

WESTERN EVENT SERVICE

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

CONVENTION SERVICE · SPECIAL EVENT DECOR · SET DESIGN · PRODUCTION

CWEA 2012 Annual Conference Exhibits

Sacramento Convention Center
April 17 - 20, 2012

MEMO TO ALL EXHIBITORS:

Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please examine them carefully and select the proper forms for your needs. To avoid 30% or higher late charges, all orders must be received at least 2 weeks prior to the shows installation date. Full payment must be included with the order to take advantage of pre-order prices.

The last day we will honor Advance Order Prices for this show will be Tuesday, April 3rd.

The standard booth for this show will be 10' wide by 10' deep, with royal blue and forest green drape, with the floor of the exhibit booth carpeted in gray carpet.

Each booth will include the following basic equipment:

1 - Exhibitor ID Sign	1 - 6' Draped Table
2 - Chairs	1 - Wastebasket
1 - 500 Watt Electrical Outlet	1 - Booth Carpet

SHOW HOURS:

Exhibitor move-in:	10:00 AM – 5:00 PM	Tuesday, April 17 th
	8:00 AM – 12:00 PM	Wednesday, April 18 th
Show open:	2:00 PM – 7:00 PM	Wednesday, April 18 th
	12:00 PM – 6:30 PM	Thursday, April 19 th
Dismantle complete by:	10:00 PM	Thursday, April 19 th

EXHIBITORS - Please note the following important information:

All freight, vehicles, and crated exhibit materials must be moved in on Tuesday, April 17th. All other booth delivery, set-up, and assembly must be completed no later than 11:00 AM, on Wednesday April 18th to allow for final exhibit hall cleaning prior to the opening of the show. If you feel you will require more time than the schedule allows for your booth setup, please contact us so that we can address your needs. Additional charges will be incurred should you need freight moved in on Wednesday, April 18th.

CWEA 2012 Annual Conference

Exhibitor Information

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DECORATOR UNION INFORMATION:

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

INSURANCE:

Neither Show Management, any Show Management Contractor or the facility assumes responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

SHIPPING INFORMATION:

YRC Freight Service will serve as the Official Freight Service Company for this show. Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to our warehouse, to be included with our delivery to the show. Western Event Service and YRC will have priority at, and control of the loading dock at all times.

Advance freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

ADVANCE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

C/o YRC Freight Service
3210 52nd Avenue
Sacramento, CA 95823

Must Arrive No Later Than: Friday, April 13th.

Freight sent to the above address that arrives after **Friday, April 6th** will be accepted, but will be charged at the Late Freight handling rates.

The last date we can accept Advance Freight for this show is Friday, April 13th.

CWEA 2012 Annual Conference

Exhibitor Information

Page 3.

Please do not ship your Advance Freight directly to the Sacramento Convention Center. They are unable to accept and store Advance Exhibitor Freight and will refuse Exhibitor freight unless delivered during the scheduled move-in times for the show.

Please use the following address for freight sent to arrive during the move-in hours of the show:

SHOW-SITE FREIGHT shipping address:

TO: CWEA Annual Conference
FOR: Exhibitor Name Booth #

c/o Sacramento Convention Center
Loading Dock
1400 "J" Street
Sacramento, CA 95814

TO ARRIVE NO EARLIER THAN: 4/17/2012

TEAMSTER UNION INFORMATION

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning electrical, decorating services or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. If we can be of further help please feel free to call us at (510) 430-0510.

Please visit us @ www.WesternEventService.com for additional Information.

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Booth #

VEHICLE DISPLAY FORM

All Vehicles that will be displayed on the Exhibit Hall floor must adhere to the following conditions:

- 1.) A copy of this form must be completed and returned to Western Event Service (WES) for each vehicle. Upon receipt of this form WES assign a move-in time for each vehicle and will confirm that time with the Exhibitor. If a vehicle misses its assigned move-in time, it may not be possible to locate the vehicle on the Exhibit Hall floor. If a vehicle misses its assigned move-in time, there may be additional charges incurred in addition to those listed below.
- 2.) All Vehicles will be charged a Vehicle Spotting fee, with a minimum fee of \$75.00.
- 3.) All vehicles displayed on the Exhibit Hall floor must have under vehicle protection for the entire vehicle, including tires, in order to protect the facility carpeting. This may be provided by the Exhibitor or ordered below.
- 4.) Fire Marshall Regulations Regarding Vehicles on Display:
Vehicles (CFC 314.4): Liquid or gas fueled vehicles, boats or other motor craft shall not be located indoors except as follows:
 - a) Batteries are disconnected once the vehicle is positioned in the booth.
 - b) Fuel in fuel tanks does not exceed one quarter tank or 5 gallons (19L) (whichever is least).
 - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d) Vehicles are not to be fueled or de-fueled while within the building.
 - e) No ignition source is allowed within 20 feet of the vehicles. Ignition sources include, but are not limited to, candles, motors, space heaters.
 - f) Vehicles shall not block exit doors. All exit doors to be accessible with a clearance of 44 inches. Exit doors to remain unlocked during public occupancy.

Description of vehicle to be displayed on the show floor, please include dimensions;

- I will provide my own under vehicle protection to the decorator for install; please note that there will be a minimum 1 hour labor charge for installation and dismantle.
- I will require under vehicle protection to be provided by the decorator; please note that visqueen floor covering will be installed, and dismantled, at the rate of \$0.75 per square foot for this service.
- Vehicles will be placed in booth numbers _____, please diagram the planned layout of your booth(s) in the following space:

Labor for install & dismantle of customer provided floor covering (minimum \$88.00)		\$ _____
_____ sq.ft of WES floor covering @ \$0.75 per sq.ft. =		\$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____
 Address: _____ City/St.: _____ Zip: _____
 By (Signature): _____ Print Name: _____

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Booth #

BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$ 86.00	\$116.00	\$ _____
_____ 4' Long Undraped Table	\$ 43.00	\$ 58.00	\$ _____
_____ 6' Long Draped Table	\$ 96.00	\$130.00	\$ _____
_____ 6' Long Undraped Table	\$ 48.00	\$ 65.00	\$ _____
_____ 8' Long Draped Table	\$106.00	\$144.00	\$ _____
_____ 8' Long Undraped Table	\$ 53.00	\$ 74.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$ 35.00	\$ 48.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$106.00	\$144.00	\$ _____
_____ 4' Long Undraped Counter	\$ 58.00	\$ 74.00	\$ _____
_____ 6' Long Draped Counter	\$126.00	\$162.00	\$ _____
_____ 6' Long Undraped Counter	\$ 63.00	\$ 81.00	\$ _____
_____ 8' Long Draped Counter	\$136.00	\$184.00	\$ _____
_____ 8' Long Undraped Counter	\$ 68.00	\$ 92.00	\$ _____
_____ Drape 4 th side 4' - 6' - 8'	\$ 40.00	\$ 54.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum
Forrest Green White Teal Burgundy Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ Molded Side Chair	\$ 29.00	\$ 38.00	\$ _____
Color: Charcoal or White			
_____ Molded Arm Chair	\$ 32.00	\$ 42.00	\$ _____
Color: Charcoal or White			
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 60.00	\$ 82.00	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 48.00	\$ 62.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 58.00	\$ 76.00	\$ _____
_____ 4' x 4' Tackboard	\$ 54.00	\$ 70.00	\$ _____
_____ 4' x 8' Tackboard	\$ 70.00	\$ 90.00	\$ _____
_____ 4' x 8' Pegboard	\$ 70.00	\$ 90.00	\$ _____
_____ Literature Stand	\$ 52.00	\$ 70.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$110.00	\$140.00	\$ _____
_____ Velcro Panels - with lights	\$130.00	\$160.00	\$ _____
_____ Showcases (48' Wide)			
<input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____	\$ _____	\$ _____	\$ _____

Total Due: \$ _____

**Late Order Rates Will Apply To All Orders Received
Less Than Two Weeks Prior to Exhibitor Installation**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St: _____ Zip: _____

By (Signature): _____ Print Name: _____

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1970 Williams Street
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Booth #

CARPET

STANDARD CARPET

STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$150.00	\$195.00	\$ _____
_____ 9' x 20'	\$270.00	\$350.00	\$ _____
_____ 9' x 30'	\$390.00	\$506.00	\$ _____
_____ 9' x 40'	\$510.00	\$662.00	\$ _____
_____ For longer lengths, add \$120 per 10'			\$ _____

Colors (Circle One): **Blue** **Red** **Gray** **Black**
Teal **Burgundy** **Show Color**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes.

STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.

Please Note: May not be available as floor order.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$2.00 sq.ft. x _____ sq.ft. = \$ _____

CARPET PADDING

STANDARD SIZES	ADVANC ORDER	LATE ORDER	
_____ 9' x 10'	\$ 80.00	\$118.00	\$ _____
_____ 9' x 20'	\$180.00	\$234.00	\$ _____
_____ 9' x 30'	\$270.00	\$350.00	\$ _____
_____ 9 x 40'	\$360.00	\$468.00	\$ _____
_____ For longer than 40', add \$70 per 10'			\$ _____

CARPET PADDING – Custom Sizes

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$1.50 sq.ft. X _____ sq.ft. = \$ _____

VISQUEEN Carpet Covering/Protection

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$0.55 sq.ft. X _____ sq.ft. = \$ _____

DELUXE CARPET

DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = _____ X _____ = _____ square feet.

RENTAL PRICE: \$4.00 sq.ft. x _____ sq.ft. = \$ _____

DELUXE CARPET COLOR

- Berry
- Black
- Blue Mist
- Burgundy
- Crème
- Colony Blue
- Charcoal
- Emerald
- French Beige
- Grey Pearl
- Navy
- Peacock
- Plum
- Red
- Silver Cloud
- White

PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior to show opening date will be charged 100% of order.

TOTAL CARPET ORDER \$ _____

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

**LATE ORDER RATES APPLY FOR ALL ORDERS
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Booth #

DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

LABOR RATES \$ 88.00 per hour straight-time (One hour minimum per person)
\$132.00 per hour overtime (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 4:30 p.m. weekdays
Overtime = All other hours.

O.K. TO PROCEED – Exhibitor need not be present, please begin as soon as possible.

Western Event Service will proceed with your display set up unless instructed otherwise.
Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

- Plans included with this order, proceed without exhibitor.
- Plans with exhibit, proceed without exhibitor. Plans in case / crate # _____.
- Executive supervision is available on request for an additional charge of 25% of the total labor charges.

DO NOT PROCEED – Exhibitor will call for labor and supervise workers.

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM - PM

PLEASE NOTE: A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: _____ Local Phone # _____

LABOR RECAP

Number of laborers to install on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to install on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Number of laborers to dismantle on straight-time: _____ x Estimated hours: _____ = _____ hours @ ST

Number of laborers to dismantle on overtime: _____ x Estimated hours: _____ = _____ hours @ OT

Total ST Hours _____ x \$ 88.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Total OT Hours _____ x \$132.00 = \$ _____ + 25% supervision (if applicable) \$ _____ = \$ _____

Your final bill will be for the total hours actually provided.
Hours will be billed in ¼ hour increments after the 1st hour.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

Total Due for Labor \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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Booth #

ELECTRICAL

ELECTRICAL SERVICE – Basic lighting or power outlets, includes labor.

QUANTITY		ADVANCE ORDER	LATE ORDER	
_____	Single Outlet 500 watts or less	\$ 88.00	\$124.00	\$ _____
_____	Single Outlet 1000 watts or less	\$150.00	\$210.00	\$ _____
_____	Single Outlet 1500 watts or less	\$194.00	\$272.00	\$ _____
_____	Single Outlet 2000 watts or less	\$238.00	\$333.00	\$ _____
_____	150 watt Floodlight on 8' upright	\$ 45.00	\$ 58.00	\$ _____
_____	Double 150 watt floodlight on 8' upright	\$ 60.00	\$ 80.00	\$ _____
_____	3 – wire x 25' Extension cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet power strip	\$ 16.00	\$ 20.00	\$ _____

POWER & MOTOR OUTLETS

Description	120 volt			208 volt Single Phase			208 volt 3 Phase			Total
	Quantity	Advance	Late	Quantity	Advance	Late	Quantity	Advance	Late	
Up to 10 Amp Service		\$160	\$224		\$180	\$234		\$234	\$304	
15 Amp Service		\$204	\$286		\$254	\$330		\$330	\$429	
20 Amp Service		\$248	\$348		\$308	\$400		\$400	\$520	
30 Amp Service	NA	NA	NA		\$355	\$460		\$460	\$598	
40 Amp Service	NA	NA	NA		\$405	\$526		\$526	\$683	
_____ Amp Service	NA	NA	NA							
Motor Connection Cord – Exhibitor Must Provide Female Plug if Required					\$30	\$40		\$30	\$40	

For above 40 Amps, add \$10 per amp for 208v single phase and \$30 per amp for 208volt three phase.

LATE ORDER RATES WILL APPLY FOR ALL ORDERS NOT RECEIVED AND PAID IN FULL 2 WEEKS PRIOR TO SHOW!

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

For outlets that require
24 hour service, add
100 % of standard rate: \$ _____

Total Electrical \$ _____

Connections requiring additional labor for installation and dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the ELECTRICAL LABOR order form for your additional labor needs.

OUTLET LOCATION AND DISTRIBUTION – You will need to designate a location for each outlet ordered. All distribution will be done on a time and materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time and materials. Designate your outlet locations on our ELECTRICAL LABOR order form.

✓ All inline booth outlets will be installed on the floor, at the rear of booth along the booth backwall drape line, unless you direct us otherwise. Any location within the booth, other than along the backwall line, will require additional Labor

✓ Island Booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.

Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. WES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and approximately 30 minutes after show close each day.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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ELECTRICAL LABOR

- NO Labor Needed** – Place Electrical Along Booth Backwall Line.
- Exhibitor Will Supervise Electrical Installation** (Do Not Proceed)
Exhibitor will call of labor at: Date: _____ Time: _____
All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.
- OK to Proceed – Complete No Later Than:** Date: _____ Time: _____
All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.

Carpet has been ordered from WES.
 Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes: _____

HOURLY RATES

- Straight-Time: \$86.00 per hour = 8:00 a.m. – 4:30 p.m. Monday through Friday.
- Overtime: \$144.00 per hour = All other times, including observed union holidays.

LABOR CALCULATOR

INSTALLATION: _____ X _____ X _____ = \$ _____
of Men # of Hours Hourly Rate

DISMANTLE: _____ X _____ X _____ = \$ _____
of Men # of Hours Hourly Rate

TOTAL ESTIMATED LABOR COST = \$ _____

Exhibitor Company: _____ Tel.: _____ Date: _____
 Address: _____ City/St.: _____ Zip: _____
 By (Signature): _____ Print Name: _____

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Booth #

PLANT & FLORAL

Standing Plants in Quality Baskets:

___ Ficus ___ Philodendron ___ Palm ___ Dracaena



Weeping Fig Braided
Ficus benjamina

QUANTITY	HEIGHT	PRICE	TOTAL AMOUNT
	2' - 3'	\$60.00	
	4' - 5'	\$80.00	
	6' - 7'	\$100.00	



Split-leaf Philodendron
Monstera deliciosa

Hedging and Topiary

QUANTITY	ITEM & HEIGHT	PRICE	TOTAL AMOUNT
	Wax leaf hedge 36" tall	\$10. Per foot	
	Ficus Topiary 3 Globe 6'	\$75.00	

Table Plants

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Seasonal Potted Flowers	\$28.00	
	Chrysanthemum	\$25.00	
	Boston Fern 6"-16" spread	\$25.00	
	Boston Fern 8"-24" spread	\$30.00	



Kentia Palm
Howeia forsteriana

FLORAL

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Designer Floral Arrangement	\$50-\$200	
	Carnation Boutonniere (6 min)	\$10.00	
	Rose Corsage (6 min)	\$15.00	



Dragon Tree
Dracaena marginata

Sub-total = \$ _____

Add 30% for orders received less that 2 weeks prior to show = \$ _____

TOTAL DUE = \$ _____

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WATER & UTILITY SERVICE

Compressed Air -	90 – 100 Lbs. PSI		<i>Pre-Order</i>	<i>On Site Order</i>
_____ Service Charge for first outlet a rear of booth			\$300.00	\$390.00
_____ Each additional outlet			\$175.00	\$230.00
_____ Number of connections: SIZE _____			\$ 80.00	\$104.00

Plumbing Contractor not responsible for moisture, oil or water in lines, or loss of flow or drop in pressure. Exhibitor must supply filters, driers or other required equipment.

Water — ½" & ¾" Connections

_____ Service Charge for first outlet a rear of booth			\$270.00	\$355.00
_____ Each additional outlet			\$170.00	\$220.00
_____ Number of connections: SIZE _____			\$ 80.00	\$104.00
_____ PSI Require _____				
_____ GPM Required _____				

Pressure may vary. No Guarantees can be made of minimum or maximum pressures. Exhibitor must Provide regulator valve or pressure pump if critical. Plumbing contractor not responsible for sediment.

Fill & Drain

_____ Fill & Drain	0 – 199 Gallons		\$150.00	\$195.00
_____ Fill & Drain	200 – 399 Gallons		\$200.00	\$260.00
_____ Fill & Drain	400 – Gallons and over		\$300.00	\$390.00

Labor – Charged in 1-hour increments, with a 1-hour minimum.

Labor as needed for connections, repairs to customers' equipment.

_____ Monday to Friday, 8:00 am – 4:00 pm (except Holidays) @ \$68.00 per hour				\$ _____
_____ All other hours, Saturday, Sunday & Holidays @ \$112.00 per hour				\$ _____

TOTAL Order \$ _____

For orders received less than 2 weeks prior to show move-in add 30% \$ _____

TOTAL DUE \$ _____

SPECIAL INSTRUCTIONS: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

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EXHIBIT RENTAL PACKAGES

BOOTH PACKAGES

QTY	DESCRIPTION	PRICE	COLOR	4 Color Graphic	1 Color Graphic	TOTAL
	Table Top Package # 1	\$ 475		<input type="checkbox"/> \$ 175	<input type="checkbox"/> \$ 160	\$
	Table Top Package # 2	\$ 475		<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 120	\$
	10' Backwall Package # 1	\$1,350		<input type="checkbox"/> \$ 250	<input type="checkbox"/> \$ 220	\$
	10' Backwall Package # 2	\$1,550		<input type="checkbox"/> \$ 195	<input type="checkbox"/> \$ 155	\$
	10' Backwall Package # 3	\$1,550		<input type="checkbox"/> \$ 265	<input type="checkbox"/> \$ 210	\$
	10' Backwall Package # 4	\$1,550		<input type="checkbox"/> \$ 125	<input type="checkbox"/> \$ 100	\$
	20' Backwall Package # 1	\$1,900		<input type="checkbox"/> \$ 595	<input type="checkbox"/> \$ 425	\$
	20' Backwall Package # 2	\$2,800		<input type="checkbox"/> \$ 240	<input type="checkbox"/> \$ 210	\$
	20' Backwall Package # 3	\$3,250		<input type="checkbox"/> \$ 335	<input type="checkbox"/> \$ 265	\$
	20' Backwall Package # 4	\$2,950		<input type="checkbox"/> \$ 525	<input type="checkbox"/> \$ 425	\$
	20' X 20' Island Booth # 1	\$5,850		<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,100	\$
	20' x 20' Island Booth # 2	\$5,850		<input type="checkbox"/> \$1,400	<input type="checkbox"/> \$1,400	\$

ACCESSORIES

QTY	ITEM	PRICE	COLOR	DESCRIPTION	TOTAL
	Single Wide Counter (1m wide x 19" deep)	\$ 300	White Black Gray	<input type="checkbox"/> 40" Tall	\$
	Double Wide Counter (1m wide x 19" deep)	\$ 385	White Black Gray	<input type="checkbox"/> 40" Tall	\$
	40" Tall Monitor Pedestal	\$ 155	White Black Gray	Internal shelf for CPU	\$
	40" Tall Monitor Pedestal with Keyboard Shelf	\$ 175	White Black Gray	Internal shelf for CPU	\$
	Square Table – 40"x 40"	\$ 235	White Black Gray	<input type="checkbox"/> 20" Tall <input type="checkbox"/> 40" Tall	\$
	Square Table – 20"x 20"	\$ 85	White Black Gray	20" Tall	\$
	Tower Package #1	\$1,750		<input type="checkbox"/> AV Screen (add'l \$100)	\$
	Tower Package # 2	\$1,750		<input type="checkbox"/> AV Screen (add'l \$100)	\$
					\$

Prices include delivery to show
and setup and dismantle labor.

SUB TOTAL	
30% Rush Charge	
Total Due	\$

NOTE: Prices do not include carpet, electrical, booth cleaning, and graphic design or art preparation. All orders must be pre-paid to guarantee delivery. No COD orders accepted. Cancellations must be made 7 days prior to first day of show setup, or 100% cancellation fee applies. All graphic orders are non-refundable after order is placed. Orders received less than 14 days prior to show setup are subject to a 30% RUSH charge. Orders may not be accepted less than 7 days prior to show. Customer assumes all responsibility for display and fixtures after delivery to booth.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2012
Sacramento Ctr
April 18-19, 2012



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

SIGN & BANNER HANGING

INCLUDES EQUIPMENT AND OPERATOR AND ONE ADDITIONAL HELPER
FOR INSTALL AND DISMANTLING OF HANGING SIGNS OR BANNERS

HIGH LIFT LABOR RATES

\$232.00 per hour straight-time (One hour minimum)
\$286.00 per hour overtime (One hour minimum)
\$340.00 per hour double-time (One hour minimum)

HELPER LABOR RATES — When additional personnel are required for large signs or difficult installations.

\$ 82.00 per hour straight-time (One hour minimum)
\$126.00 per hour overtime (One hour minimum)
\$166.00 per hour double-time (One hour minimum)

Straight-time = All hours between 8:00 AM and 5:00 p.m. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

O.K. TO PROCEED — Signage sent to Advance Warehouse.

Western Event Service will proceed with your order.

- Plans included with this order, proceed without exhibitor.
- Plans with sign, proceed without exhibitor.

DO NOT PROCEED — Exhibitor will bring sign and supervise hanging.

Exhibitor will check in at the service desk to pick up labor on: Date: _____ At: _____ AM - PM

NOTE: A minimum charge of one hour per person will apply and will commence in accordance with exhibitors' request.

Total High Lift ST Hours _____	X	\$232.00 per hour	= \$ _____	
Total High Lift OT Hours _____	X	\$286.00 per hour	= \$ _____	
Total High Lift DT Hours _____	X	\$340.00 per hour	= \$ _____	
Total Helper ST Hours _____	X	\$ 82.00 per hour	= \$ _____	
Total Helper OT Hours _____	X	\$126.00 per hour	= \$ _____	
Total Helper DT Hours _____	X	\$166.00 per hour	= \$ _____	TOTAL \$ _____

HANGING INSTRUCTIONS: Please be sure to note any special equipment or materials required (an additional charge may apply).

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2012
Sacramento Ctr
April 18-19, 2012

WESTERN EVENT SERVICE

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

AUDIO VISUAL EQUIPMENT

No.	EQUIPMENT	1 DAY	2 DAYS	3 DAYS	4 DAYS	TOTAL
	20" Video Monitor with internal DVD player	\$ 60.00	\$170.00	\$150.00	\$180.00	\$
	20" Video Monitor with internal VHS player	\$85.00	\$170.00	\$210.00	\$255.00	\$
	20" Video Monitor	\$ 60.00	\$120.00	\$150.00	\$180.00	\$
	27" Video Monitor	\$100.00	\$200.00	\$250.00	\$300.00	\$
	20" Flat Screen Video Monitor	\$225.00	\$450.00	\$560.00	\$675.00	\$
	27" Flat Screen Video Monitor	\$325.00	\$650.00	\$812.00	\$975.00	\$
	VHS/DVD Player with Auto Repeat Function	\$50.00	\$100.00	\$150.00	\$200.00	\$
	17" Computer Monitor & cable (1024x768)	\$85.00	\$170.00	\$210.00	\$255.00	\$
	20" Computer Monitor & cable (1280x1024)	\$160.00	\$320.00	\$400.00	\$480.00	\$
	29" Computer Monitor & cable (1280x1024)	\$225.00	\$450.00	\$560.00	\$675.00	\$
	37" Computer Monitor & cable (1280x1024)	\$425.00	\$850.00	\$1,060.00	\$1,275.00	\$
	18" Flat Panel XGA LCD Monitor	\$225.00	\$450.00	\$562.00	\$675.00	\$
	20" Flat Panel XGA LCD Monitor	\$325.00	\$650.00	\$812.00	\$975.00	\$
	42" Plasma Display & Stand	\$650	\$1,300.00	\$1,550.00	\$1,950.00	\$
	AV Cart & Skirt - Height (circle one) - 34" 42" 48" 54"	\$ 20.00	\$ 40.00	\$ 50.00	\$ 60.00	\$

EQUIPMENT TOTAL = \$ _____

**FOR ORDERS PLACED LESS THAN TWO WEEKS PRIOR TO SHOW INSTALLATION
OR FOR ORDERS PLACED AT THE SHOW, ADD 30% LATE ORDER SURCHARGE + \$ _____**

Orders or changes placed at show may be subject to additional labor!

DELIVERY + \$ 50.00

TOTAL DUE = \$ _____

"This order for goods/services constitutes a contract of rental (Contract) between Western Event Services and customer designated below. The additional terms and conditions set-forth on the reverse side of this form are a part of this contract. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it will supersede customer's order form or Purchase Order, if any."

PAYMENT POLICY: PAYMENT IN FULL IS REQUIRED ON ALL ADVANCE AND FLOOR ORDERS WHEN THE ORDER IS PLACED.

IMPORTANT NOTE: IF ELECTRICITY IS NOT PROVIDED AS PART OF YOUR BOOTH PACKAGE, YOU MUST ORDER ELECTRICAL SERVICE FOR YOUR AV EQUIPMENT.

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Return Copy →

CWEA 2012
Sacramento Ctr
April 18-19, 2012

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0511 • FAX (510) 430-0511

Booth #

Order For Freight Handling Service

Please complete and return this form even if you will not be sending freight for the show!

Exhibitor:		<input type="checkbox"/> No freight will be sent.
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / /
Advance Freight Total Weight:	lbs. @ \$ 64.00 per CWT = \$	due (\$192 minimum).
Show Site Freight Total Weight:	lbs. @ \$ 68.00 per CWT = \$	due (\$204 minimum).
Additional services:	= \$	due.

NOTE: Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.

Total Freight Charges = \$

Advance Freight Western Event Service
Shipping Address: c/o YRC Freight Service
3210 "J" Street
Sacramento, CA 95823

Mark for: CWEA 2012
Company Name
Booth Number

The last date we can receive Advance Freight for this show is: Friday, April 13th

Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.

California Water Environment Association
Sacramento Convention Center
April 18 – 19, 2012

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM (\$192.00)	\$64.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM (\$204.00)	\$68.00
3. Shipments consigned to our warehouse which arrive after our published advance freight cut off date (<i>April 6, 2012</i>), or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$90.00).	\$18.00

Special Services	Straight Time	Overtime
6. Material Handler.	\$82.00	\$126.00
7. Vehicle spotting charge.	\$75.00	\$122.00
8. 3,000 lb. Forklift with driver.	\$120.00	\$166.00
9. Crate or pallet banding & shrink wrapping (per hr plus material).	\$82.00	\$126.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$75.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW

California Water Environment Association
Ontario Convention Center
April 18 – 19, 2012

Machinery and Heavy Equipment Rates		Per 100 Lbs. (cwt)
1.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. THERE IS A 1000 POUND MINIMUM BILLING OF \$380.00.	\$38.00
2.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 1,001 pounds – 2,000 pounds.	\$34.00
3.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 2,001 pounds – 3,000 pounds.	\$30.00
4.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 3,001 pounds – 5,000 pounds.	\$26.00
5.)	Shipments of single pieces of machinery and heavy equipment received at the show site, on skids or pallets or rigged with slings or bridals. Includes forklift and rigger for inbound and outbound handling. 5,001 pounds and above.	\$22.00

Special Services		Straight Time	Overtime
6.)	Additional Material Handler.	\$88.00 hr.	\$132.00 hr.
7.)	Slings, cables & rigging material required	\$10.00 ea.	\$10.00 ea.

***The above rates do not apply to crated display materials
or multiple piece shipments received on pallets or skids.***

Arrangements for this service must be made in advance of freight arriving at show site. A complete Order for Service form must be completed and in our possession prior to show move-in date. Accurate size, weight and descriptions must accompany your information. The above rates apply "Per-Piece" and are not cumulative.

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

Insurance: Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 "J" Street
Sacramento, CA 95823

For: **CWEA 2012**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/13/2012

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 "J" Street
Sacramento, CA 95823

For: **CWEA 2012**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/12/2011

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 "J" Street
Sacramento, CA 95823

For: **CWEA 2012**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/13/2012

ADVANCE FREIGHT

From: _____

To: WESTERN EVENT SERVICE
c/o YRC Freight Service
3210 "J" Street
Sacramento, CA 95823

For: **CWEA 2012**

Exhibitor: _____

Booth No: _____

To Arrive No Later Than 4/13/2012

Outbound Shipping Procedures

NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and it must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

Yellow Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier. Labels and Bills of Lading will be available at the service desk for your use prior to the close of show.

EXHIBITOR SELECTED CARRIERS

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow Freight Service in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

FEDERAL EXPRESS – Special Information

Should you use Federal Express, Airborne or any other airfreight forwarder, it will be necessary for you to provide the appropriate shipping documents, with your account number clearly visible, and schedule the pick-up accordingly. If FedEx does not pick-up your materials at the close of the show, we offer a \$20.00 per destination service for delivering your materials to FedEx. Please note that no FedEx Ground shipments will be accepted either for pickup from the show or our warehouse.

UPS – Special Information

Should you wish to use UPS, it is required for you to provide and affix any necessary UPS shipping labels to each item being returned. UPS has very specific requirements for this type of service and it is your responsibility to make sure they are met. We do not provide outbound UPS shipping services from the Show Floor or from our Warehouse. After contacting UPS and confirming the pick-up, either at the show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with confirmation numbers and a completed Bill of Lading. There is a minimum \$90.00 additional charge for having us return your materials to our Warehouse for UPS pick-up.

MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow Freight Service or will be returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee (minimum \$90.00) along with storage charges when applicable.

Return Copy →

CWEA 2012
Sacramento Ctr
April 18-19, 2012

**WESTERN
EVENT SERVICE**

1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier or method for handling our freight at the close of this show.

- ✓ Official Freight Service designated for this show (YRC Freight Service).
- ✓ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓ Exhibitor selected carrier (Exhibitor must notify carrier of required pick-up):
 - ✓ _____
(Name of Selected Carrier)

←—————→

SHOULD THE EXHIBITOR CHOOSE TO USE ANY OUTBOUND CARRIER OTHER THAN YRC Freight Service, ONE OF THE FOLLOWING OPTIONS MUST BE SELECTED:

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse where it will be picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:
\$18.00 per CWT (hundred pounds) with a 500 pound minimum - \$90.00 minimum.
Please note that your shipment must be accompanied by a complete Bill of Lading.
- ✓ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show. Freight charges to be marked COD.

Exhibiting Company _____
Representative _____
Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

PLEASE NOTE: It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored, at Exhibitors' cost until proper information is received.

Return Copy →

CWEA 2012
Sacramento Ctr
April 18-19, 2012



1970 Williams Street
San Leandro, CA 94577
(510) 430-0510 • FAX (510) 430-0511

Booth #

Application for Non-Official Contractor

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

Rules and Regulations for other than Official Service Contractor

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION

(Please print or type)

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: (_____) _____

Contact Number at Show Site (Mobil Phone) (_____) _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____ City/St.: _____ Zip: _____

By (Signature): _____ Print Name: _____

Guidelines for Exhibitor Appointed Contractors

Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.

Official Service Contractors are appointed to:

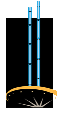
1. Insure the orderly and efficient installation and dismantle of the overall exposition.
2. Assure the distribution of labor to all Exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitor may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.



Sacramento
Convention Center

Telecommunications, Internet & Equipment Rental Order Form

~ 2012 Calendar Year Edition ~

(Updated 10/2011)



Please complete this Order Form and fax back to: 1.877.996.6846

Questions? Please contact our office at: 1.877.722.4108

Event: _____ Date(s): _____ Booth/ Rm #(s): _____

Company: _____ Address: _____

City/ State/ Country, Zip: _____

(On Site) Contact: _____ Phone : _____

E-mail: _____ Fax : _____

COMMUNICATIONS SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
Phone Instruments & System Features:				
• Single Line Phone Handset		_____	\$25	
• Cordless Phone Handset		_____	\$50	
• Polycom Full Duplex Conference Phone		_____	\$125	
2-Way Radio - Includes 1 Radio and Charging Accessory.		_____	\$45	
HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Shared High-Speed Internet Connection (1) Wired 1.54Mbps burstable, 10Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$656	\$820	
Wireless Shared High-Speed Internet Connection (1) Wireless 512Kbps burstable, 3Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$400	\$500	
Group Wi-Fi Access Available (3MB, 6MB or 10MB dedicated Internet connection required)		<i>Call for Pricing & Quote</i>		
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. "Exhibitors" If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address below.				
Additional Wired –or– Wireless Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, Switch and Cables not included.		_____	\$150	
1.5MB Dedicated High-Speed Internet Connection (1) Private wired 1.54Mbps upload/ 512Kbps download Internet drop, (3) Devices max, Switch & Cables not included.		\$2,280	\$2,850	
3MB Dedicated High-Speed Internet Connection (1) Private wired 1.5Mbps Synchronous Internet drop, (29) Devices max, Switch & Cables not included.		\$3,080	\$3,850	
6MB Dedicated High-Speed Internet Connection (1) Private wired 3.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$4,400	\$5,500	
10MB Dedicated High-Speed Internet Connection (1) Private wired 5.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$6,600	\$8,250	
VLAN Connection		\$1,200	\$1,500	
8 Port Switch and Cable Package (required)		_____	\$125	
24 Port Switch and Cable Package (required)		_____	\$175	
50' of Cat5 Ethernet Cable		_____	\$50	
SPECIAL SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Circuit:				
• Extension of 3rd Party Lines from Demarc		_____	\$1,500	
• Fiber Runs & Cross Connects		_____	Call for Pricing	

COMPUTER & SOFTWARE	QTY		**STANDARD	TOTAL
Desktop Systems			<i>Call for Discount Pricing & Quote</i>	
Microsoft Office (<i>Includes: Word, Excel, PowerPoint, Access & Outlook</i>)			<i>Included</i>	
Cybercafé or Kiosks (<i>5 or more Systems</i>)			<i>Call for Discount Pricing & Quote</i>	
Laptop Computer (<i>call for processor and memory specs</i>)		—	\$125	
MONITORS	QTY		**STANDARD	TOTAL
20" Flat Panel Monitor		—	\$75	
23" Flat Panel Monitor		—	\$150	
32" - 65" Flat Panel Monitor				
6' Flat Panel Stationary Pole Stand		—	\$100	
Flat Panel Monitor Wall Mount		—	\$50	
FAXES & PRINTERS	QTY		**STANDARD	TOTAL
Network Laser Printer		—	\$100	
Printer/ Fax/ Copier/ Scanner All-In-One		—	\$150	
MISCELLANEOUS	QTY		**STANDARD	TOTAL
Keyboard & Mouse		—	\$35	
Computer Speakers		—	\$50	
AC Power Strip		—	\$15	
10' VGA Cable		—	\$15	
10' RCA to 1/8" Headphone Jack		—	\$15	
Labor Rate <i>Additional Shared High-Speed Internet, Dedicated High-Speed Internet Connection orders and Event/ Show orders are all minimum 1hr labor.</i>		—	\$125/hr <i>(1 hr Minimum)</i>	
Expedite Fee <i>All orders placed on-site</i>	—	—	\$100	
* ADVANCED RATE: ALL ORDERS PLACED 21 DAYS PRIOR TO EVENT MOVE-IN DATE.			7.75% Sales Tax <i>(Equipment Only)</i>	
** RENTAL SERVICES: PRICING IS A PER DAY CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!				
CALL TODAY FOR GROUP RATE DISCOUNTING!!!			Add \$75 Delivery <i>(Equipment Only)</i>	
			GRAND TOTAL	

TERMS AND CONDITIONS

WIRELESS DECLARATION

- A. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address.
- B. No Customer provided access points (Routers, Mi-Fi Devices etc.) are authorized for use with in the Sacramento Convention Center with out prior approval (wireless access points with out adjustable power outputs can not be authorized under any circumstance). Customer provided access points can interfere with The Wombo Inc. Wireless Network.
- C. Wombo Inc. requires all customers showcasing their wireless product(s) to contact Wombo Inc. 21 days prior to show move in date in order to approve their wireless device(s) (All approvals will incur a site survey fee).

TELECOMMUNICATIONS AND INTERNET SERVICES

- 1. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show.**
- 2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
- 3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
- 4. Only Wombo personnel are authorized to modify system wiring or cabling.
- 5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc Replacement charges maybe incurred for misuse or loss of equipment.
- 6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

TERMS AND CONDITIONS
(Continued)

EQUIPMENT RENTALS

7. All Rental Orders are based on availability at time of order.
8. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
9. Only Wombo personnel are authorized to modify equipment.
10. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
11. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
12. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
13. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

14. Please provide all information requested on the form for speedy processing of your order.
15. An Onsite contact **MUST** be given to receive your items on show site.
16. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
17. Facility cannot be held liable for services provided by Wombo, Inc.
18. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
19. Any long distance charges for phone or ISDN services will be billed separately.
20. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.
21. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be returned to Wombo.

PAYMENT TERMS:

22. Full payment **MUST** accompany all orders.
23. Credit will not be given for service installed and not used.
24. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
25. There will be a \$30.00 service charge for returned checks.
26. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
27. All Wire Transfers must include Bank Transfer Fee of \$45.00
28. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

29. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
30. A \$150 cancellation fee applies to all processed orders under \$1,000. All processed orders exceeding \$1500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
31. Refunds will be processed within **30 days** of show closing.
32. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION:	<input type="checkbox"/> Credit Card (VISA / MC / AMEX)	<input type="checkbox"/> Company Check / PO#
Credit Card #/ PO #:	_____ CVV2 #: _____	Expiration: _____ / _____
Billing Address on Card:	_____	
City/ State/ Zip:	_____	
Name on Card:	_____	Signature: _____
Company Contact (if other than name on card):	_____	Phone: _____
E-mail Contact:	_____	Fax : _____

*By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID # 77-0485659***

- **Questions regarding services — Please Call 1.877.722.4108**
- **Email us — support@wombo.com**
- **Mailing Payment — 8733 Magnolia Ave., Suite 100, Santee, CA 92071**
- **Faxing orders — Please dial 1.877.996.6846**

FOR OFFICE USE ONLY:

Check Number: _____ **Approval Number:** _____ **Date:** ____/____/____