



Dear L&L Pittsburgh Remodeling Expo Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor for this year's event on January 3-5, 2014 at the David L. Lawrence Convention Center. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact SCS Exhibitor Services. We look forward to working with you.

Exhibitor Services

exhibitorservices@stetsonexpo.com

SHOW INFORMATION

- (2) Important Dates & Booth Equipment
- (3) Work Rules

PAYMENT TERMS & CONDITIONS

- (4-5) Terms & Conditions
- (6) Payment Authorization Form

RENTAL ORDER FORMS (these items will be processed pre-show)

- (7) Booth Package Order Form
- (8) Furniture & Accessories Order Form
- (9) Carpet Order Form
- (10) Labor Order Form

FREIGHT HANDLING

- (11) Drayage Services & Guidelines
- (12) Freight Handling Estimation
- (13) Warehouse Shipping Labels

DLCC ORDER FORMS

- (14) Cleaning Order Form
 - (15-16) Plumbing Order Form
 - (17-18) Electrical Order Form
 - (19-22) Internet
-

OFFICIAL SERVICE CONTRACTOR:

Stetson Convention Services
2900 Stayton Street
Pittsburgh, PA 15212
Phone: (412) 223-1090
Fax: (412) 223-1094
exhibitorservices@stetsonexpo.com

FACILITY:

David L. Lawrence Convention Center
1000 Fort Duquesne Blvd.
Pittsburgh, PA 15222

PREFERRED CARRIER:

ADCOM Worldwide
(800) 486-7447
adcomworldwide.com

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:
Exhibit Company Name, Booth #
c/o Stetson Convention Services
2900 Stayton St.

DIRECT TO SHOW SITE:
Exhibit Company Name, Booth #
David L. Lawrence Convention Center - Hall D&E
1000 Fort Duquesne Blvd.



2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

EVENT DATES:
JANUARY 3-5, 2014

IMPORTANT DATES:

Stetson Discount Deadline Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate	Wednesday, December 18	
Warehouse Receiving Any materials received outside of these dates will incur a 25% surcharge per CWT	Monday, November 18 to Thursday, December 19 *please note the warehouse will be closed on these dates: <i>Friday, December 20 to Wednesday, January 1</i>	9:00am to 3:00pm
Exhibitor Move-in/Show Site Receiving All shipments must arrive during these times to avoid surcharges or possible shipment refusal	Thursday, January 2	8:00am to 4:00pm
Show Hours	Friday, January 3 Saturday, January 4 Sunday, January 5	2:00pm to 8:00pm 10:00am to 8:00pm 10:00am to 5:00pm
Exhibitor Move-out	Sunday, January 5 Monday, January 6	5:00pm to 9:00pm 8:00am to 1:00pm

BOOTH EQUIPMENT:

- Show Colors
- 8' Back drape Black
- 3' Side drape Black
- Booth ID Sign

*Please see page 7 to order booth packages - table, chairs, wastebasket, carpet.





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

EVENT DATES:
JANUARY 3-5, 2014

Union jurisdictions apply for various unions working within the David L. Lawrence Convention Center.

INSTALLATION & DISMANTLING:

The Carpenters Union handles the installation and dismantle of display units and exhibit booths. **L&L is covering the cost for labor for each exhibitor.** We need to make sure we have enough staff there to accommodate exhibitor needs so please request your laborers on page 10 if you fit into any of the below criteria.

You need to order labor if:

- Your booth is larger than a 10' x 20' space
- Your booth takes longer than 30 minutes to install
- You have flooring that needs installed in your booth space
- Your booth requires battery or electric tools to construct
- Your booth requires a ladder to install

Notes:

- You will be charged for materials used only (carpet tape, Velcro, etc.)
- All booth electrical work must be performed by the Electrical Workers Union. Please see enclosed [ELECTRICAL ORDER FORM](#).
- All air, water and gas work must be performed by the Plumbers Union.
- All carpet vacuuming must be performed by DLCC personnel.
- If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of SCS at show site immediately. Please refrain from voicing complaints directly to craft personnel.



Please read carefully: The following Terms & Conditions define the respective parties' responsibilities of the contractual agreement between Stetson Convention Services, Inc. (SCS) and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- Signature of the Payment Authorization Form or
- An order for labor, services, and/or rental equipment is placed by an Exhibitor with SCS or
- Work is performed on behalf of Exhibitor by labor secured through SCS

DEFINITIONS:

The name Stetson Convention Services, Inc. shall be construed within the meaning of this contract as Stetson Convention Services, Inc. (SCS), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SCS may appoint. The term Exhibitor shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives and/or any Exhibitor Appointed Contractor (EAC).

PAYMENT TERMS:

Full payment, including any applicable tax, is due in advance or at show site. A \$25.00 administrative fee will be applied to any refund based on overpayment of check. All payments must be in U.S. funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional (standard) charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SCS except where specifically identified as a sale. All SCS rentals include delivery, installation and removal from Exhibitor's booth. In case of cancellation, a one hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all SCS rental items. It is Exhibitor's responsibility to advise SCS personnel of any problem with any orders and to check invoices for accuracy prior to the close of the exhibit. If Exhibitor is exempt from payment of sales tax, SCS requires an exemptions certificate for the state in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, SCS requires 100% prepayment of advance orders; any orders or services placed at show site must be paid at the show. For all others should there be any pre-approved unpaid balance after the close of the show, terms will be net 15 due and payable in Pittsburgh, Pa upon receipt of invoice. Effective 15 days after invoice date, any unpaid balance will bear a Finance Charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18% and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by SCS shall either be applied to reduce the principal unpaid balance or be refunded to the payer. These payment Terms & Conditions shall be governed by and construed in accordance with the Laws of the State of Pennsylvania. In the event of any dispute between Exhibitor and SCS relative to any loss, damage or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SCS for its services as an offset against the amount of any alleged loss or damage. Any claim against SCS shall be considered a separate transaction and shall be resolved on its own merits. SCS reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that SCS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, SCS hereby provides notice that it reserves the right, and Exhibitor authorized SCS, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

SCS will be responsible for the performance of labor provided under this option. SCS does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SCS' direct supervision and control. In no event shall SCS be liable for loss or damage caused by delay in labor beginning work when Exhibitor request labor to begin later than the start of the working day. SCS shall not be responsible for loss, delay or damage due to strike, lockouts and/or work stoppages, or other causes beyond SCS' reasonable control. SCS agrees to indemnify, hold harmless and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to SCS' employees, or property damage arising out of work performed by labor provided and supervised by SCS, except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through SCS in a reasonable manner as to prevent bodily injury and/or Property damage and also to direct them to work in a manner that is in compliance with SCS' Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the SCS Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. Exhibitor agrees to indemnify, hold harmless and defend SCS from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SCS employees, and/or property damage arising out of work performed by labor provided by SCS but supervised by Exhibitor. Further, the Exhibitor's indemnification of SCS includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SCS to work in a manner that violates any of the above rules, regulations and/or ordinances.



FREIGHT HANDLING TERMS & CONDITIONS

1. SCS and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
2. Relative to **inbound shipment(s)**, there may be a lapse of time between the delivery of shipment(s) to the booth by SCS or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to **outgoing shipment(s)**, it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SCS and its subcontractors are not liable for the loss of, disappearance of or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are SCS and its subcontractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to SCS or its subcontractors by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. SCS and its subcontractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance notice has been given to SCS in time to obtain the proper equipment.
4. SCS and its subcontractors shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including but without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities and other events of force of nature.
5. SCS and its subcontractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that SCS and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by SCS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that SCS or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.10 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by SCS, its subcontractors or their employees.
7. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.
8. SCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including but not limited to, delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the Exhibitor's materials.
9. Claims for loss or damage must be submitted to SCS immediately at show site, and in any case not later than thirty (30) business days after the conclusion of the event. Any and all claims reported after thirty (30) days will be rejected. No suit or action shall be brought against SCS or its subcontractors more than one year after the cause of action accrues.
10. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that SCS and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of SCS or its subcontractors shall sign a delivery receipt, bill of lading or other document, the parties agree that SCS or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
11. SCS and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS, FedEx, DHL or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the SCS Exhibitor Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY. SCS assumes no responsibility for error in preceding procedures, removal of containers with old empty labels and without SCS labels or improper information on labels. SCS and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
13. In order to expedite removal of freight from the show site, SCS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SCS assumes no liability as a result of such rerouting or handling.
14. The Exhibitor agrees, in the event of a dispute with SCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SCS for freight handling services or any other services provided by SCS or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay SCS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SCS or its subcontractors shall be pursued independently by the Exhibitor as completely separate.

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





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
WEDNESDAY, DECEMBER 18, 2013

EXHIBIT COMPANY NAME		BOOTH #
EXHIBITOR ADDRESS		
CITY/STATE/ZIP		EMAIL
PHONE	EXT.	FAX
▶ ORDERED BY	PRINT NAME	DATE

Signature denotes acceptance of all Terms & Conditions included in Exhibitor Service Manual

PAYMENT POLICIES

- **ORDERS:** These may be placed by fax, mail, or email orders to SCS at exhibitorservices@stetsonexpo.com.
- **PAYMENT FOR SERVICES:** SCS requires payment in full at the time services are ordered. A credit card is required at time of initial order for freight handling and Labor orders. A \$25 administrative fee will be added to overpayments by check or switching credit cards on file.
- **DISCOUNT PRICES:** To qualify, orders must be received with payment on or before Discount Deadline date. Orders cancelled after this date will receive a 50% refund.
- **REFUNDS:** None will be processed until show has closed.
- **THIRD PARTY BILLING:** Each exhibiting firm is responsible for all charges incurred on its behalf. See Third Party Billing Request form.
- **ADJUSTMENTS/CANCELLATIONS:** No adjustments or credits to invoices will be given after the close of event for items or services ordered, but not received.
- **BANK TRANSFER:** Call to set up.
- **ORDER CONFIRMATION:** Email will be sent within 48 hours.

SUMMARY OF ORDER

BOOTH PACKAGE	\$ _____
FURNITURE	\$ _____
ACCESSORIES	\$ _____
CARPET	\$ _____
PRE-SHOW TOTAL	\$ _____
LABOR MATERIALS (EST.)	\$ _____
FREIGHT HANDLING (EST.)	\$ _____
EST. TOTAL DUE	\$ _____
GRAND TOTAL DUE	\$ _____

METHOD OF PAYMENT: We will use this authorization to charge your credit card account for your advance order and any additional orders incurred as a result of show site orders placed by your representative or freight received and handled by Stetson. You may choose to pay by credit card, check or wire transfer, however, we require a credit card on file.

- MasterCard Visa American Express Discover

Account Number Exp. Date

- Personal Credit Card Company Credit Card Check (credit card will be run if check not received by discount deadline)

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____

▶ CARDHOLDER SIGNATURE _____

Please check here if you are tax exempt, and please include a copy of your exemption certificate. SCS Federal Tax ID Number 25-1779096

PAYMENT AUTHORIZATION





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
WEDNESDAY, DECEMBER 18, 2013

Please choose one of the following:

BOOTH PACKAGE - OPTION A				
CHECK HERE	BOOTH PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6'L x 30"H Draped Table 2 Folding Chairs Wastebasket with compostable liner *please circle: Black Blue Gray	\$85.00	\$105.00	

BOOTH PACKAGE - OPTION B				
CHECK HERE	BOOTH PACKAGE DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	6'L x 30"H Draped Table 2 Folding Chairs Wastebasket with compostable liner 9' x 10' Environmental Booth Carpet *please circle: Black Blue Gray	\$135.00	\$155.00	

- Items cancelled after discount deadline date will be charged 50% of original cost.
- Show site cancellations will receive no refund.
- All orders are subject to the Terms & Conditions as outlined on the Payment Authorization form, which is required to process order.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT. FAX
EXHIBITOR SIGNATURE	PRINT NAME

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

BOOTH PACKAGE ORDER FORM





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
WEDNESDAY, DECEMBER 18, 2013

SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE	COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	\$50.00	\$60.00	4' L x 40" H TABLE	\$60.00	\$70.00
6' L x 30" H TABLE	\$60.00	\$70.00	6' L x 40" H TABLE	\$70.00	\$80.00
8' L x 30" H TABLE	\$70.00	\$80.00	8' L x 40" H TABLE	\$80.00	\$90.00
36" ROUND—30" H	\$60.00	\$70.00	36" ROUND—40" H	\$70.00	\$80.00
4th side skirt	\$15.00	\$20.00	4th side skirt OR change pkg color	\$18.00	\$23.00

Table top covered in compostable vinyl alternative. Please select skirt color—if no color is indicated, show color will be selected by SCS

BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE WILLOW

UNSKIRTED TABLES All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE	COUNTER HEIGHT UNSKIRTED All tables are 24" wide	DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	\$40.00	\$50.00	4' L x 40" H TABLE	\$50.00	\$60.00
6' L x 30" H TABLE	\$50.00	\$60.00	6' L x 40" H TABLE	\$60.00	\$70.00
8' L x 30" H TABLE	\$60.00	\$70.00	8' L x 40" H TABLE	\$70.00	\$80.00

PEDESTAL TABLES Formica Topped Cocktail Tables	DISCOUNT PRICE	STANDARD PRICE	SPECIALTY DRAPE Select color below	DISCOUNT PRICE	STANDARD PRICE
30" ROUND—30" H	\$75.00	\$95.00	3' SPECIALTY SIDE DRAPE PER LN. FT.	\$2.00	\$3.00
30" ROUND—40" H	\$95.00	\$115.00	8' SPECIALTY BACK DRAPE PER LN. FT.	\$3.00	\$4.00
CHAIRS AND SEATING	DISCOUNT PRICE	STANDARD PRICE	Indicate drape preference: If no color is indicated, show color will be selected by SCS BLACK BLUE BURGUNDY GOLD RED SILVER TEAL WHITE WILLOW		
			ACCESSORIES		
FOLDING CHAIR	\$15.00	\$25.00	WASTEBASKET	\$5.00	\$7.00
UPHOLSTERED ARM CHAIR—GRAY	\$25.00	\$35.00	EASEL	\$20.00	\$30.00
PLASTIC CONTOUR CHAIR—MAROON	\$30.00	\$40.00	LITERATURE RACK	\$30.00	\$40.00
PLASTIC CONTOUR CHAIR—WHITE	\$30.00	\$40.00	FISH BOWL	\$5.00	\$7.00
UPHOLSTERED STOOL/CT. HEIGHT	\$40.00	\$50.00	GARMENT RACK	\$20.00	\$30.00
SWIVEL DESK CHAIR—ARMLESS	\$40.00	\$50.00			
SWIVEL DESK CHAIR—WITH ARMS	\$50.00	\$60.00			

- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT. FAX
EXHIBITOR SIGNATURE	PRINT NAME

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FURNITURE & ACCESSORY ORDER FORM





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
WEDNESDAY, DECEMBER 18, 2013

ENVIRONMENTAL BOOTH CARPET: Constructed of 100% EcoSolution Q®, type 6 solution dyed yarn fully recyclable into more fiber and backing -13 oz.

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	9' x 10' BOOTH CARPET	\$80.00	\$110.00		<input type="checkbox"/> BLUE
	9' x 20' BOOTH CARPET	\$160.00	\$190.00		<input type="checkbox"/> BLACK
	9' x 30' BOOTH CARPET	\$240.00	\$270.00		<input type="checkbox"/> GRAY
	9' x 40' BOOTH CARPET	\$320.00	\$350.00		<input type="checkbox"/> GREEN
					<input type="checkbox"/> RED
					<input type="checkbox"/> WILLOW

SPECIAL CUT CARPETING/COMPLETE EXHIBIT AREA CARPET—100 square feet minimum, per square foot

SPECIAL CUT & LAY: INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS)	DISCOUNT PRICE	STANDARD PRICE	TOTAL	*Select Color Above
BOOTH SIZE _____ X _____ = _____	\$1.75 psf	\$2.75 psf		

PLUSH CARPET—100 square feet minimum, per square foot—28 oz.

PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS .	DISCOUNT PRICE	STANDARD PRICE	TOTAL	<input type="checkbox"/> BLUE
BOOTH SIZE _____ X _____ = _____	\$1.75 psf	\$2.75 psf		<input type="checkbox"/> EBONY
				<input type="checkbox"/> MIST GRAY
				<input type="checkbox"/> FOREST GREEN
				<input type="checkbox"/> CHERRY RED

PADDING AND VISQUEEN PROTECTION

100 square feet minimum, Felt used for padding is 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$0.50 psf	\$0.70 psf	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$0.30 psf	\$0.50 psf	

- If no carpet color is selected, show color will be selected by SCS.
- Items cancelled after Discount Price Deadline will receive a 50% refund. No refunds will be granted to any items cancelled at Show Site.
- Signature denotes acceptance of Terms & Conditions.
- Payment authorization is required with all orders. Payment received after discount deadline will be charged at the standard rate.

TOTAL OF ALL ITEMS ORDERED + 7% SALES TAX: \$ _____

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT. FAX
EXHIBITOR SIGNATURE	PRINT NAME

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

CARPET ORDER FORM





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

DISCOUNT DEADLINE:
WEDNESDAY, DECEMBER 18, 2013

INSTALLATION & DISMANTLING:

The Carpenters Union handles the installation and dismantle of display units and exhibit booths. **L&L is covering the cost for labor for each exhibitor.** We need to make sure we have enough staff there to accommodate exhibitor needs so please request your laborers on page 10 if you fit into any of the below criteria.

You need to order labor if:

- Your booth is larger than a 10' x 20' space
- Your booth takes longer than 30 minutes to install
- You have flooring that needs installed in your booth space
- Your booth requires battery or electric tools to construct
- Your booth requires a ladder to install

You will be charged for materials used only (carpet tape, etc.).

Carpet tape - \$15 per roll
*1 roll needed per 10' x 10' piece

Carpet size: _____
Total price for carpet tape: _____

PLACE ORDER HERE: Please estimate the number of workers and hours per worker needed.

SCHEDULE DATE(s)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER

- Labor scheduling is done on a first-come, first-serve bases. SCS will do its best to schedule to your requested time.

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT. FAX
EXHIBITOR SIGNATURE	PRINT NAME

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

LABOR ORDER FORM





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

EVENT DATES:
JANUARY 3-5, 2014

FREIGHT HANDLING & DRAYAGE SERVICES

Stetson Convention Services is the exclusive provider of freight handling services. This should not be confused with the cost to transport your materials to and from the event. Below are the options and explanations to ship your material whether in advance or directly to show site.

ADVANCE SHIPMENTS TO WAREHOUSE:

- Shipments are received at warehouse, unloaded and stored up to 30 days prior to show move-in date
- Shipments are delivered to show site, unloaded and delivered to your booth—first freight on floor
- Empty containers are removed, stored and returned to booth; empty labels are provided
- Reloading of freight for return to your specified destination
- Please include a Bill of Lading with weight, type of merchandise, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- **If your items will be arriving after the deadline, please notify Stetson of the shipment's tracking numbers and piece count ensure these items will be delivered in time to be loaded .**
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- **ADVANTAGES TO SHIPPING IN ADVANCE:**
 - Advance freight is in your booth when you arrive for set up
 - Warehouse accepts freight Monday through Friday, no appointment necessary
 - Freight will be received at the warehouse 3 to 30 days prior to move in (if freight is received after the warehouse deadline date or before opening dates, additional charges will incur)

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE:

- Charges apply per piece, total weight of shipment must be 50 lbs. or less
- Cartons and packages received without documentation will be delivered without guarantee of piece count or condition; special handling fees will apply
- Services provided same as advance shipments

DIRECT SHIPMENTS TO SHOW SITE:

- All direct shipments will be handled by DLCC personnel

EXPLANATION OF FREIGHT HANDLING TERMS

CRATED OR SKIDDED: Material that is skidded or shipped in a container (crate, skid, display case, box), that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor or equipment to unload, sort or deliver.

ADDITIONAL CHARGES

- Early/Late to Warehouse—Freight received before the 30-day window or after the deadline date will incur a 25% surcharge
- Return to Warehouse—Shipments returned to the warehouse for holding or re-forwarding will be charged \$50.00 per day and \$50.00 per 100 lbs., with a \$150.00 minimum.





2900 Stayton St.
Pittsburgh, PA 15212
P | 412.223.1090
F | 412.223.1094
www.stetsonexpo.com

WAREHOUSE DEADLINE:
THURSDAY, DECEMBER 19, 2013

INBOUND SHIPPING INFORMATION	CARRIER _____
ESTIMATED DATE OF ARRIVAL:	

<input type="checkbox"/>	ADVANCE TO WAREHOUSE	PRICE PER CWT	200 LB. MINIMUM
	CRATED OR SKIDDED.....	\$75.00	\$150.00
	SPECIAL HANDLING.....	\$112.50.....	\$225.00

Shipments must arrive within warehouse receiving dates to avoid 25% surcharge. **If your items will arrive after, please notify us of the tracking numbers and piece count to ensure they will be delivered in time to be loaded.** Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empties, return of empties, handling to dock area, reloading onto carrier at end of show.

<input type="checkbox"/>	SMALL PACKAGE RATE	MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.
	EACH CARTON	\$50.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

EARLY/LATE TO WAREHOUSE: 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

DESCRIPTION	WEIGHT (ROUNDED UP TO NEAREST 100)	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates	500 lbs. ÷ 100 = 5		\$75.00	\$375.00
	÷ 100 =		\$	\$
	÷ 100 =		\$	\$
			SUBTOTAL	
ADDITIONAL SURCHARGES		\$ _____ * _____ % OF SUBTOTAL =		
			TOTAL DUE	

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
PHONE	EXT. FAX
EXHIBITOR SIGNATURE	PRINT NAME

All orders subject to the Terms & Conditions as outlined in the Exhibitor Service Manual.

FREIGHT HANDLING ESTIMATION FORM



RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212



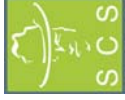
ADVANCE WAREHOUSE PITTSBURGH REMODELING

Exhibitor _____
Booth # _____
Pieces _____ of _____

***Must arrive by December 19 to avoid surcharge**

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212



ADVANCE WAREHOUSE PITTSBURGH REMODELING

Exhibitor _____
Booth # _____
Pieces _____ of _____

***Must arrive by December 19 to avoid surcharge**

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212



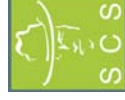
ADVANCE WAREHOUSE PITTSBURGH REMODELING

Exhibitor _____
Booth # _____
Pieces _____ of _____

***Must arrive by December 19 to avoid surcharge**

RUSH—EXHIBITION FREIGHT

Stetson Convention Services
2900 Stayton St.
Pittsburgh, PA 15212



ADVANCE WAREHOUSE PITTSBURGH REMODELING

Exhibitor _____
Booth # _____
Pieces _____ of _____

***Must arrive by December 19 to avoid surcharge**

2014 REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)	
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$	
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5					
				Total Days Needed	
				Subtotal	\$
				Tax (7%)	\$
				Total <small>(Total Days x Daily Vacuum Cost + 7%)</small>	\$

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)					\$49.75 / hr	\$
					\$49.75 / hr	\$
					\$49.75 / hr	\$
					\$49.75 / hr	\$
<i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i>					Subtotal	\$
					Tax (7%)	\$
					Total	\$

Total for all Custom Cleaning Services: \$

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2014
- A receipt for services is available upon request.

* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2014 REQUEST FOR PLUMBING & COMPRESSED AIR



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

PLUMBING & COMPRESSED AIR:

Type of Service	Quantity	*Advance Rate	Standard Rate	Total
<i>Plumbing:</i>				
• Cold Water Potable (single outlet 3/4" female threaded connection)		\$215.00	\$265.00	\$
• Fill and Drain per 500 gallons		\$128.75	\$154.50	\$
• Drain Line Service Outlet, 1 1/2" max. size		\$169.95	\$216.30	\$
<i>Compressed Air:</i>				
• 3/4" female threaded connection - 85 PSI max		\$315.00	\$400.00	\$
• Number of connections (One connection included, labor charges will apply for additional connections)				
			Total	\$

*Utility will be installed to the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.*

LABOR

Plumbing or Compressed Air: (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM - 4:30 PM (Except Holidays)			\$66.50	\$
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$95.00	\$
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$116.00	\$
			Total	\$

Attach floor plan for specific installation

Total for all Plumbing & Compressed Air Services: \$

2014 REQUEST FOR PLUMBING & COMPRESSED AIR [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change of orders after installation may be subject to plumbing labor charges. Minimum of 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Utility will be installed at the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
 - Payment in full must be rendered prior to delivery of service
 - Check, Visa, MasterCard, American Express & Discover accepted
 - Prices effective January 1 – December 31, 2014
- * In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
 1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2014 REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$126.50	\$152.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$265.00	\$339.00	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$475.00	\$633.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$625.00	\$798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$490.00	\$668.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$885.00	\$1,198.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,240.00	\$1,652.00	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,025.00	\$1,178.75	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,280.00	\$1,472.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,815.00	\$2,087.25	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,170.00	\$2,495.50	\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
				Subtotal	\$
				Tax (7%)	\$
				Total	\$

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 76.25	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 110.00	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 141.00	\$
			Total	\$

Note: Taxes are not required for labor electric services.

Additional Services	Quantity	*Advance Rate	Standard Rate	Total	
<i>Cable Service:</i>					
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$	
<i>Electrical Equipment:</i>					
• Extension Cord: 3 wire, multi plug, does not include power		\$ 34.50	\$ 38.50	\$	
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$	
				Subtotal	\$
				Tax (7%)	\$
				Total	\$

Total for all Electrical Services: \$

2014 REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event _____ Event Dates _____ Booth # _____

Company Name _____ Phone # _____ Fax # _____

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For 24-hour power service, add an additional 50% to electrical service charge.
17. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
18. A receipt for services is available upon request.
19. Utility will be installed at the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa MasterCard American Express Discover Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2014

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



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

David L. Lawrence
Convention Center

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i>	Show Dates: / / To / /
Billing Address			Incentive Order Deadline: (see Incentive Price, Ts & Cs)
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		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
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		\$ 995	\$ 1,245	
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	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "8" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
4. Voice Services: Dedicated Line (Direct line do not dial "8")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
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)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

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

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2009 - 028 -
---	----------------------------------

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

Terms and Conditions / Payment Options

- | | |
|--|--|
| <ol style="list-style-type: none"> 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), coaxial 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, and NetExpress. 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. | <ol style="list-style-type: none"> 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 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred 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) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (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.

<ol style="list-style-type: none"> 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: 2009 - 028 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

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

Network Security Declaration

Center: DLLCC (028) - Pittsburgh

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2009 - 028 -

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 *****

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

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

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: DLLCC (028) - Pittsburgh

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2009 - 028 -

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), coaxial 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# _____

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.

