

Dear Exhibitor,

CSI *etc.* is pleased to offer the services contained in our Exhibitor Service Kit for the **Innovations in Testing Conference** being held at **Hilton Orlando Bonnet Creek** on **March 20-23, 2016 (trade show ends March 22nd)**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online. Once at the CSI *etc.* ordering system, please enter your email address. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at cs@meetcsi.com or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

CSI *etc.* will be onsite at the CSI *etc.* Service Desk during move-in and move-out to assist with any last minute needs and to answer any questions you may have.

We look forward to being of service to you and wish you great success with the show.

Yours Truly,

CSI *etc.* Exhibitor Service Department



Conference Services International
Expositions • Trade Shows • Conventions



Innovations in Testing Conference
Hilton Orlando Bonnet Creek
Orlando, Florida
March 20-23, 2016

www.meetcsi.com

SHOW INFORMATION

BOOTH PACKAGE: Each 10' x 10' booth is equipped with; 8' high purple/white back drape, 3' high purple side rail, 1 – 6' purple skirted table, 2 – chairs, 1 – wastebasket, and 1 – ID sign.

SHOW COLORS: Purple and white

BOOTH CARPET: The Hilton Orlando Bonnet Creek is carpeted, however carpet is also available to match your company color & booth theme through CSI etc.

SHOW SCHEDULE

Exhibitor Move-in:	Sunday, March 20, 2016
Time:	1:00pm – 6:00pm
Exhibit Hours:	Monday, March 21, 2016
Time:	7:30am – 7:00pm
Time:	Tuesday, March 22, 2016
Time:	7:30am – 4:15pm
Exhibitor Move-out:	Tuesday, March 22, 2016
Time:	4:15pm – 8:00pm
Empties Will Be Returned After:	4:15pm
Carrier Check In:	5:30pm

DEADLINE DATES

Discount Deadline Date:	Friday, March 4, 2016
Advance Shipments Can Begin to Arrive:	Monday, February 15, 2016
Last Day for Advance Shipments without a Surcharge:	Wednesday, March 16, 2016

SHIPPING

ADVANCE SHIPMENT

Shipments to arrive between (2/15 to 3/16)

Company Name & Booth Number
Innovations in Testing Conference
CSI etc. c/o KUB Tradeshow Support
19 N. Texas Avenue
Orlando, FL. 32805

DIRECT SHIPMENTS

To arrive ONLY during MOVE-IN hours

Company Name & Booth Number
Innovations in Testing Conference
c/o CSI etc.
Hilton Orlando Bonnet Creek
14100 Bonnet Creek Resort Lane
Orlando, Florida 32821

SERVICE DESK HOURS: Move-in and Move-out

SHIPPING /LOGISTICS: Do you need to ship your product to the show? CSI etc. is here to help. For inbound and outbound shipment quotes, please call our Logistics Department at 602-923-0011. Or please see the link on the left hand side of the web page for our e-mail freight request form.

ASSISTANCE: If you should have any questions or need further assistance regarding any of the order forms, please call CSI Exhibitor Services at 800-471-7330 or e-mail at cs@meetcsi.com.

PAYMENT POLICY

CSI *etc.* requires payment upon receipt of all orders for materials and services listed in the Exhibitor Service Kit. We encourage the exhibitors to place their orders online on our secure website, We require a credit card on file for any additional charges or balances due for incidental items, material handling, or labor incurred during the show. All unpaid balances must be paid prior to the closing of the show.

Discount Pricing

CSI *etc.* Exhibitor Service Kit provides both discounted and standard pricing. To take advantage of the discounted pricing orders must be received, with payment in full, no later than Deadline dates.

Discount Deadline Date: **Friday, March 4, 2016**

Material Handling Deadline Date: **Wednesday, March 16, 2015**

Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Conference Services International. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$50.00 fee for NSF Checks.

NOTE: All Material Handling and Labor orders require a credit card on file for any additional handling charges or overages.

Cancellation/Refund Policies

Exhibitors may cancel or revise their orders up to 30 days prior to show move-in at no charge. Cancellations made within 30 days of the move-in, up to the day preceding the move-in, are invoiced at 50% of original price. Any cancellations on the day of move-in will be invoiced 100% of the full cost.

- **Please Note: Furniture included in booth package by Show Management cannot be credited. However, changes can be made at the Exhibitor's expense.**
- **No refunds will be issued on pre-order rentals that are missing from the booth space. These rental items will be charged in full if not brought to the attention of CSI *etc.* personnel prior to show opening.**

Tax Exemption

If tax exempt, please submit a copy of your tax exempt certificate with all orders. Tax exempt certificate must be for the State of Florida to apply. You will be charged tax if your forms are not received prior to deadline.

ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

EXHIBITOR INFORMATION

BOOTH NUMBER: _____
COMPANY NAME: _____
CONTACT NAME: _____
ADDRESS: _____

 CITY, STATE Zip
PHONE: _____ **FAX:** _____
EMAIL: _____

ORDER SUMMARY (TOTAL FROM ORDER FORMS)

*TABLE & CHAIRS.....	_____	VEHICLE PLACEMENT.....	_____
*BOOTH ACCESSORIES.....	_____	HANGING SIGN.....	_____
*CARPET & DRAPE.....	_____	*CUSTOM SIGN.....	_____
BOOTH CLEANING	_____	*RENTAL DISPLAY.....	_____
*EXTRA STEEL.....	_____	*RENTAL DISPLAY & ACCESSORIES....	_____
MATERIAL HANDLING (ESTIMATED)...	_____	FENDER PRO ITEMS.....	_____
*STORAGE SERVICE.....	_____	MESSAGE SERVICES ORDER	_____
CARTLOAD.....	_____	*FLORAL ORDER	_____
LABOR.....	_____	*PHOTOGRAPHY ORDER.....	_____
FORKLIFT.....	_____		
		TOTAL ESTIMATED CHARGES _____	
		*PLUS SALES TAX 6.5% (include sales tax where applicable) _____	
		Surcharge 3% _____	
		GRAND TOTAL _____	

NOTE: All Material Handling, Labor, and Storage orders require a credit card on file for any additional handling charges or overages.

CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# _____

Name on Card: _____

Billing Address: _____

(REQUIRED) _____ Zip _____

City: _____ State: _____

Expiration Date: _____ Card Verification # _____

Cardholder's Signature: _____ Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

NON-OFFICIAL CONTRACTOR

Show Management has appointed CSI etc. as the official service contractor to perform and provide necessary services and equipment. Should any Exhibitor wish to employ the service of a contractor other than the official contractor, the following conditions must be met.

1. The Exhibitor must inform CSI etc. of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move-in date, at CSI etc.
2. The Non-Official Contractor to be used by the exhibitor must do the following:
 - A. Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: The Innovations in Testing Conference, exhibiting company name, booth number, and the non-official contractors name and phone number.
 - B. Agree to abide by the rules and regulations of the show.
 - C. Agree to abide by all union rules and regulations.
 - D. Information must be received at CSI etc. no later than 30 days prior to the scheduled move in date.
 - E. Identification badges must be worn at all times. Temporary badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibit-related equipment. All non-official contractors must check-in at the CSI etc. Service Desk prior to setup and dismantle.
 - F. If the Certificate of Insurance and the Notification of Intent (see below) is not supplied to CSI etc. by the 30 day deadline date, the exhibiting firm or non-official contractor will be required to order labor from CSI etc.
3. For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the Exhibitor. The Exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Company Name: _____	Booth Number: _____
Contact at Show: _____	
Non-Official Contractor: _____	
Address: _____	
City, _____	State _____ Zip _____
Phone: _____	Fax: _____
Authorized Signature: _____	Date: _____

THIRD PARTY AUTHORIZATION FORM

To authorize CSI etc. to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to the show move-in.

Gratuities

CSI etc. requests that exhibitors do not offer gratuities to our employees, as they are paid an excellent wage denoting a professional status. Any request for tips should be brought to the attention of a representative at the CSI etc. Service Desk.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions sections of this service kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

Safety

Standing on chairs, tables or other rental furniture is prohibited. Rental furniture is not made to support standing weight. CSI etc. cannot be responsible for injuries or falls caused by the improper use of furniture. If assistance is required to assemble your exhibit, see an Exhibitor Service Representative at the CSI etc. Service Desk or the enclosed Labor Order form.

Exhibiting Company Information

Exhibiting Company Name: _____ Booth Number: _____
 Exhibiting Company Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____ Email: _____

Indicate which services are to be invoiced to the Third party:

All Services I&D Labor/Supervision Material Handling Rental Items Other

Third Party Company Information

Third Party Company Name: _____
 Third Party Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____ Email: _____

THIRD PARTY CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card#

Name on Card: _____
 Billing Address: _____
 (REQUIRED) _____ Zip

City: _____ State: _____
 Expiration Date: / Card Verification #

Cardholder's Signature: _____ Date: _____

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

FIRE REGULATIONS

BOOTH CONSTRUCTION

- Using other than what has been provided by CSI *etc.*, i.e. booths, platforms and space dividers, shall be made of materials that are flame resistant or rendered so, to the satisfactory of the Fire Department representatives.
- Coverings for counters or tables used within or as part of the booth shall be flame resistant.
- All electrical wiring and apparatus will be a 3-wire UL type approved.

FIRE RESISTANT TREATMENT

- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller the 1232 square inches or 28" x 44", if separated from other combustibles by a minimum of 12" horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant, and their use is prohibited.

COMBUSTIBLES

- Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department.
- All exhibit and display empty cartons must be stored in an approved drayage area.
- If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth back wall is strictly prohibited.

OBSTRUCTIONS

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



Conference Services International
Expositions • Trade Shows • Conventions



Innovations in Testing Conference
Hilton Orlando Bonnet Creek
Orlando, Florida
March 20-23, 2016

www.meetcsi.com

TABLE & CHAIR ORDER FORM

Each 10' x 10' booth is equipped with; 8' high purple/white back drape, 3' high purple side rail, 1 – 6' purple skirted table, 2 – chairs, 1 – wastebasket, and 1 – ID sign.


<u>QTY</u>	<u>30" TABLES ~ UNSKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	30" - 4' X 2' UNSKIRTED TABLE	\$49.00	\$62.00	
	30" - 6' X 2' UNSKIRTED TABLE	\$59.00	\$74.00	
	30" - 8' X 2' UNSKIRTED TABLE	\$71.00	\$89.00	
<u>QTY</u>	<u>30" TABLES ~ SKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Gold, Green, Teal, White			
	30" - 4' X 2' SKIRTED TABLE COLOR: _____	\$97.00	\$121.00	
	30" - 6' X 2' SKIRTED TABLE COLOR: _____	\$116.00	\$145.00	
	30" - 8' X 2' SKIRTED TABLE COLOR: _____	\$140.00	\$175.00	
	Skirt all four sides COLOR: _____	\$54.00	\$68.00	
<u>QTY</u>	<u>40" TABLES ~ UNSKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	40" - 4' X 2' UNSKIRTED TABLE	\$61.00	\$76.00	
	40" - 6' X 2' UNSKIRTED TABLE	\$73.00	\$91.00	
	40" - 8' X 2' UNSKIRTED TABLE	\$88.00	\$110.00	
<u>QTY</u>	<u>40" TABLES ~ SKIRTED</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Skirt Colors: Black, Blue, Burgundy, Red, Silver, Green, White, Teal, Gold			
	40" - 4' x 2' SKIRTED TABLE COLOR: _____	\$120.00	\$150.00	
	40" - 6' X 2' SKIRTED TABLE COLOR: _____	\$144.00	\$180.00	
	40" - 8' X 2' SKIRTED TABLE COLOR: _____	\$173.00	\$217.00	
	Skirt all four sides COLOR: _____	\$64.00	\$80.00	
<u>QTY</u>	<u>TABLE RISERS</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	4' X 12" TABLE RISER w/white cover	\$42.00	\$53.00	
	6' x 12" TABLE RISER w/white cover	\$51.00	\$64.00	
	8' X 12" TABLE RISER w/ white cover	\$62.00	\$78.00	
<u>QTY</u>	<u>CHAIRS</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	MOLDED (PLASTIC) SIDE CHAIR	\$67.00	\$84.00	
	PADDED SIDE CHAIR	\$80.00	\$100.00	
	PADDED ARM CHAIR	\$96.00	\$120.00	
	PADDED STOOL	\$115.00	\$144.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for By Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total \$ Sales Tax 6.5% \$ 3% Fee \$ Total Due \$	

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____
 Contact: _____
 Fax: _____

ABLES



4' x 2', 6' x 2', or 8' x 2'
30" or 40" Unskirted Table














Table Top Riser
w/White Cover




4' x 2', 6' x 2', or 8' x 2'
30" or 40" Skirted Table


Table Skirt Colors

 Black	 Red	 Blue
 White	 Gold	 Teal
 Silver	 Green	 Burgundy


CHAIRS




Molded



Padded Side



Padded Side w/Arms



Padded Stool



Conference Services International
Expositions • Trade Shows • Conventions



Innovations in Testing Conference
Hilton Orlando Bonnet Creek
Orlando, Florida
March 20-23, 2016

www.meetcsi.com

ACCESSORIES ORDER FORM

QTY		DISCOUNT	STANDARD	SUBTOTAL
	WASTEBASKET	\$24.00	\$30.00	
	EASEL	\$42.00	\$53.00	
	PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)	\$120.00	\$150.00	
	PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)	\$130.00	\$163.00	
	LINEN FOR 30" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$31.00	N/A	
	LINEN FOR 40" HIGH PEDESTAL <input type="checkbox"/> White <input type="checkbox"/> Black	\$36.00	N/A	
	BAG RACK	\$73.00	\$92.00	
	WATERFALL RACK	\$85.00	\$106.00	
	GARMENT RACK	\$103.00	\$136.00	
	BLACK GARMENT RACK – NON ROLLING	\$116.00	\$145.00	
	STANCHION w/ RETRACTABLE BELT	\$54.00	\$68.00	
	LITERATURE RACK	\$131.00	\$164.00	
	SHOWCASE (6'w X 38"Hx20"D) Full view with glass shelves	\$413.00	\$517.00	
	TICKET TUMBLER	\$82.00	\$103.00	
	SIGN STAND (22" X 28")	\$72.00	\$90.00	
	TACKBOARD (4' X 6') Velcro & pushpin compatible	\$138.00	\$173.00	
	TACKBOARD (4' X 8') Velcro & pushpin compatible	\$148.00	\$185.00	
	BANDING (PER PALLET)	\$61.00	\$76.00	
	SHRINK WRAP (PER PALLET)	\$61.00	\$76.00	
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.				Sub Total \$ Sales Tax 6.5% \$ 3 % fee \$ Total Due \$

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____

Contact: _____
 Fax: _____

Display Furniture



Wastebasket



Easel



36" D x 40" H
Pedestal



36" D x 30" H
Pedestal



Linen Colors
 Black White



Bag Rack



Waterfall Rack



Garment Rack



Black Garment Rack
Non - Rolling



Chrome Stanchion
w/Retractable Belt



Black Literature
Rack (6 slots)



Chrome Sign Stand



Ticket Tumbler



4'x6' or 4'x8' Tackboard
Single or Double Sided

CARPET & DRAPE ORDER FORM

All rental carpets ordered from CSI etc. are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered additionally from the Booth Cleaning order form.

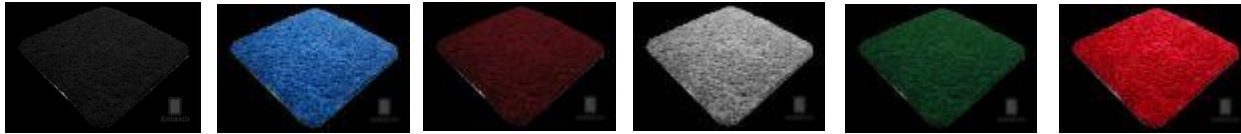
<u>QTY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red			
	10' x 10' CARPET	COLOR: _____	\$129.00	\$168.00
	10' X 20' CARPET	COLOR: _____	\$258.00	\$336.00
	10' X 30' CARPET	COLOR: _____	\$387.00	\$504.00
	10' X 40' CARPET	COLOR: _____	\$516.00	\$671.00
	STANDARD SPECIAL CUT (16 oz.):	SQ FEET	RATE	SUBTOTAL
	Ft. X Ft. COLOR: _____		\$3.13 sq. ft.	
<u>PREMIUM CARPET (100 Sq. ft. minimum charge)</u>		<u>TOTAL SQ. FEET</u>	<u>RATE</u>	<u>SUBTOTAL</u>
	Designer Plus Colors: Beige, Black, Bronze, Burgundy, Cobalt, Chocolate, Dove, Emerald, Mocha, Navy, Ivory, White, Red, Royal Blue, Sapphire, Terra Cotta			
	Designer Plus (26 oz.)	COLOR: _____		\$5.25 sq. ft.
	Supreme Colors: Red, Black, White, Charcoal, Silver Cloud, Navy, Emerald, Wheat, Reflex Blue			
	Supreme (45 oz.)	COLOR: _____		\$6.50 sq. ft.
	Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Rain Forest, Safari			
	Matrix	COLOR: _____		\$5.00 sq. ft.
<u>CARPET ACCESSORIES</u>		<u>TOTAL SQ. FEET</u>	<u>RATE</u>	<u>SUBTOTAL</u>
	CARPET PADDING			
	ft. X Ft. (100 sq. ft. minimum charge)			\$1.30 sq. ft.
	VISQUEEN CARPET COVERING (carpet protection)			
	Ft. X Ft. (100 sq. ft. minimum charge)			\$0.78 sq. ft.
<u>QTY</u>	<u>DRAPE (in addition to what is provided)</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>SUBTOTAL</u>
	Drape Colors: Black, Blue, Burgundy, Red, Silver, Green, Teal, Plum			
	10' Section of 3' HIGH DRAPE, includes steel.	COLOR: _____	\$62.00	\$78.00
	10' Section of 8' HIGH DRAPE, includes steel.	COLOR: _____	\$130.00	\$129.00
TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.			Sub Total \$ _____ Sales Tax 6.5% \$ _____ 3% Fee \$ _____ Total Due \$ _____	

Exhibitor Information

Company Name: _____
Phone: _____

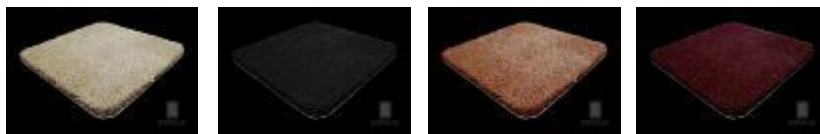
Booth Number: _____
Contact: _____
Fax: _____

Standard Carpet



Black Blue Burgundy Grey Green Red

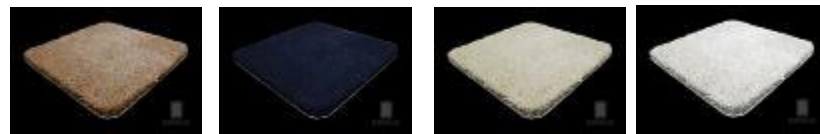
**PREMIUM CARPET SELECTION:
 Designer Plus Carpet**



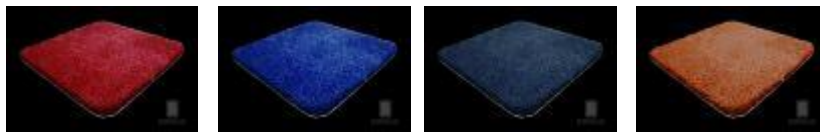
Beige Black Bronze Burgundy



Cobalt Chocolate Dove Emerald



Mocha Navy Ivory White

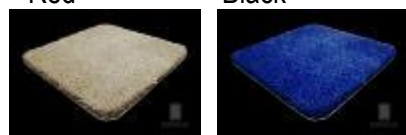


Red Royal Blue Sapphire Terra Cotta

Supreme Carpet



Red Black White Charcoal Silver Cloud Navy Emerald



Wheat Reflex Blue

Matrix Carpet



Blue Jay Rain Forest



Cayenne Pepper



Safari

(Call prior to ordering Premium Carpet, requires two weeks to process)

CSI etc. has more colors to offer than what is pictured above. If you don't see the color you are looking for, please call us at 602-923-0011.

CLEANING ORDER FORM

CLEANING SERVICES

- All rental carpets ordered from CSI etc. are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.
- Prices are based on total square footage of booth regardless of area to be cleaned.

CLEANING RATES (per sq. ft. – 100 sq ft minimum)

Vacuum daily of booth carpet – before initial show opening, and daily thereafter.

	x		x	Price	=	Subtotal
_____		_____		\$0.42 sq. ft.		_____
100 square feet minimum order		Total Number of Days				

Vacuum Once – before initial show opening only.

	x		x	Price	=	Subtotal
_____		_____		\$0.45 sq. ft.		_____
100 square feet minimum order		Total Number of Days				

Shampoo (restrictions apply)

	x		x	Price	=	Subtotal
_____		_____		\$0.90 sq. ft.		_____
100 square feet minimum order		Total Number of Days				

Porter Service – remove bulk trash from booth, and empty wastebasket periodically during show.

	x		x	Price	=	Subtotal
_____		_____		\$113.00 per Day		_____
Up to 200 sq. ft.		Total Number of Days				
_____	x	_____	x	\$135.00 per day	=	_____
201 sq. ft -400 sq. ft.		Total Number of Days				
_____	x	_____	x	CALL FOR QUOTE	=	_____
401 sq ft and above						

<p>TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.</p>	Sub Total	\$
	Sales Tax 6.5%	Not Applicable
	3% Fee	\$
	Total	\$

Exhibitor Information

Company Name: _____
Phone: _____

Booth Number: _____

Contact: _____
Fax: _____

Company Name: _____ Contact: _____
 Phone: _____ Fax: _____

MATERIAL HANDLING RATES & ORDER FORM

MATERIAL HANDLING SERVICES:

Advance Shipments – Stored up to 30 days prior to show move-in, and include delivery to the Hilton Orlando Bonnet Creek, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **Wednesday, March 16, 2016**, are subject to additional late shipment charges.

Direct Shipments – Are accepted during exhibitor move-in hours ONLY. Includes delivery to your booth, storage of empty container during the show, return of containers to your booth at close of show, move good to the dock, and loading onto outbound carrier.

Early shipments may be refused.

MATERIAL HANDLING FEES:

Small Packages: A shipment of any number of pieces, with a combined weight not to exceed 50lbs total, that is received on the same day, from the same shipper, and delivered by the same carrier. Small package carriers may split shipments resulting in CSI receiving multiple shipments (on multiple days), resulting in additional material handling fees.

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

Special Handling: Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).

- **Shipments arriving the same day, from different shippers, are considered separate shipments and will be billed separately.**

Late Shipments & Show Site Shipments – Freight received at the warehouse after deadline or on Show Site are subject to these handling fees.

Return to warehouse- All shipments not picked up or routed on in house carrier, If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur an additional storage fee.

Rates

Envelope	\$15.00 each
Small Packages (50 pounds and less):	\$75.00 per shipment
Crated or Skidded (Overtime 1way):	\$93.50 per 100 lbs. (200 lbs. minimum charge), per shipment
Special Handling-Uncrated-Mixed:	\$110.00 per 100 lbs. (200 lb. minimum charge), per shipment
Return to warehouse :	\$25.00 per 100lbs (\$250.00 minimum charge)

*Late Advance Warehouse/Direct Shipments (Surcharge) 30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment

Weight tickets must accompany shipments. Re-weigh fees applied if necessary.

	Piece Count	Weight	Carrier Service	Estimated Arrival Date	Estimated Handling Fees
Small Shipments	_____	_____	_____	_____	_____
Crated or Skidded Shipment	_____	_____	_____	_____	_____
Special Handling Shipment	_____	_____	_____	_____	_____

ADVANCE SHIPMENTS	DIRECT SHIPMENTS
Shipments to arrive between (2/15 to 3/16)	To arrive ONLY during MOVE-IN hours
Company Name & Booth Number Innovations in Testing Conference CSI etc. c/o Kub Tradeshow Support 19 N. Texas Avenue Orlando, FL. 32805t	Company Name & Booth Number Innovations in Testing Conference c/o CSI etc. Hilton Orlando Bonnet Creek 14100 Bonnet Creek Resort Lane Orlando, Fl. 32821

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.

IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the Venue.

Advance Shipments - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **Wednesday, March 16, 2016**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: 3/20/2016

Direct Shipments - Shipments that must be directed to show site can only arrive at **during exhibitor move in hours**. Early shipments may be refused. CSI *etc.* is not responsible, for loss or damages, for shipments that are delivered to the Venue prior to that date. **Items shipped directly to show site and handled by CSI *etc.* personnel will be charged drayage/material handling per the rate sheet enclosed.**

Consolidate your shipment and save - Separate shipments received by CSI *etc.* will not be combined. The minimum 200lb charge applies to each shipment that CSI *etc.* receives. Shipments arriving at the same time from different destinations are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CSI *etc.* receiving multiple shipments.

ALL SHIPMENTS MUST BE SENT PRE-PAID; NO COD'S WILL BE ACCEPTED.

Outbound shipments - Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CSI *etc.* Service Desk. **Do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CSI *etc.* Service Desk by the driver check-in time specified on the *Show Information* page. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CSI *etc.* reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

NOTE: Any items left on the show floor will either be brought back to the CSI *etc.* warehouse and additional charges will be incurred or re-routed with CSI *etc.*'s designated carrier. By shipping your products to CSI *etc.* and/or the Hilton Orlando Bonnet Creek, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.

LIMITS OF LIABILITY

In placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CSI etc. in its sole discretion. Upon participation of any CSI etc. show or event, the exhibitor and its agents shall be bound by the terms and conditions set fourth in sections 1 through 14 below. Likewise, once CSI etc. has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CSI etc. or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set fourth in sections 1 though 14 below.

1. CSI etc. and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damages as determined by CSI etc.
2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CSI etc. 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 material from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booths unattended. Therefore, it is agreed that CSI etc. and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CSI etc. or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. CSI etc. and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CSI etc. in time to obtain the proper equipment.
4. CSI etc. and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, utilities, and other events of force majeure. Any and all work performed by CSI etc. or its subcontractors up to and including the occurrence of any of the above must be paid in full.
5. CSI etc. and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. CSI etc. and its subcontractors are not insurers; i.e., CSI etc. does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by CSI etc. under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or non performance of services by CSI etc., or from the negligence of CSI etc., its subcontractors or their respective employees. If such loss or damage occurs, the liability of CSI etc. and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. CSI etc. and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages which may include, but are not limited to 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 or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. CSI etc. will not be bound to honor any claim or action brought against CSI etc. or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CSI etc. and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CSI etc. or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CSI etc. or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility there of .
10. CSI etc. and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CSI etc. Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CSI etc. and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CSI etc. shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CSI etc. and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CSI etc. assumes no liability as a result of rerouting or handling.
13. Dry and cold storage – Exhibitor stores products at its own risk. CSI etc. assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with CSI etc. or its subcontractors related 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 CSI etc. for freight handling services or any other services provided by CSI etc. or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CSI etc. prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CSI etc. or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

ADVANCE SHIPMENT - SHIPPING LABELS

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> Conference Services International Expositions • Trade Shows • Conventions
		c/o
	Advance Warehouse Cut Off	Kub Tradeshow Support
	Wednesday, March 16, 2016	19 N. Texas Avenue
		Orlando, Flo. 32805
		Innovations in Testing Conference
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

-----Attach a label to each piece-----

ADVANCE SHIPMENT	SHIP TO:	CSI <i>etc.</i> Conference Services International Expositions • Trade Shows • Conventions
		c/o
	Advance Warehouse Cut Off	Kub Tradeshow Support
	Wednesday, March 16, 2016	19 N. Texas Avenue
		Orlando, Flo. 32805
		Innovations in Testing Conference
	COMPANY EXHIBIT NAME:	_____
	BOOTH NUMBER	_____
	PIECE COUNT:	_____ OF _____

To ensure proper delivery, please attach a label to each container.
 Please verify that you are using the correct label:

DIRECT SHIPMENT - SHIPPING LABELS

DIRECT SHIPMENT TO THE HILTON ORLANDO BONNET CREEK ~During Exhibitor Move-in ONLY~	SHIP TO:	c/o	 <small>Conference Services International Expositions • Trade Shows • Conventions</small> Hilton Orlando Bonnet Creek 14100 Bonnett Creek Resort Lane Orlando, FL. 32821 Innovations in Testing Conference
	Direct Shipping Must Arrive During Exhibitor M/I Only.		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____ OF _____		

-----Attach a label to each piece-----

DIRECT SHIPMENT TO THE HILTON ORLANDO BONNET CREEK ~During Exhibitor Move-in ONLY~	SHIP TO:	c/o	 <small>Conference Services International Expositions • Trade Shows • Conventions</small> Hilton Orlando Bonnet Creek 14100 Bonnett Creek Resort Lane Orlando, FL. 32821 Innovations in Testing Conference
	Direct Shipping Must Arrive During Exhibitor M/I Only.		
	COMPANY EXHIBIT NAME: _____		
	BOOTH NUMBER _____		
	PIECE COUNT: _____ OF _____		

To ensure proper delivery, please attach a label to each container.
 Please verify that you are using the correct label:

CSI LOGISTICS- INBOUND/OUTBOUND FREIGHT QUOTE REQUEST

Inbound Shipment

Pick up Information:		Select Destination: (Please Circle)	
Company Name		Advanced Warehouse:	Direct:
Contact Name:	Phone	Company Name & Booth #	Company Name & Booth #
Pick up Address:		Innovations in Testing	Innovations in Testing
		Conference	Conference
City, State Zip		CSI etc. c/o Kub	c/o CSI etc.
E-mail Address		19 N. Texas Avenue	14100 Bonnet Creek Resort Ln
		Orlando, Fl. 32805	Orlando, Fl. 32821

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instruction:

Please Circle all that Apply Inside Pick up Lift Gate Needed Residential Pick up Pallet Jack Needed TSA Certified Yes or NO

Pick up Date:	Pick up Time (4 hr. window):	Please Circle Type of Delivery Service: Next Day 2 nd Day Deferred Ground
---------------	------------------------------	--

Outbound Shipment

Shipping from Show site:		Destination Information:	
Company Name:	Booth #:	Company Name	
Show Address:		Contact:	Phone:
City, State Zip		Shipping address:	
Contact Name:	Phone:	City, State Zip	
E-Mail Address:		E-Mail Address:	

Piece Count	Description	Weight (subject to reweigh)	Length (Inches)	Width (Inches)	Height (Inches)	Declared Value Insurance

Special Instructions:

Please Circle all that Apply: Inside Delivery Lift Gate Needed Residential Delivery Pallet Jack Needed TSA Certified Yes or No

Delivery Date:	Delivery Time (4 hr. window):	Please Circle Type of Delivery Service: Next Day 2 nd Day Deferred Ground
----------------	-------------------------------	--

EXHIBIT MOVE-OUT NOTICE

SHOW CLOSING:

- For your safety, do not dismantle your booth until the show officially closes.
- If additional aisle carpet has been laid, please do not place any items in the aisle as ALL aisle carpet will be rolled up and removed immediately following the close of the show.
- **EMPTY CONTAINERS WILL BE RETURNED AFTER THE SHOW CLOSES AND ALL AISLE CARPET HAS BEEN ROLLED UP (if applicable). TO EXPEDITE THIS PROCESS PLEASE KEEP THE AISLES CLEAR AND YOUR ITEMS INSIDE YOUR BOOTH SPACE.**
- Exhibitors are not allowed to search in trailers, storage, or look for their items.

PRIOR TO CLOSE OF SHOW:

- Stop by the CSI *etc.* Service Desk to pick up your Bill of Lading for outbound shipping.
Note: Material Handling Charges will apply if CSI *etc.* did not handle your inbound shipment.
- Any and all outbound shipments regardless of carrier, and POV's, **MUST** have a completed a Bill of Lading returned to the service desk prior to leaving the Hilton Orlando Bonnet Creek.
- **All balances must be paid in full**
- CSI *etc.* Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs.

MOVE OUT:

When your boxes return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. If not provided by your Representative, shipping labels are available at the **CSI *etc.* Service Desk**.

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CSI *etc.* Service Desk** once you are packed & ready to ship.
- If you are using any outside carrier, including **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5 p.m. on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Bill of Lading.
- If outside carriers do not arrive to pick up shipments by the carrier check-in time of **5:30pm 3/22**, shipments will be forced on to one of our preferred carriers, or returned to the CSI warehouse (if applicable), with a fee charged at the exhibitors expense.
- The Venue must be cleared during move out; NO shipments can be left on the show floor for later pick-up.

All outbound carriers must be checked in no later than 5:30pm on 3/22/2016.

Official Onsite Carriers:



CSI *etc.* LOGISTICS - SHIPPING MADE EASY



Conference Services International
Expositions • Trade Shows • Conventions



Innovations in Testing Conference
Hilton Orlando Bonnet Creek
Orlando, Florida
March 20-23, 2016

www.meetcsi.com

OUTBOUND SHIPPING INSTRUCTIONS

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS FREE SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: EXHIBITING COMPANY NAME: _____ BOOTH: _____
 HILTON ORLANDO BONNET 14100 Bonnet Creek Resort Lane
 CREEK'S ADDRESS: _____
 Orlando, FL 32821

SHIPPING DESTINATION 1:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____

 CITY, STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

SHIPPING DESTINATION 2:

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____

 CITY, STATE ZIP
 PHONE: _____ ATTN: _____

ENTER DESIRED # OF SHIPPING LABELS _____

Please Check Mark Desired Method of Shipment Below:

Your Carrier: CSI etc. Logistics Other: _____

Type of Service:	Delivery Method:	Special Requirements:	Delivery Hours (4 hr window):
<input type="checkbox"/> Ground	<input type="checkbox"/> Next Day	<input type="checkbox"/> Inside Delivery	_____
<input type="checkbox"/> Air	<input type="checkbox"/> 2 nd Day	<input type="checkbox"/> Residential	
	<input type="checkbox"/> Deferred Delivery	<input type="checkbox"/> Lift gate	
	<input type="checkbox"/> Ground	<input type="checkbox"/> Other: _____	

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CSI etc. Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CSI etc. Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on in house carrier will incur a return to warehouse fee of \$15.00 per 100 weight; with a \$250.00 minimum charge. CSI etc. does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason. If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur a storage fee.

INSTALLATION AND DISMANTLE LABOR ORDER FORM

LABOR RATES	Per person/ Hour Rate	Per person/ Hour Rate	Per person/ Hour Rate	Labor Hours
	<u>Discount</u>	<u>Standard</u>	<u>Floor</u>	
Straight Time	\$83.00	\$96.00	\$111.00	Monday-Friday, 8:00 am to 4:30 pm Monday-Friday, 4:30 pm to Midnight,
Overtime	\$125.00	\$144.00	\$167.00	Saturday – Sunday 8:00 am to Midnight
Double Time	\$166.00	\$192.00	\$222.00	All days Midnight to 8:00 am & All Observed Union Holidays

One hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments

SUPERVISION OPTIONS

CSI etc. – Supervision

Supervision is provided by CSI etc. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for each installation & each dismantle. Booth instructions with diagrams are required.

EXHIBITOR – Supervision

All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CSI etc. Service Desk to start labor.

Exhibitor assumes the responsibility and any liability arising from the work performed by union labor under Exhibitor Supervision.

ESTIMATED LABOR ORDER							
	DATE	TIME	NUMBER OF LABORER'S	SUPERVISION <small>Please indicate, CSI or Exhibitor Supervision</small>	ESTIMATED # OF HOURS	RATE	SUBTOTAL
INSTALLATION	_____	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____	_____
Total Due							_____

Tools or equipment needed i.e.; ladder, drill etc. _____

Please estimate the number of workers and hours per workers needed for installation and dismantle.
 Hours will be calculated to actual hours worked to the original estimate and based upon date received.
 Additional labor required will be calculated and invoiced at show site rates.

TERMS & CONDITIONS To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.	Sub Total (Estimate)	\$
	Sales Tax 6.5%	Not Applicable
	3% Fee	\$
	Total	\$

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____

Contact: _____
 Fax: _____



Conference Services International
Expositions • Trade Shows • Conventions



Innovations in Testing Conference
Hilton Orlando Bonnet Creek
Orlando, Florida
March 20-23, 2016

www.meetcsi.com

IN BOOTH FORK LIFT LABOR

FORKLIFT RATES	Hour Rate (Forklift & Operator)	Hour Rate (Forklift & Operator)	Labor Hours
	<u>Discount</u>	<u>Standard</u>	
Straight Time	\$153.00	\$175.95	Monday-Friday; 8:00 am to 4:30 pm
Overtime	\$229.50	\$263.92	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight
Double Time	\$306.00	\$351.90	All days Midnight to 8:00 am & All Observed Union Holidays

All orders place on show site are 30% above Regular Rate Listed.

One hour minimum charge per Forklift. Thereafter, labor is charged in ½ hour increments

HELPER RATES (to spot machinery)			
	<u>Discount</u>	<u>Standard</u>	
Straight Time	\$83.00	\$96.00	Monday-Friday; 8:00 am to 4:30 pm
Overtime	\$125.00	\$144.00	Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight
Double Time	\$166.00	\$192.00	All days Midnight to 8:00 am & All Observed Union Holidays

All orders place on show site are 30% above Regular Rate Listed.

One Hour Minimum charge per Helper. Thereafter, labor is charges in ½ hour increments

FORKLIFT ORDER						
	NUMBER OF FORKLIFTS	WEIGHT	NUMBER OF HELPERS	DATE	TIME	APPROX HOURS
INSTALLATION	_____	_____	_____	_____	_____	_____
DISMANTLE	_____	_____	_____	_____	_____	_____
DESCRIPTION OF WORK TO BE DONE			SPECIFY OTHER EQUIPMENT NEEDED			
Spotting of equipment			____ Straps(call for quote)			
Installation/Dismantle of Header			____ Chains (Call for quote)			
Other _____			____ Fork Extensions			
			____ Crane (call for quote)			
			____ Cage (call for quote)			

Please provide the onsite contact information:

Name: _____

Phone Number: _____

TERMS & CONDITIONS	
To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.	Subtotal: \$ _____
	Sales Tax: Not Applicable
	3% Fee: \$ _____
	Total: \$ _____

Exhibitor Information

Company Name: _____

Phone: _____

Booth Number: _____

Contact: _____

Fax: _____

CUSTOM SIGN ORDER FORM

Size (one color) (10 words max on White Stock)		LETTER COLOR	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
7" X 11"	Horizontal ___ Vertical ___	_____	_____	\$32.00	\$44.00	_____
7" x 44"	Horizontal ___ Vertical ___	_____	_____	\$38.00	\$49.00	_____
11" x 14"	Horizontal ___ Vertical ___	_____	_____	\$44.00	\$56.00	_____
14" x 22"	Horizontal ___ Vertical ___	_____	_____	\$49.00	\$72.00	_____
22" x 28"	Horizontal ___ Vertical ___	_____	_____	\$82.00	\$105.00	_____
28" x 44"	Horizontal ___ Vertical ___	_____	_____	\$121.00	\$159.00	_____

DIGITAL SIGNS – CSI etc. has full service capabilities for the reproduction of digital graphics. Our capabilities include, but are not limited to, four-color, photo quality, high resolution digital printing, any size banners, exhibit graphics, carpet graphics, and more.

DIGITAL SIGNS (four color)			DISCOUNT RATE	STANDARD RATE	TOTAL
_____	x	_____ = _____	\$15.75 sq. ft.	\$21.00 sq. ft.	_____
Length		Width Square foot			

Design Rate (per hour) is \$75.00. This is charged if design copy needs to be manipulated in any way.

BANNERS

_____	x	_____ = _____	\$12.50	\$15.75	_____
Length		Width Square foot		Single Sided	
_____	x	_____ = _____	X 2 \$12.50	\$15.75	_____
Length		Width Square foot		Double Sided	

Please contact CSI etc. for art requirements, material options, or special quotes.

TERMS & CONDITIONS

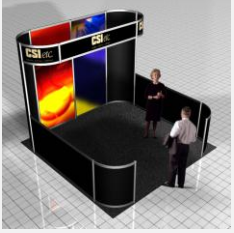
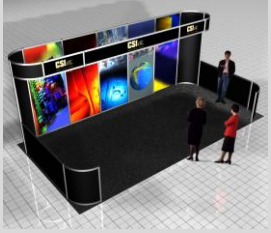
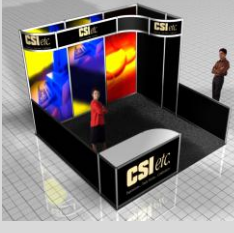
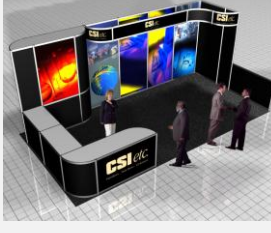

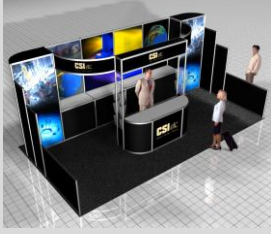
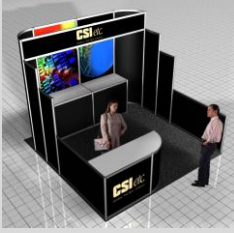


To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016.
 orders will be charged at 50% of total if cancelled within 30 days of move-in.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
 No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

Sub Total	\$
Sales Tax 6.5 %	\$
3% Fee	\$
Total:	\$

Exhibitor Information

Company Name: _____ **Contact:** _____ **Booth Number:** _____
Phone: _____ **Fax:** _____

CUSTOM RENTAL DISPLAYS

	Discount Price	Standard Rate		Discount Price	Standard Rate
 CSI 1 QTY _____	\$1,450.00	\$1,950.00 Please call for graphics quotes	 CSI 5 QTY _____	\$2,900.00	\$3,400.00 Please call for graphics quotes
 CSI 2 QTY _____	\$1,750.00	\$2,250.00 Please call for graphics quote	 CSI 6 QTY _____	\$3,400.00	\$3,700.00 Please call for graphics quote
 CSI 3 QTY _____	\$1,950.00	\$2,450.00 Please call for graphics quote	 CSI 7 QTY _____	\$3,900.00	\$4,400.00 Please call for graphics quote
 CSI 4 QTY _____	\$2,450.00	\$2,950.00 Please call for graphics quote	 CSI 8 QTY _____	\$9,500.00	\$10,000.00 Please call for graphics quote
Standard Booth Includes: <ul style="list-style-type: none"> • Booth Carpet • White or Black Hard Wall Panels • Header with Color Artwork • Delivery to Show Site • Drayage, to Booth Location • Installation/Dismantle Labor • Call for other color options 			 CSI 9 QTY _____	\$10,500.00	\$11,000.00 Please call for graphics quote

RENTAL DISPLAY COUNTERS & ACCESSORIES



1 Meter Counter, white, black or gray panels

QTY	RATE	RATE	TOTAL
	\$324.00	\$389.00	



1 Meter Counter, with Custom Graphics

	\$461.00	\$553.00	
--	----------	----------	--



1 1/2 Meter Counter, white, black, or gray panels

	\$490.00	\$563.50	
--	----------	----------	--



1 1/2 Meter Counter, with Custom Graphics

	\$691.00	\$829.00	
--	----------	----------	--



2 Meter Counter, white, black, or gray panels

	\$654.00	\$785.00	
--	----------	----------	--



2 Meter Counter, with Custom Graphics

	\$924.00	\$1,109.00	
--	----------	------------	--



Curved Counter. Call for Graphics Quote

		\$489.52	
--	--	----------	--



Computer Work Station. Call for Graphics Quote

		\$650.00	
--	--	----------	--



Reception Counter. Call for Graphics Quote.

		\$500.00	
--	--	----------	--



POP UP RENTAL DISPLAY - 10' Curved Backwall Display, with Velcro compatible fabric panels.
Included: One Case Table and 3 spotlights. Call for Graphics Quote

		\$825.00	
--	--	----------	--

Note: All Counters come with one (1) shelf. Locking doors are also available. Please call for pricing

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016.
 orders will be charged at 50% of total if cancelled within 30 days of move-in.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.



Sub Total (Estimate)	\$
Sales Tax 6.5%	\$
3% Fee	\$
Total	\$

Exhibitor Information







Company Name: _____
Phone: _____

Booth Number: _____
Contact: _____
Fax: _____

SLATWALL & GRIDWALL ORDER FORM

	DESCRIPTION	QTY	DISCOUNT	STANDARD	SUBTOTAL
	1 Meter by 8ft High Slat wall		\$75.00	\$90.00	
	2' x 8' Grid Wall		\$75.00	\$90.00	
	2'x 6' Grid Wall		\$70.00	\$84.00	

ACCESSORIES FOR SLATWALL & GRIDWALL

	Gridwall & Slatwall Brackets (per set of 2)		\$10.00	\$12.00	
	Gridwall & Slatwall Hooks (per hook)		\$5.00	\$6.00	
	10" Shelf for both Gridwall & Rental Display Booths.		\$12.00	\$14.00	
	Light - 75 watt black armlight.		\$25.00	\$30.00	
	Half Page Holder		\$15.00	\$17.00	
	Full Page Holder		\$17.00	\$21.00	

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by Friday, March 4, 2016. orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). **No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.**

Sub Total (Estimate)	\$
Sales Tax 6.5%	\$
3% Fee	\$
Total	\$

Exhibitor Information

Company Name: _____
 Phone: _____

Booth Number: _____

Contact: _____
 Fax: _____

ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

Advance Payment Deadline Date: 03/07/15

E M

COMPANY:		BTH #	
EVENT:	ATP		
FACILITY:	HILTON ORLANDO BONNET CREEK		
DATES:	MARCH 20-23		

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1.5 hour for installation & 1 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

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

24 HOUR SERVICES

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

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

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

CANCELLATIONS

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

TERMS & CONDITIONS

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

Form 90/210-121514 OR

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	150.00	225.00	_____
2000 WATTS (20 AMPS)	_____	_____	210.00	315.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	325.00	490.00	_____
30 AMPS	_____	_____	395.00	595.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	720.00	1080.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	450.00	675.00	_____
30 AMPS	_____	_____	540.00	810.00	_____
60 AMPS	_____	_____	760.00	1140.00	_____
100 AMPS	_____	_____	1000.00	1500.00	_____
200 AMPS	_____	_____	1500.00	2250.00	_____
400 AMPS	_____	_____	2800.00	4200.00	_____
LIGHTING					
150 WATT FLOOD LIGHT	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT	_____	_____	100.00	150.00	_____

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

15' EXTENSION CORD	_____	25.00	_____
POWER STRIP	_____	30.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	70.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	130.00	_____

SUB TOTAL		
24% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR		
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: 6.5% SALES		
PLACE TOTAL HERE		
PRINT NAME:		
AUTHORIZED SIGNATURE:		DATE:
EMAIL:		PHONE:

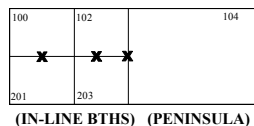
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

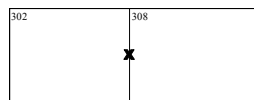
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

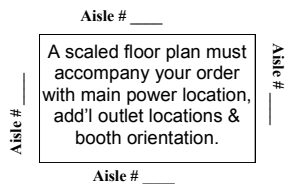
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



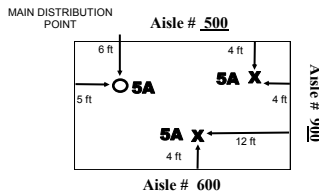
(IN-LINE BTHS) (PENINSULA)



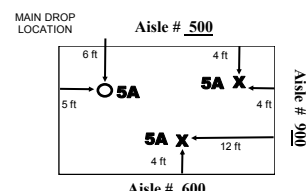
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 03/07/15



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO, INC

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819
 Phone: (407) 854-9991 Fax: (407) 854-9992
 Support@edlenelectrical.com

COMPANY:		BTH #	
EVENT:	ATP		
FACILITY:	HILTON ORLANDO BONNET CREEK		
DATES:	MARCH 20-23		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Please indicate form of payment below.

CREDIT CARD

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

COMPANY CHECK

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

VISA **MASTER CARD** **AMX**

CHECK AND CREDIT CARD INFORMATION

CHECK #											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL ADDRESS:								THIRD PARTY: YES or NO			
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE											
ADDRESS:				CITY:				ST:		ZIP:	

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
SUB TOTAL	
24% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	



Event Name:										Company Name:											
Contact Name:										Phone:											
Email:										Name on CC:											
Credit Card #																				Exp Date:	
Signature:										Billing Zip:					Security Code:						

If paying by check, PLEASE CALL before mailing – 407.597.3839

Service Information – REQUIRED (additional spec space on page 2 if needed)				
Install Date		Install Time		AM or PM
Removal Date		Removal Time		AM or PM
Booth # (exhibitors):		Room Location(s):		

Internet and Networking Services

Basic Wireless Internet Services *	QTY	Price	Total
Single Day Roaming (1 access code per device, non-transferable, 1 day)		\$99.00	
Event Roaming (1 access code per device, non-transferable, up to 5 days)		\$249.00	
Event Roaming Package A (10 access codes, non-transferable, up to 5 days)		\$1,295.00	
Event Roaming Package B (25 access codes, non-transferable, up to 5 days)		\$2,895.00	
Event Meeting Room (up to 20 users, 1 location, up to 5 days)		\$1,295.00	

***Each wired or wireless connection will receive a MAXIMUM speed of up to 3 Mbps. Speed is NOT guaranteed.**

Wireless codes CANNOT be transferred between devices once they have been activated.

ROAMING ALLOWS FOR ACCESS WITHIN THE CONVENTION SPACE ONLY – DOES NOT INCLUDE GUEST ROOMS.

Basic Wired Internet Services *	QTY	Price	Total
Single Day Wired Initial Connection (1 day, per device / IP)		\$249.00	
Event Wired Initial Connection (up to 5 days, per device / IP)		\$695.00	
-Additional Wired Connection (per device / IP)		\$200.00	

***Each wired or wireless connection will receive a MAXIMUM speed of up to 3 Mbps. Speed is NOT guaranteed.**

ADVANCED Dedicated Bandwidth Services (call for additional custom pricing)	QTY	Price	Total
Single Day Dedicated 5 Mbps		\$1,399.00	
Event Dedicated 5 Mbps (up to 5 days)		\$6,995.00	
Wireless Access Point (does not include internet access)		\$395.00	
LAN room connection (does not include access to internet)		\$200.00	
Private VLAN		\$500.00	

- **Single Day and Event Basic Services cannot be combined.** ALL **Event** services are valid for a maximum of 5 calendar days.
- **Prices effective through 2015** and are subject to change without notice. Please call to verify rates.
- **After-hours service** (before 7 a.m. and after 6 p.m.) will incur a \$200.00 per service-hour charge.
- **POP-UP orders** will incur a \$100.00 fee.
- **Orders cancelled** with less than forty-eight (48) hours notice will incur a 50% cancellation fee.



Waldorf Astoria Orlando/Hilton Orlando Bonnet Creek **INTERNET Order Form**
 Services provided by our Internet Partner, XpoNet
 Attention: XpoNet Event Coordinator
 Phone 407.597.3839 - Fax 407.641.8455 - wahbc@xponet.net
ONSITE Technical Support Phone - 407.674.2689
 14200 Bonnet Creek Resort Lane, Orlando FL, 32821

TERMS AND CONDITIONS

PLEASE NOTE: WIRELESS ACCESS POINTS MAY NOT BE INSTALLED ON PROPERTY WITHOUT THE WRITTEN CONSENT OF XPONET

1. **Payment must be received prior to installation date.**
2. **Use of Network Connection.** The network attachment to be provided by XpoNet may be used only by the directors, officers and employees of company, and its agents and consultants while performing services for company and cannot be resold or distributed to other companies. The services being provided by XpoNet will facilitate communications between the company's authorized users and the entities reachable through the national Internet. Users of XpoNet services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. Users of XpoNet services shall not disrupt any of the XpoNet networks or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the XpoNet networks or other associated networks. XpoNet networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
3. **No Warranties; Limitation of Liabilities.** XPONET DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND. SPECIFICALLY, THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the XpoNet network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of Company. Similarly, these protocols provide for end to end verification of the receipt of all of the data that is transmitted. XpoNet will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of XpoNet, or other losses or damages. Use of information obtained via the services provided hereunder is at Company's own risk. Company is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the XpoNet network and (b) assuring that each message Company sends or receives has been received. XpoNet does not guarantee the performance, routing, or throughput, either express or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

SPECIAL INSTRUCTIONS / BOOTH DIAGRAM:

2015 Exhibitors Audio Visual Form



flawless performance. dramatic results.

Client Name: _____

Event Name: _____

Event Dates: _____ to _____

Start time: _____ End time: _____

Booth Name / Number _____

**Deadline for submission to receive the advance daily rate is
21 business days before load in**

Monitors	Advance Daily Rate	On Site Rate	Qty	Days	Total
17"-20" Monitor	\$145.00	\$200.00			
46" Monitor on Floor Stand	\$600.00	\$650.00			
52" Monitor on Floor Stand	\$600.00	\$650.00			
63" Monitor on Floor Stand	\$935.00	\$950.00			

Projection Equipment	Advance Daily Rate	On Site Rate	Qty	Days	Total
Tripod Screen	\$85.00	\$115.00			
3K LCD Projector	\$505.00	\$555.00			
LCD Support Package	\$175.00	\$210.00			
LCD Package	\$680.00	\$740.00			

Video Accessories	Advance Daily Rate	On Site Rate	Qty	Days	Total
DVD Player	\$95.00	\$125.00			
Blu-ray Player	\$145.00	\$175.00			
Laptop w/ Windows 7	\$245.00	\$275.00			
Wired Keyboard	\$25.00	\$45.00			
Wired Mouse	\$25.00	\$45.00			
VGA Cable	\$25.00	\$35.00			
10' HDMI Cable	\$50.00	\$60.00			
Wireless Advancer	\$55.00	\$75.00			
Laser Pointer	\$55.00	\$75.00			
34" Skirted Roll Cart	\$35.00	\$55.00			
52" Skirted Roll Cart	\$55.00	\$75.00			
Apple TV	\$50.00	\$70.00			

Audio Equipment	Advance Daily Rate	On Site Rate	Qty	Days	Total
Powered Speaker on Stand	\$140.00	\$160.00			
Small Powered Speaker	\$90.00	\$115.00			
Wired Hand Held	\$70.00	\$90.00			
Wireless Hand Held	\$205.00	\$225.00			
Wireless Lavalier	\$205.00	\$225.00			
CD Player	\$80.00	\$115.00			
iPod Connection w/ Small Powered Speaker	\$230.00	\$250.00			
Sound System w/ 2 Speakers & 1 Wired Microphone	\$450.00	\$500.00			
Sound System w/ 2 Speakers & 1 Wireless Microphone	\$575.00	\$625.00			

Miscellaneous Accessories	Advance Daily Rate	On Site Rate	Qty	Days	Total
Flip Chart w/ Markers	\$75.00	\$100.00			
Whiteboard w/ Markers	\$75.00	\$100.00			

Total Equipment Rental	\$
24% Service Charge*	\$
<small>* Includes set-up & removal of Presentation Services Equipment</small>	
6.5% Sales Tax	\$
<small>On Equipment and Service Charge</small>	
Grand Total =	\$

PAYMENT INFORMATION

Cardholder Name: _____

Card Number: _____ Exp Date: ____/____

Billing Address: _____

Zipcode: _____

E-mail: _____

Authorized Signature: _____

Please e-mail your audio visual requests to
Sales.Bonnet.Creek@psav.com
 For the technical assistance, please call our Manager on
 Duty at **(407) 641-7066**

