



Dear Exhibitor,

Welcome to the 3rd Annual Landscape Architects' Expo!

The information provided in this manual can help save you time and money, so please read it carefully and note the important deadlines and show regulations. Make sure you place any necessary orders early so that you may take advantage of the discounted rates provided by the decorator, electrical and lead retrieval companies. Please do not wait until the day of the show to order your electricity, internet, etc.

We are using a non-union decorator, which enables you to save on your exhibiting costs. We have also made a forklift available (for the first 15 minutes) for all exhibitors to use.

All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available at [LandscapeOnline.com](http://LandscapeOnline.com) click any LAX logo that will be directed to LAX event page (see Exhibitor tab).

Book your hotel early and take advantage of the discounted block rates. This year we have negotiated good rates at four hotels! A perfect time to book a romantic Valentine's day weekend! Have a little fun in Long Beach!

A Certificate of Insurance is a mandatory requirement for all exhibitors. Please forward a current copy as soon as possible with the current and correct information.

We are dedicated to making this year's event a tremendous success and look forward to working with you in the years ahead!

Sincerely,

A handwritten signature in black ink that reads 'George Schmok'.

George Schmok  
Producer



## EXHIBITOR PERSONNEL REGISTRATION FORM

**Thank You for Exhibiting at the 2014 Landscape Architects' Expo!**

Personnel Registration for The Landscape Architects' Expo is Free of Charge.

Please complete this form and fax  
to **714-434-3862** by January 29th, 2014

Badges will be available for pick up at the expo

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

Representative's First Name	Representative's Last Name	Email

**For Additional Questions or Concerns**

714-979-5276 ext. 130 [vkostich@landscapeonline.com](mailto:vkostich@landscapeonline.com)

14771 Plaza Drive, Suite "M" Tustin, CA 92780 · 714-979-5276 ext. 130 · FAX: 714-434-3862



## Show Dates and Hours

Thursday, February 13

Friday, February 14

9:00 am - 3:00 pm

9:00 am - 3:00 pm

### Move - In Hours:

Wednesday, February 12

8:00 am - 8:00 pm

All Exhibits must be complete by 8:00 pm on Wednesday February 12, 2014. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

### Move - Out Hours:

Friday, February 14

3:00 pm - 9:00 pm

Early teardown is not allowed. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. All exhibits must be removed from the Long Beach Convention Center by 9:00 p.m. Friday, February 14, 2014. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

### Exhibitor Badges:

Please register your booth staff in advance to save time using the Staff Registration Form in this exhibitor manual and fax to: (714) 434-3862.

The exhibit booth staff can pick up their badges at the Exhibitor Registration Counter from 11:00 a.m. - 8:00 p.m. on Wednesday, February 12, 2014 or at 8:00 a.m. on February 13 and Friday, February 14, 2014.

### Important Contact Information:

Decorator:	EZ Rents – (909) 624-1697
Electrical:	Edlen Electrical – (714) 985-1480
Audio Visual:	Projection Presentation – (562) 499-7546
Lead Retrieval:	Expo Badge – (800) 490-9941

### Indoor Booth Sizes

Inline 10' x 10' and end caps are draped  
10' x 20' and larger booths are floor marked only.

### Parking:

Parking is \$10.00 per vehicle.  
Oversized vehicles are \$20.00.

### Payment Terms/ Cancellation

As stated in your contract, all booths must be paid for before exhibiting. 50% of cost is due immediately by Exhibitor as deposit upon receipt of invoice. Full payment is due 90 days of invoice date or August 15, 2014. All deposits made are non-refundable. All payments made are non-refundable after January 1, 2014.

### Seminar Hours:

#### **Wednesday, February 13, 2014**

1.5 hour seminars are scheduled  
between 9:00 am - 5:00 pm

#### **Thursday, February 14, 2014**

1.5 hour seminars are scheduled  
between 9:00 am - 5:00 pm

### Registration Hours:

Registrations for both days are:  
8:00 am - 3:00 pm

### For Additional Questions or Concerns:

**Contact:** Cheryl Raver  
(714) 979-5276 Ext.142

[laxinfo@landscapeonline.com](mailto:laxinfo@landscapeonline.com)



## FAQ's

### ***Where Can I Find Information Regarding Seminars?***

Visit LandscapeOnline click any LAX logo to enter the Expo homepage. (see "Educational Programs" tab) All information regarding seminars will be on Educational Program page.

### ***Is There A Current List of Exhibitors?***

Visit LandscapeOnline click any LAX logo to enter the Expo homepage. A list will be provided under "Exhibitor" tab.

### ***Who Can I Contact For Assistance With My Booth?***

All inquiries related to booth setup, (for example, cleaning services, banner hanging or furniture requests) should be directed to the official show decorator:  
EZ Rents - (909) 624-1697

If you need electricity, please contact  
Edlen Electrical - (714) 985-1480

For Lead Retrieval, please contact  
Expo Badge - (800) 490-9941

All other questions should be directed to:  
(714) 979-5276 Ext. 141

### ***Are Any Discounted Hotel Rates Available?***

A special block booking has been arranged at the [Hyatt Regency Long Beach](#). This discounted rate will only be available until January 10, 2014. Refer to the Hotel & Travel section of this manual for additional information.

### ***How do I register for an EXPRESS badge?***

Please fill out the Exhibitor Registration Form that is found in the Forms section and fax to (714) 434-3862.

### ***Can I get on the Internet at the show?***

You can order your own Internet connection for your booth, but do this before the early bird deadline date. Smart City - (888-446-6911)

### ***Can I use the same email address to register everyone for my company?***

No. It is preferable to use a separate email address for each person, as that way you will get your own confirmation that you have been registered.

### ***If I bring my family to Long Beach, what is there to do in the area?***

Check out <http://www.visitlongbeach.com>. There are so many interesting things to do in Long Beach, visit the Queen Mary, go to the beach, or check out the Aquarium. Even Disneyland and Knott's Berry Farm are only a few miles away.

### ***Move in and out procedures and large exhibits/vehicles***

If you have a large exhibit/vehicle, please fill out the necessary form in the Forms section. We have to be able to plan to get the larger equipment/vehicles in the show first, before the other smaller exhibits arrive, otherwise we will have to dismantle booths to fit you in.

### **For Additional Questions or Concerns:**

**Contact:** Cheryl Raver  
(714) 979-5276 Ext.142  
[tinfo@landscapeonline.com](mailto:tinfo@landscapeonline.com)

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract ***Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.*** This coverage must be in effect February 12, 2014 through February 14, 2013 for the Expo.

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-434-3862 or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780. **Please see example of the Certificate of Liability below.**

©ACORD CORPORATION 1988



Thank you for your registration for The Landscape Architects' Expo scheduled to occur on February 13<sup>th</sup> and 14<sup>th</sup>.

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for

[https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=XwoUiKb9xio\\$](https://www.TotalEventInsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=XwoUiKb9xio$)

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.

Please feel free to contact me with any questions.

Sincerely,

Show Management

**The Landscape Architects' Expo – Long Beach (LAX)**



Landscape Communications, Inc.

14771 Plaza Drive, Suite M

Tustin, CA 92780

714-979-5276 (ph)

714-979-3543 (fx)



# Exhibitors Information Packet

**SHOW HOURS:** February 13<sup>th</sup> & 14<sup>th</sup> 9:00 am - 3:00 pm

**EXHIBITOR MOVE-IN:** February 12<sup>th</sup> 8:00 am - 8:00 pm

**EXHIBITOR MOVE-OUT:** February 14<sup>th</sup> 3:00 pm - 9:00 pm

**YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: February 14<sup>th</sup>, 2014 9:00 PM**

**YOUR BOOTH SPACE INCLUDES:**

8' Black and White Backwall Drape

3' Black & Ivory Siderail Drape

**Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out. You must BE PRESENT** to receive this service or you will be charged drayage (see material handling form below). If you are not paying drayage fees any pallets left on show floor will be charged a storage fee of \$20 per skid.

**PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: October 8<sup>th</sup>, 2013**

## **EZ RENTS**

440 E. BONITA AVE. POMONA CA 91767 909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)



## A Message from the Decorator

E Z Rents has been selected as The Official Service/Drayage contractor for the **2014 Landscape Architects' Expo** being held at the **Long Beach Convention Center on February 13<sup>th</sup> and 14<sup>th</sup>**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

### **SPECIAL NOTES**

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

### **DISCOUNT PRICING**

For **DISCOUNT PRICES**, full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **January 8<sup>th</sup>, 2014**.

### **SHIPPING INFORMATION**

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

**The Staff at  
EZ Rents**

**EZ Rents**  
440 E. BONITA AVE. POMONA CA 91767  
909-624-1697 FAX: 909-626-6589  
email: [julio@sprenzrents.com](mailto:julio@sprenzrents.com)



## Frequently Asked Questions

### MOVE-IN & MOVE-OUT PROCEDURES

#### EZ Rents

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

#### Exhibit Move-in Procedures:

• *Please refer to the Material Handling Sheets for:*

1. Advance & Direct Shipments
2. Proper labeling for Advance and Direct Shipments
3. Dates & Times
4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
5. Direct shipments will be delivered to your booth when they are received.

• *Please refer to the front page for move in dates & times*

1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

#### Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

• *Bill of Ladings for outbound shipments via your choice of carrier:*

1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
2. Have your driver check in at the check-in area
3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

• *For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:*

1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
2. You will receive your outbound paperwork once you are at the loading dock ready for loading
3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

• *For Exhibitors with Company or Rented Trucks:*

1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

### ALL EXHIBIT MATERIALS MUST BE REMOVED BY: February 14<sup>th</sup> by 9:00PM

*At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.*

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management.

**PAYMENT FORM**  
**Must be included with all orders.**

**EZ Rents**

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 · FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

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

Contact Name: \_\_\_\_\_

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

City / State / Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment must be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ \_\_\_\_\_ Amount to be charged to Credit Card \$ \_\_\_\_\_

**If paying by Check, please fill out the following information:**

Check Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If paying by Credit Card, please provide the following information:**

Credit Card Number: \_\_\_\_\_

Please Check: ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA CVC Code \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name as it Appears on Card \_\_\_\_\_

Authorized By: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Cardholders **Billing** Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# PAYMENT FORM

**Must be included with all orders.**

## EZ Rents

440 E. BONITA AVE. POMONA CA 91767  
 909-624-1697 · FAX: 909-626-6589  
 email: [julio@sprenzrents.com](mailto:julio@sprenzrents.com)

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

Tables & Counter Tables	Discount	Floor	Quantity	Total		
4 ft. undraped table	\$25.00	\$35.00	_____	_____	_____ Black	_____ Red
6 ft. undraped table	\$35.00	\$45.00	_____	_____		
8 ft. undraped table	\$45.00	\$55.00	_____	_____	_____ Blue	_____ White
4 ft. draped table	\$65.00	\$85.00	_____			
6 ft. draped table	\$75.00	\$95.00	_____			
8 ft. draped table	\$85.00	\$105.00	_____			
4th sided table skirt	\$20.00	\$25.00	_____			
4 ft. undraped counter table	\$35.00	\$45.00	_____		Price includes top covered in white plastic and 3 sides draped	
6 ft. undraped counter table	\$45.00	\$55.00	_____			
8 ft. undraped counter table	\$55.00	\$65.00	_____			
4 ft. draped counter table	\$75.00	\$95.00	_____		Tables: 30" W x 30" H Counter Tables: 30" W x 42" H	
6 ft. draped counter table	\$85.00	\$105.00	_____			
8 ft. draped counter table	\$95.00	\$115.00	_____			
4th side counter skirt	\$30.00	\$35.00	_____			
Round Table	\$85.00	\$125.00	_____			

## Chairs

Black bar stool	\$30.00	\$45.00	_____
Padded Arm Chair	\$35.00	\$50.00	_____
Folding Chair	\$8.00	\$12.00	_____
Padded Counter Stool	\$40.00	\$55.00	_____

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$3.00 per foot	\$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$30.00	\$45.00	_____	_____
Crossbar / Spreader	\$15.00	\$20.00	_____	_____
Display Case Lock	\$30.00	\$45.00	_____	_____
Easel	\$25.00	\$35.00	_____	_____
Glass Bowl	\$15.00	\$20.00	_____	_____
Garment Rack (5' H x 5' H)	\$35.00	\$50.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$85.00	\$125.00	_____	_____
Stanchions with 8 ft. chain	\$25.00	\$40.00	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$85.00	\$125.00	_____	_____
Ticket Tumbler (Large 21"w x 15"R)	\$25.00	\$50.00	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$8.00	\$12.00	_____	_____

**All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs. Prices include installation, rental, and removal.**

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ \_\_\_\_\_

\_\_\_\_\_ Yes, I have completed and enclosed along with this order the Payment Policy Form.

## CARPET RENTAL ORDER FORM

*Deadline for discount: 2/5/14*

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

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

### STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$90.00	\$125.00	\$ _____	
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	_____ Black
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____	_____ Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

### CUSTOM BOOTH CARPET

Complete Area Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$1.50 / \_\_\_\_\_  
Discount \_\_\_\_\_ Floor \$2.00 = Total \$ \_\_\_\_\_

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

### CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.05	\$ _____
Additional Taping _____ Linear ft. @	\$1.00	\$1.25	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.00	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

**SUBTOTAL CARPET RENTAL ORDER \$** \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.

## CLEANING SERVICE ORDER FORM

*Deadline for discount: 2/5/14*

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

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

### VACUUM BOOTH CARPET

**DISCOUNT \$0.21 / FLOOR \$0.24**

Exhibit Space: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum) x \_\_\_\_\_ per sq. ft. x \_\_\_\_\_ days = \$ \_\_\_\_\_

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

### PORTER SERVICE

**DISCOUNT \$0 .41 / FLOOR \$0 .48**

**Regular Hours:** 8:00 am – 4:30 pm      \$25.00 x \_\_\_\_\_ Hours \$29.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

**Overtime Hours:** After 4:30 pm      \$37.00 x \_\_\_\_\_ Hours \$41.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

**Overtime Hours:** Saturday & Sunday      \$37.00 x \_\_\_\_\_ Hours \$41.00 x \_\_\_\_\_ Hours = \_\_\_\_\_

Total \$ \_\_\_\_\_

• *Please specify times & days / Minimum of four hours daily*

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

**SUBTOTAL FOR CLEANING SERVICE ORDER FORM \$ \_\_\_\_\_**

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.

## MATERIAL HANDLING ORDER FORM

*Deadline for discount: 2/5/14*

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprenzents.com](mailto:julio@sprenzents.com)

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

**MATERIAL HANDLING RATES – ROUNDTrip RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

#### RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	\$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	\$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	\$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	\$75.00 per cwt
<b>Personally Owned Vehicles</b> (Station wagons, regular size 4 x 4, mini vans)	Showsite	\$75.00 per load
<b>Small Packages (UPS / FED EX)</b> Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. <b>Max weight per shipment is 25 lbs</b>	Advance Warehouse Showsite	\$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.
- Mobile Equipment In & Out of Convention Facility @ \$50.00 each way
- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of \$12.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

#### SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth #  C/O E Z Expo Services 440 E. Bonita Avenue Pomona CA, 91767 <b>ARRIVAL DATES:</b> 30 days prior to last day accepted M – F 8:00 am – 4:00 pm Last day accepted: 2/5/14	Your Company Name Booth #  2014 Landscape Architects' Expo C/O E Z Expo Services Long Beach Convention Center 300 East Ocean Blvd. Long Beach, CA, 90802 <b>ARRIVAL DATES:</b> Day(s) accepted: 2/5/14 8:00 am - 6:00pm

#### ESTIMATED CHARGES FOR MATERIAL HANDLING:

\_\_\_\_\_ LBS. x \_\_\_\_\_ PER CWT = \$ \_\_\_\_\_

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms.



## **MATERIAL AUTHORIZATION FORM**

### **E Z EXPO SERVICES**

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

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

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.
  - a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
  - b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup
6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_

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

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Date: \_\_\_\_\_

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

Please Print

## **MATERIAL HANDLING INFORMATION SHEET**

### **E Z EXPO SERVICES**

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

**WEIGHT CERTIFICATES:** If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

### **LIMITS OF LIABILITIES**

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo's liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of \$50.00 per item or \$1,000 per shipment whichever is less.

E Z Expo shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). **NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.** To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.



## IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: 2/5/14

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprezrents.com](mailto:julio@sprezrents.com)

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

#### Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. *If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.*

#### Hourly Rate Times

		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	\$100.00	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$130.00	\$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (1) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

#### Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	Date	Time (AM) (PM)	No. of Fork Lift Crews	No. of Extra Workers
___ Installation	___	___	___	___
___ Dismantling	___	___	___	___

\*Allow time for return of empty containers

Describe work to be done: \_\_\_\_\_  
\_\_\_\_\_

#### Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker =	_____	Total Estimated Hours
Total Estimated Hours x Rate(s) =	_____	Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form

**EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM***Deadline for discount: 2/5/14***E Z EXPO SERVICES**

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: julio@sprenzrents.com

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

**SUPERVISION SERVICES --- Indicate Service Desired**

E Z Expo Services SUPERVISED (Exhibitor does not need to be present)

E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.

A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

**EXHIBITOR SUPERVISED --- (Wait for Exhibitor)**

Exhibitor will supervise:

• **Installation**

Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_

• **Dismantle**

Exhibitor will need workers on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_ AM-PM for (Hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

**DISPLAY LABOR RATES: TIMES: HOURLY RATES:**

Straight	8:00AM to 4:30PM weekdays	\$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	\$108.00

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						_____
Supervised labor						\$ _____
Total						\$ _____

SUBTOTAL FOR EXHIBIT INSTALLATION &amp; DISMANTLING LABOR ORDER FORM \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form

## OutboundMaterialHandling

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: julio@sprezrents.com

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

**Please fill out Outbound Shipping Information below.**

**Ship To:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Exhibitor's Carrier:** \_\_\_\_\_

*The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.*

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Please fill in the date and time that you have scheduled your carrier to pick up your shipment.**

## IMPORTANT

ALL FREIGHT *MUST* BE PICKED UP BY **9:00 PM** ON **February 14th** OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

## HANGING SIGN ORDER FORM

### E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: julio@sprenzrents.com

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

#### GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

#### Rates for Sign Hanging Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)

**\$300.00 per Crew Hour**

Overtime (Before 8:00AM and after 4:30PM and weekends)

**\$395.00 per Crew Hour**

#### JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)

**\$370.00 per Crew Hour**

Overtime (Before 8:00AM and after 4:30PM and weekends)

**\$470.00 per Crew Hour**

#### Does the Sign Require Assembly? YES NO

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

#### Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. **Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.**

NAME OF SUPERVISION \_\_\_\_\_

Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) \$ \_\_\_\_\_

Yes, I have completed and enclosed along with this order the Payment Policy Form.



## **FIRE DEPARTMENT REGULATIONS**

### **E Z EXPO SERVICES**

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

email: [julio@sprenzrents.com](mailto:julio@sprenzrents.com)

### **For Exhibits, Exhibitions, Display, and Trade shows – Public or Private**

#### **BOOTH CONSTRUCTION**

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

#### **FIRE DEPARTMENT**

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).

#### **OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

#### **FIRE-RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

#### **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

#### **PROPANE CONTAINERS**

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911  
702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name	If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Show Dates: To
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) - ( )	Fax Number ( ) - ( )	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics - Terms & Conditions item #13 - This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet - Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 895	\$ 1,120	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 795	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetStation (Shared up to 128K↑/256K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-256		\$ 300	\$ 375	
h. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
i. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
<b>2. Internet - Networking Services: Equipment</b>					
a. Switch / Hub Rental (8 Port) - 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) - 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') - Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service - Dial "9" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 245	\$ 305	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "9" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restricted LD) upon request	CC / IR				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote - Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x (number of lines)</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2013 - 044 - 908 -</b>
---------------------------------------------	----------------------------------------

ORDER ON LINE: <https://www.smarcitynetworks.com/order/center.aspx?center=044>



## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network services** (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals**.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price**.
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, NetExpress & NetStation. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. 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(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City**.
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

**Print Authorized Name**

**Authorized Signature**

**Date**

**FOR SMART CITY USE:** Payment Rec'd (Amount):

Customer No: **2013 - 044 - 908 -**

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=044>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*



# Network Security Declaration

Center: Long Beach CC (044) - CA

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2013 - 044 - 908 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2013 - 044 - 908 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle# 												 Adjacent Booth or Aisle#	
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

## Exhibitor Lead Retrieval Order Form

Questions: [orders@expobadge.com](mailto:orders@expobadge.com)

Complete This Order  
On-Line

Submit Form by Email

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions attached to page 2</i>	Ordered by 1/14/14	Ordered after 1/14/14	Qty	Total
<b>Printer Options:</b> <i>(All options require electricity &lt;1 amp, 110V)</i>				
ExpoBadge Lead Print:	\$245	\$265		
ExpoBadge All-in-One:	\$275	\$295		
Wireless: ExpoBadge All-in-One	\$340	\$370		
<b>Handheld Scanners:</b> <i>(Battery operated scanners; no electricity required)</i>				
ExpoBadge Mobile e-Lead	\$205	\$235		
ExpoBadge Mobile e-Lead+	\$255	\$285		
ExpoBadge Select (Show Special)	\$250	\$295		
<b>ExpoBadge Extras:</b>				
Delivery, Setup, and Training	\$75	\$95		
Personalized Action Codes: <i>(Up to 20 action codes specific to your needs)</i>	\$75	\$95		
Paper: Additional Roll	\$14	\$18		
USB Flash Drive	\$75	\$95		
Federal Tax ID # 20-8676699		<b>Sub Total:</b>		
		<b>CA Sales Tax</b>	9.00%	
		<b>Grand Total</b>		

### Company Information \*Billing Zip Code Required

COMPANY	CONTACT	BOOTH #
BILLING ADDRESS	CITY	
	STATE	ZIP
EMAIL	PHONE	ONSITE PHONE

### Payment Information \*Billing Zip Code Required

PAYMENT	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK (Make payable to ExpoBadge)
CREDIT CARD #	EXPIRATION DATE			
NAME ON CARD	BILLING ZIP CODE			

Terms and Conditions: ☐ I have read and agreed to the following terms and conditions.






All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,000.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

## Exhibitor Lead Retrieval

Questions: [orders@expobadge.com](mailto:orders@expobadge.com)

### ELECTRONIC LEADS DELIVERY:

An email containing a link to your leads will be sent to email address on file within 24 hours of the close of the show. Access to the MyExpoBadge secure web portal will allow you access to your leads in multiple formats: Excel, .CSV, and .TXT

Printer Options	Details	Leads Format
<b>ExpoBadge Lead Print</b> 	The <b>ExpoBadge Lead Print (EBLP)</b> is a stand alone lead retrieval and printer unit. With the EBLP, you will receive an instant easy-to-read paper copy of your leads. Use your printout to write additional notes or attach to an order form.	Paper Only
<b>ExpoBadge All-in-One</b> 	The <b>ExpoBadge All-In-One (AIO)</b> is an upgrade from the EBLP. With the AIO, in addition to getting your leads via paper, you will also receive your leads <b>electronically</b> . After the show closes, you will receive an email allowing you direct access to your leads file in multiple formats. A <u>wireless model</u> is also available.	Paper and Electronic
Handheld Scanners	Details	Leads Format
<b>ExpoBadge Mobile eLead</b> 	The <b>ExpoBadge Mobile eLead (EBME)</b> is a small handheld battery operated scanner that conveniently fits in your pocket. The EBME stores your leads and sends them wirelessly in real time to MyExpoBadge secure web portal. <b>Instant Leads</b> technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
<b>ExpoBadge Mobile e-Lead+</b> 	The <b>ExpoBadge Mobile eLead+ (EBME+)</b> is a small handheld battery operated scanner that provides a graphic display to create the smallest full featured bar code lead retrieval terminal in the industry. The EBME+ will time and date stamp your booth traffic. <b>Instant Leads</b> technology delivers your leads instantly to the MyExpoBadge web portal, making your leads available the moment you scan the first badge.	Electronic
<b>ExpoBadge Select</b> 	The <b>ExpoBadge Select</b> offers a large color display and allows for free form notes to be entered. Leads will be delivered electronically via the MyExpoBadge web portal at the close of the show.	Electronic
<b>Delivery, Setup and Training</b>	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]	
<b>USB Flash Drive</b>	Portable 2GB USB device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.	



## Personalized Action Codes

Questions: [orders@expobadge.com](mailto:orders@expobadge.com)

Personalize your action codes to meet your specific sales needs!

ExpoBadge offers each exhibitor a complimentary list of standard action codes.  
Or, for an additional fee, you can personalize your action codes.

**Hint:** Scanning personalized actions will better qualify each lead.

To order personalized codes, purchase online or fill out template below and select Personalized Action Codes on your order form.

**Please list personalized action codes below. Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code. Type or print legibly.**

Custom Action Codes cannot include these characters: (apostrophe) ', (slash) /, (backslash) \, (period) ., (caret) ^, or (quote) ".

<p><b>Standard Action Codes:</b></p> <ul style="list-style-type: none"> <li>■ ADD TO MAILING LIST</li> <li>■ CURRENT CUSTOMER</li> <li>■ DISTRIBUTOR</li> <li>■ HAS PURCHASING AUTHORITY</li> <li>■ HAVE SALES REP CALL</li> <li>■ HOT LEAD!</li> <li>■ INQUIRY ONLY</li> <li>■ INTERESTED BUYER</li> <li>■ OEM</li> <li>■ PRODUCT A</li> <li>■ PRODUCT B</li> <li>■ PRODUCT C</li> <li>■ PRODUCT D</li> <li>■ PRODUCT E</li> <li>■ PRODUCT F</li> <li>■ SCHEDULE DEMONSTRATION</li> <li>■ SEND LITERATURE</li> <li>■ SEND PRICING INFO</li> <li>■ VAR</li> <li>■ WANTS PRESENTATION</li> </ul>	<p><b>Company Name:</b> _____</p> <p><b>Show Name:</b> <u>Landscape 2013</u></p> <p><b>Booth Number:</b> _____</p> <table border="0"> <tr><td>1</td><td>_____</td></tr> <tr><td>2</td><td>_____</td></tr> <tr><td>3</td><td>_____</td></tr> <tr><td>4</td><td>_____</td></tr> <tr><td>5</td><td>_____</td></tr> <tr><td>6</td><td>_____</td></tr> <tr><td>7</td><td>_____</td></tr> <tr><td>8</td><td>_____</td></tr> <tr><td>9</td><td>_____</td></tr> <tr><td>10</td><td>_____</td></tr> <tr><td>11</td><td>_____</td></tr> <tr><td>12</td><td>_____</td></tr> <tr><td>13</td><td>_____</td></tr> <tr><td>14</td><td>_____</td></tr> <tr><td>15</td><td>_____</td></tr> <tr><td>16</td><td>_____</td></tr> <tr><td>17</td><td>_____</td></tr> <tr><td>18</td><td>_____</td></tr> <tr><td>19</td><td>_____</td></tr> <tr><td>20</td><td>_____</td></tr> </table>	1	_____	2	_____	3	_____	4	_____	5	_____	6	_____	7	_____	8	_____	9	_____	10	_____	11	_____	12	_____	13	_____	14	_____	15	_____	16	_____	17	_____	18	_____	19	_____	20	_____
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# ELECTRICAL ORDER FORM

Advance Payment Deadline Date:

E ☐ M ☐



**ELECTRICAL EXHIBITION SERVICES**  
715 Hundley Way, Placentia, CA 92870  
Ph: (714) 985-1480 Fax: (714) 985-1481  
anaheim@edlen.com

COMPANY:

BTH #

EVENT:

FACILITY: **Long Beach Convention Center**

DATES:

EVENT#:

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and 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 & 1/2 for 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 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

### ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

### 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.

### 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.

Form 120/208-042012

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)			102.00	153.00	
1000 WATTS (10 AMPS)			183.00	274.00	
1500 WATTS (15 AMPS)			208.00	312.00	
2000 WATTS (20 AMPS)			234.00	351.00	
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS			448.00	672.00	
30 AMPS			535.00	802.00	
60 AMPS			709.00	1063.00	
100 AMPS			930.00	1395.00	
<b>208 VOLT THREE PHASE</b>					
20 AMPS			604.00	906.00	
30 AMPS			720.00	1080.00	
60 AMPS			950.00	1425.00	
100 AMPS			1241.00	1861.00	
200 AMPS			1462.00	2193.00	
<b>LIGHTS</b> (cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
POLE LIGHT			115.00	174.00	
ARM LIGHT			115.00	174.00	
DBL POLE LIGHT			153.00	230.00	
QUARTZ LIGHT			247.00	372.00	

### TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: \_\_\_\_\_ x 3.00 = \_\_\_\_\_

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	23.00
POWER STRIP	23.00

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	89.00
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	178.00

## PLACE TOTAL HERE

COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

**The "Method of Payment Form" must be completed and returned with this order form.**

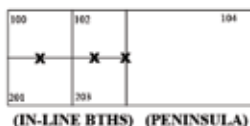


## TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form 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 in island booths and 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) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. 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.
20. 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.
21. 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.
22. 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?

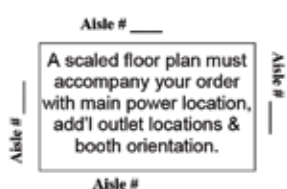
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



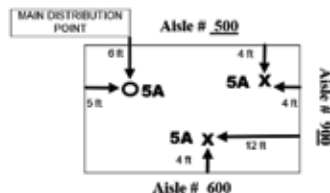
(IN-LINE BTHS) (PENINSULA)



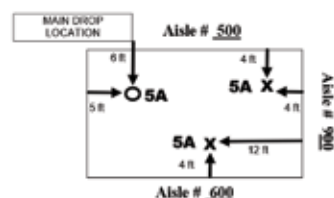
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

## METHOD OF PAYMENT FORM

Advance Payment Deadline Date:



ELECTRICAL EXHIBITION SERVICES  
715 Hundley Way, Placentia, CA 92870  
Ph: (714) 985-1480 Fax: (714) 985-1481  
anaheim@edlen.com

COMPANY:

BTH #

EVENT:

FACILITY: Long Beach Convention Center

DATES:

EVENT#:

### EXHIBITOR INFORMATION

COMPANY NAME:

PHONE:

ADDRESS:

FAX:

CITY:

ST:

ZIP:

COUNTRY:

CELL:

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, Visa, Discover and Wire Transfers. Indicate form of payment below.

#### ☐ 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.

#### ☐ BANK WIRE TRANSFER INFORMATION \*

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

\* \$25 processing fee MUST be included with transfer.

#### ☐ 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.

☐ VISA

☐ MASTERCARD

☐ AMX

☐ DISCOVER

### CHECK AND CREDIT CARD INFORMATION

CHECK #

CREDIT CARD NUMBER:

EXP DATE:

CARD HOLDER SIGN:

PRINT NAME:

EMAIL ADDRESS:

THIRD PARTY: YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:

CITY:

ST:

ZIP:

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

### SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL

PLUMBING

LIGHTING

**TOTAL DUE**

# ELECTRICAL LABOR FORM

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## ELECTRICAL JURISDICTION

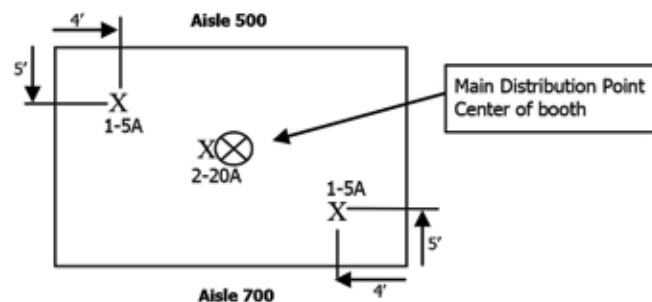
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |                                              |                                                                   |
|----------------------------------------------|-------------------------------------------------------------------|
| 1. Electrical distribution under carpet      | 5. Wiring of overhead signs                                       |
| 2. Connection of all 208V or higher services | 6. Assembly & Installation of lighting hung from truss or ceiling |
| 3. Hardwiring of any electrical apparatus    | 7. Installation of lighting requiring tools for installation      |
| 4. Overhead power distribution               |                                                                   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space:
  - Floor plans must include exact outlet locations with dimensions or be to scale.
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.Example: 20x30 Island Booth



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**



# ELECTRICAL LABOR FORM

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## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight time ..... 89.00 per hour  
Monday-Friday 8:00am - 4:30pm, excluding holidays  
Overtime ..... 178.00 per hour  
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

### Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

## SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

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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   **★** = 15amp/1500watt   **●** = 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 # \_\_\_\_\_

This image shows a full page of blank graph paper. It features a consistent grid of thin black lines forming small squares across the entire surface. There are no margins, text, or other markings present.

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # \_\_\_\_\_