipment Damage or Loss – In the event that rental equipment is lost or damaged, the Exhibitor is wholly responsible and will be charged the replacement cost to the credit card on file or master account.

MTG Federal Tax ID # is 59-3469115.

Please complete the information on all forms and return payment in full with these forms to the address listed above. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balances left without appropriate credit card on file. For your convenience we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event. If you have any questions regarding our payment policy, please call Millennium Technology Group at (407) 996 – 5865. .

I agree in placing this order that I have accepted Millennium Technology Groups Rental Agreement terms and conditions, including Millennium Technology Group's payment policy.

X _____
Cardholder's Signature Date

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Millennium Technology Group (MTG) and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not MTG or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall liability exceed a refund of amounts actually paid to MTG by company for their network attachment.

No Warranties are made other than providing you with our equipment in good working order. You acknowledge that both the equipment and the manufacturers of said equipment are acceptable to you. You further acknowledge that we have not made and do not make any warranty either expressed or implied including but not limited to: a) the fitness or design of the equipment; b) the merchantability of the equipment or its fitness for any particular purpose; c) any patent, copyrights or trade secret infringements and d) the compliance of the equipment with any requirements of law, rules, specifications or contract.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.
2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.
3. **TITLE:** You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment
4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.
5. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.
6. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a **connection charge** or **purchase a MTG assigned IP address**. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) **Wired/Wireless Devices not authorized by MTG are strictly prohibited.** Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
7. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from normal usage. If the equipment malfunctions or is damaged in any way, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. You will be responsible for the costs resulting from damage to our equipment including service and repair charges.
8. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.
9. **PAYMENT:** Payment & Order forms must be received no later than 10 days prior to the first day of the event to avoid **Pre-Order Penalty Fee** of \$100. If ordering on site or after event move-in has started there is a **\$150 On Site Order Fee** that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill.
10. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.
11. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
12. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
13. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
14. **VIRUS PROTECTION REQUIREMENT – WARNING -** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.
15. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term. However, we reserve the right to adjust our rate provided we have given you written notice of such changes prior to the pricing change becoming effective.
16. **CANCELLATIONS & ADJUSTMENTS: No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event.** All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, may be subject to cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.
17. **GENERAL PROVISIONS:** a) This contract is the entire agreement between you and MTG and cannot be changed except in writing and signed by both parties. b) The laws of the State of Florida shall govern this Agreement between you and MTG. c) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. d) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. e) Paragraph headings are for convenience only.

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