



**SERVICE  
CONTRACTOR  
CONTACTS:**

LEVY EXPOSITION SERVICES INC.  
14900 Interurban Avenue S, Suite 271  
Seattle, WA 98168  
tel: 253 437 0031  
fax: 253 437 0032

**LOCATION:**

Atlanta Marriott Marquis Hotel  
265 Peachtree Center Avenue  
Atlanta, GA 30303

**EXHIBITOR MOVE-IN:**

Sunday, May 31, 2009 10:00 am - 2:00 pm

**EXHIBITION DATES:**

Sunday, May 31, 2009 2:00 pm - 6:00 pm  
Monday, June 1, 2009 8:00 am - 6:00 pm  
Tuesday, June 2, 2009 8:00 am - 1:00pm

**EXHIBITOR MOVE-OUT:**

Tuesday, June 2, 2009 1:00 pm - 4:00 pm

**BOOTH EQUIPMENT:**

each 10' X 10' booth space comes with the following:

- 8' high drapery backwall - Blue
- 3' high drapery sidewall - Gold
- 1 - 7" x 44" booth identification sign
- 1 - 8' X 2' skirted table - Blue
- 2 chairs
- 1 - wastebasket

If you require additional furnishings or services  
please complete and return the appropriate  
enclosed order form(s).

**AISLE CARPET:**

The exhibit hall is carpeted in ballroom grade carpeting.

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the  
enclosed order forms, your **PAID** order is to be  
received by **May 15, 2009**.

**SHIPPING:**

Please see the Material Handling order form and invoice in this  
packet for further information and associated costs.

All **ADVANCE** Air and Ground shipments should arrive between  
April 20 - May 22, 2009 and should be consigned as follows:

AIR 2009  
COMPANY NAME & BOOTH #  
Levy Exposition Services Inc.  
c/o Liberty CFS / RAC Logistics  
99 University Avenue  
Atlanta, GA 30315

All **DIRECT** shipments should not arrive prior to 10:00 am on  
May 31, 2009 and should be consigned as follows:

AIR 2009  
COMPANY NAME & BOOTH #  
Atlanta Marriott Marquis Hotel  
c/o Levy Exposition Services Inc.  
265 Peachtree Center Avenue  
Atlanta, GA 30303

**FACTS  
QUICK**

# UNION REGULATIONS

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## ATLANTA, GEORGIA UNION JURISDICTIONS

To assist you in planning for your participation in this event, we're certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and erection. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

## EXHIBIT INSTALLATION AND DISMANTLING

We currently have an agreement with the local Stagehands Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Stagehands Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full time company employee in a one hour or less. Labor required in excess of this must be ordered thru Levy Exposition Services. It is recommended that all display labor required be ordered in advance from the Levy Exposition Services Labor Order Form located in your exhibitor service manual. Proof of full time employment status must be carried at all times.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Levy Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Levy Exposition Services.

## TIPPING

Levy Exposition Services requests that exhibitors refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Levy Exposition Services should be brought to the attention of a Levy Exposition Services representative at the exhibitor service desk. We thank you in advance for your cooperation in this matter.

## SAFETY

Standing on tables, chairs or other rental furniture is strictly prohibited. Our furniture rental items are not engineered to support your standing weight. Levy Exposition Services cannot and will not be held responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling or dismantling your exhibit, please order labor on the Labor Order Form and the necessary tools and ladders will be provided.

**LABOR & CONDITIONS**



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com



**AIR 2009**  
 May 30 - June 3, 2009  
 Atlanta Marriott Marquis Hotel  
 Atlanta, GA

## PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER			
ADDRESS		street	city	state/province	zip/postal code	country	
PHONE		FAX	PO #	E-MAIL			
AUTHORIZED CONTACT SIGNATURE <b>X</b>				AUTHORIZED CONTACT - PLEASE PRINT		DATE	

**All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.**

### CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country			
CARDHOLDER'S SIGNATURE <b>X</b>				CARDHOLDER'S NAME - PLEASE PRINT							

**Please complete the information requested and return payment in full with this form and your orders.** You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES. 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 your representative for this event.

### CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape, & Complements Rental Order Form .....	\$	
Table and Chair Rental Order Form .....	\$	
Specialty Accessories Rental Order Form.....	\$	
Hardwall System Rental Order Form .....	\$	
Graphics & Sign Order Form .....	\$	
Plant & Flower Rental Order Form.....	\$	
Exhibit Booth Cleaning Order Form .....	\$	
Labor Order Form .....	\$	
Material Handling Order Form .....	\$	
<b>FULL PAYMENT IN US FUNDS</b>		\$

**To simplify payment,** send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.


Charge my credit card in the amount of \$


Check no.  Dated  in the amount of \$




## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE




### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		118.00	153.40	
6' x 2' Skirted		108.00	140.40	
4' x 2' Skirted		98.00	127.40	
Fourth side of table skirted		44.00	57.20	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		51.00	66.30	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Brown <input type="checkbox"/> Forest Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Mauve <input type="checkbox"/> Gold				

 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		130.00	169.00	
6' x 2' Skirted		120.00	156.00	
4' x 2' Skirted		110.00	143.00	
Fourth side of table skirted		46.00	59.80	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		56.00	72.80	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hunter Green				

 <b>WHITE PEDESTAL TABLE - 30" DIAMETER</b>				
17" Coffee table height		64.00	83.20	
27" Table height		76.00	98.80	
40" Counter height		89.00	115.70	

### CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR</b>		58.00	75.40	
 <b>FABRIC SLED BASE ARMCHAIR</b>		64.00	83.20	
 <b>FABRIC STOOL WITH BACK</b>		74.00	96.20	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.0% SALES TAX		
<b>TOTAL US DOLLARS</b>		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**







**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **May 15, 2009**. We reserve the right to adjust orders calculated incorrectly.




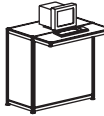
**A 25% CANCELLATION FEE** will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE





### DISPLAY UNITS

	<b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical	144.00	187.00	
	<b>POP-UP BOOTH</b> 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	1,225.00	1,592.50	
	<b>BLACK WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material	86.00	112.00	
	<b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount	17.00	22.00	
	<b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	40.00	52.00	
	<b>CHROME SIGN HOLDER</b> 22" x 28"	68.00	88.40	

### COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>WHITE COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		242.00	315.00	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		276.00	359.00	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		305.00	397.00	
 <b>COMPUTER COUNTER</b> 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		259.00	337.00	

### ACCESSORIES

 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		58.00	75.00	
 <b>WHITE BAR FRIDGE</b> 1.7 cubic ft.		178.00	231.40	
 <b>CHROME BAG HOLDER OR CLOTHING STAND</b>		58.00	75.40	
 <b>CHROME COAT TREE</b>		58.00	75.40	

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

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**AIR 2009**  
**May 30 - June 3, 2009**  
**Atlanta Marriott Marquis Hotel**  
**Atlanta, GA**

# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 10' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
<b>MODEL 110</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,553.00 1,889.00	2,019.00 2,456.00	
<b>MODEL 120</b> <b>Basic</b> - Corner booth with oversize counter, 1 curved header sign <b>Deluxe</b> - Basic plus 1 enclosed corner counter top		1,949.00 2,087.00	2,534.00 2,713.00	
<b>MODEL 130</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,613.00 1,949.00	2,097.00 2,534.00	
<b>MODEL 140</b> <b>Basic</b> - 1 oversize curved header sign, 2 built in counters with sliding doors <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		2,001.00 2,338.00	2,601.00 3,039.00	

## 10' x 20' BOOTH PACKAGES

<b>MODEL 210</b> <b>Basic</b> - 2 straight header signs <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		2,708.00 3,045.00	3,520.00 3,959.00	
<b>MODEL 220</b> <b>Basic</b> - 1 straight & 2 angled header signs, storage area, front angled counters <b>Deluxe</b> - Basic plus 2 white counters, 1 door with lock for storage		3,122.00 4,019.00	4,059.00 5,225.00	
<b>MODEL 230</b> <b>Basic</b> - 1 extended straight header sign, angled backwall, 2m wide white centre counter <b>Deluxe</b> - Basic plus 4 shelves, 1 full height panel of white slat wall		3,321.00 3,649.00	4,317.00 4,744.00	
<b>MODEL 240</b> <b>Basic</b> - 1 oversize curved header, 3 built in counters with sliding doors <b>Deluxe</b> - Basic plus 3 shelves, 1 white curved front display counter		3,856.00 4,753.00	5,013.00 6,179.00	

### OPTIONS & INFORMATION

**HARDWALL PANEL (non fabric) SELECTION**  
 White

**FABRIC PANEL COLOR SELECTIONS**  
 Blue  Silver  Black

**CARPET COLOR SELECTIONS**  
 Blue  Red  Green  Grey  Black  Purple

**HEADER TO READ** (up to 20 characters, black lettering on white)

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

### SPECIAL INSTRUCTIONS

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### EXHIBITOR INFORMATION

COMPANY

CONTACT  **BOOTH#**

### ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		35.00	46.00	
Angled shelf, .25m deep x 1m long		46.00	60.00	
150 watt chrome arm light, power NOT included		48.00	62.00	
2m white curve counter WITH inside shelf, NO doors		362.00	471.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		81.00/m	105.00/m	

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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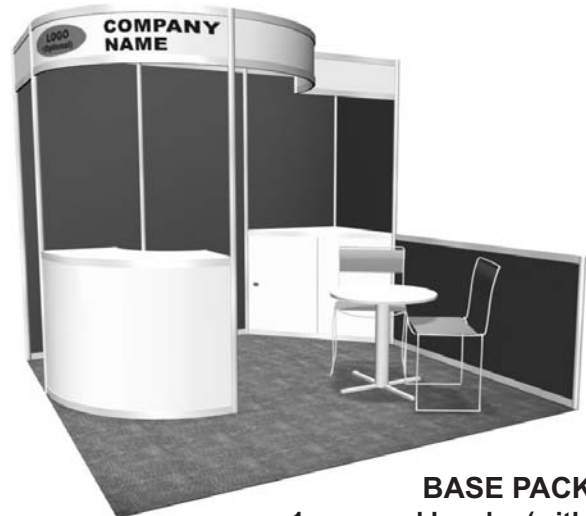
## HARDWALL SYSTEM 10' x 10' EXHIBITS

### MODEL 110 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 120 - 10'x10' CORNER



**BASE PACKAGE:**  
1 - curved header (with copy)  
1 - curved front display counter  
**DELUXE PACKAGE:** (as shown)  
1 - enclosed corner counter

### MODEL 130 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 140 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - oversized curved header (with copy)  
2 - .5m(20") x 1m(39") x 1m(39") white counters  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet  
Please fill in carpet color selection on order form
- Furniture  
One pedestal table & two chairs
- Header assembly  
Graphics - block lettering only (logo extra)  
Please fill in header sign info. on order form



## HARDWALL SYSTEM 10' x 20' EXHIBITS

### MODEL 210 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

2 - straight headers (with copy)  
DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 220 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - straight & 2 angled headers (with copy)  
1 - storage area with drupe door  
2 - white front corner counters

DELUXE PACKAGE: (as shown)

2 - .5m(20") x 1m(39") x 1m(39") white counters  
1 - door with lock for storage area

### MODEL 230 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - straight header (with copy)  
2 - .5m(20") X 1m(39") x 1m(39")  
built-in white counters

DELUXE PACKAGE: (as shown)

1 - full height panel of white slat wall  
4 - .25m(10") deep shelves

### MODEL 240 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - oversize curved header (with copy)  
3 - .5m(20") X 1m(39") x 1m(39")  
built-in white counters

DELUXE PACKAGE: (as shown)

3 - .25m(10") deep shelves  
1 - 2m curved front display counter

### STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet
- Please fill in carpet color selection on order form

- Furniture
- One pedestal table & two chairs
- Header assembly
- Graphics - block lettering only (logo extra)
- Please fill in header sign info. on order form





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**AIR 2009**  
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# GRAPHICS AND SIGN ORDER FORM & INVOICE

## STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

## OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

## DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$17.25	\$25.90	

## EXHIBITOR INFORMATION

COMPANY	
CONTACT	<b>BOOTH#</b>

## INDICATE YOUR SIGN COPY HERE

## ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

### CHOOSE YOUR LAYOUT

<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal	Levy Exposition Services Inc. to design layout
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### LETTER COLOR SELECTIONS

Blue  
  Red  
  Green  
  Teal  
  Black  
  Purple

Black lettering will be provided unless otherwise specified.

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.0% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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# PLANT & FLOWER RENTAL ORDER FORM & INVOICE

## LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	40.00	52.00	
	Boston fern	46.00	60.00	
	Hanging green plant	46.00	60.00	

## LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	69.00	90.00	
	4' - 5' tall floor plant	86.00	112.00	
	6' tall floor plant	113.00	147.00	

## COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	69.00	90.00	
	Large floral arrangement	109.00	142.00	

Please indicate color preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

## SPECIAL INSTRUCTIONS

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

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_  
 CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
W.S.T. 8.9%		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surcharge will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$69.00 per Hour
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$104.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$69.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$104.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$69.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$104.00 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION

Carrier \_\_\_\_\_ Date Shipped \_\_\_\_\_

Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_

Pro Number \_\_\_\_\_ Arrival Date (Target) \_\_\_\_\_

Loose Display                       Crated Display

Quantity of Ladders Required (Optional) \_\_\_\_\_

## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
<b>TOTAL US DOLLARS</b>		

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. 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 (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. 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 [After Deadline] 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 LES except where specifically identified as a sale. All LES 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 canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption 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, LES requires 100% prepayment of advance orders, and any orders or services places 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, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 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 here under 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 LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF GEORGIA. In the event of any dispute between EXHIBITOR and LES 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 LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES 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 attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES 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 LES 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 Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES 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 LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

**TERMS & CONDITIONS**





**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com



**AIR 2009**  
**May 30 - June 3, 2009**  
 Atlanta Marriott Marquis Hotel  
 Atlanta, GA

# MATERIAL HANDLING ORDER FORM & INVOICE

## MATERIAL HANDLING SERVICES

**Crated:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

**Uncrated:** material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

**Straight Time** - 8:00 A.M. To 4:30 pm Monday through Friday

**Overtime** - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**\*\* Please be advised that overtime charges may apply during move-in or move-out.\*\***

DESCRIPTION	CWT Price	Minimum
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 64.00	\$ 128.00
Special Handling Shipment.....	80.00	160.00
Uncrated or Pad Wrapped Shipment.....	85.00	170.00
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 69.00	\$ 138.00
Special Handling Shipment.....	86.00	172.00
Late to Warehouse (In Addition to Base Rate).....	25.00	50.00
<b>Overtime Charge (Inbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 22.00	\$ 66.00
Special Handling Shipment.....	22.00	66.00
Uncrated or Pad Wrapped Shipment.....	22.00	66.00
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 22.00	\$ 66.00
Special Handling Shipment.....	22.00	66.00
Uncrated or Pad Wrapped Shipment.....	22.00	66.00

**PLEASE NOTE:** Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS	÷ 100 = 12	\$69.00	\$828.00
E X A M P L E				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
<b>TOTAL U. S. DOLLARS</b>				

**PLEASE NOTE:** Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyshow.com



**AIR 2009**  
May 30 - June 3, 2009  
Atlanta Marriott Marquis Hotel  
Atlanta, GA

## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

## ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**AIR 2009**  
**COMPANY NAME & BOOTH #**  
**Levy Exposition Services Inc.**  
**c/o Liberty CFS / RAC Logistics**  
**99 University Avenue**  
**Atlanta, GA 30315**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **April 20, 2009** and no later than **May 22, 2009**. *Shipments arriving before or after these dates will be assessed a \$28.00 per hundred pound surcharge.*

Shipments must include an official weight ticket or bill of lading.

## SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING (CONT'D.)**

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**AIR 2009**  
COMPANY NAME & BOOTH #  
**Atlanta Marriott Marquis Hotel**  
**c/o Levy Exposition Services Inc.**  
**265 Peachtree Center Avenue**  
**Atlanta, GA 30303**

Please note that shipments will not be received at the Atlanta Marriott Marquis Hotel prior to 10:00 am on May 31, 2009. Shipments that arrive prior to this will be refused.

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR
- ~ WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR
- ~ WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF GEORGIA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN ATLANTA, GEORGIA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS



# LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

## Official Transportation and Customs Service Provider

### The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc., the *Official Transportation and Customs Service Provider*, is there to help you with any of your logistical needs. Let our team of customs and transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide land, sea and air freight forwarding and customs services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent

### Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight / 2nd Day Service*
- *Economy Air*
- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*

### Customs Solutions

Whether you are shipping to Canada, the United States or anywhere around the world, the experts at LibertyCFS Inc. will make your customs experience as transparent as possible.

- *Documentation*
- *On-site Canadian Customs Clearance*
- *On-site Representation at the Show*
- *Return Documentation*
- *Seamless Freight Management*
- *Canadian & US Customs Clearance*

### Exhibitor Services

#### Pre-Show Support

- Liberty will help you choose the most effective customs and shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight and customs professionals, every day, all day, answering your questions and giving you peace of mind

#### Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight and customs experts throughout the event, keeping you informed and prepared for the journey home

#### Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

*Complete the Order Form on the reverse side of this page or download it at [www.libertycfs.com](http://www.libertycfs.com) to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993*

*“Delivering Freedom”*



Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS Inc. for the following: (Pick One)

Customs & Transportation

Customs Only

Transportation Only

<b>Shipper</b>	Company Name			Exhibitor			Booth								
	IRS #			Booth			Show Name								
	Address 1						Address 1								
	Address 2						Address 2								
	City			State			Zip			Address 3					
	Contact						City			State			Zip		
	Phone			Fax			Contact						Phone		

<b>Bill to</b>	Company Name						Company Name											
	Address 1						Address 1											
	Address 2						Address 2											
	City			State			Zip			City			State			Zip		
	Contact						Contact						Phone					
	Phone			Fax			Arrive by Date											

<b>Credit Card</b>	Charge to:	<input type="checkbox"/> Visa			<input type="checkbox"/> Master Card			<input type="checkbox"/> AMEX				
	Card Number						Expiry Date					
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.						Card Holder Name					
							Signature					

<b>Transportation Info</b>						<b>Service Requested:</b>					
Pick up		Date		Time		<input type="checkbox"/> Express 2 Day <input type="checkbox"/> Economy 3-5 Day <input type="checkbox"/> Other (Specify below)					
Delivery		Date		Time		<input type="text"/>					

Description of Packages/Contents						Declared Value for Carriage					
Cartons or Boxes			Dimensions			The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.					
Vinyl Cases											
Wooden Crates											
Flat Pieces			Description of Goods								
Skids or Pallets						Enter Amount \$ _____					
Trunks						<b>FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration</b> I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT					
Tubes			Weight								
Other											
Total						Signature _____					



**APPLICATION FOR  
COMMUNICATION SERVICES**

All communication lines require advance payment. Installation charges may be paid by credit card, check, or applied to a Master Account if billing has been approved. Please fax all **Telephones** and **Internet** requests to (404) 586-6136. To contact via e-mail; [stephen.middleton@marriott.com](mailto:stephen.middleton@marriott.com).

Convention Name: \_\_\_\_\_  
 Company/Firm Name: \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

<b>TELEPHONE</b> - price per line 48 Hours advance notice	# of Lines	# of Phones	Install Date/Time	Uninstall Date/Time	Location Booth/Room
<b>ISDN High Speed Data Line \$600.00</b> Installation Charge + Calls \$100.00 each additional day					
<b>Dedicated Line (BellSouth) \$300.00</b> Installation + BellSouth Charges (charges billed 30 days later) \$50.00 each additional day + calls					
<b>Direct Inward Dial (D.I.D) \$195.00</b> Installation charge + calls \$50.00 each additional day + calls					
<b>Voicemail \$75.00</b> Records messages while line is in use					
<b>Hunt Group \$75.00</b> Allows calls to roll to the next available extension.					
<b>Call Pick Up \$75.00</b> Allows pick-up of another extension within access group.					
<b>Polycom \$150.00</b> \$50.00 each additional day					
<b>Speakerphone \$75.00 (per day)</b>					

> There will be a \$100.00 charge for each phone not returned to the Hotel Technology Department.

<b>INTERNET</b> 72 hours advanced notice	# of PC's	Install Date/time	Uninstall Date/time	Location Booth/Room
<b>iBahn High Speed Internet Connection</b> \$295.00 - Per Computer connection, per day; 10% Discount for each additional day, up to 50%				
<b>Setup Fee -\$75.00</b> 6 or more wired connections				

> Customer to supply PCs, Hub, Cabling and Network Interface Card configured correctly with operating system.  
 > There will be a \$200.00 charge for any Network device not returned to the Hotel Technology Department.

Mail payments to: Atlanta Marriott Marquis, Attn. Stephen Middleton 265 Peachtree Center Ave. Atlanta Georgia 30303.

Payment Amount: \_\_\_\_\_  Check # \_\_\_\_\_  
 Payable to: Atlanta Marriott Marquis  
 Credit Card  Amex  MasterCard  Visa  Discover  Diner's Club  Master Account # \_\_\_\_\_  
 Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_



**\$25 Service Charge**  
On orders not received 7 days prior to set up.

**ELECTRICAL SERVICE ORDER FORM**  
**ATTN: ELECTRICIAN**  
 265 Peachtree Center Avenue  
 Atlanta, GA 30303

Phone: 404-586-6313  
 Fax: 404-586-6004

EVENT NAME: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_  
 Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Quantity	Services Available	Advance	Floor	Extended
	120V Dedicated / 2000 Watts / 20 Amps (Service provided in quad box with (4) outlets.)	\$ 70.00	\$ 80.00	
	150 Watt Spotlight	\$ 35.00	\$ 45.00	
	Extra Extension Cord (All cords are round cords.)	\$ 25.00		
	Water & Drainage <i>MUST BE ORDERED IN ADVANCE Plus labor and materials.</i>	\$ 65.00		
	Air per CFM <i>MUST BE ORDERED IN ADVANCE Plus labor and materials.</i>	\$ 75.00		
	Overhead Connections or 24 Hour Service. <i>Add 50% service charge.</i>			
	LABOR – Monday thru Friday \$45/hour Sat/Sun/Holidays – \$55/hour			
	208 Volt – 3-Wire / 4-Wire / 5-Wire in Ballrooms if applicable.			
	30 Amp - 1 Phase Nema Plug #	\$160.00		
	60 Amp - 1 Phase Nema Plug #	\$225.00		
	30 Amp - 3 Phase Nema Plug #	\$175.00		
	60 Amp - 3 Phase Nema Plug #	\$250.00		
All Production Companies provide pig tails and cables to destination in Ballrooms.				
	<input type="checkbox"/> 100 Amps 1 Phase – \$350.00	<input type="checkbox"/> 100 Amps 3 Phase – \$375.00		
	<input type="checkbox"/> 200 Amps 1 Phase – \$680.00	<input type="checkbox"/> 200 Amps 3 Phase – \$725.00		
	<input type="checkbox"/> 300 Amps 1 Phase – \$980.00	<input type="checkbox"/> 300 Amps 3 Phase – \$1080.00		
	<input type="checkbox"/> 400 Amps 1 Phase – \$1280.00	<input type="checkbox"/> 400 Amps 3 Phase – \$1380.00		
	<input type="checkbox"/> 600 Amps 1 Phase – \$1880.00	<input type="checkbox"/> 600 Amps 3 Phase – \$1980.00		
	<input type="checkbox"/> 800 Amps 1 Phase – \$2280.00	<input type="checkbox"/> 800 Amps 3 Phase – \$2380.00		
	<input type="checkbox"/> 1200 Amps 1 Phase – \$3680.00	<input type="checkbox"/> 1200 Amps 3 Phase – \$3780.00		
			<b>TOTAL</b>	

Payment in full, in U.S. dollars must be made prior to opening of event. American Express, VISA, MasterCard, Diners Club welcome.  
 Make all checks payable to Atlanta Marriott Marquis Hotel Attn: Electric Service 265 Peachtree Center Avenue, Atlanta, GA 30303

**CREDIT CARD AUTHORIZATION**

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American Express    VISA    MasterCard    Diner's Club    Other: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder Name: **(Please print):** \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

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

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

## IMPORTANT CONDITIONS AND REGULATIONS

1. Advance orders must be received a minimum of three (3) weeks prior to scheduled exhibitor arrival for move in.
2. Payment in full must be rendered prior to close of show; No Exceptions Please!
3. Credit will not be given for electrical service installed and not used.
4. All materials and equipment furnished by Marriott Marquis for this service order shall remain the Marriott Marquis property and shall be removed ONLY by the Marriott Marquis at the close of the show.
5. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
6. Walls, columns and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
7. All equipment regardless of source of power must comply with all federal, state, and local safety codes.
8. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
9. Claims will not be considered unless filed by exhibitor prior to close of exposition.
10. Prices based upon current wage rates and are subject to change without notice.
11. Under no circumstances shall anyone other than "house electrician" make electrical connections.
12. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed with "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
13. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
14. Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
15. Unless other directed, Marriott electricians are authorized to cut floor coverings to permit installation of service.
16. All exhibitor's cords must be of the 3 wire grounded type. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
17. Requests for special voltage must be received by Marriott Marquis 30 days prior to scheduled exhibitor arrival and move-in.
18. Damage to building is responsibility of exhibitor.

*Questions regarding service should be directed to:*

**ATLANTA MARRIOTT MARQUIS HOTEL**

**ATTN: Electrician**

265 Peachtree Center Avenue

Atlanta, GA 30303

Telephone – (404) 586-6003



3625 E. Atlanta Ave., Suite 2, Phoenix, AZ 85040 Phone: (602) 437-4424 Fax: (602) 437-4499



**Show Name:** Association for Institutional Research 49<sup>th</sup> Annual Forum  
**Facility Name:** Marriott Marquis  
**City, State:** Atlanta, GA  
**Dates:** May 31 – June 2, 2009

**EXHIBITOR AUDIOVISUAL & COMPUTER EQUIPMENT ORDER FORM**

Firm Name:		On-site Contact:	
Address:		On-site Contact Phone #:	
City:		Booth #:	
State:	Zip Code:	Delivery Date:*	Time:*
Ordered by:	*(Exhibit booth must be built and on-site contact must be present to accept delivery of equipment.)		
Phone:			
Email Address:		Removal Date:	Time:

**20% PREMIUM FOR ORDER RECEIVED AFTER MAY 18<sup>TH</sup>, 2009 DEADLINE OR ON-SITE**

Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
<b>FLAT SCREEN MONITORS – Data Only - (Monitors will only be hung on VAE supplied brackets and stands.)</b>				
17" LCD Flat Screen Computer Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$295.00	\$354.00	
20" LCD Flat Screen Computer Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$395.00	\$474.00	
30" LCD Flat Monitor w/ built in speakers (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$1100.00	\$1320.00	
42" Plasma Monitor (Res 1024 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$1200.00	\$1400.00	
50" Plasma Monitor (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$1500.00	\$1800.00	
60" Plasma Monitor (Res 1365 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$2500.00	\$3000.00	
<b>PLASMA MONITOR STANDS AND SPEAKERS (Stands and Speakers available for VAE supplied monitors only)</b>				
Dual Post Plasma Floor Stand (for monitors 30" and higher)		\$250.00	\$300.00	
Laptop Shelf for Floor Stand		\$25.00	\$30.00	
Plasma Monitor Side Attached Speakers (42", 50", & 60" plasma models)		\$200.00	\$240.00	
<b>VIDEO MONITORS / VIDEO COMBOS / PLAYERS / CART</b>				
26" Video (TV) Monitor (cannot be used with computers)		\$225.00	\$270.00	
20" TV / VCR Combo		\$295.00	\$354.00	
54" Draped Monitor Cart		\$90.00	\$108.00	
DVD Player w/ Auto Repeat		\$175.00	\$210.00	
½" VHS Video Cassette Player w/ Auto Repeat		\$175.00	\$210.00	
<b>AUDIO EQUIPMENT</b>				
Wireless UHF Hand Held / Lavalier (Requires Speaker)		\$325.00	\$390.00	
Powered Speaker		\$200.00	\$240.00	
4 Channel Audio Mixer (Required for two or more microphones)		\$95.00	\$114.00	
PA System (Speaker, 4 CH Mixer, and Wired Floor or Lav Microphone)		\$300.00	\$360.00	

Show Name: AIR 2009 49 <sup>th</sup> Annual Forum				
Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
<b>PROJECTION SCREENS</b>				
<input type="checkbox"/> 5' Tripod Screen w/ Black Skirt <input type="checkbox"/> 6' Tripod Screen w/ Black Skirt		\$60.00	\$72.00	
<b>DESKTOP COMPUTERS (Includes 17" Flat LCD Monitor, NIC, Keyboard, Mouse, Windows Operating System, MS Office)</b>				
P4 / 2.8 GHz 512mb / 40gb / DVD-CDRW		\$500.00	\$600.00	
IMAC Intel Duo Core 512mb / 40gb / DVD-CDRW		\$620.00	\$744.00	
<b>LAPTOP COMPUTERS (Includes Modem, NIC, Windows Operating System, MS Office)</b>				
P4 / 1.8 GHz 512mb / 40gb / DVD-CDRW		\$425.00	\$510.00	
Macbook Intel Duo Core / 512mb / DVD-CDRW		\$620.00	\$744.00	
<b>COMPUTER ACCESSORIES / PRINTER</b>				
Amplified Computer Speakers (set of two)		\$115.00	\$138.00	
Keyboard and Mouse		\$45.00	\$54.00	
HP LaserJet 4000 Series Printer		\$325.00	\$390.00	
Other:				
<b>ADDITIONAL EQUIPMENT AVAILABLE CALL FOR QUOTE</b>				
<b>COMPLETE PAYMENT INFORMATION AND FAX ENTIRE FORM TO 602-437-4499</b>			Equipment Subtotal:	
CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040			Sales Tax:	N/A
AMEX	Cardholders Name (print):		<b>Labor: Delivery / Set-up/ Removal 15% of Equipment Subtotal (\$75 Minimum)</b>	
VISA	Credit Card #:			
MASTERCARD	Verification Code:*	Expiration Date:	Labor Tax:	N/A
* Verification Code is the last 3 or 4 digits AFTER the credit card number in the signature area on the back of the card.			<b>TOTAL:</b>	
Credit Card Billing Address:				
City:	State:	Zip Code:		
Phone Number:	Authorized Signature:			

## TERMS AND CONDITIONS

**Rental Agreement** – Advance rates apply only to orders paid in full and received **15 days prior** to the first scheduled show day. Items ordered after deadline date, are subject to availability and applicable freight charges. Labor Charge includes Delivery/ Set Up / Pick-up. Rate is 15% of equipment subtotal before sales tax (\$75.00 minimum).

Your representative must be available at your booth on date and time specified to accept delivery of equipment. **PLEASE NOTE** that the equipment will NOT be left in your booth without an authorized person to receive. If a repeat delivery is required, an additional charge will apply.

It is understood and agreed that the Exhibitor accepts full responsibility for any loss or damage to the equipment until it is returned to VAE. Exhibitor will immediately notify VAE of any damage to the rental equipment, and Exhibitor hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in Exhibitor's care, custody and/or control.

**Payment Terms** – Full payment, including applicable tax, is due at the time services are ordered. Purchase orders are not considered payment. Orders placed or service provided at show site must be paid at the show site.

If paying by credit card, we will use this authorization to charge your credit card account for your advance order, and any additional charges incurred as a result of show site orders placed by your onsite representative. These charges may include labor, materials, and handling.

If you are exempt from payment of sales tax, VAE requires you to forward an exemption certificate for the STATE in which the services are to be used.

**Cancellation** – Written cancellation of equipment must be received one (1) week prior to delivery date to avoid a one (1) day charge. If equipment and services have already been provided at the time of cancellation, a minimum one (1) day charge will apply.



**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
**Telephone: 253 437 0031**  
**E-mail: operations@levyshow.com**



**AIR 2009**  
**May 30 - June 3, 2009**  
**Atlanta Marriott Marquis Hotel**  
**Atlanta, GA**

**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than May 15, 2009.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Atlanta Marriott Marquis Hotel.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., AIR and the Atlanta Marriott Marquis Hotel as additional insured's by May 15, 2009.** These Certificates or Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than May 15, 2009. If this form and the certificate or insurance from the non-official contractor is not received by May 15, 2009, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.***

**ORIGINAL CERTIFICATES ONLY  
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

Contracting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_  
 (Sign & Print Name)