Welcome EEI Exhibitors,
Curtin Convention & Exposition Services, Inc. is pleased to serve as the General Service Contractor for this event.

We welcome the opportunity to blend our experience with your thoughts to develop a custom look and theme for your exhibit space.

Please contact us at (415) 883-7818 or info@curtinconvention.com for any additional services you may need.

We look forward to assisting you towards a successful exhibit at EEI.

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</tr>
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</tr>
</tbody>
</table>
**IMPORTANT EXHIBITOR INFORMATION**

**EEI National Key Accounts Spring Workshop 2018**

Hyatt Regency Orlando, 9801 International Drive, Orlando, FL 32819
March 25-28, 2018

**Official Service Contractor**

Curtin Convention & Exposition Services, Inc.  
2269 Chestnut Street, Suite 628  
San Francisco, California 94123  
**Phone:** 415-883-7818  
**Fax:** 415-883-1755  
**Online Ordering:** http://www.curtinconvention.com/order-now/  
**eMail Order Forms or Questions:** info@curtinconvention.com

**Booth Space Information**

- **Exhibit Location:** Plaza International Ballroom
- **Booth Size:** 10’ deep x 10’ wide
- **Backwall/side Drape:** Black
- **Furniture:** Is NOT included in the Booth Space. Please refer to the page 11 to order.
- **ID Sign:** 7” x 44” 2-line sign to include Booth # and Company Name as provide by XYZ
- **Carpet:** Ballroom is carpeted. *Additional carpet is available to order. Please refer to page 11 to order.

**Important Dates and Deadlines**

- **First day freight can arrive to warehouse:** Thursday February 22, 2018
- **Last day to receive Advance Price on additional furniture, posterboards, labor, and signs:** Friday March 2, 2018
- **Advance Freight paperwork and payment due:** Thursday March 22, 2018
- **Last day Freight can arrive at the warehouse:** Thursday March 22, 2018, by 2pm.
- **Deadline to cancel Display Labor:** Thursday March 22, 2018
- **Exhibit Set-Up Times:** 2:00pm to 7:00 pm Saturday March 24, 2018  
  7:30am to 3:30 pm Sunday March 25, 2018
- **Exhibit Hours:** 4:30 pm to 7:00 pm Sunday March 25, 2018  
  7:30 am to 8:20 am Monday March 26, 2018  
  11:30 am to 1:30 pm Monday March 26, 2018  
  7:30 am to 8:50 am Tuesday March 27, 2018  
  11:30 am to 1:30 pm Tuesday March 27, 2018  
  5:30 pm to 7:00 pm Tuesday March 27, 2018
- **Exhibit Teardown Hours:** 7:15 pm to 10:00 pm Tuesday March 27, 2018
- **Earliest time Freight can be picked up:** 7:15 pm Tuesday March 27, 2018
- **Show floor must be clear by:** 10:00 pm Tuesday March 27, 2018

**Advance Warehouse Shipping Address & Please Label as follows:** *Material Handling Charges apply*

- **Advance Shipments to the Warehouse:**  
  **TO:** (Company Name and Booth Number)  
  **FOR:** EEI National Key Accounts Spring Workshop  
  **C/O:** Kub Tradeshow Support/Curtin Convention  
  19 N. Texas Avenue - Orlando, Florida 32805

**Shipment must arrive during the below timeframe:**  
February 22- March 22, 2018  
*Wearhouse hours: 7am to 3pm (Monday-Friday) Closed on Weekends and Holidays.

Questions? 415-883-7818  
**eMail Forms:** info@curtinconvention.com  
**Fax Forms:** 415-883-1755  
**Order Online:** www.curtinconvention.com/order-now/
IMPORTANT EXHIBITOR INFORMATION

Advance Warehouse Information

Advance Warehouse:
- The Advance Warehouse receives and stores advance shipments up to 30 days prior to the first day of move-in of the conference.
- Shipments sent to the Advance Warehouse prior to the deadline date will be delivered to your booth space the morning of the listed Exhibitor set up date.

International Shipments:
- All International Shipments must be cleared through US Customs.
- Curtin Convention and the Advance Warehouse will not clear your shipments through US Customs.
- Exhibitors shipping into the USA are responsible for obtaining a Customs Broker to clear shipments through US Customs.
- If you have any questions, please contact your shipping company.

Advance Warehouse/Material Handling Charges in and out of Booth space include:
- Labor and equipment to unload shipment from your shipping company.
- Storage up to 30 days in advance at the advance freight receiving warehouse address.
- Roundtrip delivery of shipment to and from the booth location
- Handling of empty containers to and from storage area
- Reloading of shipments onto outbound shipping companies and private owner vehicles

Deadline:
- Thursday, March 22, 2018, by 2pm.
- Shipments received after Thursday, March 22, 2018 will be charged a 25% surcharge fee, plus a transit charge from the Advance Warehouse to the conference facility. Transit charges will be determined at the time of the receipt of the Late Freight

Showsite Shipping Address: Material Handling Charges apply

Direct Shipments to Showsite:
TO: (Company Name and Booth Number)
FOR: EEI National Key Accounts Spring Workshop
C/O: Hyatt Regency Orlando/Curtin Convention
9801 International Drive – Orlando, FL 32819

IMPORTANT: Shipments must NOT arrive prior to below dates:
March 24th between 2pm to 9pm and March 25th between 7am to 3pm.
*Please call Curtin for Driver onsite contact the week of March 19th.

Showsite Information: *Delivery of Freight by Private Owner Vehicles and 3rd Party Carriers

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles and Third Party Carriers will be unloaded/loaded at the facility’s loading dock (area) during the listed Set up and Tear Down date/times. *Use of the Loading Dock (Area) is EXCLUSIVE to Union unloading and loading of materials.

- **Hand Carry** – If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a handtruck, dolly, or wheels, he/she is free to hand carry the items in at no charge. The loading area is under union jurisdiction, and exhibitors will be required to self-park and then bring in materials through the main entrance of the Exhibit Hall. *Multiple trips are not permitted.*

- **Unloading Service by Weight** – If the full contents of an Exhibitor’s booth materials EXCEED the Hand Carry option, the Exhibitor’s full contents will be weighed at the loading area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rate based on 100 lbs. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at a charge of $224.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes unloading and reloading after the trade show. Please refer to the Material Handling Order Forms enclosed in this Exhibitor Service Kit for rates and description.
Outbound Shipping Information: after the close of the conference

Exhibitors using the Official Show Carrier:
- YRC FREIGHT is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors.
- Bill of Lading and Labels will be provided for those Exhibitors using YRC FREIGHT at showsite.

Exhibitors NOT using the Official Show Carrier:
- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the Facility’s Loading Dock after **7:15 pm, Tuesday, March 27, 2018**.
- All materials must be off the show floor by **10:00 pm, Tuesday, March 27, 2018**.
- Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.
- Any material left on the show floor after **10:00 pm** will be shipped out via YRC FREIGHT at the Exhibitor’s expense.
- CURTIN is not responsible for shipments left in booth by exhibitor.
- Please make sure all Drivers have our Teamster Foreman’s name and cell number for the pick up: *Please call Curtin the week of March 19th for the onsite contact’s name and cell number.*

Payment Policy:

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin **21 days prior (March 2, 2018)** to show installation.

Payment may be made by:
- Company or Personal Check – mail with order forms.
- Credit Card - By filling out the enclosed Credit Card Charge Authorization Form VISA, MasterCard and American Express accepted.

*NOTE: If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.*

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

CANCELLATION POLICY FOR DISPLAY LABOR: No refunds or credits will be issued after date printed on Display Labor Order Form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the show immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.
UNION REGULATIONS:

Stated below are the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNION: Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

TEAMSTERS UNION: This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION: The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

SAFETY:

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.
Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.

4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.

5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor’s property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor’s equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $.3 per pound per article, with a maximum liability of $450.00 per item or $1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.

7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that may result from any loss, injury or damage to Exhibitor’s materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor’s materials.

8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one month after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor’s agent, and the Exhibitor accepts the responsibility thereof.

10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
Limits of Liability & Responsibility

11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued after the close of the event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN’s written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization _______________________________________________________
Signature _____________________________ Date ________________
ATTENTION

PETROLEUM SURCHARGE INFORMATION

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the exhibitor service manual. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. “Computation of Charges” page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your support.
### Forms and Payment

CURTIN order forms and payment should be emailed, mailed or faxed directly to CURTIN at info@curtinconvention.com or fax (415) 883-1755.

ALL OTHER order forms (Electrical & etc) and payments should be emailed or faxed directly to the appropriate company providing these services. Contact information is located on the other forms enclosed.

Please see PAYMENT POLICY ENCLOSED

### Recap of Payment

**CURTIN Order Forms only**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FURNITURE</td>
<td>$_________________</td>
</tr>
<tr>
<td>POSTERBOARDS</td>
<td>$_________________</td>
</tr>
<tr>
<td>CLEANING</td>
<td>$_________________</td>
</tr>
<tr>
<td>BACKWALL &amp; CUBE COUNTER</td>
<td>$_________________</td>
</tr>
<tr>
<td>DISPLAY LABOR</td>
<td>$_________________</td>
</tr>
<tr>
<td>SIGNS*</td>
<td>$_________________</td>
</tr>
<tr>
<td>FREIGHT HANDLING</td>
<td>$_________________</td>
</tr>
<tr>
<td>SUB-TOTAL</td>
<td>$_________________</td>
</tr>
<tr>
<td>2% Petroleum Surcharge</td>
<td>$_________________</td>
</tr>
<tr>
<td>SALES TAX</td>
<td>$_________________</td>
</tr>
</tbody>
</table>

*(Note: 8.50% Sales Tax applicable on Signs ONLY)*

**TOTAL (U.S. dollars)** $_________________
<table>
<thead>
<tr>
<th>Event/Convention</th>
<th>Booth Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEI National Key Accounts Spring Workshop</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Order Date</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
<th>Name</th>
<th>Phone Number</th>
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If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form along with your CURTIN orders.

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION Form may FAX form with accompanying CURTIN Order Forms to: (415) 883-1755 or scan/email to dianna@curtinconvention.com

**Card Type:**

- [ ] American Express
- [ ] VISA
- [ ] MasterCard

**Indicate:**

- [ ] Company Credit Card
- [ ] Personal Credit Card

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Expiration Date</th>
<th>3 or 4 digit Security Code</th>
<th>Cardholder’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please print clearly the following information:

<table>
<thead>
<tr>
<th>Cardholder Name</th>
<th>Cardholder Billing Street Address</th>
<th>City/State/Country/Zip or Postal Code</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

For your convenience, we will use this authorization form to charge your credit card for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling as applicable.
# FURNITURE ORDER FORM

## Event/Convention
EEI National Key Accounts Spring Workshop

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
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</tbody>
</table>

### CHAIRS:
- **Advance** | Regular |
- Side Chair, Plastic, Grey or Black | $88.00 | $108.00 |
- Arm Chair Padded, Grey | $142.00 | $162.00 |
- Stool, Padded, Grey or Black | $98.00 | $118.00 |

**COST:** $88.00

### CARPET:
- **Advance** | Regular |
- 10' Booth Carpet | $214.00 | $284.00 |
- 20' Booth Carpet | $428.00 | $578.00 |
- 30' Booth Carpet | $642.00 | $852.00 |

**COST:** $214.00

### TABLES:
- **Advance** | Regular |
- (30’ High, White Vinyl Top and Pleated Skirt on (3) Sides) | $167.00 | $187.00 |
- 4’ X 2’ Display Table | $195.00 | $205.00 |
- 6’ X 2’ Display Table | $220.00 | $240.00 |
- 8’ X 2’ Display Table | $260.00 | $280.00 |
- 4th side draped (additional) | $56.00 | $66.00 |

**TOTAL COST:** $167.00

### DISPLAY COUNTERS:
- **Advance** | Regular |
- (42’ High, White Vinyl Top and Pleated Skirt on (3) Sides) | $197.00 | $207.00 |
- 4’ X 2’ Display Counter | $225.00 | $245.00 |
- 8’ X 2’ Display Counter | $253.00 | $273.00 |
- 4th side draped (additional) | $66.00 | $76.00 |

**TOTAL COST:** $197.00

### CARPET PADDING:
- **Advance** | Regular |
- 10’ Booth Carpet | $107.00 | $142.00 |
- 20’ Booth Carpet | $214.00 | $289.00 |
- 30’ Booth Carpet | $321.00 | $426.00 |

**TOTAL COST:** $107.00

### RISERS:
- **Advance** | Regular |
- (Covered with White Vinyl) | $65.00 | $96.00 |
- 4’ Long x 10” High x 8’ Deep | $98.00 | $142.00 |
- 8’ Long x 10” High x 8’ Deep | $99.00 | $114.00 |

**TOTAL COST:** $65.00

### SPECIALTY FURNITURE/ITEMS:
- **Advance** | Regular |
- Evaluation Box | $76.00 | N/A on site |

**TOTAL COST:** $76.00

---

### PLACE ORDER HERE (Please Print Clearly)

<table>
<thead>
<tr>
<th>Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>☐</td>
</tr>
<tr>
<td>Red</td>
<td>☐</td>
</tr>
<tr>
<td>Violet</td>
<td>☐</td>
</tr>
<tr>
<td>Silver</td>
<td>☐</td>
</tr>
<tr>
<td>White</td>
<td>☐</td>
</tr>
<tr>
<td>Burgundy</td>
<td>☐</td>
</tr>
<tr>
<td>Black</td>
<td>☐</td>
</tr>
<tr>
<td>4th Side Drape</td>
<td>☐</td>
</tr>
<tr>
<td>Undraped</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carpet Color (Grey will be provided if no color is indicated):</th>
<th>Blue</th>
<th>Red</th>
<th>Grey</th>
<th>Black</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>Description</td>
<td>Price</td>
<td>Total Price</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL THIS PAGE (U.S. FUNDS) = ____________

---

### Payment Policy:
To obtain the advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in begins will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%.

**Advance Order Discount Deadline Date:** March 2, 2018.
<table>
<thead>
<tr>
<th>Event/Convention</th>
<th>Booth Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEI National Key Accounts Spring Workshop</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Order Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5” High X 91” Wide.

*Horizontal High stands 7’ tall and Horizontal Low stands 5’ tall

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Advance Price</th>
<th>Show Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Horizontal High</td>
<td>$162.00</td>
<td>$194.00</td>
<td>= _______</td>
</tr>
<tr>
<td></td>
<td>Horizontal Low</td>
<td>$162.00</td>
<td>$194.00</td>
<td>= _______</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL THIS PAGE = _______</td>
</tr>
</tbody>
</table>

(U.S. FUNDS)

Advance Price Discount Deadline Date: March 2, 2018.
**BOOTH CLEANING ORDER FORM**

**EEI National Key Accounts Spring Workshop**

<table>
<thead>
<tr>
<th>Event/Convention</th>
<th>Booth Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Order Date</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Email Address</td>
<td>Name</td>
</tr>
</tbody>
</table>

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths and emptying of wastebaskets **ARE NOT INCLUDED** in your space rental for this Event. If you would like to order cleaning for your booth space(s), please complete this form and return to Curtin.

We require the following service:

- ☐ Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly.
  - Price per day: $40.00
  - Days: _____
  - Booths: _____
  - Total: _____

- ☐ Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter.
  - Price per day: $40.00
  - Days: _____
  - Booths: _____
  - Total: _____

**TOTAL THIS PAGE** = ________

(U.S. FUNDS)

Detail special instructions:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Questions? 415-883-7818  
eMail Forms: info@curtinconvention.com  
Order Online:  
Fax Forms: 415-883-1755  
www.curtinconvention.com/order-now/

BACKWALL & CUBE COUNTER ORDER FORM

Company Name/Booth Number:
Email Address:

3-PANEL BACKWALL 10 ft. wide x 8 ft. tall

<table>
<thead>
<tr>
<th>3-PANEL BACKWALL</th>
<th>10' wide x 8' tall</th>
</tr>
</thead>
<tbody>
<tr>
<td>$330 (3) Plain White Panels</td>
<td></td>
</tr>
<tr>
<td>$1134 (3) Panels with Graphics</td>
<td></td>
</tr>
</tbody>
</table>

CUBE COUNTER 40” tall x 30” wide x 19” deep

<table>
<thead>
<tr>
<th>CUBE COUNTER</th>
<th>40” tall x 30” wide x 19” deep</th>
</tr>
</thead>
<tbody>
<tr>
<td>$420 Plain White All Sides</td>
<td></td>
</tr>
<tr>
<td>$630 With a Graphic Kickpanel (front)</td>
<td></td>
</tr>
</tbody>
</table>

Deadline to receive Artwork Files: 03/02/18

*All artwork files must be camera-ready to print and received by the above deadline date! The following is the link to the artwork guidelines and the link to upload your camera-ready to print artwork files to our dropdown. Please label your artwork files for EEI/Company Name. http://www.curtinconvention.com/artwork-guidelines

Design Specs and to place an order:* For Spots, please leave 2.5” around the perimeter free of text or graphics.

- Optional Backwall with 3-Branded Panels: Size artwork to 86 1/8” tall by 38 1/8” wide each: 3-Branded Panel set = $1,134.00 per set  Yes:________
- Optional Backwall 3 Plain White Panels:
  3/White Panel set = $330.00 per set  Yes:________
- Cube Counter with Branded Front Panel: Size artwork to 38 1/4” tall x 38 1/4” wide each: Cube Counter/Front Panel = $630.00 per unit  Yes:________
- Optional Cube Counter 2 sides Branded: Size artwork to 31 1/2” tall x 38 1/2” wide each: 2-wide panels Branded = $44.00 per each  Yes:________
- Cube Counter/Plain White Panels:
  Cube Counter/White Panels = $429.00 per unit  Yes:________

*Prices above include tax and shipping. Labor charges do apply and will automatically be applied to your order. Labor rates are based on the set up/removal dates & times. $136/ST, $179/OT or $222/DT Add labor to install (example: 1.5 hrs x $136/ST = $204) and add labor to remove (example: 1 hr x $179/OT = $179) See Exhibitor Service Kit for additional furniture options.

*Prices are subject to change.
### SIGNAGE ORDER FORM

<table>
<thead>
<tr>
<th>Event/Convention</th>
<th>Booth Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEI National Key Accounts Spring Workshop</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Order Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs most often are not read. Your message should ONLY include “highlight” wording to obtain interest.

**SPECIAL NOTE:** Please indicate the quantity of signs you require under “Number of Signs” on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

#### HORIZONTAL:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance Price</th>
<th>*Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11” X 14”</td>
<td>$ 11.50</td>
<td>$ 12.80</td>
</tr>
<tr>
<td></td>
<td>22” X 28”</td>
<td>$ 33.00</td>
<td>$ 38.00</td>
</tr>
<tr>
<td></td>
<td>24” X 36”</td>
<td>$ 40.00</td>
<td>$ 46.50</td>
</tr>
<tr>
<td></td>
<td>28” X 44”</td>
<td>$ 61.00</td>
<td>$ 75.25</td>
</tr>
</tbody>
</table>

#### VERTICAL:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advance Price</th>
<th>*Show Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11” X 14”</td>
<td>$ 11.50</td>
<td>$ 12.80</td>
</tr>
<tr>
<td></td>
<td>22” X 28”</td>
<td>$ 33.00</td>
<td>$ 38.00</td>
</tr>
<tr>
<td></td>
<td>24” X 30”</td>
<td>$ 40.00</td>
<td>$ 46.50</td>
</tr>
<tr>
<td></td>
<td>28” X 44”</td>
<td>$ 61.00</td>
<td>$ 75.25</td>
</tr>
</tbody>
</table>

TOTAL this page = ______________ (US Funds) *Plus 8.5% Sales tax.

All signs are on white Foam Core. Please indicate the color of the letters or upload camera ready to print files. *See below for link.

- [Blue](#)
- [Red](#)
- [Black](#)
- [Easel Back](#)

COPY: (Please print) ________________________________________________________________
_________________________________________________________________________________

*Advance Price Discount Deadline Date: March 2, 2018.

Deadline to receive camera-ready to print artwork files: March 2, 2018.

Link to artwork guidelines and link to upload artwork files:


Cancellation Policy: No cancellations or refunds after signage has been produced.
**DISPLAY LABOR ORDER FORM**

<table>
<thead>
<tr>
<th>Event/Convention</th>
<th>Booth Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EEI National Key Accounts Spring Workshop</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Company Name**

**Address**

**Email Address**

<table>
<thead>
<tr>
<th><strong>Event/Convention</strong></th>
<th><strong>Booth Number(s)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EEI National Key Accounts Spring Workshop</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Order Date**

**City**

**State**

**Zip**

**Name**

**Phone Number**

---

**SET UP:** We will require _____ display persons, each person for approximately _____ hours.

**DISMANTLE:** We will require _____ display persons, each person for approximately _____ hours.

**THE EXHIBIT CONSISTS OF_____ SHIPPING CASES (OR CRATES)**

(Please do not include cartons of literature or other items)

☐ Drawings, blue prints and photos are enclosed in case # ______.

☐ Drawings, blue prints and photos are enclosed with this order.

**Please select one of the following installation choices:**

☐ **CURTIN MAY PROCEED TO INSTALL:** Before Exhibitor representative arrives, Curtin will attempt to start the set up of your exhibit as soon as it arrives at your booth space and we will supervise the installation. *The Charge for this service is 30% of the total installation labor bill, with a minimum of $45.00. This charge applies to dismantle labor as well.*

☐ **APPROXIMATE STARTING TIME (WAIT TO INSTALL):** Curtin will not proceed to install until Exhibitor representative informs the Curtin Service Desk at the showsite they are ready for labor at approximately:

  **Start Time:** ________ (time), ________ (day), ________ (date).

☐ **INSTALL AT DEFINITE STARTING TIME:** If a definite starting time is selected, Curtin will have display persons available at the Curtin Service Desk. Labor charges will start at the designated labor time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

  **Start time:** ________ (time), ________ (day), ________ (date).

**Rates:** There is a one-hour minimum per display person. All labor is subject to union contract changes.

**Straight Time:** 8:00 AM to 4:30 PM weekdays

- Advance Price: $136.00/hr. – Regular Price: $161.00/hr.

**Overtime:** 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays

- Advance Price: $179.00/hr. – Regular Price: $204.00/hr.

**Double-time:** 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays

- Advance Price: $222.00/hr. – Regular Price: $247.00/hr.

*Special instructions from the exhibitor: ________________________________

---

TOTAL this page = $__________ (US Funds)

*Advance Price Discount Deadline Date: March 2, 2018.*

*Cancellation Policy: No Refunds or Credits issued after March 22, 2018.*
**CONVENTION NAME:** EEI National Key Accounts Spring Workshop  
**COMPANY NAME:**  
**CONTACT NAME:**  
**EMAIL ADDRESS:**  
**ORDER DATE:**  
**BOOTH #**  
**PHONE #**  

<table>
<thead>
<tr>
<th>Originating City/State of Shipment</th>
<th>Shipping Date</th>
<th>Approximate Arrival Date(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier</td>
<td>Local Representative</td>
<td>No. of Shipments:</td>
</tr>
<tr>
<td>Phone # of Local Representative</td>
<td>No. of Total Pieces:</td>
<td></td>
</tr>
</tbody>
</table>

*When estimating and recording total weight per shipment, please round to the next 100 pounds.*

---

### Shipment Description  
**Rate/cwt x Pounds**  
(200 lb. minimum charge of $448.00)  
**Charge**

<table>
<thead>
<tr>
<th>Shipment Description</th>
<th>Rate/cwt x Pounds</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGULAR SHIPMENTS TO ADVANCE WAREHOUSE</strong></td>
<td>$224.00/cwt x _____ lbs.</td>
<td>$</td>
</tr>
<tr>
<td>Crated shipments via common carrier to the advance warehouse.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>REGULAR SHIPMENTS TO SHOW SITE</strong></td>
<td>$224.00/cwt x _____ lbs.</td>
<td>$</td>
</tr>
<tr>
<td>Crated shipments via common carrier to show site. <em>Shipments will only be received during the listed Set up Dates and Times.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL SHIPMENTS or SPECIAL CARRIER TO ADVANCE WAREHOUSE</strong></td>
<td>$254.00/cwt x _____ lbs.</td>
<td>$</td>
</tr>
<tr>
<td>Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to the advance warehouse.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL SHIPMENTS or SPECIAL CARRIER TO SHOW SITE</strong></td>
<td>$254.00/cwt x _____ lbs.</td>
<td>$</td>
</tr>
<tr>
<td>Uncrated, unskidded, or wrapped shipments via common or special carrier. Crate shipments via special carrier (FedEx, UPS, DHL, etc.) to show site. <em>Shipments will only be received during the listed Set up Dates and Times.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LATE SHIPMENTS – 25% Surcharge</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Shipments received at the warehouse after <strong>03/22/18</strong> will be charged a 25% surcharge. A transit charge from advance warehouse to the show site may be applied. Transit charges will be determined at the time of the receipt of late freight.</td>
<td>25% surcharge added to above fee</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL PAYMENT**  
$  

*IMPORTANT:* It is understood that your calculation as stated above is only an estimated weight. The final charge will be calculated and billed based on actual weight of the shipment. If you need special handling services such as a forklift, extra handling labor, etc., call (415)883-7818 to make arrangements.  

**THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HERELN STATED ARE UNDERSTOOD AND ACCEPTED.**

| Authorized By: | Signature: |
Reforwarding Instructions for outbound shipments at the end of event:
PLEASE READ THE INFORMATION BELOW AND COMPLETE THIS FORM

Exhibitors using the Official Show Carrier:
- YRC FREIGHT is the official show carrier and will be on-site at the close of the show to assist exhibitors with their outbound shipments.
- Bills of Lading and Labels will be provided for those exhibitors using YRC FREIGHT to ship out.

Exhibitors NOT using the Official Show Carrier:
- Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.
- Exhibitors not using YRC FREIGHT must arrange with a carrier to pick up materials at the facility’s Loading Area after 7:00 pm, Tuesday, March 27, 2018.
- All materials must be off the show floor by 10:00 pm, Tuesday, March 27, 2018.
- Representatives must turn in a Bill of Lading to the CURTIN Service Desk prior to leaving the show floor.
- Any material left on the show floor after 10:00 pm will be shipped out via YRC FREIGHT at the Exhibitor’s expense.
- CURTIN is not responsible for shipments left on the tradeshow floor by exhibitor.
- CURTIN will count and ship pieces as we find them in the booth upon removal.
- CURTIN will not be responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before we have picked up materials for loading out of the exhibit area.
- At the close of the show where carriers fail or refuse to pick up or refuse to accept shipments, CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor. The exhibitor will be charged accordingly for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to $.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

Method of Outbound Shipment (check one)

<table>
<thead>
<tr>
<th>YRC Freight [ ]</th>
<th>Air [ ]</th>
<th>Van Line [ ]</th>
<th>Other [ ]</th>
<th>Private Vehicle [ ]</th>
</tr>
</thead>
</table>

Return Shipping Address:

Contact Person/Phone Number:

<table>
<thead>
<tr>
<th>Carrier:</th>
<th>Number of Outbound Pieces:</th>
</tr>
</thead>
</table>
Important Shipping Dates for the Advance Warehouse:
- First date freight can arrive to the Advance Warehouse: Thursday, February 22, 2018.
- Last date freight can arrive to the Advance Warehouse: Thursday, March 22, 2018, by 2pm.

Shipping Labels: Instructions and Information
- See sample shipping label below for label instructions.
- Make of copy of your completed shipping label(s) for your reference.
- These shipping labels are for your convenience. If you use your own label, they must contain all of the information shown on the Sample Shipping Label below.
- Cut the completed shipping label(s) out and securely affix the label(s) to each piece in your shipment.

*Sample Shipping Label

TO: ABC Company                                     Booth #: 200
FOR: EEI National Key Accounts Spring Workshop
C/O: Kub Tradeshow Support/Curtin Convention
     19 N. Texas Avenue
     Orlando, FL 32805
     1 of 2

Use for Shipments:

TO:                                            Booth #:
FOR: EEI National Key Accounts Spring Workshop
C/O: Kub Tradeshow Support/Curtin Convention
     19 N. Texas Avenue
     Orlando, FL 32805
     ____ of ____

*MUST ARRIVE BY 03/22/2018, by 2pm!
EEI National Key Accounts Spring Workshop

If your company plans to use an exhibitor appointed contractor (Installation and Dismantle Company) other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than March 9, 2018. Failure to do so will result in the inability of this exhibitor-appointed contractor to erect or dismantle your exhibit.

In addition, your selected exhibitor-appointed contractor must furnish an original Certificate of Insurance showing general liability coverage and worker’s compensation insurance, with coverage of $1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc., must receive these certificates of insurance no later than March 9, 2018.

*These requirements will be strictly enforced.

Exhibiting Company ___________________________ Booth Number ________________________
Exhibitor Contact (Please print) ___________________________ Title ________________________
Telephone Number ___________________________ Fax ___________________________
Authorized Signature ___________________________ Date ________________________
Sub-Contractor / Display House ___________________________
Type of Work to Be Performed ___________________________
Contact Name ___________________________
Address ___________________________ City ___________________________
State _________ Zip Code __________ Telephone Number _________________________
Emergency 24-Hour Telephone Number _________________________
Estimated Number of Workers _________________ Estimated Date of Arrival _________________

Return this page completed, via fax to (415) 883-1755 or scan/email to dianna@curtinconvention.com.

NOTES:

- Exhibitor-appointed contractors **cannot** perform any of the following services: Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor-appointed contractors must comply with union regulations and hire union personnel from the appropriate union that has jurisdiction over the exhibit area.
- It is the responsibility of the exhibiting company to see that each representative of exhibitor-appointed contractors abides by the Official Rules and Regulations of this Event.
Move-out Notice for Shipping

YRC Freight is the Show’s Recommended Carrier

Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor’s Service Desk and speak with our Trade Show Specialist from YRC Freight

**YRC Freight’s Services Advantages:**

**Time Critical - Any Need, Any Speed, Guaranteed.**

- By Noon, By 5pm, Hour Window
- Guaranteed, By Noon, By 5 pm, Multiday Window

**Standard Ground** – The most reliable standard ground service in the Exhibit industry

**Caravan Service** – Conveniently transports your exhibit materials from show to show

**Any Size Shipment** – We have the ability to move everything from small packages to full truckloads at competitive prices

**Sealed Exhibit** – Is a safe, secure, guaranteed option to move your shipments and you only pay for the space you need.

**World Class Customer Service** – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976)

Don’t worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com
ELECTRICAL ORDER FORM

EDLEN ELECTRICAL EXHIBITION SERVICES
OF ORLANDO, INC
2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Support@edlenelectrical.com

EDLEN ELECTRICAL OUTLET FORM

EVENT: EEI 2018 Spring Workshop
FACILITY: HYATT REGENCY ORLANDO
DATES: March 25-27

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS
The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

ISLAND BOOTHS
There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS
For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS
Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

ELECTRICAL OUTLET FORM

ELECTRICAL OUTLETS
Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

<table>
<thead>
<tr>
<th>OUTLET</th>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT</th>
<th>REGULAR PAYMENT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td>90.00</td>
<td>135.00</td>
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</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td>150.00</td>
<td>225.00</td>
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</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td></td>
<td></td>
<td>210.00</td>
<td>315.00</td>
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For outdoor events 20 AMP Minimum Required

<table>
<thead>
<tr>
<th>OUTLET</th>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT</th>
<th>REGULAR PAYMENT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLT SINGLE PHASE</td>
<td></td>
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<tr>
<td>20 AMPS</td>
<td></td>
<td></td>
<td></td>
<td>325.00</td>
<td>490.00</td>
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<tr>
<td>30 AMPS</td>
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<td></td>
<td></td>
<td>395.00</td>
<td>595.00</td>
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<tr>
<td>60 AMPS</td>
<td></td>
<td></td>
<td></td>
<td>550.00</td>
<td>825.00</td>
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</tr>
<tr>
<td>100 AMPS</td>
<td></td>
<td></td>
<td></td>
<td>720.00</td>
<td>1080.00</td>
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<table>
<thead>
<tr>
<th>OUTLET</th>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT</th>
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<th>TOTAL COST</th>
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</thead>
<tbody>
<tr>
<td>208 VOLT THREE PHASE</td>
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<tr>
<td>20 AMPS</td>
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<td>450.00</td>
<td>675.00</td>
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<td>30 AMPS</td>
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<td>540.00</td>
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<td>60 AMPS</td>
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<td>760.00</td>
<td>1140.00</td>
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<td>1000.00</td>
<td>1500.00</td>
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<tr>
<td>200 AMPS</td>
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<td>1500.00</td>
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<td>400 AMPS</td>
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<td>2800.00</td>
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LIGHTING

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<tr>
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<th>QTY</th>
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</thead>
<tbody>
<tr>
<td>150 WATT FLOOD LIGHT</td>
<td></td>
<td></td>
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<td>80.00</td>
<td>120.00</td>
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<tr>
<td>300 WATT FLOOD LIGHT</td>
<td></td>
<td></td>
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<td>100.00</td>
<td>150.00</td>
<td></td>
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MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT</th>
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<th>TOTAL COST</th>
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<tbody>
<tr>
<td>15’ EXTENSION CORD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>POWER STRIP</td>
<td></td>
<td></td>
<td></td>
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<td>30.00</td>
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ELECTRICAL LABOR

<table>
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<tr>
<th>LABOR</th>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT</th>
<th>REGULAR PAYMENT</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am; Sat, Sun &amp; Holidays)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>130.00</td>
<td></td>
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</table>

SUB TOTAL

25% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

6.5% SALES TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE: DATE:

EMAIL: PHONE:

The “Method of Payment Form” must be completed and returned with this order form.
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.

8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.

11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

12. 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 ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

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. 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 attorneys fees or applicable agency fees.

20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.
METHOD OF PAYMENT FORM

COMPANY: [Your Company]  BTH #: [Your BTH Number]

EVENT: EEI 2018 Spring Workshop
FACILITY: HYATT REGENCY ORLANDO
DATES: March 25-27

EXHIBITOR INFORMATION

COMPANY NAME: [Your Company Name]
ADDRESS: [Your Address]
CITY: [Your City]  ST: [Your State]  ZIP: [Your Zip]
COUNTRY: [Your Country]
EMAIL: [Your Email]

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa.

☐ CREDIT CARD
For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK
Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ VISA  ☐ MASTER CARD  ☐ AMX

CHECK AND CREDIT CARD INFORMATION

CHECK #
CREDIT CARD NUMBER: [Your Credit Card Number]
CARD HOLDER SIGN: [Your Signature]
PRINT NAME: [Your Name]
EMAIL ADDRESS: [Your Email]
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE
ADDRESS: [Your Address]
CITY: [Your City]  ST: [Your State]  ZIP: [Your Zip]

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL
PLUMBING
SUB TOTAL
25% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.
TOTAL DUE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN
AUTHORIZED SIGNATURE
PRINT NAME  DATE

Advance Payment Deadline Date: [Your Deadline Date]

EXHIBITOR INFORMATION

COMPANY NAME: [Your Company Name]
PHONE: [Your Phone]
ADDRESS: [Your Address]
FAX: [Your Fax]
CITY: [Your City]  ST: [Your State]  ZIP: [Your Zip]
COUNTRY: [Your Country]
EMAIL: [Your Email]

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa.

☐ CREDIT CARD
For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

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☐ VISA  ☐ MASTER CARD  ☐ AMX

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CHECK #
CREDIT CARD NUMBER: [Your Credit Card Number]
CARD HOLDER SIGN: [Your Signature]
PRINT NAME: [Your Name]
EMAIL ADDRESS: [Your Email]
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE
ADDRESS: [Your Address]
CITY: [Your City]  ST: [Your State]  ZIP: [Your Zip]

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL
PLUMBING
SUB TOTAL
25% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.
TOTAL DUE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN
AUTHORIZED SIGNATURE
PRINT NAME  DATE
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

____Square = _____Ft  Total Square Footage = __________

Adjacent Booth or Aisle # ___________________
Exhibit Request Form

Contact Information

Client/Exhibitor Information

Company/Organization: _________________________________________________ Event: ______________________________________________

Requested By ________________________________________________________ Email Address __________________________________________

Address __________________________________________ City _____________________________ State _____________ Zip _________________

Phone# __________________________________________ Fax # __________________________________________

On-Site Contact ______________________________________________________ On-Site Mobile # _____________________________________

Service Request

<table>
<thead>
<tr>
<th>DATES:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Time:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Credit Card #:

CCID:   Type: Exp:

Print Name (as it appears on credit card)

Credit Card Holder Signature

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.

2. Cancellation charges will be incurred at 100% for equipment and labor canceled within 24 hours of your event 75% within 48 hours and 50% within 72 hours.

3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

4. Insurance for the subject equipment is Lessee’s responsibility.

5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Signature below indicates acknowledgment and acceptance of Terms and Conditions outlined above.

Authorized Signature: _______________________________________________________________________________________

Print Name: ________________________________________________________ Date: __________________________
## Exhibit Request Form

<table>
<thead>
<tr>
<th>VIDEO EQUIPMENT</th>
<th>DAILY RATE</th>
<th>QUANTITY</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>DVD Player</td>
<td>$50.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>24&quot; LCD Monitor</td>
<td>$150.00</td>
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</tr>
<tr>
<td>50&quot; LED Monitor</td>
<td>$500.00</td>
<td></td>
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<tr>
<td>60&quot; LED Monitor</td>
<td>$600.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>70&quot; LED Monitor</td>
<td>$700.00</td>
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<tr>
<td>Monitor Stand</td>
<td>$75.00</td>
<td></td>
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<tr>
<td>HDMI or VGA Cable</td>
<td>$25.00</td>
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<table>
<thead>
<tr>
<th>AUDIO EQUIPMENT</th>
<th>DAILY RATE</th>
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<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC Speaker</td>
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<tr>
<td>10&quot; Portable Speaker</td>
<td>$125.00</td>
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<tr>
<td>4-Channel Mixer</td>
<td>$50.00</td>
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<td>Wireless Lavaliere Microphone</td>
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<td>Wireless Handheld Microphone</td>
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<tr>
<td>Wired Handheld Microphone</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>Wired Internet Access</td>
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<td>Additional Wired Internet Access</td>
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<td>Basic Wireless Internet Access</td>
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<td>Premium Wireless Internet Access</td>
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*Networking prices are per device/per day. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

<table>
<thead>
<tr>
<th>TELECOM EQUIPMENT</th>
<th>DAILY RATE</th>
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<tbody>
<tr>
<td>DID Phone Line**</td>
<td>$100.00</td>
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<tr>
<td>Standard Office Phone</td>
<td>$25.00</td>
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<td></td>
</tr>
<tr>
<td>Conference Speaker Phone</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Speaker Phone with Extension Microphones</td>
<td>$125.00</td>
<td></td>
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</tr>
</tbody>
</table>

**“Exhibitor required to complete Hyatt Credit Card authorization form to be applied to usage fees associated with long distance and/or international calls. Local/800 calls are complimentary.**

SUBTOTAL: __________
Service Charge=24% of Subtotal: __________
Sales tax=6.5% of Subtotal & Service Charge: __________
GRAND TOTAL: __________

Signed Encore contract must be received prior to installation of service.