



Dear CUPA-HR Annual Conference & Expo Exhibitor:

STETSON CONVENTION SERVICES, INC. (SCS) is pleased to be your Official Service Contractor for the 2010 CUPA-HR Annual Conference & Expo on September 20-22 at the Hilton New Orleans Riverside. Please read the enclosed rules and regulations as well as the terms and conditions to ensure a successful and enjoyable show. Also enclosed are equipment rental and service order forms for your information and use. See below for navigation tools. If you have any questions or require an item not included in this manual, please contact SCS Exhibitor Services. We look forward to working with you.

Daphne Saavedra
Exhibitor Services Representative
dsaavedra@stetsonexpo.com



Looking to “green” your booth? Follow the “seed” to find environmental products throughout the SCS manual.

SHOW INFORMATION

[Show Contact List](#)
[Important Dates & Booth Equipment](#)
[Show Site Work Rules](#)

PAYMENT TERMS & CONDITIONS

[Terms & Conditions](#)
[Payment Authorization Form](#)
[Conditions for EAC](#)
[3rd Party Authorization Form](#)

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

[General FAQs](#) [Display Order Form](#)
[Furniture Order Form](#) [Floral Order Form](#)
[Accessory Order Form](#)
[Carpet Order Form](#)

SERVICE ORDER FORMS (labor is an estimate and will be processed at show site)

[Signage Order Form](#)
[Labor Order Form](#)

FREIGHT HANDLING

[Drayage Services & Guidelines](#) [Warehouse Shipping Labels](#)
[Freight Handling Terms](#) [Show Site Shipping Labels](#)
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[Freight Handling Estimation](#)

FACILITY PROVIDED SERVICES

[Cleaning Order Form](#)
[Electrical Order Form](#)
[Internet Order Form](#)

OTHER FORMS

[Lead Retrieval Form](#)
[CORT Furnishings Form](#)
[Donation Program](#)



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

EVENT DATES:
SEPTEMBER 20-22, 2010

OFFICIAL SERVICE CONTRACTOR:

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

FACILITY:

Hilton New Orleans Riverside
Two Poydras Street
New Orleans, LA 70130
Phone: (504) 561-0500

PREFERRED CARRIER:

ADCOM Worldwide
Phone: (800) 486-7447
www.adcomworldwide.com

SHIPPING EXHIBITION MATERIALS:

ADVANCE TO WAREHOUSE:
Exhibit Company Name (Booth #)
Stetson Convention Services
c/o ADCOM Worldwide/Forward Air
200 Crofton Road Building 7A, Suite 500
Kenner, LA 70062

DIRECT TO SHOW SITE:
Exhibit Company Name (Booth #)
Stetson Convention Services
c/o Hilton New Orleans Riverside, Grand Salon A-D
Two Poydras Street
New Orleans, LA 70130


UTILITIES:

Please mail or fax these forms directly to the address listed on the form. Order forms are located in the back of this service manual and online at www.stetsonexpo.com

Booth Cleaning, Electric, and Internet:

Hilton New Orleans Riverside
Phone: (504) 561-0500

WAYS TO ORDER: Be sure to include show name, exhibiting company name and booth number with all orders.

 **Online by Credit Card**
Online ordering will be available on Monday, July 26th.
An individualized username and password will be emailed at that time.

Fax by Credit Card
Fax: (412) 223-1094
Alt Fax: (412) 415-0362

By Check
Stetson Convention Services
Exhibitor Services
2900 Stayton Street
Pittsburgh, PA 15212





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IMPORTANT DATES:

Exhibitor Conference Call	Wednesday, August 25	2:00pm EST/11:00am PST Call In #: 800-531-3250 Conference ID: 5621019
Discount Deadline	Friday, September 3	Payment authorization must accompany order to receive discount pricing, all orders submitted after this date will be charged at the standard rate
Warehouse Receiving	Monday, August 9 Friday, Sept. 10	Any materials received outside of these dates will incur a 25% surcharge per CWT. If your items will be arriving after the deadline, please notify Stetson of the shipment’s tracking numbers and piece count to ensure the items will be loaded onto our freight trucks.
Exhibitor Move-in/ Show Site Receiving (all shipments must arrive during these times to avoid surcharges or possible shipment refusal)	Monday, Sept. 20	9:00am-4:30pm
Show Hours:	Monday, September 20	6:15pm-8:30pm Opening Reception in Exhibit Hall
	Tuesday, September 21	(7:45am-11:00am) Expo Open 7:45am-8:45am Breakfast in Expo 10:15am-11:00am Break in Expo 11:00am-2:45pm EXPO CLOSED (2:45pm-6:00pm) EXPO Open 3:00pm-3:30pm Break in Expo 5:00pm-6:00pm Happy Hour in Hall
	Wednesday, September 22	(7:45am-11:00am) Expo Open 7:45am-8:45am Breakfast in Expo 10:00am-11:00am Break in Expo & Exhibitor Prize Drawings
Exhibitor Move-out	Wednesday, Sept 22	11:00am-3:00pm
Carrier Check-in Deadline (all shipments left on the floor will be forced onto SCS’ onsite carrier)	Wednesday, Sept 22	1:00pm

BOOTH EQUIPMENT:

Show Colors
8’ Back drape
3’ Side drape

Black/White
Black

Booth Furnishings
6’ x 30” Black Skirted Table
2 Folding Chairs
Wastebasket
Booth ID Sign

*The Exhibit Hall is carpeted.





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Union jurisdictions apply for various unions working within the Hilton New Orleans Riverside. Please review each section, and should you have any additional questions, please call **STETSON EXHIBITOR SERVICES** at 412.223.1090.

INSTALLATION & DISMANTLING:

If the individuals performing the installation work are employees of an official display house, proper insurance documentation and notification in writing must be mailed to Stetson Convention Services 30 days prior to event move-in including show name and exhibiting company.

HOURS:	<u>Straight time:</u>	Monday through Friday	8:00 am to 4:30 pm
	<u>Overtime:</u>	Monday through Friday	4:31 pm to 7:59 am
		Saturday	12:00 am to 11:59 pm
	<u>Double time:</u>	Sunday and Holidays	12:00 am to 11:59 pm

CARPENTERS:

Displays: Full-time employees of exhibiting companies may install and dismantle their own exhibit without assistance from the local trade unions. Local authorized union personnel must render any labor services that may be required beyond what your regular full-time employees can provide. All work is to be performed within the confines of the exhibitor’s booth area.

SHIPPING AND FREIGHT HANDLING:

The Hilton New Orleans Riverside **does not** receive or store Exhibitor freight. All exhibitor materials entering the Hilton New Orleans Riverside must be handled through Stetson Convention Services. SCS will unload all vehicles, deliver materials to your booth, remove empties and reload at the close of the show. Exhibitors are permitted to bring in material that can be hand carried without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to the dock area. Please see the enclosed shipping instructions for more information.

TEAMSTERS: Hand-Carry Items: Exhibitors are permitted to bring in materials that can be hand carried without the use of any carts, dollies, hand trucks, or other mechanical equipment from the parking garage or entrance to the exhibit hall. Any deliveries to the dock area must be handled by the Teamsters Union.

Freight Shipments: All freight shipped either in advance or to show site via a common carrier, van line, private carrier, and/or air freight must be handled by union personnel. Rates are listed on the **FREIGHT HANDLING ORDER FORM**.

MISCELLANEOUS:

- Exhibitors are allowed to do technical work on their machines such as fine line balancing, programming and cleaning.
- All carpet vacuuming must be performed by **THE FACILITY’S** personnel.
- If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of SCS at show site immediately. Please refrain from voicing complaints directly to craft personnel.



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

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

DEFINITIONS:

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

PAYMENT TERMS:

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

LABOR TERMS & CONDITIONS RESPONSIBILITY AND INDEMNIFICATION

LABOR UNDER THE SUPERVISION OF STETSON CONVENTION SERVICES, INC:

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR:

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



FREIGHT HANDLING TERMS & CONDITIONS

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

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





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

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

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

PAYMENT POLICIES

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

SUMMARY OF ORDER

FURNITURE	\$ _____
ACCESSORIES	\$ _____
CARPET	\$ _____
DISPLAY	\$ _____
FLORAL	\$ _____
PRE-SHOW TOTAL	\$ _____
SIGNAGE	\$ _____
LABOR (ESTIMATE)	\$ _____
FREIGHT HANDLING (EST.)	\$ _____
EST. TOTAL DUE	\$ _____
GRAND TOTAL DUE	\$ _____

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

- MasterCard Visa American Express Discover

Account Number Exp. Date

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

CARDHOLDER NAME (PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS FOR INVOICE NOTIFICATION _____

▶ **CARDHOLDER SIGNATURE** _____

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

PAYMENT AUTHORIZATION



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OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS

OFFICIAL SERVICE CONTRACTORS:

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed SCS to perform and provide necessary services and equipment, SCS is appointed to:

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

EXHIBITOR APPOINTED CONTRACTORS:

Exhibitors 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:

- The Exhibitor must notify Show Management and SCS in writing 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.
- The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and SCS at least 10 days before the show opening.
- Any Exhibitor who does not have a certificate of insurance on file in the SCS office 10 days prior to the show will be automatically assessed a \$200 fee, which will be charged against their security deposit.
- The Exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor must provide a certificate of insurance with at least the following limits: 1.) Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence. 2.) \$2,000,000 with respect to injuries to more than one person in any occurrence. 3.) Workers' Compensation insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. 4.) Stetson Convention Services must be named as an additional insured.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations of the show, including all union rules and regulations.
- The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
- The Exhibitor Appointed Contractor will share with SCS all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- The Exhibitor Appointed Contractor must furnish Show Management and SCS with the names of all onsite employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
- The Exhibitor Appointed Contractor shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the floor.
- The Exhibitor Appointed Contractor must confine its operations to the client's exhibit area. No service desks, storage areas or other work facilities will be located anywhere in the building. Show aisles and public space are not a part of the Exhibitor's booth space.
- The Exhibitor Appointed Contractor shall provide, if requested, evidence to SCS 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.
- The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, SCS. The Exhibitor Appointed Contractor must coordinate all of its activities with SCS. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



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FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:

A non-official contractor is a company other than the official contractors listed in the Exhibitor Service Manual that provides a service (display and installation, florist, photography, audio visual and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordination all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed on previous page) and supply Stetson Convention Services with all necessary information by the discount price deadline date indicated above.

This form will only be accepted if filled out by an authorized representative of the exhibiting company and the authorized 3rd party. Listed on previous page of this form are the rules and regulations regarding non-official contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association of Exhibitions and Events.

NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all Terms & Conditions in this service manual. 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."

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

EXHIBITING COMPANY INFORMATION: SCS will agree to third party payment arrangements provided the following are met—

- Third party must have a satisfactory payment record with Stetson Convention Services.
- This form must be fully completed prior to the discount price deadline date.
- Third Party and exhibiting company are subject to all of the Terms & Conditions as included in the Exhibitor Service Manual
- It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges.
- All SCS services will be invoiced to the third party unless otherwise indicated by third party.

- | | |
|--|--|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Booth Cleaning |
| <input type="checkbox"/> I&D Labor/Supervision | <input type="checkbox"/> Rental Furniture/Carpet |
| <input type="checkbox"/> Freight Handling/In & Out | <input type="checkbox"/> Signage/Graphics |

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

MasterCard
 Visa
 American Express
 Discover

Account Number Exp. Date

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

CARDHOLDER NAME (PRINT) ▶ CARDHOLDER SIGNATURE

CARDHOLDER BILLING ADDRESS

CITY/STATE/ZIP

THIRD PARTY COMPANY NAME EMAIL

THIRD PARTY ADDRESS

PHONE EXT. FAX

SIGNATURE DENOTES AGREEMENT THAT 3RD PARTY IS SUBJECT TO TERMS & CONDITIONS AS OUTLINED IN THE EXHIBITOR SERVICE MANUAL.

*This portion to be filled out by exhibiting company

*This portion to be filled out by third party company

CONDITIONS FOR EAC / EAC PAYMENT





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

EVENT DATES:
SEPTEMBER 20-22, 2010

GENERAL FAQS

CAN I SUBSTITUTE MY TABLE INCLUDED IN THE BOOTH PACKAGE FOR ANOTHER TABLE?

- We define your booth package furnishings with show management. If an exhibitor wishes to have something other than what is included, they must order and pay for it in full. This includes a different table skirting color as well.

SHOULD I TELL YOU IF I DON'T WANT THE BOOTH PACKAGE FURNISHINGS IN MY BOOTH?

- Once at show site, you can simply place the unwanted furnishings into the aisle and someone will come by to pick them up for you.

ARE RENTAL PRICES PER DAY?

- No. Rental prices are applicable for the duration of the show. The only price that is per day is cleaning (see cleaning order form).

WHAT HAPPENS IF I FORGET TO CHOOSE A SKIRT COLOR FOR MY TABLE?

- SCS will first contact exhibitors for their preference. If we don't hear back from you, the show color will be chosen.

WHAT CHAIRS WILL FIT UNDER THE 40" HIGH TABLES?

- The upholstered stools fit under the counter-height, 40" high tables.

WILL 9' x 10' CARPET FIT IN MY 10' x 10' BOOTH?

- Yes. It is typical in the trade show industry to leave a small gap in the back of a booth for any electrical cords, telephone cords, etc. This gap will be covered by the 8' high drape in the back of your booth.

CAN I ORDER 2 - 9' x 20' CARPETS FOR MY 20' x 20" ISLAND BOOTH?

- Although the gap in a 10' x 10' booth is no problem, a gap in an island booth is a gap that can be seen. Aisle carpet will line the perimeter of your booth. The 9' carpets are meant to line up with the aisle carpet. This would leave a 2' gap down the center of your island booth. For an island booth, you must order special cut and lay carpet.

AM I ALLOWED TO BRING MY OWN FURNITURE OR CARPET?

- Yes this is allowed. Please be aware though that freight handling charges will be applicable. Please consider what will be most cost effective for you and your company.

MY BOOTH IS DIRTY FROM MOVING IN—WILL SCS CLEAN IT?

- Carpet is clean when installed. If it needs to be vacuumed from move-in, exhibitors are able to order opening day only cleaning or daily booth cleaning from the facility. Their order form is towards the end of this kit.

MY BOOTH IS TOO COMPLICATED/FRAGILE FOR UNION MEMBERS TO HANDLE—CAN WE WORK SOMETHING OUT?

- Exhibitors are more than welcome to supervise and work along with the union staff. The union members are working with trade show displays often and are familiar with installing and dismantling. If you are unhappy with the workers. provided, please see the SCS service desk immediately.

DO I HAVE TO HIRE UNION LABOR IF A DISPLAY HOUSE IS HANDLING MY INSTALLATION AND DISMANTLE?

- Your display house is required to use the same union that has jurisdiction at the show facility. The display house should be aware of this, but it would be smart to double check with your appointed display house to ensure a smooth move in.

WHAT IF I NEED TO LEAVE BEFORE MY EMPTIES RETURN?

- You can order Stetson supervised dismantle labor at the SCS service desk. Please leave all dismantle and outbound shipping information and be sure you have a credit card on file. Stetson will dismantle, pack up and ship out your booth materials for you.

WHEN WILL MY CREDIT CARD BE CHARGED?

- Throughout the show process, there is a possibility of 3 charges: pre-show, show, and post-show. Pre-show charges will include all tangible items ordered (tables, chairs, carpet, etc.). Show charges include show site orders, installation labor and freight handling. Post-show charges will include dismantle labor and any charges incurred from the move-out of the show.





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

SKIRTED TABLES All tables are 24" wide—skirted on 3 sides			COUNTER HEIGHT SKIRTED TABLES All tables are 24" wide—skirted on 3 sides		
	DISCOUNT PRICE	STANDARD PRICE		DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	\$72.10	\$92.70	4' L x 40" H TABLE	\$87.55	\$108.15
6' L x 30" H TABLE	\$82.40	\$103.00	6' L x 40" H TABLE	\$97.85	\$118.45
8' L x 30" H TABLE	\$92.70	\$113.30	8' L x 40" H TABLE	\$108.15	\$128.75
All sides draped, 30" table (add'l)	\$36.05	\$46.35	All sides draped, 40" table (add'l)	\$46.35	\$56.65

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

BLACK BLUE BURGUNDY GOLD RED GRAY WHITE

UNSKIRTED TABLES All tables are 24" wide			COUNTER HEIGHT UNSKIRTED All tables are 24" wide		
	DISCOUNT PRICE	STANDARD PRICE		DISCOUNT PRICE	STANDARD PRICE
4' L x 30" H TABLE	\$36.05	\$56.65	4' L x 40" H TABLE	\$46.35	\$66.95
6' L x 30" H TABLE	\$46.35	\$66.95	6' L x 40" H TABLE	\$56.65	\$77.25
8' L x 30" H TABLE	\$56.65	\$77.25	8' L x 40" H TABLE	\$66.95	\$87.55

PEDESTAL TABLES Formica Topped Cocktail Tables			TABLE RISERS—WOOD 12" H		
	DISCOUNT PRICE	STANDARD PRICE		DISCOUNT PRICE	STANDARD PRICE
30" ROUND—30" H	\$72.10	\$92.70	4' TABLE TOP RISER (select color below)	\$51.50	\$72.10
30" ROUND—40" H	\$92.70	\$113.30	6' TABLE TOP RISER (select color below)	\$61.80	\$82.40
			8' TABLE TOP RISER (select color below)	\$72.10	\$92.70

CHAIRS AND SEATING			SPECIALTY DRAPE Select color above		
	DISCOUNT PRICE	STANDARD PRICE		DISCOUNT PRICE	STANDARD PRICE
FOLDING CHAIR	\$41.20	\$51.50	3' SPECIALTY SIDE DRAPE PER LN. FT.	\$10.30	\$15.45
UPHOLSTERED ARM CHAIR—GRAY	\$51.50	\$61.80	8' SPECIALTY BACK DRAPE PER LN. FT.	\$15.45	\$25.75
UPHOLSTERED STOOL/CT. HEIGHT	\$61.80	\$72.10			
SWIVEL DESK CHAIR—ARMLESS	\$66.95	\$77.25			
SWIVEL DESK CHAIR—WITH ARMS	\$77.25	\$87.55			
PARK BENCH	\$82.40	\$92.70			

Indicate riser drape preference:
If no color is indicated, show color will be selected by SCS
BLACK BLUE BURGUNDY GOLD RED GRAY WHITE

Indicate drape preference:
If no color is indicated, show color will be selected by SCS
BLACK BLUE BURGUNDY GOLD RED GRAY WHITE

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

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____

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

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





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

POSTER BOARD	METER BOARD	SIGN HOLDER	BAG HOLDER	
LIGHTED DISPLAY CASE FULL VISION WITH 2 SHELVES	COUNTERS: LOCKS AVAILABLE AVAILABLE IN WHITE	1. COUNTER: 1 METER X 1/2 M X 36" H	\$329.60	\$432.60
		2. COUNTER: 1 METER X 1/2 M X 42" H	\$350.20	\$453.20
		3. COUNTER: 2 METER X 1/2 M X 36" H	\$453.20	\$556.20
		4. COUNTER: 2 METER X 1/2 M X 40" H	\$494.40	\$597.40

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
COUNTERS (SEE ABOVE) 1. 2. 3. 4.		See above	See above	
WASTEBASKET		\$15.45	\$25.75	
EASEL		\$36.05	\$46.35	
LITERATURE RACK		\$77.25	\$87.55	
FISH BOWL		\$15.45	\$25.75	
ROPE—7 FT. SECTIONS		\$25.75	\$41.20	
STANCHION		\$25.75	\$41.20	
GARMENT RACK		\$82.40	\$103.00	
BAG HOLDER		\$51.50	\$72.10	
22" x 28" SIGN HOLDER		\$51.50	\$72.10	
METER BOARD: 1 METER X 8' H (86" x 37.5" usable space)		\$185.40	\$288.40	
*PEG BOARD (91" x 44.5" usable space)	H V	\$128.75	\$154.50	
*POSTER BOARD (91" x 44.5" usable space)	H V	\$128.75	\$154.50	
DISPLAY CASE: 48" L X 18" W X 38" H		\$360.50	\$515.00	
*PLEASE CIRCLE FOR HORIZONTAL OR VERTICAL		TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____		

EXHIBIT COMPANY NAME	BOOTH #
EXHIBITOR ADDRESS	
CITY/STATE/ZIP	EMAIL
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ACCESSORY ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

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

QTY.	STANDARD SIZES: WILL COVER 10' x 10' SPACE	DISCOUNT PRICE	STANDARD PRICE	TOTAL	COLOR
	9' x 10' BOOTH CARPET	\$133.90	\$180.25		<input type="checkbox"/> GRAY
	9' x 20' BOOTH CARPET	\$236.90	\$283.25		<input type="checkbox"/> BLUE
	9' x 30' BOOTH CARPET	\$339.90	\$386.25		<input type="checkbox"/> BLACK
	9' x 40' BOOTH CARPET	\$442.90	\$489.25		<input type="checkbox"/> GREEN
					<input type="checkbox"/> RED

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

SPECIAL CUT & LAY: INCLUDES SEAMING & SPECIAL CUTTING (ALL ISLAND BOOTHS WILL NEED TO ORDER TO AVOID GAPS)	DISCOUNT PRICE	STANDARD PRICE	TOTAL	*Select Color Above
BOOTH SIZE _____ X _____ = _____	\$2.57 psf	\$3.60 psf		

PLUSH CARPET—100 square feet minimum, per square foot

PLUSH CARPET: ORDERS MUST BE RECEIVED 30 DAYS PRIOR TO MOVE IN TO GUARANTEE AVAILABILITY. NO REFUNDS .	DISCOUNT PRICE	STANDARD PRICE	TOTAL	
BOOTH SIZE _____ X _____ = _____	\$2.57 psf	\$3.60 psf		<input type="checkbox"/> BLUE
				<input type="checkbox"/> EBONY BLACK
				<input type="checkbox"/> MIST GRAY
				<input type="checkbox"/> FOREST GREEN
				<input type="checkbox"/> CHERRY RED

PADDING AND VISQUEEN PROTECTION

100 square feet minimum, Felt used for padding is 100% recyclable	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CARPET PADDING—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$1.28 psf	\$1.80 psf	
VISQUEEN PROTECTION—PER SQ. FT. BOOTH SIZE _____ X _____ = _____	\$0.46 psf	\$0.77 psf	

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

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____

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

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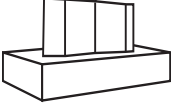
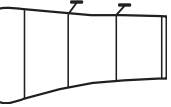
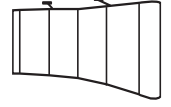
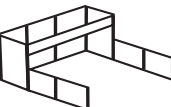
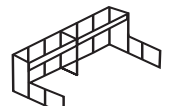


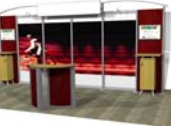
CARPET ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

<input type="checkbox"/>		SCS 1: Table Top Display 2 Fabric Panels with End Caps 6' W x 5' H Velcro acceptable	DISCOUNT PRICE \$400.00	STANDARD PRICE \$550.00
<input type="checkbox"/>		SCS 2: 8' Fabric Back wall 3 Fabric Panels with End Caps 8' W x 7' 8" H Velcro acceptable	\$750.00	\$950.00
<input type="checkbox"/>		SCS 3: 10' Fabric Back wall 4 Fabric Panels with End Caps 10' W x 7' 8" H Velcro acceptable	\$1000.00	\$1200.00
<input type="checkbox"/>		SCS 4: 10' Hard wall (1) White Header Sign (1) 10' x 10' Enviro Carpet	\$1300.00	\$1500.00
<input type="checkbox"/>		SCS 5: 20' Hard wall (1) 5' and (2) 10' Headers (1) 10' x 20' Enviro Carpet	\$1800.00	\$2200.00
<input type="checkbox"/>		SCS 6: Deluxe Hard wall (1) 2M and (1) 10' Headers (1) 10' x 20' Enviro Carpet (1) 1/2M Counter (1) 30" H Pedestal Table (2) Chairs	\$2500.00	\$3200.00
<input type="checkbox"/>		*SCSEV100: (1) Full Size Banner Graphics (1) Header (1) 10' x 10' Enviro Carpet (1) Bamboo Counter (2) Halogen Lights	\$7500.00	\$9000.00
<input type="checkbox"/>		*SCSEV200: (1) Full Size Banner Graphics (1) Header (1) 10' x 20' Enviro Carpet (2) Bamboo Counters (4) Halogen Lights	\$9500.00	\$11,500.00

ACCESSORIES	QTY.	DISCOUNT PRICE	STANDARD PRICE
HALOGEN LIGHTS		\$50.00	\$70.00
SLATWALL		\$250.00	\$350.00
SHELF: 37" L x 12" W		\$70.00	\$90.00

HARDWALL AND ENVIRONMENTAL UNITS ONLY	
CARPET COLOR	HEADER COLOR
<input type="checkbox"/> BLUE	<input type="checkbox"/> BLUE
<input type="checkbox"/> BLACK	<input type="checkbox"/> BLACK
<input type="checkbox"/> GRAY	<input type="checkbox"/> GRAY
<input type="checkbox"/> GREEN	<input type="checkbox"/> RED
<input type="checkbox"/> RED	

SCS can design a display for you. Please call Stetson Exhibitor Services to speak to a Display Representative.



*Plasma screen and podiums not included. Additional furnishings available.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____

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

DISPLAY ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

GREEN PLANTS—RENTAL ONLY

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	BOSTON FERN—TABLE SIZE	\$50.00	\$60.00	
	GREEN PLANT: 1' - 2' TALL	\$50.00	\$60.00	
	GREEN PLANT: 2' - 3' TALL	\$70.00	\$80.00	
	GREEN PLANT: 3' - 5' TALL	\$90.00	\$100.00	
	GREEN PLANT: 5' - 7' TALL	\$110.00	\$120.00	

All plants include container. Exhibitor is responsible for full value of plant if not returned or if returned in a damaged state.

BLOOMING PLANTS AND FRESH FLORAL ARRANGEMENTS

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	MUM PLANTS: ___ YELLOW ___ WHITE	\$30.00	\$40.00	
	SEASONAL BLOOMING PLANT	\$40.00	\$50.00	
	TABLE FLOWER ARRANGEMENT	\$60.00	\$80.00	
	LARGE FLOOR ARRANGEMENT	\$95.00	\$115.00	

Please call Stetson Exhibitor Services at 412.223.1090 if you have requirements other than those listed.

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

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____

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

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FLORAL ORDER FORM





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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

SHOWCARDS—Please select an environmentally responsible material: CHLOROPLAST "GREEN" FOAMCORE

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$30.00	\$50.00	
	7" x 44"	\$40.00	\$60.00	
	14" x 22"	\$60.00	\$80.00	
	14" x 44"	\$70.00	\$90.00	
	22" x 28"	\$90.00	\$110.00	
	28" x 44"	\$100.00	\$120.00	
	40" x 60"	\$180.00	\$200.00	

BANNERS—Banners are printed on "Green" material that is PVC and resin free.

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	DIGITAL BANNER	\$20.00 psf	\$25.00 psf	

SIGN SPECS: _____ X _____ = _____ X \$ _____ psf = \$ _____

ADDITIONAL SERVICES:

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	CARDBOARD EASEL	\$10.00 per sign	\$15.00 per sign	
	LOGO SCAN	\$50.00 per logo	\$70.00 per logo	
	*PLEASE CALL FOR GRAPHICS PRICING			

SIGN SPECIFICATIONS—Please indicate your preferences:

TEXT STYLE:	BLOCK	ROMAN	SCRIPT	CASUAL	SCHOOL
PANEL STYLE:	VERTICAL	HORIZONTAL			
LETTER COLOR:					
BACKGROUND COLOR:					

INDICATE SIGN COPY HERE (PLEASE PRINT):

IMPORTANT NOTE: Any in-house work needed to prepare non-digital art for production, or to correct digital files to a production ready state, is billed at \$65.00 per hour with a one-half (½) hour minimum.

TOTAL OF ALL ITEMS ORDERED + 9% SALES TAX: \$ _____

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

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DISCOUNT DEADLINE:
FRIDAY, SEPTEMBER 3, 2010

OPTION 1 - SUPERVISED BY STETSON CONVENTION SERVICES

- For your convenience, Stetson’s skilled personnel will unpack and install your company’s display prior to the Exhibitor’s arrival.
- After the show closing, Stetson will supervise the dismantling and packing, and assist with shipping arrangements.
- 30% of the total labor bill will be added for this service, \$45.00 minimum per installation and/or dismantle will apply.
- Information on the following page must be completed if your display is to be installed or dismantled without exhibitor supervision.
- Please include detailed instructions and/or shipping instructions.

OPTION 2 - SUPERVISED BY EXHIBITOR REPRESENTATIVE

- Exhibitor Representative must check in to pick up workers at SCS Service Desk at the beginning and end of labor usage.
- Starting time can be guaranteed only when labor is requested at 8:00 am, or at official set up time. For all other start times, check in at the SCS Service Desk one-half (½) hour before requested time of labor.
- If Exhibitor fails to pick up workers at time ordered, a one (1) hour per workers no-show charge will be assessed.
- An exhibitor representative is permitted to work along union for set up and dismantle of booth.

LABOR RATES: 1 hour per worker minimum charge, thereafter 1/2 hour increments		STANDARD PRICE	SHOW SITE PRICE
STRAIGHT TIME:	Weekdays 8:00 am to 4:30 pm	\$76.50	\$84.00
OVERTIME:	Saturdays and weekdays 4:31 pm to 7:59 am	\$114.50	\$126.00
DOUBLE TIME:	All day Sunday and holidays	\$152.50	\$168.00

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

SCHEDULE DATE(s)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF WORKERS	HOURS PER WORKER	LABOR RATE	TOTAL
						\$
						\$
						\$
Please Indicate Supervision			1. TOTAL LABOR ORDERED			\$
Option 1 _____ Supervised by SCS* *next page to be completed			2. 30% (\$45.00 MINIMUM) SCS SUPERVISION			\$
Option 2 _____ Supervised by Exhibitor			3. TOTAL ESTIMATED LABOR			\$

- All cancellations must be submitted in writing to SCS at least one (1) business day prior to first day of event move-in. Failure to do so will incur a one (1) hour per worker fee.
- Labor orders placed after discount price deadline date will be filled as work force is available.
- Labor scheduling is done on a first-come, first-serve bases. SCS will do its best to schedule to your requested time.
- Remember that all labor ordered is just an estimate. Invoices will be calculated according to actual hours worked.

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

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LABOR ORDER FORM





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STETSON CONVENTION SERVICES SUPERVISED LABOR

Stetson is committed to providing you with the best possible service and equipment. If you have ordered supervised labor, please complete the following information. Providing accurate information will keep labor cost to a minimum.

INBOUND SHIPPING INFORMATION		CARRIER _____	
FREIGHT WILL BE SHIPPED TO:	Warehouse	Show Site	
EMERGENCY CONTACT NAME _____	CELL PHONE _____		
SET-UP INFORMATION			
SET-UP PLANS/PHOTO:	Attached	Sent with Exhibit	In Crate # ____
CARPET:	Sent with Exhibit	Shipped Separately	Ordered from Stetson
ELECTRICAL PLACEMENT:	Attached	Sent with Exhibit	Placed under Carpet
• COMMENTS:			
GRAPHICS:	Sent with Exhibit	Shipped Separately	
• COMMENTS:			
SPECIAL TOOLS OR HARDWARE REQUIRED:			
*Stetson will not be responsible for product or literature that is not properly packed and labeled by exhibit personnel. Additional charges may be incurred when set-up plans or photos are not included and a reset is necessary.			
OUTBOUND SHIPPING INFORMATION			
SHIP TO:			
BILL TO:			
METHOD OF SHIPPING			
<input type="checkbox"/> COMMON CARRIER <input type="checkbox"/> VAN LINE <input type="checkbox"/> AIR FREIGHT <input type="checkbox"/> SHOW CARRIER CARRIER NAME _____			
<input type="checkbox"/> NEXT DAY <input type="checkbox"/> 2ND DAY <input type="checkbox"/> DEFERRED			
<input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT			
EXHIBIT COMPANY NAME		BOOTH #	
EXHIBITOR ADDRESS			
CITY/STATE/ZIP		EMAIL	
PHONE	EXT.	FAX	
EXHIBITOR SIGNATURE		PRINT NAME	

LABOR INSTRUCTIONS



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EVENT DATES:
SEPTEMBER 20-22, 2010

FREIGHT HANDLING & DRAYAGE SERVICES

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

ADVANCE SHIPMENTS TO WAREHOUSE:

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

DIRECT SHIPMENTS TO SHOW SITE:

- Shipments received at event site facility, unloaded from the carrier or exhibitor vehicle, and delivered to exhibitor booth
- Empty containers removed, stored and returned to booth; empty labels provided
- Reloading freight for return to your specified destination
- Please include a Bill of Lading with weight, type of material, and piece count
- Certified weight ticket must accompany shipment, hand-written tickets are NOT accepted as certified
- Call if you need to ship oversized material that will require special equipment or handling
- Label your freight correctly; labels are included in the manual for your convenience; include your exhibit company name, booth number and the name of the event
- Freight will be accepted during exhibitor move-in times; additional charges will be incurred if received outside of these times

SMALL PACKAGES AND CARTONS TO ADVANCE WAREHOUSE OR SHOW SITE:

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





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

EVENT DATES:
SEPTEMBER 20-22, 2010

EXPLANATION OF FREIGHT HANDLING TERMS

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

UNCRATED: Materials shipped loose or pad wrapped, or unskidded materials with no proper lifting bars or hooks.

SPECIAL HANDLING: Shipments received in such a manner that it requires additional time, labor or equipment to unload, sort or deliver. Please see below for specific definitions:

- **NO DOCUMENTATION:** Shipments that arrive without a Bill of Lading and/or a certified weight ticket. Hand-written weight tickets are not acceptable. BOL must contain shipper, carrier, origin, piece count and type as well as weights. Van lines (UPS, FedEx, DHL) typically do not include documentation.
- **REWEIGH:** All shipments are typically reweighed at show site. Bill of Lading weights will be compared to on-site weight tickets to ensure accuracy.
- **STACKED SHIPMENTS:** Shipments loaded in a way that multiple items are “stacked” in the vehicle or loose items placed on top, which requires items be removed to ground level first.
- **GROUND (UN)LOADING:** Vehicles that are not at dock level prevent the use of a loading dock. U-Haul's, flat beds, and company vehicles with trailers are included in this category.
- **SIDE DOOR (UN)LOADING:** See Ground Unloading. Also, shipments packaged in a way that it must be accessed through the side door of the delivery vehicle.
- **CONSTRICTED SPACE (UN)LOADING:** Trailers loaded tightly (side to side/top to bottom) that shipments are not easily accessible.
- **MIXED SHIPMENT:** Multiple pieces from multiple exhibitors in one delivery that requires additional labor to sort and separate shipments to deliver correctly to each booth.
- **DESIGNATED PIECE (UN)LOADING:** Shipments requiring a certain sequence of unloading or loading, reloading after loading to ensure it fits properly or moving around pieces to unload properly.
- **CARPET ONLY:** Carpet and/or pad require additional labor and equipment to handle.
- **ALTERNATE LOCATIONS:** Exhibitor freight that must be delivered in more than one area, floor or building.

ADDITIONAL CHARGES

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

MONEY SAVING TIPS

SMALL PACKAGE SHIPPING WITHOUT DOCUMENTATION

- Express shipments such as FedEx, UPS and DHL are delivered without documentation, such as a Bill of Lading or certified weight ticket. These packages will be delivered to the booth without guarantee of piece count or condition. Shipments received without documentation will be included in the category of Special Handling because of the additional time and labor involved.
- Consolidate small packages to save money. Packages received separately will be billed per receiving event.
(i.e.) 3 separate shipments: 58 lbs. @ 200 lb. minimum, 62 lbs. @ 200 lb. minimum, 70 lbs. @ 200 lb. minimum
If all were shipped together: 190 lbs. @ 200 lb. minimum

BENEFITS OF PREFERRED ON-SITE CARRIERS

- Stetson will have at least one preferred carrier on site at the close of your show. They provide all of the necessary paperwork and scheduling to ensure a smooth move out.
- **Benefits:** Exhibitors will not have to worry about carrier “wait” times and the charges those incur.
Exhibitors will not have to wait for their carrier to show up.
Representatives will be on site to answer all questions regarding shipment, delivery and charges.
Overtime charges can be avoided.

SHIP EARLY

- Shipments arriving late to the warehouse or show site can cost time and money. Ship as early as possible. Our advance warehouse is accepting shipments at least 30 days prior to move in.





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EVENT DATES:
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FREIGHT HANDLING FAQs

WHAT IS THE DIFFERENCE BETWEEN SHIPPING AND FREIGHT HANDLING?

- Shipping is making arrangements with a carrier or courier to transport your exhibit materials to the advanced warehouse or to show site and/or outbound from the show to your specified destination.
- Freight handling is the service provided by Stetson to handle your shipment once it arrives to the advanced warehouse or at show site until it leaves show site. This includes unloading of freight, storing at warehouse, delivery to show (if sent advance) and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier .

CAN I CARRY MY OWN MATERIALS IN?

- You are permitted to carry in materials without the use of hand trucks, dollies, or mechanical equipment.
- You are not permitted to hand carry through the dock area. Hand carrying applies to front entrance only.

DO I SEND MY SHIPMENT PREPAID OR COLLECT?

- Only prepaid shipments will be accepted. This ensures that transportation charges will be paid by the exhibitor or third party.
- Collect shipments will be returned to the delivering carrier.

HOW DO I ESTIMATE MY COST?

- Freight handling rates apply to each CWT (100 lb. increments) or fraction thereof, and are based on the actual inbound weight. To calculate total pounds of shipment, round up each total shipment weight to the nearest 100 lbs. (ex: 325 lbs. would be rounded to 400 lbs.). Any weight of 51-200 lbs. should be calculated at 200 lb. minimum.

WHAT IS A BILL OF LADING?

- A Bill of Lading is a document that establishes the terms between a shipper and a transportation company. This carrier issued receipt indicates the condition the transported material is received and includes piece count, weight and type of merchandise.
- A certified weight ticket is required to avoid surcharges. A weight ticket that is hand-written is not accepted as certified.

HOW DO I LABEL MY PACKAGES?

- To ensure safe arrival of your material, each item should be properly labeled with the exhibiting company's name, the booth number and the name of the event.
- Labels for Advance to Warehouse or Direct to Show Site are enclosed on the pages following the freight handling order form.

DO I NEED INSURANCE FOR MY SHIPMENT?

- It is highly recommended that your materials are insured from the time they leave your firm until they are returned after the show. Exhibitors are encouraged to arrange all-risk coverage by placing "riders" to your existing policies. Stetson Convention Services is not an insurer. Please visit www.exhibitorinsurance.com for more information.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- You can pick up empty labels at the Stetson service area to label each of your pieces for empty storage. These labeled pieces will be picked up and stored by the end of move-in hours.
- At the close of the event, empty containers will be returned to booth once aisle carpet has been removed (if applicable). Depending on the size of the show, this could take up to several hours.

HOW DO I SHIP MY MATERIAL AT THE CLOSE OF THE SHOW?

- Shipping information, labels, Bills of Lading and personal assistance are available at the Stetson Service Desk. Each shipment must be properly labeled and have a completed Bill of Lading to ship materials from the show.
- Call your designated carrier with pick-up information and turn the completed Bill of Lading into the Stetson Service Desk to ensure pick up once your exhibit is packed up. Remember to leave ample time for empties to be returned.

WHAT HAPPENS IF MY CARRIER DOES NOT SHOW UP BY THE DESIGNATED TIME?

- Should your carrier fail to pick up or refuse to accept shipment, Stetson reserves the right to reroute to the show carrier or deliver back to the warehouse at the Exhibitor's expense.
- Shipments can be returned to warehouse for holding or re-forwarding until your carrier arrives to pick it up. It will be charged \$50.00 per day and \$50.00 per 100 lbs., with a \$150.00 minimum.





2900 Stayton St.
Pittsburgh, PA 15212
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WAREHOUSE DEADLINE:
FRIDAY, SEPTEMBER 10, 2010

FREIGHT HANDLING RATES & CLASSIFICATIONS

<input type="checkbox"/>	<u>ADVANCE TO WAREHOUSE</u>	PRICE PER CWT	200 LB. MINIMUM
	CRATED OR SKIDDED.....	\$75.50.....	\$151.00
	SPECIAL HANDLING	\$94.00.....	\$188.00
	UNCRATED.....	*FREIGHT SHIPPED TO WAREHOUSE MUST BE CRATED OR SKIDDED	

Shipments must arrive within Warehouse Receiving dates to avoid 25% surcharge. **If your items will be arriving after the warehouse receiving deadline, Stetson must be notified in advance to ensure your shipment will arrive in time to be loaded onto our freight trucks. Please provide the shipment's carrier information and tracking numbers.**

Roundtrip rates include: unloading of freight, storing at warehouse, delivery to show site and your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show, and overtime move-in.

<input type="checkbox"/>	<u>DIRECT TO SHOW SITE</u>	PRICE PER CWT	200 LB. MINIMUM
	CRATED OR SKIDDED.....	\$70.00.....	\$140.00
	SPECIAL HANDLING	\$86.00.....	\$172.00
	UNCRATED.....	\$103.50.....	\$207.00

Shipments must arrive within Exhibitor Move-in/ Show Site Receiving times to avoid 25% surcharge or shipment refusal.

Shipments sent directly to the hotel prior to the scheduled exhibitor move-in on March 21 may incur additional hotel storage fees.

Roundtrip rates include: unloading of freight, delivery to your booth, storage of empty containers, return of empty containers, handling to dock area, reloading onto carrier at end of show and overtime move-in.

<input type="checkbox"/>	<u>SMALL PACKAGE RATE</u>	<u>MAXIMUM WEIGHT PER SHIPMENT IS 50 LBS.</u>
	FIRST CARTON.....	\$46.50
	EACH ADDITIONAL CARTON	\$26.00

ADDITIONAL SURCHARGES—CHARGES IN ADDITION TO THE ABOVE RATES

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

OFF TARGET (OUTSIDE MOVE-IN TIMES): 25% OF TOTAL DOLLAR AMOUNT OF SHIPMENT

DESCRIPTION	WEIGHT (ROUNDED UP TO NEAREST 100)	CWT	PRICE PER CWT	ESTIMATED TOTAL
Example: 2 Crates	500 lbs.	÷ 100 = 5	\$75.50	\$377.50
		÷ 100 =	\$	\$
		÷ 100 =	\$	\$
			SUBTOTAL	
ADDITIONAL SURCHARGES		\$ _____ * _____ % OF SUBTOTAL =		
			TOTAL DUE	

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

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

FREIGHT HANDLING ESTIMATION FORM



RUSH—EXHIBITION FREIGHT

Stetson Convention Services

c/o ADCOM Worldwide/Forward Air
200 Crofton Road Building 7A, Suite 500
Kenner, LA 70062



Exhibitor _____

Booth # _____

Pieces _____ of _____

ADVANCE WAREHOUSE CUPA-HR ANNUAL

Must arrive by Friday, September 10, 2010 to avoid surcharges. Please notify Stetson of any late shipments so that they can be loaded onto our trucks

RUSH—EXHIBITION FREIGHT

Stetson Convention Services

c/o ADCOM Worldwide/Forward Air
200 Crofton Road Building 7A, Suite 500
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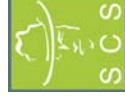
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RUSH—EXHIBITION FREIGHT

Stetson Convention Services

c/o Hilton New Orleans Riverside, Grand Salon A-D
Two Poydras Street
New Orleans, LA 70130



Exhibitor _____

Booth # _____

Pieces _____ of _____

DIRECT TO SHOW SITE
CUPA-HR ANNUAL

**Must Arrive Between 9am-4:30pm on September 20th to Avoid
Surcharge or a Possible Shipment Refusal.**

RUSH—EXHIBITION FREIGHT

Stetson Convention Services

c/o Hilton New Orleans Riverside, Grand Salon A-D
Two Poydras Street
New Orleans, LA 70130



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Pieces _____ of _____

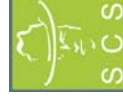
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Booth # _____

Pieces _____ of _____

DIRECT TO SHOW SITE
CUPA-HR ANNUAL

**Must Arrive Between 9am-4:30pm on September 20th to Avoid
Surcharge or a Possible Shipment Refusal.**

OFFICIAL
GROUND & AIR
CARRIER!

...Without Fail!

As a **CUPA-HR 2010 Exhibitor**, you have the opportunity to enjoy fast service and save money by using **ADCOM WORLDWIDE-DCA Tradeshow Logistics!**

We offer the following services for your convenience:

- Next Day Service
- 2 Day Service
- Deferred Economy Service
- International Brokerage/
Transportation
- Easy shipment processing
- Onsite support
- Automatic Proof of Delivery by email
- Simplified billing
- Pre-printed Bills of Lading
- Address labels supplied at no cost
- 24-hour Customer Service

For more information on ADCOM-DCA's services, to request a quote, or to book a shipment, visit us at www.adcomworldwide.com & click 'Tradeshows'

To have a representative contact you directly, please complete the information below and fax to 1.703.684.3925: *(check one)*

Email Fax Phone

Company: _____

Contact: _____ Booth #: _____

Address: _____

City: _____ St/Prov: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

ADCOM WORLDWIDE of Washington DC

Phone 1.703.684.1900 or 1.800.486.7447 • Fax 1.703.684.3925

www.adcomworldwide.com • Email: Exhibitors@adcomworldwide.com



Cleaning Order Form

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 214.443-2500 • Fax: 866.329.1437 • email: esnolahilton@ges.com

SHOW NAME **CUPA-HR Annual Conference & Expo 2010**

SHOW DATES **September 20-22, 2010**

Discount Deadline Date: **9/1/10**

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. **Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.**

Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
VACUUMING <i>Includes emptying your wastebasket nightly.</i>			
9071	Vacuumping Per Day.....price per square foot per day	\$ 0.37	\$ 0.52
9072	Vacuumping Before Show Open Only..... price/sq ft	\$ 0.40	\$ 0.52
SHAMPOOING			
9073	Shampooing Before Show Open Only..... price/sq ft	\$ 0.46	\$ 0.78
MOPPING & WAXING			
9074	Mopping & Waxing Before Show Open Only..... price/sq ft	\$ 0.64	\$ 1.05
PERIODIC PORTER SERVICE			
GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. <i>Vacuumping not included. Calculate by your booth size.</i>			
9075	0-500 sq ftper day	\$ 80.00	\$ 120.25
9076	501-1500 sq ftper day	\$ 103.25	\$ 155.00
9077	1501-3000 sq ftper day	\$ 126.25	\$ 189.52
9078	3001 sq ft and above.....per day	\$ 172.72	\$ 259.00

PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 66.00	\$ 82.50	\$ 99.00
Overtime	\$ 115.25	\$ 144.00	\$ 173.00
Double Time	\$ 132.00	\$ 165.00	\$ 198.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

DISCOUNT DEADLINE DATE: 21 days prior to show move-in

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: Applies to Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

POLICY STATEMENT: 100 % payment must accompany each order. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. Customers who prepay 21 days before show move-in date qualify for the advance discount price. All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim. **NON-USA EXHIBITORS** agree to pay only by international money order, credit card, traveler's checks, or cash.

Please Indicate Service

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates Vacuumping Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicerter**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9071	Vacuumping Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuumping Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X	NO.OF DAYS	=TOTAL PRICE
	Periodic Porter Service				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	\$
2. 9.0% Applicable Tax	\$
3. 2% Parish Tax	\$
4. Payment Enclosed	\$

Authorized Signature - Please Sign: _____

AUTHORIZED NAME - PLEASE PRINT	DATE
_____	_____

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability printed on all pages of this form.

Company Name _____ Phone Number (____) _____

Address _____ Fax Number (____) _____

City _____ Authorized Signature x _____

State _____ Zip Code _____ Printed Authorized Signature _____

Date of Order _____ Check # _____

Credit Card: American Express Visa Master Card Discover Diner's Club

Credit Card# _____ Exp. Date _____

Printed Name of Cardholder _____ Signature of Cardholder x _____



Electrical Rental Order Form

FOR ELECTRICAL SERVICE ONLY

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 214.443-2500 • Fax: 866.329.1437

email: esnolahilton@ges.com

CUPA-HR Annual Conference & Expo 2010

SHOW NAME

SHOW DATES

September 20-22, 2010

Discount Deadline Date:

9/1/10

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

- ☞ 100 % payment must accompany each order and be received 21 days prior to show move-in date to qualify for advance discount price.
- ☞ No orders can be processed without payment.
- ☞ Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing.
- ☞ Cancellation fee after installation is 100% of original cost.

POLICY STATEMENT: 100 % payment must accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at the booth. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. **Customers who prepay 21 days before show move-in date qualify for the advance discount price.** All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim.

NON-USA EXHIBITORS agree to pay only by international money order, credit card, traveler's checks, or cash.

Quantity	ELECTRICAL OUTLETS 120 Volt 60 Cycle Alternating Current	Discount Price	Standard Price	TOTAL PRICE	
	Outlet 500 Watts (5 Amps)	\$ 89.25	\$126.00		
	Outlet 1,000 Watts (10 Amps)	\$152.25	\$220.50		
	Outlet 1,500 Watts (15 Amps)	\$168.00	\$241.50		
	Outlet 2,000 Watts (20 Amps)	\$199.50	\$304.50		
Quantity	FLOODLIGHT (* In Line Booths Only)				
	150 Watt Floodlight on Stanchion*	\$ 99.75	\$135.00		
	300 Watt Floodlight on Stanchion*	\$ 110.25	\$162.75		
Quantity	POWER SERVICE & MOTOR OUTLETS - All 208V connections require labor				
	20 Amp 208V Single Phase	\$304.50	\$462.00		
	20 Amp 208V Three Phase	\$346.50	\$519.75		
	30 Amp 208V Single Phase	\$367.50	\$540.75		
	30 Amp 208V Three Phase	\$430.50	\$630.00		
	Quotes for greater amperage or voltage available upon request		SUB TOTAL		

<input type="checkbox"/> Provide 24 Hour Power Service - Double The Published Rate		
<input type="checkbox"/> Transformer(s) To Boost From 208V: \$125 (Discount) \$150.00 (Standard Price)		
<input type="checkbox"/> Labor To Install Wire Under Carpet		
SHADED AREAS FOR OFFICE USE ONLY	LABOR:	
	MATERIAL:	
AUTHORIZATION FOR TIME & MATERIAL: PLEASE INITIAL _____	SUB TOTAL:	
	9% TAX:	
	2% PARISH TAX:	
	GRAND TOTAL:	

Power Strips and Extension Cords are available for rent at showsite.

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability printed on all pages of this form.

Company Name _____ Phone Number () _____

Address _____ Fax Number () _____

City _____ Authorized Signature x _____

State _____ Zip Code _____ Printed Authorized Signature _____

Date of Order _____ Check # _____

Credit Card: American Express Visa Master Card Discover Diner's Club

Credit Card# _____ Exp. Date _____

Printed Name of Cardholder _____ Signature of Cardholder x _____



Electrical Regulations & General Information

1. *Trade Show Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Trade Show Electrical electrician. Trade Show Electrical will not be responsible for any damage or lost equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Trade Show Electrical electrician.*
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information, please refer to the Exhibitor Electrical Information insert.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection.
13. All outlets over 20 amps and with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring - including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited.



Electrical Labor Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 •
Phone: 214.443.2500 • FAX: 866.329.1437 • email: esnolahilton@ges.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified.



SHOW NAME CUPA-HR Annual Conference & Expo 2010
SHOW DATES September 20-22, 2010 Discount Deadline Date: 9/1/10

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor and equipment is one (1) hour per electrician and equipment for installation and one (1/2) hour for dismantle. Labor thereafter is charged in half (1/2) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Electrician Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 85.00	\$ 102.00	\$ 122.40
Overtime	\$ 127.50	\$ 153.00	\$ 183.75
Double Time	\$ 170.00	\$ 204.00	\$ 245.00

Electrician with Lift per hour, please call 504.556-3749.

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: All day on Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

Please Indicate Service

Place Order Here

- TSE SUPERVISED (OK TO PROCEED)**
Requires floor plan. Please complete "Booth Layout Form" form, or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.
TSE will supervise labor to:
• Distribute power under carpet.
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
• Indicate electricians needed for installation and dismantling

TSE IS RESPONSIBLE FOR THE FOLLOWING: PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN ABOVE.

- Power Distribution
E1 - Concealed wiring in walls, headers, or displays
E2 - In front of hard walls at the back of the booth
E3 - Above tile floor
E4 - Distribution from outlets to equipment
- Equipment Connections
E5 - Electrical motors and/or controls
E6 - Breaker panels or power distribution panels
E7 - Interconnection between equipment
E8 - Electrical apparatus equipment wiring

- Lights
E9 - Separately attached light tracks
E10 - Track light heads
- General Lighting
E11 - Fluorescent/Incandescent
E12 - Overhead
E13 - Lighting mounted separate to exhibit structure
E14 - Light boxes
E15 - Neon
- Other Electrical
E19 - Specify

LABOR TYPE	SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	# OF HOURS	# OF ELECTRICIANS	RATE/HR	TOTAL
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. 20% (\$25.00) GES Supervision	\$
						3. 9% Applicable	\$
						4. Payment Enclosed	\$

Authorized Signature: **X**

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

010807

Hilton New Orleans Riverside

High-speed Internet Access Pricing 01/10

ONE TIME SETUP FEE:	1-4	5-20	21-39	40-100	100+
	\$75	\$150	\$200	\$500	\$800

<u>Number of Computers</u>	<u>Charge</u>	<u>1 Day</u>	<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 days</u>	<u>6 Days</u>	<u>7 Days</u>	<u>8 Days</u>	<u>9 Days</u>	<u>10 Days</u>
		1	2	3	4	5	6	7	8	9	10
1	\$200	\$200	\$388	\$564	\$728	\$880	\$1,020	\$1,148	\$1,264	\$1,368	\$1,460
2	\$394	\$394	\$764	\$1,111	\$1,434	\$1,734	\$2,009	\$2,262	\$2,490	\$2,695	\$2,876
3	\$576	\$576	\$1,117	\$1,624	\$2,097	\$2,534	\$2,938	\$3,306	\$3,640	\$3,940	\$4,205
4	\$746	\$746	\$1,447	\$2,104	\$2,715	\$3,282	\$3,805	\$4,282	\$4,715	\$5,103	\$5,446
5	\$904	\$904	\$1,754	\$2,549	\$3,291	\$3,978	\$4,610	\$5,189	\$5,713	\$6,183	\$6,599
6	\$1,050	\$1,050	\$2,037	\$2,961	\$3,822	\$4,620	\$5,355	\$6,027	\$6,636	\$7,182	\$7,665
7	\$1,184	\$1,184	\$2,297	\$3,339	\$4,310	\$5,210	\$6,038	\$6,796	\$7,483	\$8,099	\$8,643
8	\$1,306	\$1,306	\$2,534	\$3,683	\$4,754	\$5,746	\$6,661	\$7,496	\$8,254	\$8,933	\$9,534
9	\$1,416	\$1,416	\$2,747	\$3,993	\$5,154	\$6,230	\$7,222	\$8,128	\$8,949	\$9,685	\$10,337
10	\$1,514	\$1,514	\$2,937	\$4,269	\$5,511	\$6,662	\$7,721	\$8,690	\$9,568	\$10,356	\$11,052
11	\$1,600	\$1,600	\$3,104	\$4,512	\$5,824	\$7,040	\$8,160	\$9,184	\$10,112	\$10,944	\$11,680
12	\$1,674	\$1,674	\$3,248	\$4,721	\$6,093	\$7,366	\$8,537	\$9,609	\$10,580	\$11,450	\$12,220
13	\$1,736	\$1,736	\$3,368	\$4,896	\$6,319	\$7,638	\$8,854	\$9,965	\$10,972	\$11,874	\$12,673
14	\$1,786	\$1,786	\$3,465	\$5,037	\$6,501	\$7,858	\$9,109	\$10,252	\$11,288	\$12,216	\$13,038
15	\$1,852	\$1,852	\$3,593	\$5,223	\$6,741	\$8,149	\$9,445	\$10,630	\$11,705	\$12,668	\$13,520
16	\$1,880	\$1,880	\$3,647	\$5,302	\$6,843	\$8,272	\$9,588	\$10,791	\$11,882	\$12,859	\$13,724
17	\$1,896	\$1,896	\$3,678	\$5,347	\$6,901	\$8,342	\$9,670	\$10,883	\$11,983	\$12,969	\$13,841
18	\$1,900	\$1,900	\$3,686	\$5,358	\$6,916	\$8,360	\$9,690	\$10,906	\$12,008	\$12,996	\$13,870



HILTON NEW ORLEANS RIVERSIDE
Request for Internet Service
 Please Return via FAC Simile to 504.556.3788
 ATTN: Marie McCrery

Convention Name CUPA-HR ANNUAL CONFERENCE Company Name _____ Client Contact _____

Business Address _____ City _____ State _____ Zip Code _____

Phone Number (____)-____-____ Fax Number (____)-____-____ Email _____

Payment Options- Please check one.

Direct billing for accounts with prearranged credit through the credit office. Master Account number _____

Credit Card – Please complete *Credit Card Payment Authorization Form* and submit with request

Your computer requires an installed ETHERNET CARD w/ RJ45 FEMALE ADAPTER. **All orders must be received by Tuesday, September 19. Orders received with less lead will be assessed a \$25.00 late charge per line. A \$50.00 cancellation fee will apply for service cancelled after setup.** A setup fee is applied based on the number of computers setting up, please ask for details. Per day charges are for full calendar dates only. No partial day adjustments will be made. By your signature you authorize installation and accept responsibility. Prices are subject to change. Please contact hotel directly for current rates. **For installation questions or special requests, please contact Marie McCrery at (504) 584-3915 or email Marie.McCrery@hilton.com**

***** A USERNAME/PASSWORD WILL BE ISSUED FOR EACH COMPUTER. PLEASE NOTE THIS *****
 USERNAME/PASSWORD IS NOT TRANSFERABLE TO ANY OTHER COMPUTER.

LOCATION / ROOM	# OF COMPUTERS	DAILY CHARGE	# DAYS	INSTALL DATE / TIME	DISCONNECT DATE / TIME	SUB-TOTAL
Setup Fee one time charge	1-4 \$75 5-20 \$150 21-39 \$200 40-100 \$500					Total setup
						Total Charges:

Client Signature: _____

Date: _____

Meetings & Conventions Manager: _____

Please refer to the following page for High-Speed Internet pricing.



2010 CUPA-HR
Lead Retrieval Order Form
Order before 9/6/2010 and save up to \$45
To order on-line go to: www.eland.us
or Fax this form to 877-880-0142

Company Name:			
Address:			
Address 2:			
City:	State:	Zip Code:	
Telephone:	Fax:		
E-mail address (for order confirmation/receipt)::			
Contact Name:	Booth Number:		

1) The Expo Handheld unit does not require electrical hookup at the booth. Data is stored and then downloaded after the show onto a complimentary USB flash drive. The Expo Handheld does not provide a printout.

A	Quantity of expo Handheld terminals	
B	Cost per terminal if ordered before 9/6/2010 \$300	
C	Cost per terminal if ordered after 9/6/2010 \$345	
D		
E	Subtotal (line A + line B or line C + D)	
F	Hand deliver to my booth <input type="checkbox"/> Yes (for additional \$30) <input type="checkbox"/> No	
G	Custom Qualifiers <input type="checkbox"/> Yes (for additional \$50) <input type="checkbox"/> No	
	TOTAL (line E + line F + line G)	

2) The Expo Desktop Terminal is a stand-alone unit that requires 110V Hookup at your booth. This terminal provides a printout as well as a USB flash drive.

A	Quantity of Expo Desktop terminals	
B	Cost per terminal if ordered before 9/6/2010 \$300	
C	Cost per terminal if ordered after 9/6/2010 \$345	
D	Subtotal (line A + line B or line C + D)	
E	Hand deliver to my booth <input type="checkbox"/> Yes (for additional \$30) <input type="checkbox"/> No	
F	Custom Qualifiers <input type="checkbox"/> Yes (for additional \$50) <input type="checkbox"/> No	
	TOTAL (line D + line E + line F)	

By ordering prior to show opening, Eland can guarantee that you will have a terminal at the show, however quantities of each terminal are limited. Eland will change the terminal type if necessary and notify you of any changes. Ordering online via Eland's website is the quickest way to receive the terminal of your choice.

Credit card information:
 (Please circle one) American Express Discover Mastercard Visa

Credit Card Number:	Expiration Date:
Name on Credit Card	
Signature:	

Billing Address for Credit Card (if different from above):

Address:			
Address 2:			
City:	State:	Zip Code:	

Custom qualifiers available for additional \$50. See enclosed order form. Please call 516-674-3807 for more information. If paying by company check, please remit payment to:
 Eland & Associates, LLC
 93 Glenwood Rd.
 Glenwood Landing, NY 11547

Custom Qualifiers Order Form

Show Name: 2010 CUPA-HR

Note: There is an additional \$50 charge for this option

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			

You are limited to 16 Qualifiers, each containing 19 Characters

Examples Are:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	H	O	T		L	E	A	D											
2	E	M	P	L	O	Y	E	E	S		1	-	25						
3	E	M	P	L	O	Y	E	E	S		26	-	50						

Please fax along with your order to:

Company _____

Booth Number _____

If you are participating in the exhibitor door prize drawings, there is a function on the machines that allows for a random person to be selected (scanner generated.) Please see Eland staff for questions onsite.

EXHIBITING COMPANY:
 ADDRESS:
 PHONE: FAX:
 CONTACT:
 EMAIL ADDRESS:
 AUTHORIZED BY:

ORDER TOTAL: \$ -
 LATE ORDER FEE (ADD 30%): \$ -
 STATE TAX: (EXCLUDING NV & CA) \$ -
 TOTAL DUE: \$ -
 CREDIT CARD:
 SIGNATURE: EXP:
 NAME: (PRINT)

SHOW NAME:
 BOOTH NUMBER (S)
 VENUE:
 SHOW DATE:



CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 440	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 960	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 510	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 460	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 338	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 475	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 314	\$ -
SO N		SOFA	MARRAKESH	\$ 415	\$ -
CH N		CHAIR	MARRAKESH	\$ 295	\$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	\$ 404	\$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	\$ 290	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 388	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 344	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 992	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 443	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 244	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 304	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 365	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 259	\$ -

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Bar's & Barstool's					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 155	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 189	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 175	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 175	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 168	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 168	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 133	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 125	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 125	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 125	\$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,743	\$ -
BR 1		BAR, COUNTER	MARTINI BAR	\$ 953	\$ -

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Occasional Chair' & Ottoman's					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCENT	\$ 196	\$ -
OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	\$ 530	\$ -
OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	\$ 530	\$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 241	\$ -
OC U		OCCASIONAL CHAIR	GLOBUS	\$ 271	\$ -
OC B		TUB CHAIR	KEY WEST, BLACK	\$ 282	\$ -
OC Y		STAGE CHAIR	ONYX	\$ 132	\$ -
OC C		STAGE CHAIR	CAMEL	\$ 132	\$ -
OC Z		STAGE CHAIR	BEIGE	\$ 132	\$ -
OC R		STAGE CHAIR	RED	\$ 132	\$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 170	\$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 210	\$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 234	\$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 262	\$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 274	\$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 210	\$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 234	\$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 262	\$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 274	\$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 426	\$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 426	\$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 426	\$ -
PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	\$ 923	\$ -
PW B		OTTOMAN	PINWHEEL, BLACK & RED	\$ 896	\$ -
OT C		OTTOMAN	CUBE, LEMON	\$ 74	\$ -
OT D		OTTOMAN	CUBE, BLUEBERRY	\$ 74	\$ -
OT E		OTTOMAN	CUBE, RASPBERRY	\$ 74	\$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 80	\$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 80	\$ -

VIEW ITEMS AT LINK BELOW - MAIL OR FAX BOTH FRONT & BACK TO STETSON AT:
www.cortradeshow.com
 2900 Stayton St.
 Pittsburgh, PA 15212
FAX: 412-223-1094 TEL: 412-223-1090

- LATE ORDERS:**
- Orders received within 14-days prior to show opening will incur a 30% late fee.
- CANCELLATIONS:**
- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
 - Cancellations made after move-in begins will receive no refund.

- PAYMENT:**
- All orders must be received with full payment no later than 14 days prior to the show.
 - Payment may be made by credit card, or check on a U.S. Bank
 - Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.
- STETSON 2010 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHTS RESERVED

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Occasional Cocktail & End Table's						Conference Chair's, Stacking & Utility Seating					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 200	\$ -	SC 9		SIDE CHAIR	PANTON, WHITE	\$ 132	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 200	\$ -	SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 109	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -	SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 125	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 265	\$ -	CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 145	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 213	\$ -	SC 4		SIDE CHAIR	JETSON, BLACK	\$ 125	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 170	\$ -	SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 153	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 175	\$ -	SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 117	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 170	\$ -	SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 117	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 180	\$ -	SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 222	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 180	\$ -	CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 208	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 175	\$ -	XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 246	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 239	\$ -	XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 267	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 203	\$ -	XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 159	\$ -	XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 219	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 164	\$ -	XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 241	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 147	\$ -	XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 262	\$ -
Café Tables						OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 300	\$ -
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 142	\$ -	CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 76	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 158	\$ -	CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 76	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 142	\$ -	SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 137	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 158	\$ -	DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 203	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 158	\$ -	Desk's, Bookcase's, Credenza's & File's					
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 161	\$ -	JD 6		EXECUTIVE DESK	MAHOGANY	\$ 383	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 142	\$ -	JD 7		EXECUTIVE DESK	GRAPHITE	\$ 366	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 142	\$ -	CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 383	\$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	\$ 196	\$ -	CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 361	\$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	\$ 213	\$ -	BC 6		BOOKCASE	MAHOGANY, 72"	\$ 234	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 196	\$ -	BC 7		BOOKCASE	GRAPHITE, 72"	\$ 229	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 213	\$ -	L2 6		LATERIAL FILE	MAHOGANY	\$ 290	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 196	\$ -	L2 7		LATERIAL FILE	GRAPHITE	\$ 274	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 213	\$ -	VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 180	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 213	\$ -	VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 132	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 216	\$ -	Conference Table's					
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 196	\$ -	CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 284	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 196	\$ -	CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 274	\$ -
Bar Table's						CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 196	\$ -
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 164	\$ -	CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 186	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -	CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 202	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 164	\$ -	CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 306	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 371	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -	CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 306	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 186	\$ -	CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 371	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 164	\$ -	CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 251	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 164	\$ -	CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 284	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 205	\$ -	CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 350	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 229	\$ -	CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 557	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -	CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 251	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -	CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 251	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -	Product Display's, Lamps, & Refrigerators					
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 229	\$ -	ET 2		ETAGERE	BLACK	\$ 234	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 229	\$ -	ET 1		ETAGERE	SILVER	\$ 234	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 229	\$ -	PD F		PEDESTAL	GRAPHITE NEBULA	\$ 274	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -	PD H		PEDESTAL	GRAPHITE NEBULA	\$ 284	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -	PD K		PEDESTAL	GRAPHITE NEBULA	\$ 306	\$ -
Training Room						PD L		PEDESTAL	LOCKING, BLACK	\$ 313	\$ -
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 274	\$ -	LA F		LAMP	LUMALIGHT, RED	\$ 219	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 328	\$ -	LA D		LAMP	LUMALIGHT, WHITE	\$ 219	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 208	\$ -	LA E		LAMP	LUMALIGHT, ORANGE	\$ 219	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 228	\$ -	LA 1		LAMP	PEWTER, FLOOR LAMP	\$ 104	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -	LA 2		LAMP	PARISIAN, PEWTER	\$ 104	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 241	\$ -	R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 574	\$ -
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