



1161 Sandhill Ave., Unit D • Carson, CA 90746 • Phone (310) 320-4203 • Fax (310) 320-4265

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Los Angeles Boat Show 2013
 Los Angeles Convention Center, Halls H, J & K
 February 7th-10th, 2013

Exhibiting Company: _____

Booth Number: _____

To qualify for discounted rates orders must be received no later than **Tue, January 22nd** with payment.

Order Recap & Billing

This form must be returned with your order

*Required fields, please print clearly	
*Company	*Contact Name
*Address:	
*City	*State
	*Zip
*Phone Number:	* Fax Number:
*E-mail Address:	
Please complete and return this form as well as the credit card authorization form with your orders.	
Furniture, Accessories & Carpet	\$
Booth Cleaning	\$
Material Handling	\$
Install & Dismantle Labor	\$
Sign Hanging Labor	\$
Rental Display	\$
Miscellaneous	\$
Total	\$
<p>All cancelled orders must be received in writing within 5 calendar days of the first event move-in date. Cancelled orders will be assessed a 50% cancellation/restocking fee. No refunds will be given after the 5 calendar day stipulation referenced above. Please report any discrepancies with your order or your booth to the TotalExpo service desk prior to the commencement of the event. Otherwise no adjustments will be made on your invoice.</p>	
If paying by check, please include one check for the entire amount due to TotalExpo, Inc.	
Check No. _____	Date: _____ \$



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Exhibiting Company: _____

Booth Number: _____

To qualify for discounted rates orders must be received no later than **Tue, January 22nd** with payment.

Credit Card Authorization

All fields are required, please print clearly

This form authorizes **TotalExpo, Inc.** to charge your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show-site orders place by you or your representative. Please complete the information request below and return this form with your order.

All cancelled orders must be received in writing within 5 calendar days of the first event move-in date. Cancelled orders will be assessed a 50% cancellation/restocking fee. No refunds will be given after the 5 calendar day stipulation referenced above. Please report any discrepancies with your order or your booth to the TotalExpo service desk prior to the commencement of the event. **Otherwise no adjustments will be made on your invoice.**

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH

Credit Card Type: American Express MasterCard Visa

Account Number (Please use one box per number):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date: ___ / ___	Security Code:
-----------------------------------	-----------------------

Check if Company Card

Company Name: _____

Billing Address: _____

City	State	Zip
------	-------	-----

Phone Number:	Fax Number:
---------------	-------------

Email Address: _____

Cardholder's Name (Print): _____

Cardholder's Signature: _____

A check is being sent to cover all expense, use card only for show-site services and remaining balances.

Please Note: No credits or adjustments will be made after the close of the show.



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Furniture, Carpet and Accessories

QTY	ITEM	ADVANCE	REGULAR	TOTAL		QTY	ITEM	ADVANCE	REGULAR	TOTAL	
CHAIRS						CARPET					
100	Padded Side	\$ 61.00	\$ 74.00	\$		300	10'X10' inline booth	\$ 164.00	\$ 197.00		
101	Padded Arm	\$ 87.00	\$ 105.00	\$		301	10'X20' inline booth	\$ 308.00	\$ 370.00		
102	Padded Stool w/ back	\$ 98.00	\$ 118.00	\$		302	10'X30' inline booth	\$ 448.00	\$ 538.00		
30" HIGH DRAPED TABLE						303	10'X40' inline booth	\$ 588.00	\$ 706.00		
200	4'X24"	\$ 113.00	\$ 136.00	\$		304	Island Booth (Pre-Orders Only) \$237 per 10'x10'				
201	6'X24"	\$ 137.00	\$ 165.00	\$		305	Custom Carpet (Pre-Orders Only) \$352 per 10'x10'				
202	8'X24"	\$ 159.00	\$ 191.00	\$		(10' widths) NO REFUNDS ON CUSTOM CARPET CARPET COLORS (Please circle one) Blue • Red • Grey • Teal • Black Plum • Hunter Green • Burgundy					
203	4th Side Draping	\$ 80.00	\$ 96.00	\$		306	Carpet Pad (per 10'x10)	\$ 99.00			
42" COUNTER HEIGHT DRAPED TABLE						307	Visqueen (per 10'x10')	\$ 99.00			
205	4'X24"	\$ 152.00	\$ 183.00	\$		ACCESSORIES					
206	6'X24"	\$ 172.00	\$ 207.00	\$		400	Wastebasket	\$ 14.00	\$ 17.00	\$	
207	8'X24"	\$ 198.00	\$ 238.00	\$		401	Chrome Easel	\$ 38.00	\$ 46.00	\$	
208	4th Side Draping	\$ 80.00	\$ 96.00	\$		402	Bag Rack	\$ 115.00	\$ 138.00	\$	
SKIRT COLORS (Show colors are Blue & White) Red • Blue • White • Teal • Black Hunter Green • Burgundy						403	Literature Rack	\$ 128.00	\$ 154.00	\$	
UNDRAPED TABLES						404	Garment Rack	\$ 115.00	\$ 138.00	\$	
210	4'X24"	\$ 63.00	\$ 78.00	\$		405	4'x8' Msg. Board	\$ 243.00	\$ 292.00	\$	
211	6'X24"	\$ 77.00	\$ 97.00	\$		406	3' Side Drape (per ft)	\$ 9.00	\$ 11.00	\$	
212	8'X24"	\$ 92.00	\$ 113.00	\$		407	8' Side Drape (per ft)	\$ 15.00	\$ 18.00	\$	
217	42" counter height (per table)		\$ 29.00	\$		408	Stanchion	\$ 48.00	\$ 58.00	\$	
SPECIALTY TABLES						409	Velour Rope-8'	\$ 37.00	\$ 45.00	\$	
214	30" round x 30" high	\$ 91.00	\$ 110.00	\$		410	Glass Showcase	\$ 440.00	\$ 528.00	\$	
215	30" round x 42" high	\$ 115.00	\$ 138.00	\$		Total				\$	



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Exhibiting Company: _____
 Booth Number: _____

To qualify for discounted rates orders must be received no later than **Tue, January 22nd** with payment.

Booth Cleaning

AVAILABLE SERVICES		ADVANCE	REGULAR	Rate per day	# of Days	# of 10'x10'	Total:
500	ONE-TIME Booth Cleaning/Vacuuming (per 10'x10' space)	\$ 38.00	\$ 46.00	\$ _____	X 1	X _____ =	\$
501	DAILY Booth Cleaning/Vacuuming (per 10'x10', per day, each day of event)	\$ 36.00	\$ 44.00	\$ _____	X 4	X _____ =	\$
502	ONE-TIME Shampoo Booth Carpet (per 10'x10'space)	\$ 64.00	\$ 77.00	\$ _____	X 1	X _____ =	\$
Booth Cleaning Total:							\$
Date of One-Time Booth Cleaning/Vacuuming : ____ / ____ / ____							
Date of One-Time Shampooing : ____ / ____ / ____							
PORTER SERVICE		Advance	Regular	Rate per day	# of Days	Porter Service Total:	
Up to 300 sq ft (10'x30'). Booth size: ____x____ Dates for Porter Service:		\$ 145.00 (Per Day)	\$ 174.00 (Per Day)	\$ _____	X _____ =	\$	
Larger than 300 sq ft (10'x30'). Booth size: ____x____ Dates for Porter Service:		\$ 194.00 (Per Day)	\$ 233.00 (Per Day)	\$ _____	X _____ =	\$	



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Material Handling and Shipping Instructions

RATES BELOW WILL BE BASED ON PUBLISHED SHOW MOVE-IN AND MOVE-OUT SCHEDULE. All charges are per (100 lbs) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. TotalExpo, Inc. will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. TotalExpo, Inc. will receive direct shipments at show-site on scheduled move-in days. TotalExpo, Inc. will provide delivery to booth, storage of empty packing materials, and return of out-bound shipments to the loading dock at the close of the show. TotalExpo, Inc. "Bill of Lading" must be filled out at close of show. **TOTALEXPO, INC. REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

- **This fee does not include over time. Please note that a 25% OT surcharge will be added when applicable.**
- Loading equipment & labor are furnished including removal, storage, & return of empty crates & containers.
- Pad wrapped shipments will not be accepted at the Advance Warehouse.

REGULAR SHIPMENTS: Skidded, crated or material packed in a container that can be unloaded at the loading dock with forklift or pallet jack and no additional handling required

SPECIAL HANDLING: Material delivered on or in such a manner that would require additional handling. Example: Loose pieces, pad wrapped shipments, ground unloading, stacked, designated piece unloading, mixed loads, carpets, pads, shipments with out documentation (**UPS, FedEx, etc**) and any shipment that requires additional labor or special equipment.

ADVANCE SHIPMENTS TO WAREHOUSE All materials shipped in advance to the warehouse must arrive by **Fri, February 1st**. Shipments received after the deadline will incur a \$150.00 surcharge per shipment. Shipments will be received up to 30 days prior to move free storage. Freight will be delivered to booth prior to show & from booth to your common carrier at the loading dock upon show closing. **Please note that a 25% OT surcharge will be added when applicable.**

Advance Shipments—Regular				
Weight	x	Rate per 100 lbs, 200 lb minimum	=	Total
_____ CWT	x	\$80.00 REGULAR	=	\$
Advance Shipments—Special Handling				
Weight	x	Rate per 100 lbs, 200 lb minimum	=	Total
_____ CWT	x	\$100.00 SPECIAL HANDLING	=	\$

DIRECT SHIPMENTS TO SHOW SITE Shipments will be received during the move-in ours **Tue, February 5th & Wed, February 6th** and throughout the event. Shipments arriving prior then will be refused. **Please note that a 25% OT surcharge will be added when applicable.**

Direct to Show-Site Shipments—Regular				
Weight	x	Rate per 100 lbs, 200 lb minimum	=	Total
_____ CWT	x	\$80.00 REGULAR	=	\$
Direct to Show-Site Shipments—Special Handling				
Weight	x	Rate per 100 lbs, 200 lb minimum	=	Total
_____ CWT	x	\$100.00 SPECIAL HANDLING	=	\$

Overtime Charges apply on INBOUND shipments if: **1.** Your shipment is to be delivered to your booth before 8:00 am or after 4:30 pm, or anytime on a Saturday, Sunday, or Holiday or **2.** Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday or **3.** A vehicle driver checks in at the Exhibit Site Check In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Overtime Charges apply on OUTBOUND shipments if: **1.** Your shipment is loaded after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or **2.** Your carrier driver checks in at the Exhibit Site Check In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.



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Advance Warehouse Shipping Labels

Please label your **advance shipment** with the following

<p style="text-align: center;">TotalExpo, Inc. ADVANCE WAREHOUSE EXHIBITION MATERIAL <u>Must be received on or before Fri, February 1st</u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____</p> <p style="text-align: center;">LA Boat Show 2013 To: TotalExpo, Inc. 1161 Sandhill Ave., Unit D Carson, CA 90746</p>
<p style="text-align: center;">TotalExpo, Inc. ADVANCE WAREHOUSE EXHIBITION MATERIAL <u>Must be received on or before Fri, Fri, February 1st</u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____</p> <p style="text-align: center;">LA Boat Show 2013 To: TotalExpo, Inc. 1161 Sandhill Ave., Unit D Carson, CA 90746</p>



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Direct to Show-Site Shipping Labels

Please label your **direct shipment** with the following

<p style="text-align: center;">TotalExpo, Inc. Direct to Show-Site EXHIBITION MATERIAL <u>Must be received ONLY on Tue, February 5th & Wed, February 6th</u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____</p> <p style="text-align: center;">LA Boat Show 2013 To: Los Angeles Conv. Ctr Halls H, J & K c/o TotalExpo, Inc. 1201 South Figueroa St. Los Angeles, CA 90015</p>
<p style="text-align: center;">TotalExpo, Inc. Direct to Show-Site EXHIBITION MATERIAL <u>Must be received ONLY on Tue, February 5th & Wed, February 6th</u> (PLEASE COMPLETE)</p> <p>Company Name: _____ Booth Number: _____</p> <p style="text-align: center;">LA Boat Show 2013 To: Los Angeles Conv. Ctr Halls H, J & K c/o TotalExpo, Inc. 1201 South Figueroa St. Los Angeles, CA 90015</p>



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Installation & Dismantle Labor

LABOR RATES (INSTALLATION AND DISMANTLE)					
Rates are per hour—one hour minimum, half hour increments thereafter.					
	ADVANCE	REGULAR			
S/T	\$ 94.00	\$ 112.00	S/T	Mon-Fri 8:00am - 4:30pm	
O/T	\$ 140.00	\$ 168.00	O/T	ALL OTHER HOURS & HOLIDAYS	

	# Of Workers X Hours Each	=	Total Hours X Labor Rate	=	Total Amount
Install	_____ workers X _____ hrs ea	=	_____ hrs X \$ _____ per hr	=	\$ _____
Install	_____ workers X _____ hrs ea	=	_____ hrs X \$ _____ per hr	=	\$ _____
Dismantle	_____ workers X _____ hrs ea	=	_____ hrs X \$ _____ per hr	=	\$ _____
Dismantle	_____ workers X _____ hrs ea	=	_____ hrs X \$ _____ per hr	=	\$ _____
Labor Total					\$ _____

SUPERVISION OF ALL LABOR IS REQUIRED, PLEASE INDICATE SUPERVISION PLAN

Plan A — Exhibitor Supervision

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day at 8:00am. It is important that the exhibitor representative CHECK IN at the TotalExpo, Inc. service desk to pick-up the workers orders. One hour minimum charge per worker will apply if not picked up or cancelled within a 24 hour notice. Exhibitor representative is to CHECK OUT at the TotalExpo, Inc. service desk upon completion of the work. **ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.**

Name: _____ Company: _____ Cell Number: _____

Installation Start Date: _____ Start Time: _____

2nd Installation Start Date: (If applicable) _____ Start Time: _____

Dismantle date: _____

Plan B — TotalExpo, Inc. Supervision

All work is done under the direction of TotalExpo, Inc. personnel. There will be no additional charge for this service, however, **WE WILL REQUIRE THE SET-UP DIRECTIONS OR DRAWINGS FOR YOUR BOOTH.** TotalExpo, Inc. will set-up on straight time whenever possible.



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In-Booth Forklift Labor

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT ORDERS.

In-booth forklift service may be required to:

- Assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery.
- Assist in the moving of equipment and materials weighing 200 pounds or more. Please Note:
- In-booth forklift service does not replace material handling.
- Must not require storage of empty crates, pallets or packaging.
- Unloading and loading must be done at exhibitors direction.
- If TotalExpo, Inc. supervision is required in the absence of the exhibitor, please see labor order form. Forklift on In-bound Forklift on Outbound Date Start time # of hours Date Start time # of hours

Forklift with operator up 4,000 lb capacity	S/T	O/T	S/T	Mon-Fri 8:00am - 4:30pm
	\$158.00	\$205.00	O/T	ALL OTHER HOURS & HOLIDAYS
Crane/hoist up 10,000lb capacity	Price quote available upon request			
3 or 4 stage forklift	Price quote available upon request			

Items to be moved: _____

Approximate weight: _____

Forklift Labor Schedule (One hour minimum will be charged per use)

Installation Forklift Labor				
Date	Start Time	Rate	# Hours	Total
		\$		\$
Dismantle Forklift Labor				
Date	Start Time	Rate	# Hours	Total
		\$		\$

Please Note: All orders must be paid in advance. Orders for service will not be processed without pre-payment. There will be a one hour charge if forklift service is pre-ordered and services are not used. Forklift service ordered on site will be subject to a 25% surcharge.

All rigging, labor and forklift operations must be confirmed at the Service Desk. All work is to be performed under the supervision of an authorized exhibitor representative.



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Sign Hanging Labor For 20'x20' Booths and Larger

Please Note: Dismantle Labor will be done on overtime due to the Sunday move out.

Rates are per hour—one hour minimum, half hour increments thereafter.			
Crew and Equipment	Straight-Time	Overtime	Straight-Time: Mon-Fri 8am-4:30pm Overtime: All other hours & Holidays
Boom Lift & Crew	\$394.00	\$457.00	
	# HOURS X Labor Rate		= Total Amount
Installation	_____ hours X \$_____ per hour		= \$
Dismantle (OT)	_____ hours X \$_____ per hour		= \$
Sign Hanging Labor Total:			\$
Any man hours required to prepare and/or assemble signs will be billed at published labor rates.			
SUPERVISION OF SIGN HANGING LABOR IS REQUIRED, PLEASE INDICATE SUPERVISION PLAN:			
Plan A — Exhibitor Supervision (Please provide the following information)			
Starting time can be guaranteed only in those instances where workers are requested for the start of the working day at 8:00am. It is important that the exhibitor representative CHECK IN at the Total Expo, Inc. service desk to pick-up the workers orders. One hour minimum charge per worker will apply if not picked up or cancelled within a 24 hour notice. Exhibitor representative is to CHECK OUT at the TotalExpo, Inc. service desk upon completion of the work. ALL WORK IS DONE UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE.			
Name:	Company:	Cell Number:	
Installation Start Date:		Start Time:	
Plan B — TotalExpo, Inc. Supervision			
All work is done under the direction of TotalExpo, Inc. personnel. There will be no additional charge for this service, however, WE WILL REQUIRE THE SET-UP DIRECTIONS OR DRAWINGS FOR YOUR BOOTH. TotalExpo, Inc. will choose date and time. We will set up on straight time whenever possible.			
TOTAL EXPO WILL NOT HANG SIGNAGE THAT OUR MANAGEMENT PERSONNEL DEEM UNSAFE. WE RESERVE THE RIGHT TO USE ADDITIONAL MATERIALS FOR SAFETY PURPOSES SUCH AS: SLINGS, CABLES, SHACKLES, ETC. AT THE EXHIBITOR'S EXPENSE.			
Sign Description: (Type, triangular, 4-sided, etc.)			
Sign Placement: (Please note approximate location over booth space where sign is to be placed, include diagram if necessary)			

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Display rental orders must be received by **Tue, January 22nd** with payment. **Advance orders only.**



Table Top Display
 \$520.00
 *Carpet **not** included*



10' Curved Display
 \$995.00
 *Carpet **not** included*



10' Standard Display 1
 \$2,495.00



10' Standard Display 2
 \$2,695.00



10' Standard Rental 3
 \$2,595.00



10' Standard Rental 4
 \$2,695.00

Panel Color

- White Black Red Blue Green
 Other: _____

Carpet Color

- Blue Red Grey Teal Black
 Hunter Green Burgundy Plum

Standard Graphics

Digital Graphics

Your company name will be printed on a white background in standard lettering

- Black Red Blue Green
 Other: _____

Header sign Copy: _____

Please email your full color graphics to info@toalexpo.com, reference the event name and your booth number.

Please provide files in one of the following FORMATS:
 Vector Art: EPS or AI (Illustrator) or compatible
 Raster Art: TIFF, JPG or BMP

Please Note:

The following items are **not** included with your booth package: furniture, electrical, custom lighting, AV, floral, cleaning services, internet/telecommunication



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EAC or Non-Official Contractor

All fields are required, please print clearly

A NON-OFFICIAL SERVICE CONTRACTOR IS: Any individual who is not a full-time, permanent employee of an exhibiting firm, who is providing labor and service to an exhibitor on site at the convention facility and does not represent the official designated contractor named in the exhibit kit, i.e. TotalExpo, Inc.

1. Exhibitors who choose to use a non-official contractor must complete and sign this form. It must be received at TotalExpo, Inc. **no later than Tuesday, January 15th, 2013.**
2. The non-official contractor must provide TotalExpo, Inc. with an original Certificate of Insurance naming TotalExpo, Inc. as an additional insured. Coverage is to include property damage, workers compensation and a minimum of \$1,000,000.00 / \$2,000,000.00 liability **no later than Tuesday, January 22nd, 2013.**
3. The exhibitor appointed contractor may not solicit business on the show floor.
4. Upon request the exhibitor appointed contractor shall provide evidence that they possess applicable current union contracts.
5. All representatives of the non-official contractor must have proper identification during installation and dismantle.
6. Failure to provide TotalExpo, Inc. with the above items will result in said firms being required to hire installation and dismantling labor from TotalExpo, Inc. Non-official contractors will be able to provide supervision only.

NOTE: PROOF OF INSURANCE MUST BE RECEIVED A MINIMUM OF 14 CALENDAR DAYS PRIOR TO SHOW INSTALLATION.

PLEASE NOTE: THIS ITEM DOES NOT APPLY TO ACTIVITIES OUTSIDE THE EXHIBIT AREA

Exhibiting Firm:	Booth Number:
Authorized Name & Title:	
Authorized Signature:	
Full name of Non-Official Contractor:	
Complete Address:	
City, State & Zip Code:	
Phone Number:	Fax Number:
Non-Official Contractor "Show Site" Representative Name:	
Type of Service Performed:	



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LIMITS OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES PROVIDED BY TotalExpo, Inc.

Insurance- It is understood that TotalExpo, Inc. is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. Bills of Lading (B/L) turned in at the TotalExpo service desk for outbound shipments at close of the show, will be checked at time of actual pick up from booth. Any discrepancies in piece counts with B/L will be noted at this time.

TotalExpo, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo, Inc. 's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$.30 per pound per article or \$1000.00 per shipment. Claims for the loss or damage must be submitted to TotalExpo, Inc. prior to the close of the show.

TotalExpo, Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance— The consignment or delivery of a shipment to TotalExpo, Inc. or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

Union Rules & Regulations

The following rules apply to all exhibitors that are going to exhibit in a Venue in the Southern California area. They apply to all, regardless of the venue or the size of the show. These rules have been in effect for many years and are standard throughout the convention industry. The reason for including this information in advance is so that your experience will be a pleasant one at the show.

TEAMSTERS

The Teamster Union Local 986 claim jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that can be hand-carried by one person in one trip. **Pallet jacks, forklifts or 4 wheel dollies will not be allowed by exhibitors.** This includes, but is not limited to, I & D Company employees, hotel employees and facility employees. Local 986 Teamsters are also responsible for managing the docks and scheduling the loading and unloading of vehicles for the smooth and efficient move-in and move-out of the exposition.

DECORATORS

The Sign, Display and Allied Crafts Union Local 831 claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sales, scheduled for display in your booth, or literature describing same). You may set up your exhibit display if one person can accomplish the task in less than one hour without the use of any tools. If your display takes longer, or requires more people (or tools), you will be required to hire union labor at a ratio of one union person for each person from your company that works setting up the booth.

TIPPING

Tippling is not allowed nor is it an accepted practice in Southern California. We feel that it is not fair for exhibitors to tip a worker for doing what he or she gets paid well to do. The best thing you can do for that worker who did a good job for you is to not put him or her into a compromising position by offering a tip.

If someone did an exceptionally good job for you, a great way to say thank you to that person is to find his or her Supervisor or the Show Account Executive or Show Manager. Let them know that you had a pleasant experience with one or some of their people.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F..M.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.



Los Angeles Convention Center

2013

PLUMBING SERVICE ORDER

Events Held: January 1 - December 31, 2013

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080

Email: exhibitorservices@lacclink.com

NAME OF EVENT, EVENT DATE(S), EXHIBITING FIRM/COMPANY, ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT), ADDRESS, TELEPHONE AND EXTENSION, FAX, EMAIL

ORDER ONLINE AT: www.lacclink.com

For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) COMPRESSED AIR (Separate outlets must be ordered for each piece of equipment) (Not available in Concourse or Petree Halls)
Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows for Single Outlet 1/2", 3/4", 1" and Branch Outlet(s).

(2) WATER (Separate outlet must be ordered for each piece of equipment) (Not available in Concourse or Petree Halls)
Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows for Single Outlet 1/2", Branch Outlet from Single Outlet, Fire Sprinkler Connection.

(3) FILL AND PUMP OUT (Without Additives) (Not available in Concourse or Petree Halls) (Includes one visit to fill and one visit to pump out)
Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows for 0-149 Gallons, 150-299 Gallons, 300-500 Gallons, More than 500 Gallons.

(4) DRAINAGE - (Not available in Concourse or Petree Halls)
Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows for Drain Line (check one) Sink/Pump, Drain Branch from Drain Line.

(5) GAS - (Standard installation ONLY) (Not available in Concourse or Petree Halls)
Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows for Single Outlet 3/4" - Natural Gas, Branch Outlet from Single Outlet.

(6) LABOR (1-Hour Minimum)
Labor: ST / OT / Special Equipment

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.
Diagram showing Front of booth and Rear of booth.
FOR OFFICIAL USE ONLY: Payment type, Amount, Date, Entered by, Date Received, Discount Cut-Off Date.
SERVICE ORDER NO.

Plumbing Labor Rates:
Plumber ST \$80/HR, OT \$160/HR, NR \$240/HR

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week. LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of plumbing services within its facilities. This includes all exhibit halls, meeting rooms, public area, exterior areas, and parking lots/garages. All requirements for services, labor, installation, connection or repairing equipment are to be completed by LACC personnel only.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. For the discount rate to apply, this service order must be received with full payment or credit card payment by the Discount Cut-Off Date established for the respective show. See Discount Flyer Notice in the Exhibitor Manual, or contact Exhibitor Services for exact Discount Cut-Off Date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to qualify for the discount. All changes in service will be charged at the standard rate. All additional services ordered or changed on-site will be subject to the on-site rate (see No. 3 below)
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Booth number and location of service must be identified for processing of order.
5. Credit cannot be given for service or equipment installed and not used.
6. **Refunds will not be granted for service installed and deemed inoperative due to faulty Exhibitor equipment or off site service problem.**
7. A \$35.00 service fee will be charged for returned checks.
8. Checks are not accepted for on site orders or at the Exhibitor Services Desk.
9. Payments for service must be made prior to installation.
10. Plumbing labor must be ordered when the type of service requested exceeds standard installation, for requests to alter, repair exhibit equipment, to relocate service, and when exhibitor requests a specific time for installation. Examples for additional labor include: installing service to specific locations other than at location of the floor box/port; installing pipe or hoses throughout the booth, through walls and trusses, etc.; relocating service(s); installing service from overhead (where possible) or across aisles; scheduling plumber for a specific date/time; performing internal (secondary) connections and/or custom installations.
11. For additional installation assistance, please contact LACC Plumbing Division at (213) 741-1151, Ext. 5761.
12. Compressed air, water, and gas installation are not available in Concourse and Petree Halls and Meeting Rooms.
13. The LACC has a limited supply of rental equipment available. This includes fire extinguishers, sinks, and water heaters of various capacities. Contact LACC Exhibitor Services to obtain equipment price list.

B. REQUIREMENTS/SERVICE RESTRICTIONS

1. All LACC provided material remains LACC property and must be removed only by LACC personnel.
2. Only LACC personnel are allowed to make primary source supply connections and disconnections.
3. Once LACC has installed plumbing service to the primary connection point of a machine or piece of equipment, Exhibitors may supply material and hook-up any remaining internal (secondary) connections within the machine. All equipment, supplies materials, and methods of installation must meet all applicable laws, codes, and acceptable standards as set forth by the City of Los Angeles Plumbing Code, the Los Angeles County Health Department, and applicable National Agencies.
4. Chemicals, solvents, and other industrial or commercial liquids must be approved prior to bringing on LACC property. **A LACC MSDS Information Form must be completed** and sent to LACC Building Superintendent 20 (twenty) days prior to move-in. Removal of all industrial liquids must be done by an Official Industrial Waste Management contractor, and coordinated through the official General Service Contractor. **Under NO circumstances are any such liquids/chemicals permitted to enter any LACC drains.**
5. Exhibitors are responsible to outfit their machines and equipment with proper filters and regulators to protect against the potential of moisture, oil, water, pressure fluctuations, etc.
6. LACC outlets terminate in standard female pipe equipment.
7. LACC is not responsible for air and water pressure failure and fluctuation.
8. The use of Compressed Gas and/or Liquefied Gases will **NOT** be allowed unless the Exhibitor obtains a permit from the Los Angeles Fire Department **"PRIOR TO"** the move-in beginning, AND the containers meet all applicable Pressure Vessel Codes and standards as required by the City of Los Angeles and other applicable agencies.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



Los Angeles Convention Center

2013 ELECTRICAL SERVICE ORDER

Events Held: January 1 - December 31, 2013

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@lacclink.com

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	
ORDER ONLINE AT: www.lacclink.com		For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.			

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) 120 VOLT POWER & LIGHTING OUTLETS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/>	Single Outlet up to 500 Watts	\$96	\$120	\$132	
<input type="checkbox"/>	Single Outlet up to 1000 Watts	\$136	\$170	\$187	
<input type="checkbox"/>	Single Outlet up to 1500 Watts	\$180	\$225	\$248	
<input type="checkbox"/>	Single Outlet up to 2000 Watts	\$208	\$260	\$286	
<input type="checkbox"/>	Labor (1 hr min.) for small projects only. See Electrical Labor Request for details.	ST Labor: \$80/hr OT Labor: \$160/hr			
Additional labor charge required to install outlets other than at rear of booth or standard placement (See Sec.B.5)					SUBTOTAL(1) \$

(2) FLOODLIGHTS AND SPOTLIGHTS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/>	150 Watt (or equivalent) Floodlight	\$108	\$135	\$149	
<input type="checkbox"/>	1000 Watt Par 64 Quartz Light (Installed on catwalk railing)	\$240	\$300	\$330	
<input type="checkbox"/>	1000 Watt Par 64 Quartz Light (Concourse/Kentia/Petree Halls) installed on columns or unistrut	\$280	\$350	\$385	
Additional labor will be required for non-standard installations. See LACC Lighting Policy for additional information.					SUBTOTAL(2) \$

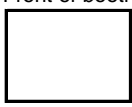
(3) 208/480 VOLT POWER CONNECTION (INCLUDES LABOR) See Sec. C for installation information

		208 VOLT, 1Ø			208 VOLT, 3Ø			480 VOLT, 3Ø (NO NEUTRAL)					
AMPERAGE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
10 AMP		\$280	\$350	\$385		\$408	\$510	\$561		\$640	\$800	\$880	
20 AMP		\$420	\$525	\$578		\$536	\$670	\$737		\$760	\$950	\$1,045	
30 AMP		\$520	\$650	\$715		\$576	\$720	\$792		\$880	\$1,100	\$1,210	
60 AMP		\$656	\$820	\$902		\$840	\$1,050	\$1,155		\$1,760	\$2,200	\$2,420	
100 AMP		\$840	\$1,050	\$1,155		\$1,200	\$1,500	\$1,650		\$2,560	\$3,200	\$3,520	
200 AMP		\$1,400	\$1,750	\$1,925		\$2,200	\$2,750	\$3,025		\$4,800	\$6,000	\$6,600	
400 AMP						\$4,320	\$5,400	\$5,940					
Submit floor plan indicating volts, amps, and phase of each piece of equipment, and include location of main drop, all equipment, and booth orientation. 480V service is a 3-wire system with equipment ground (no neutral).												SUBTOTAL(3) \$	

24-HOUR SERVICE (All 24-Hour service(s) must be identified on the floor plan)

Indicate specifically which service(s) require 24-Hour service and **ADD ADDITIONAL 50% FOR EACH SERVICE**

SUBTOTAL(4) \$

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches. <div style="text-align: center;"> Front of booth  Rear of booth </div>	TOTAL of 1-4 above \$	
	FOR OFFICIAL USE ONLY	
	Payment type: _____	
	Amount: _____ Date: _____	
Entered by: _____		
Date Received _____ Discount Cut-Off Date _____		
SERVICE ORDER NO.		

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. For the discount rate to apply, this service order must be received with full payment or credit card payment by the Discount Cut-Off Date established for the respective show. See Discount Flyer Notice in the Exhibitor Manual, or contact Exhibitor Services for exact Discount Cut-Off Date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to qualify for the discount. All changes in service will be charged at the standard rate. All additional services ordered or changed on-site will be subject to the on-site rate (see No. 3 below)
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Booth number and location of service must be identified for processing of order.
5. Credit cannot be given for service or equipment installed and not used.
6. **Refunds will not be granted for service installed and deemed inoperative due to faulty Exhibitor equipment or off site service problem.**
7. A \$35.00 service fee will be charged for returned checks.
8. Checks are not accepted for on site orders or at the Exhibitor Services Desk.
9. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered will be required to pay the on-site rate to continue service. Power may be disconnected pending receipt of full payment. If disconnection occurs, a reconnection fee of \$50.00 will be required.

B. SERVICE REQUIREMENTS AND RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the Exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures. Exhibitors are encouraged to supply their own surge protection equipment and UPS units if desired.
4. All electrical equipment, components, fixtures, cabling, etc., must be listed by Underwriters Laboratory (UL), or approved by the City of Los Angeles' Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: installing more than 3 outlets to locations other than "standard rear of booth" placement; installing electric cords and cables throughout the booth; relocating service(s) installed; installing power from overhead catwalks; installing service that exceeds standard cable lengths/runs; and installing exhibitor lighting. See LACC Labor Request Form for more details.
6. Neon signs, lights, or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed.
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information including: amperage, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Exhibitor Services Desk when **equipment is in exhibit position.**
3. LACC electrician will audit power requirements and adjust requirements if necessary. Exhibitor shall return to Exhibitor Services Desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with Exhibitor's schedule:**
 - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
 - (b) **Electrical equipment power rotation will be done only when Exhibitor is present.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



Los Angeles Convention Center

2013

TELECOMMUNICATIONS SERVICE ORDER

Events Held: January 1 - December 31, 2013

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
Email: exhibitorservices@lacclink.com

NAME OF EVENT, EVENT DATE(S), BOOTH NUMBER(S), EXHIBITING FIRM/COMPANY, ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT), ADDRESS, TELEPHONE AND EXTENSION, FAX, EMAIL

ORDER ONLINE AT: www.lacclink.com

For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.

PLEASE SEE BACK OF FORM FOR RATE DEFINITIONS AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

(1) TYPE OF SERVICE

Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Single line, Multi Line, Modem Line, Dedicated Line, Dry Pair.

Circuit No. _____

SUBTOTAL(1) \$

- Local (213 Area Code) & Toll-Free Calls ONLY
Toll and Long Distance Calls (Credit Card Information must be on-file)

(2) SPECIAL SERVICES AVAILABLE (Credit Card Information must be on-file)

Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Broadcasting ISDN BRI Line, Broadcasting ISDN Connection.

For T-1 Service or Special Requirements, contact LACC Client IT Services at (213) 765-4647 NO LESS than 30 days prior to show for confirmation of service and installation coordination.

SUBTOTAL(2) \$

(3) TELEPHONE INSTRUMENTS

Table with columns: QTY, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Row includes Single Line Touch Tone Phone.

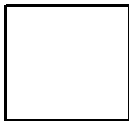
NOTE: Exhibitor to pick up phone from the Exhibitor Services Desk

SUBTOTAL(3) \$

TOTAL of 1-3 above \$

SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.

Front of booth



Rear of booth

FOR OFFICIAL USE ONLY

Payment type: _____

Amount: _____ Date: _____

Entered by: _____

Date Received

Discount Cut-Off Date

SERVICE ORDER NO.

Telecommunications Labor Rates:

Technician/Technician Supervisor ST OT NR \$80/HR \$160/HR \$240/HR

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week.

LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.

By submitting this order, the parties requesting service acknowledges they have read and understand the Information and Conditions on the reverse side of this order form, and agree to the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements for telecommunication services, whether originating or terminating in the LACC, must be arranged and coordinated with the LACC Client IT Services Division.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to Exhibitor for any damages, including special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from Exhibitor's use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. For the discount rate to apply, this service order must be received with full payment or credit card payment by the Discount Cut-Off Date established for the respective show. See Discount Flyer Notice in the Exhibitor Manual, or contact Exhibitor Services for exact Discount Cut-Off Date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to qualify for the discount. All changes in service will be charged at the standard rate. All additional services ordered or changed on-site will be subject to the on-site rate (see No. 3 below)
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Booth number and location of service must be identified for processing of order.
5. Credit cannot be given for service or equipment installed and not used.
6. **Refunds will not be granted for service installed and deemed inoperative due to faulty Exhibitor equipment or off site service problem.**
7. A \$35.00 service fee will be charged for returned checks.
8. Checks are not accepted for on site orders or at the Exhibitor Services Desk.
9. Long distance access will be unrestricted unless requested otherwise.
10. Credit cannot be given for service or equipment installed and not used.
11. All long distance calls are subject to applicable local, State and Federal taxes.
12. A final summary statement detailing calls and charges, including taxes, will be sent to addressee listed on this form.
13. A show directory will be prepared and distributed prior to show opening.

B. SERVICE INSTALLATION AND EQUIPMENT USE

1. Single Line Phones. Exhibitor may supply their own single line touch tone telephone, or
2. Single line phones purchased from the LACC shall become the property of the Exhibitor upon issuance. Telephones may be purchased at the LACC Exhibitor Services Desk.
3. Multi-Line Phones require a deposit of \$350 (minimum) for each multi-line unit, must be paid prior to issuance. Open credit card draft will be required for deposit. The Exhibitor will be responsible for the LACC telephone equipment while in Exhibitor's possession. Multi-line telephone headsets must be returned at the close of the exposition.
4. Material and equipment supplied by the LACC shall remain the property of the LACC.
5. Unless otherwise directed, LACC installing personnel are authorized to cut booth floor covering when required for installation of service.
6. A labor charge will be assessed for re-locating after initial installation has been completed.
7. Testing or troubleshooting Exhibitor equipment when requested to determine reason for inoperative service shall be done on a time and material basis.

C. TYPE OF SERVICE

SINGLE LINE – Basis service includes one voice line. PBX must dial 9 then dial number. Telephone not included. See B1 above.

MULTI-LINE TELEPHONE REQUIREMENTS – A multi-button, touch tone telephone set, provided a main number and more than one line on a single phone instrument.

TELEPHONE SETS SUPPLIED BY EXHIBITORS MUST BE TOUCH TONE AND MEET FCC REGULATIONS.

DEDICATED LINES AND DRY PAIR are for circuits only – The LACC Client IT Services Division is able to provide access to services for data and voice transmission. For additional information or service requirements, call (213) 765-4647.

TO GUARANTEE SERVICE FOR T1, ISDN, OR CATEGORY 5 CABLE INSTALLATION REQUIREMENTS, ORDER MUST BE PLACED WITH LACC NO LESS THAN 30 DAYS PRIOR TO SHOW.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080

NAME OF EVENT			EVENT DATES			BOOTH NUMBER		
EXHIBITING FIRM/COMPANY						ON SITE SHOW CONTACT (PLEASE PRINT)		
ADDRESS				CITY		STATE		ZIP
TELEPHONE			FAX			E-MAIL		
CREDIT CARD CHARGE AUTHORIZATION								
<input type="checkbox"/> AMERICAN EXPRESS			<input type="checkbox"/> MASTER CARD			<input type="checkbox"/> VISA		<input type="checkbox"/> DISCOVER
ACCOUNT NUMBER						EXP. DATE		/
						MO. / YEAR		
Card Holder's Billing Address - IF DIFFERENT FROM ABOVE				CITY		STATE		ZIP
PRINT CARD HOLDER'S NAME			CARD HOLDERS' SIGNATURE			DATE		
			X					

DO NOT SEND EMAILS CONTAINING SENSITIVE, PERSONAL INFORMATION LIKE CREDIT CARD NUMBERS, CHECK NUMBERS, ETC

Please complete the information requested and return this form with your service orders. You may choose to pay by credit card, or check; however, **we require your credit card authorization to be on file with LACC.** For the discount rate to apply, this service order must be received with full payment or credit card payment by the Discount Cut-Off Date established for the respective show. See Discount Flyer Notice in the Exhibitor Manual, or contact Exhibitor Services for exact Discount Cut-Off Date. Orders must be accurate and come with accurate floor plans denoting placement of services to qualify for the discount. All changes in service will be charged at the standard rate. All additional services ordered or changed on-site will be subject to the on-site rate. **Payment or credit card authorization received after cut-off date will be charged at the on-site order rate.** LACC will use this authorization to charge your credit card for any additional charges incurred as a result of on-site orders placed by your representative(s).

TOTAL FROM EACH ORDER FORM

ELECTRICAL	\$	
ELECTRICAL LABOR (Move-in & Move-out)	\$	
(Electrical Labor invoices will be calculated according to actual hours worked.)		
TELECOMMUNICATIONS	\$	
TELECOMMUNICATIONS LABOR	\$	
TOLL AND LONG DISTANCE CHARGES	\$	(Billed at the close of the event)
PLUMBING	\$	
PLUMBING LABOR	\$	
BUILDING PERMIT FEE	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	
OTHER (specify) _____	\$	
		TOTAL AMOUNT DUE

Los Angeles Convention Center Federal Tax ID #95-6000-735

Make check payable to the **LOS ANGELES CONVENTION CENTER** or indicate the amount to be charged to the credit card on pre-show orders.

1. No. _____ Date _____ Amount \$ _____
Checks must be drawn on U.S. Bank and in U.S. currency.

OR

2. Charge credit card for pre-show orders in the amount of \$ _____

FOR OFFICE USE ONLY

ORIGINAL (Exhibitor Services)

Date received _____ Discount Cut-off Date _____

NO. CCA



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



Los Angeles Convention Center

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #17 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch Rental (8 Port) – 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch Rental (24 Port) – 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)			MI (Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee (if ordering service after show move-in has started).			(10%) x (Base Price)		
6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 21 days prior to the 1st day of show. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2012 - 005 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=005>

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

Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of the show. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before first day of the show or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 10% X Base Price.**
5. **Internet / Network** – 100 Mbps, full-duplex, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
15. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof
17. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
19. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
20. **Equipment Management:** (a) Hubs, Switches, wireless devices, and other Internet / Network rental equipment are normally delivered / reclaimed by the Convention Center Telcom department. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Convention Center Telcom department following close of the show.
21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.
23. Prices are based upon current rates and are subject to change without notice.
24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
25. There will be a \$25 service charge for all returned checks.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

27. A valid Credit Card number with signature **MUST** be on file regardless of payment method. **For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY
 5795 W. BADURA AVENUE, SUITE 110
 LAS VEGAS, NEVADA 89118
 (888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=005>

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

Network Security Declaration

Center: Los Angeles CC (005) - CA Company Name: _____
Show: _____ Booth / Room #: _____
Customer / Ref #: 2012 - 005 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

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

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2012 - 005 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.



LA Boat Show

Los Angeles Convention Center

February 7-10, 2013



TEL (310) 213-9225
FAX (310) 496-1496

Company :	Show Name: LA Boat Show		
Street:	Location: Los Angeles Convention Center		
City:	Booth # :		
State:	Delivery Date: Feb 5 or 6, 10A- 4P Req DelTime:		
Postal Code / Zip Code:	Starting Date: February 7, 2013	Time: 12:00 PM	
Tel: () Fax: ()	Ending Date: February 10, 2012	Time: 6:00 PM	
Ordered By:	Contact on site:		
Email:	Tel: ()		

Presentation Equipment	QTY.	TERM	TOTAL
Flipcharts w/ Pad and Markers		\$ 95.00	
Flipcharts w/ Post it Pad and Markers		\$ 135.00	
Tripod Screen 6ft		\$ 50.00	
Tripod Screen 8ft		\$ 65.00	
10 ft Roll Up Screen w/ Cradle		\$ 175.00	
6 x 8 Fast Fold Screen w/ Dress Kit		\$ 300.00	
9x12 Fast Fold Screen w/ Dress Kit		\$ 425.00	
Visual Video/Data Display Equipment	QTY.	TERM	TOTAL
20" LCD Flat Video/VGA Tablestand		\$ 125.00	
32" LCD Flat HDMI/Video/VGA Tablestand		\$ 175.00	
42" LED Flat Screen HDMI/VGA w/ Pole Stand or Tablestand		\$ 425.00	
50" LED 1080 P Screen 120hrz VGA HDMI w/ Pole Stand		\$ 450.00	
52" Plasma 1080 P HDMI / VGA Monitor w/ Pole Stand		\$ 525.00	
60" LED Screen 120 Hrz HDMI / VGA w/ Pole Stand		\$ 650.00	
LCD Projector 2500 Lumens		\$ 300.00	
LCD Projector 3000 Lumens		\$ 375.00	
LCD Projector 5500 Lumens w/ Short Throw Lens		\$ 650.00	
DVD Player w/ Remote w/ RCA Cable		\$ 25.00	
Blu Ray Player w/ Remote w/ HDMI Cable		\$ 35.00	
Pole Stand Shelf		\$ 45.00	
Audio Equipment	QTY.	TERM	TOTAL
Shure UHF Wireless Microphone Kit		\$ 200.00	
Omnidirectional Microphone (wired)		\$ 50.00	
4 Channel Shure Audio Mixer		\$ 75.00	
Soundcraft 10 Channel Audio Mixer		\$ 100.00	
CD Player		\$ 35.00	
JBL Eon G2 10" Powered Speaker w/ Tripod (200 Watt)		\$ 100.00	
JBL Eon 515 Powered Speaker w/ Tripod (400 Watt)		\$ 150.00	
Computers and Radios	QTY.	TERM	TOTAL
21" LCD Flat Screen Monitor		\$ 85.00	
HP Tower 2.3GHz AMD Phenom X4 9650 Quad-Core		\$ 150.00	
Acer or Compaq Window 7 Laptop w/ Office Pro 2010		\$ 165.00	
Call for Equipment not listed			

COMPLETE PAYMENT MUST ACCOMPANY ORDER		
Check one box: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Credit Card No. _____	Ex Date: _____	SET UP LABOR IS NOT INCLUDED WITH PRICING
Name as it appears on the card _____		Sub total
Billing Address: _____ SID/CVV# _____		
Date	Authorized Signature	Set Up Labor (\$50hr)
<i>I authorize AV Professionals, Inc. to charge my credit card account for those charges that appear on this Authorization Form.</i>		Delivery to Booth \$75.00
		AVP WILL NOT DO INSTALLS ON DESIGN WALLS
		TOTAL DUE

PROVIDE 3 COPIES ON-SITE FOR YOUR OUTBOUND SHIPMENT



NOT RESPONSIBLE FOR
THIRD PARTY SHIPMENTS
STRAIGHT BILL OF LADING - ORIGINAL - NOT
NEGOTIABLE
THIS SHIPPING ORDER
MUST BE COMPLETED IN INK
AND RETAINED BY THE AGENT.
COMPLETE SHADED AREAS.

AT (CITY):
DATE:

THIRD PARTY BILLING ONLY:
COMPANY NAME:
ADDRESS:
CITY: STATE: ZIP:
ATTN: PHONE:

BOOTH:
SHOW NAME: LA Boat Show 201H
EXHIBITOR NAME:
CARRIER:
TRAILER:

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:
1. ___ BACK TO WAREHOUSE (EXHIBITOR'S EXPENSE)
2. ___ REROUTE VIA DESIGNATED SHOW CARRIER.
SIGNATURE OF REPRESENTATIVE
COMPANY NAME DATE

MUST BE DELIVERED ON OR BEFORE:

TOTAL EXPO, INC. assumes no responsibility for shipments left in booth by exhibitor by accepting this Bill of Lading. We will count and ship pieces as we find shipment in the booth when we remove it from the exhibit hall.

RECEIVED, subject to the classifications in effect on the date of issue of this Bill of Lading.

Carrier: Common Van lines Air Other

CONSIGNEE TO: ATTENTION:
ADDRESS:
CITY: STATE: ZIP: PHONE:
DESTINATION SHOWNAME: BOOTH#
SPECIAL INSTRUCTIONS:

#OF PIECES	DESCRIPTION <i>(make any special marks or exceptions)</i>	WEIGHT <i>(subject to correction)</i>	CLASS	CHECK
	CRATES			
	FIBER CASES			
	CARTONS			
	PALLETS			
	CARPETS			
	MISC			
	PLACE PRO # HERE			

Subject to Section 7 of Conditions of applicable Bill of Lading. If this shipment is to be delivered to the consignee with out recourse on the consignor, the consignor shall sign the following statement.
The carrier shall make no delivery of this shipment without payment of freight and all other lawful charges.

TOTAL EXPO, INC.
Signature of Consignor
FREIGHT CHARGES TO BE: (CHECK ONE)
 Third Party
 Collect

CHECKER'S BOX
Number of Pieces:
Date:
Time:
Name:
Signature:

Receive, subject to the classifications and tariffs on the date of the issue of this Shipping Order, the property described below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporations in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route otherwise to deliver to another carrier on the route to its said destination. It is mutually agreed, as to each carrier of all or any said property over all or any portion of said route to destination, and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official Southern, Western and Illinois Freight Classification in effect on the date hereof, if this is a rail or a rail-water shipment or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment.
Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transport of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself/herself and his/hers assigns.

Exhibitor, Per Driver, Per #Pieces

What a difference AIRWAYS MAKES!!

The Official Carrier of.....



LA Boat Show



FOR ALL FREIGHT SERVICES CALL:

800-643-3525

**AIRWAYS
FREIGHT**
LAND • AIR • SEA
Delivering Performance

SHIPPING INSTRUCTIONS

inbound: just call 800-643-3525 or go online at www.AirwaysFreight.com

Customer service reps available during entire move-in to assist with your Airways freight needs

outbound: make it easy on yourself - do the paperwork.

The General Contractor's Material Handling Agreement (MHA) available at the freight service desk must be completed, and Airways Freight must be shown as the carrier on the form. After your freight is packed and ready for shipping, and before leaving the show floor, this form must be returned to the freight service desk to signal that freight may be removed from the exhibit hall and loaded on the Airways truck. Customer service reps will pre-print your Airways bills of lading and labels at the Airways service desk.



official carrier for the LA BOAT SHOW

On-site representation

the Airways advantage

32 years in exhibit industry

24/7/365 complete service by experienced professionals

next day, 2-day, deferred options via LAND - AIR - SEA

**AIRWAYS
FREIGHT**
LAND • AIR • SEA
Delivering Performance

the number to call 24/7
800-643-3525



Exhibit Services

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