



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvc@shepardes.com

## ONLINE ORDERING INSTRUCTIONS

### Ocean Sciences Meeting

Orange County Convention Center  
March 3-6, 2008  
Show Code: F102170308




# Order Online

Customers may order furnishings and services from Shepard Exposition Services at the following website:

[www.shepardes.com](http://www.shepardes.com)




Follow the instructions below to access online ordering:

#### New User

1. Go to Shepard's home page at [www.shepardes.com](http://www.shepardes.com).
2. Select  or 
3. Select **Ocean Sciences Meeting**
4. Select  Create New Login.
5. Enter required information, then submit.

After completing the above instructions, you can start placing your order.

#### Return Customer

1. Go to Shepard's home page at [www.shepardes.com](http://www.shepardes.com).
2. Select  or 
3. Select **Ocean Sciences Meeting**
4. Click on  My Account.
5. Enter Show Code **F102170308**, along with the user name and password.

**If you have any questions, please contact one of our Customer Support Representatives at (407) 888-9669. We want to assist you as you prepare for a successful show.**



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**SHOW INFORMATION**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**To learn all you need to know about the show, please review the entire kit.  
 Dates/Times are subject to change.**

**Booth equipment, per exhibitor includes:**

- 8'H back drape, 3' H side rails
- (1) 7" x 44" Cardstock ID sign
- (1) 6'L x 24"W x 30"H Skirted Table
- (2) Chairs and (1) Wastebasket

Exhibit facility is NOT carpeted.

Show drape color:

Blue & Green

**Important Dates:**

Exhibitor Appointed Contractor deadline date (refer to A-7, A-8):	February 1, 2008	
Advance price deadline for Exhibit Rental Booths (E-1 through E-5) and Signage (F-17) with payment:	February 1, 2008	
Advance price deadline for all other furnishing orders received with payment:	February 11, 2008	
First day freight can arrive to advance warehouse without additional charges:	February 1, 2008	
Last day freight can arrive to advance warehouse without additional charges: (25% additional fee will be applied to material handling fees if received at advance warehouse after this date.)	February 27, 2008	
First day freight can arrive at the show facility:	March 3, 2008	12:00 PM
Exhibitor move-in and installation:	March 3, 2008	12:00 PM - 5:00 PM
Show days for attendees to view exhibits:	March 3, 2008	5:00 PM - 7:30 PM
	March 4, 2008	8:00 AM - 7:30 PM
	March 5, 2008	8:00 AM - 7:30 PM
	March 6, 2008	8:00 AM - 7:30 PM
Exhibitor dismantling and move-out:	March 6, 2008	8:00 PM - 10:00 PM
	March 7, 2008	8:00 AM - 4:00 PM
Outbound freight will be re-routed:	March 7, 2008	3:00 PM

**Shipping Addresses:**

***Advance Shipments to Warehouse:***

**Ocean Sciences Meeting**  
 Exhibiting Co. Name & Booth #  
 c/o Shepard Exposition Services  
 603 West Landstreet Road  
 Orlando, FL 32824

***Direct Shipments to the Facility:***

**Ocean Sciences Meeting**  
 Exhibiting Co. Name & Booth #  
 c/o Shepard Exposition Services  
 Orange County Convention Center  
 9800 International Drive-West Bldg.  
 Orlando, FL 32819

**ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO NUMBER INDICATED ON FORM.  
 PLEASE DO NOT SEND UTILITY OR ANCILLARY FORMS TO SHEPARD EXPOSITION SERVICES.**



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsv@shepardes.com

**SHEPARD ORDER RECAP**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

**ORDER RECAP**

COMPLETED?	DESCRIPTION	TOTAL
<input type="checkbox"/>	Credit Card Authorization (A-3)	
<input type="checkbox"/>	Payment Policy (A-4)	
<input type="checkbox"/>	Third Party Payments (A-5)	
<input type="checkbox"/>	Contractor Information/Form (A-7)	
<input type="checkbox"/>	Floor Coverings and Cleaning Options (F-1 through F-3)	\$
<input type="checkbox"/>	Furniture Accessories and Specialty Items (F-5, F-6)	\$
<input type="checkbox"/>	Display Walls and Special Drapery (F-7, F-8)	\$
<input type="checkbox"/>	Executive Furniture (F-9 through F-16)	\$
<input type="checkbox"/>	Hanging Signs (H-1, H-2)	\$
<input type="checkbox"/>	Exhibit and Display Rentals (E-1 through E-5)	\$
<input type="checkbox"/>	Labor (L-1 through L-4)	\$
<input type="checkbox"/>	Material Handling and Shipping Information (M-0- M-6, M-8)	\$



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsv@shepardes.com

**PAYMENT AUTHORIZATION**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Customer #** \_\_\_\_\_

**Deadline Date: 2/11/08**

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition, or bank wire transfer; however, we REQUIRE your credit card authorization to be on file before we can process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by you or your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard Exposition Services. **Credits will be issued at showsite only.**

**WIRE TRANSFER INFORMATION**

In order to accurately process the transfer of funds from your account, please complete the following information and **FAX it along with a copy of the wire receipt** to 407-888-2301. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks. A \$25 service charge will be added for processing US wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of Show You Are Attending: \_\_\_\_\_  
 Exhibiting Co. Name: \_\_\_\_\_  
 Booth Number(s): \_\_\_\_\_

Account Name: Shepard Exposition Services  
 Bank Name: Bank of America, Atlanta, Georgia USA  
 Routing Number: **0260-0959-3** Account Number: **3278494077**

Payment is due in full no later than: **February 11, 2008**

IF PAYMENT IS NOT RECEIVED BY THE DATE SHOWN ABOVE, I HEREBY AGREE TO HAVE THE BALANCE OWED TO SHEPARD EXPOSITION SERVICES, INC. TO THE FOLLOWING CREDIT CARD ACCOUNT.

**CREDIT CARD AUTHORIZATION**

Please charge my (check one):  MasterCard  Visa  American Express  
I also authorize charging any unpaid balance to my credit card.

Account Number:

Exp. Date:   (Month)   (Year) V - Code:      
(For Visa and MasterCard users only. Located on the back of your card, 3-4 digits.)

Cardholder's Name: \_\_\_\_\_

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

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

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ (This will be used to email you a copy of the invoice.)

**Exhibiting Co. Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvc@shepardes.com

# PAYMENT POLICY

**Ocean Sciences Meeting**  
Orange County Convention Center  
March 3-6, 2008  
Show Code: F102170308

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.  
\*\*IN ORDER FOR OUR SERVICES TO BE PROVIDED, A CREDIT CARD AUTHORIZATION MUST BE ON FILE.\*\*

### ADVANCE ORDERS

Orders MUST be received by the advance order deadline date printed on each form, accompanied with payment, to qualify for advance pricing. You may pay by credit card, check or bank wire; however, a credit card authorization must be on file with Shepard Exposition Services, Inc. Purchase orders do not qualify for advance prices. **Phone orders are not accepted.**

### SHOW SITE ORDERS

Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Floor prices will apply to all show site orders.

### THIRD PARTY ORDERS

If you contract your work to a display or exhibit house and require services from Shepard Exposition the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted by advance deadline date.

### FREIGHT SHIPPING/RIGGING INSTALLATION/DISMANTLING LABOR

If you will be shipping to our warehouse or show site, ordering installation/dismantling labor or rigging labor, you MUST complete the credit card authorization form and send to Shepard Exposition. Shipment receiving also requires a completed Material Handling Authorization form on file, see page M-5. Our services cannot be performed unless we have these forms completed and returned to us.

### INVOICES

Prior to close of show, an invoice will be prepared and delivered to your booth for your review. **Credits will be issued at show site only.** If you have any questions, or want to pay your invoice by check or cash, please see our customer service representative(s) at the on-site service desk.

### CHARGES

All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

### OUTBOUND SERVICES

All outbound services will be processed on your credit card and a copy of the receipt and invoice will be mailed within 10 working days of the close of show.

### INTERNATIONAL CUSTOMERS

International customers must pay for all services in U.S. Funds. A \$50.00 service charge will be added for processing checks or wire transfers drawn from foreign banks.

### U.S. WIRE TRANSFERS

A \$25.00 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the payment authorization form. The credit card portion of the payment authorization form must still be completed in order for your order to be processed.

### TAX EXEMPT STATUS

If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

### RENTAL RESPONSIBILITY

All materials are on a rental basis and shall remain the property of Shepard Exposition Services, Inc. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

### PRICE QUOTES

Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

### DEFAULT COLORS

If skirting and/or carpet colors are not selected, show colors will prevail.

### EXCHANGES AND CANCELLATIONS

On-site exchanges and cancellations in orders will be assessed a 100% pick-up fee.

IF YOU HAVE ANY QUESTIONS REGARDING THE PAYMENT POLICY, PLEASE CONTACT ONE OF OUR CUSTOMER SUPPORT REPRESENTATIVES PRIOR TO THE SHOW AT THE NUMBERS LISTED AT THE TOP OF THIS PAGE. ON-SITE QUESTIONS CAN BE REFERRED TO THE SHEPARD CUSTOMER SERVICE CENTER.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvcs@shepardes.com

**A-5**

## THIRD PARTY PAYMENT AUTHORIZATION

### Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Deadline Date: 2/11/08**

The following information must be completed and the form returned to Shepard Exposition Services by advance deadline date indicated. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied. When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. **By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.** In the event that the named third party does not make payment by close of show, Shepard Exposition Services will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling or rigging.

**ITEMS TO BE PAID BY THIRD PARTY**

All Services	Carpet	Material handling
Rental Furniture	Signs	Rigging equipment/labor
Booth Cleaning	Exhibit Services	Installation/Dismantling labor
Other (please specify):		

**THIRD PARTY INFORMATION - To be filled out by exhibiting firm**

Third Party Agent: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

Please charge my (check one):  MasterCard  Visa  American Express

I also authorize charging any unpaid balance to my credit card.

Account Number:

Exp. Date:     V - Code:      
(Month) (Year) (For Visa and MasterCard users only. Located on the back of your card, 3-4 digits.)

Cardholder's Name: \_\_\_\_\_

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

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

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**EXHIBITOR INFORMATION**

Print Exhibitor Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_



**TERMS & CONDITIONS**

**Ocean Sciences Meeting**

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvcs@shepardes.com

Payment in full (including applicable tax) must accompany your advance order. Orders must be received by advance deadline date indicated to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be accessed a 100% pick-up fee.

**DEFINITIONS AND SHEPARD RESPONSIBILITIES**

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. (SES), and its employees, officers, agents, and assigns including any subcontractors that Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees its contractual duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control, or for ordinary wear and tear in the handling of materials.

**INDEMNIFICATION**

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, invitees, and/or any exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents invitees, representatives, or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinances; or violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

**INSURANCE**

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

**CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES**

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which Exhibitor must vacate the show site. All claims reported after the 30 day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between the exhibitor and Shepard relative to any loss or damage claim, the Exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

**SHEPARD'S LIMITS OF LIABILITY**

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvcs@shepardes.com

**A-7**

## **CONTRACTOR INFORMATION**

### **Ocean Sciences Meeting**

Orange County Convention Center  
March 3-6, 2008  
Show Code: F102170308

**Deadline Date: 2/1/08**

---

### **OFFICIAL SHOW CONTRACTORS**

Official Show Contractors are appointed by Show Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and show management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, furniture rental, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

Exceptions include:

The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states).

The exhibitor may elect to appoint an I&D contractor or exhibit builder to supervise, install and dismantle properties within their booth space.

### **EXHIBITOR APPOINTED CONTRACTORS**

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

The Exhibitor must notify Shepard Exposition Services of their intention to employ a non-official contractor, no later than 30 days prior to first published move-in day, using the Exhibitor Appointed Contractor Form from this exhibitor kit.

In the event that this notification is not received by the deadline date, or if the information contained therein is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Contractor.

The non-official contractor must, by the deadline date above, provide Shepard Exposition Service, Inc. with a current Certificate of Insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming Show Management and Shepard Exposition Services, Inc. as additionally insured for the time period in question.

If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Shepard Exposition Services. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection with his/her exhibit.

The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

The non-official contractor may not solicit business on the exhibit floor.

The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvcs@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR FORM

Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008
Show Code: F102170308

Deadline Date: 2/1/08

(please print clearly)

Company Name Booth Number

Company Address

City State Zip

Contact Person Phone

Authorized Signature Fax

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

Please complete and submit this form to Shepard Exposition Services at the address or fax number listed above by the deadline date shown. Complete one form for each non-official contractor used. Only the official contractor or the facility may provide building services, utilities, and material handling. No other contractors will be approved for these services. The official service contractor will provide all usual trade show services, including labor. Exhibitors may appoint a qualified non-official contractor to provide installation labor and/or supervision provided all of the following conditions are met:

- The EXHIBITOR must inform Shepard Exposition Services that they have subcontracted a non-official contractor by completing and submitting this form by the deadline date listed above.
The CONTRACTOR hired by the EXHIBITOR must, by the deadline date below, provide Shepard Exposition Services with a current certificate of insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period in question.
The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.
CONTRACTOR employees must wear approved identification at all times while in the work area. If required, badges will be issued at show site to authorized contractor representatives when all requirements have been met.

Incomplete or unsigned forms will not be accepted.

I understand and agree to the above listed conditions.

Exhibitor Signature: Print Name:

Name of Service Contractor: Date:

Services to be performed:

Contact Name:

Contact Phone: Contact Fax:

Contractor Address:



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**STANDARD EXPO CARPET**  
**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**STANDARD CARPET**

Prices include installation and taping of front edges. All rental carpet is delivered clean to your booth space; however, during setup, the carpet may become dirty. We therefore suggest that you order cleaning service at least once before show opening. Variation in dye lot may occur when ordering more than one cut of standard carpet.

**Choose carpet color:**

<input type="checkbox"/>	Red (01)	<input type="checkbox"/>	Blue (05)	<input type="checkbox"/>	Teal (13)
<input type="checkbox"/>	Green (02)	<input type="checkbox"/>	Burgundy (07)	<input type="checkbox"/>	Plum (16)
<input type="checkbox"/>	Gold (04)	<input type="checkbox"/>	Grey (10)	<input type="checkbox"/>	Black (06)

Code	Qty.	Description	Advance Price	Floor Price	Total
50255		10' x 10'	115.50	150.00	
50256		10' x 20'	216.50	281.50	
50257		10' x 30'	320.50	416.75	
50258		10' x 40'	439.00	571.00	

**SPECIAL CUT CARPET**

Carpet cut to your exact booth dimensions. In order to protect this "cut and lay" carpet during setup, we will automatically install Visqueen at the published rate prior to exhibitor move-in.

**Booth dimensions:**  ft. X  ft. =  Square feet

**Please indicate color from standard carpet section selections.**

Code	Qty.	Description	Advance Price	Floor Price	Total
50006		Special cut per square foot	2.00/sq. ft.	2.50/sq. ft.	

**PADDING & VISQUEEN**

Code	Qty.	Description	Advance Price	Floor Price	Total
50009		½" Carpet padding (per square foot)	.50/sq. ft.	.65/sq. ft.	
50010		Visqueen, pre-show protective covering (per square foot)	.30/sq. ft.	.39/sq. ft.	

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	<input type="text"/>
6.5% SALES TAX	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**PREMIUM CARPET**  
**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**PREMIUM CARPET**

All Premium carpet orders are subject to availability. Carpet colors shown on the color brochure are approximate only. Samples are available upon request for color match. In order to protect Designer's Choice carpet during setup, we will automatically install Visqueen at the published rate prior to exhibitor move-in. Carpet is 32 ounce face weight, 100% ultra nylon cut pile with action bac or jute backing. Logo cut-ins, borders, color combinations, specialty work and heavier weight carpet quoted upon request.

**Choose carpet color:**

Red (01)	Silver Cloud (18)	Blue Mist (21)
Black (06)	Snow Cream* (19)	Deep Navy (22)
Teal (13)	Platinum (20)	Burgundy (23)

\*Snow Cream carpet is available for purchase only

**Booth dimensions:** \_\_\_\_\_ ft. X \_\_\_\_\_ ft. = \_\_\_\_\_ Square feet

Code	Qty.	Description	Advance Price	Floor Price	Total
46001		Rental per square foot	2.50/sq. ft.	3.50/sq. ft.	
46003		Rental per square foot (over 1,000 sq. ft.)	2.25/sq. ft.	3.00/sq. ft.	
46002		Purchase per square foot	8.25/sq. ft.	11.00/sq. ft.	

Rental carpet price includes installation and removal. Purchased carpet does not include material handling charges or any installation and dismantling. See Plan C on the labor order form for installation and dismantling of purchased carpet.

**PADDING & VISQUEEN**

Code	Qty.	Description	Advance Price	Floor Price	Total
50009		½" Carpet padding (per square foot)	.50/sq. ft.	.65/sq. ft.	
50010		Visqueen, pre-show protective covering (per square foot)	.30/sq. ft.	.39/sq. ft.	

SUBTOTAL	_____
6.5% SALES TAX	_____
TOTAL	_____

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**CLEANING**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

To avoid any misunderstanding regarding your invoice, please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported an hour before show opening following the night service was due.  
 General vacuuming of show floor aisles is provided. Cleaning of your exhibit area is not included in your exhibit space rental unless otherwise stated in your booth agreement.

**Booth dimensions:**  ft. X  ft. =  Square feet

**CARPET CLEANING**

Rental carpet is delivered clean to your booth space; however, carpet may become dirty during setup. We suggest that you order carpet vacuuming service at least once before the show opening.

	Total Sq. Ft.	Description	Price/Sq.Ft.	Total
47011		Vacuuming 1x before show opens	.25	
47012		Vacuuming daily/duration of show	.75	
47013		Shampooing 1x before show opens	1.50	

**EXHIBIT CLEANING**

Includes cleaning/dusting background and furnishings.

	Total Sq. Ft.	Description	Price/Sq. Ft.	Total
47014		1x before show opens	.50	
47015		Daily/duration of show	1.50	

**PERIODIC PORTER SERVICE**

Includes emptying wastebaskets at two-hour intervals during show. Total charge is based on the size of your booth and the number of days you require service.

	# of days.	Description	Price/day	Total
47016		100 - 500 Sq. Ft.	54.50	
47017		501 - 1500 Sq. Ft.	68.50	
47018		1501 - 2500 Sq. Ft.	82.00	
47019		Incremental for every additional 500 sq. ft.	13.00	

SUBTOTAL	<input type="text"/>
6.5% SALES TAX	<input type="text"/>
TOTAL	<input type="text"/>



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvc@shepardes.com

CLEANING TERMS & CONDITIONS

Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008
Show Code: F102170308

Payment in full (including applicable tax) must accompany your advance order. Orders must be received by advance deadline date indicated to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be accessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. (SES), and its employees, officers, agents, and assigns including any subcontractors that Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees its contractual duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control, or for ordinary wear and tear in the handling of materials.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, invitees, and/or any exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents invitees, representatives, or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinances; or violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

INSURANCE

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which Exhibitor must vacate the show site. All claims reported after the 30 day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between the exhibitor and Shepard relative to any loss or damage claim, the Exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvs@shepardes.com

# DISPLAY TABLES & RISERS

Ocean Sciences Meeting  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**WOOD DISPLAY TABLES - UNSKIRTED**

Qty.	Description	Advance Price	Floor Price	Total
50040	4'L x 24"W x 30"H	52.75	68.50	
50041	4'L x 24"W x 42"H	60.00	77.75	
50044	6'L x 24"W x 30"H	62.25	80.75	
50045	6'L x 24"W x 42"H	74.50	97.00	
50048	8'L x 24"W x 30"H	74.50	97.00	
50049	8'L x 24"W x 42"H	84.00	109.25	

**WOOD DISPLAY TABLES - SKIRTED**

Please indicate color choice of skirt:

Red (01)	White (03)	Blue (05)	Burgundy (07)	Teal (13)
Lime Green (02)	Gold (04)	Black (06)	Grey (10)	

Qty.	Description	Advance Price	Floor Price	Total
50042	4'L x 24"W x 30"H	96.25	125.25	
50043	4'L x 24"W x 42"H	106.50	138.50	
50046	6'L x 24"W x 30"H	112.50	146.50	
50047	6'L x 24"W x 42"H	139.00	181.00	
50050	8'L x 24"W x 30"H	139.00	181.00	
50051	8'L x 24"W x 42"H	160.50	209.00	
50052	4th side draped - 30"H	39.25	51.00	
50171	4th side draped - 42"H	39.25	51.00	
50058	Draping for Exhibitor Equipment (per linear ft.)	9.50	12.25	

All tables come three-sided draped. If you require the fourth side to be draped, you must order "4th side draped". Standard height is 30". Counter height is 42". Skirting exhibitor equipment pricing includes labor.

**TABLE RISERS - DRAPED**

Please indicate color choice of drape:

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	

Qty.	Description	Advance Price	Floor Price	Total
50082	4' L x 6" H	30.50	40.00	
50083	4' L x 12" H	61.75	80.25	
50084	6' L x 6" H	38.75	51.00	
50085	6' L x 12" H	77.00	100.50	
50086	8' L x 6" H	49.50	64.75	
50087	8' L x 12" H	106.75	138.75	

**TABLE RISERS - UNDRAPED**

Qty.	Description	Advance Price	Floor Price	Total
50076	4' L x 6" H	14.75	19.00	
50077	4' L x 12" H	28.50	37.25	
50078	6' L x 6" H	20.75	27.25	
50079	6' L x 12" H	40.75	53.00	
50080	8' L x 6" H	26.75	34.75	
50081	8' L x 12" H	53.50	69.75	

All risers are wooden planking and are 8" wide.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvs@shepardes.com

# CHAIRS, LAMINATED TABLES & SPECIALTY EQUIPMENT

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

### STANDARD CHAIRS, DIRECTOR'S CHAIRS, AND LAMINATED TABLES

	Qty.	Description	Advance Price	Floor Price	Total
50020		Upholstered side chair	50.50	65.50	
50021		Upholstered arm chair	54.50	71.00	
50024		Padded stool with back	57.75	75.00	
51086		Director's chair	52.50	68.25	
51090		Director's chair, counter-height	84.25	109.50	
50030		Coffee table, 24" round dia. x 18" high	58.75	76.75	
50031		Coffee table, square 18" x 18" high	58.75	76.75	
50032		Pedestal table 30" high, 36" diameter	180.50	234.75	
51089		Pedestal table 42" high, 36" diameter	210.00	273.00	
50033		Display Table, 2'W x 3'L	Not Available	Not Available	

### SPECIALTY EQUIPMENT

	Qty.	Description	Advance Price	Floor Price	Total
50067		Showcase, Full view 4'	388.50	505.00	
50068		Showcase, Full view 6'	450.00	585.25	
50069		Showcase, Quarter view 4'	388.50	505.00	
50070		Showcase, Quarter view 6'	450.00	585.25	
50092		Coat rack	38.25	50.00	
50093		Spiral garment rack	107.50	140.00	
50175		Bag rack	107.50	140.00	
50094		Floor easel	28.00	36.50	
50245		Literature rack (Six 8.5" x 11" pockets) 54"H	157.50	204.75	
50106		Etagere, 5 shelves, 5'H	48.75	73.25	
50098		Refrigerator	292.75	380.75	
50091		Wastebasket	15.50	20.25	
50096		20 gallon trash barrel	49.25	64.25	
50097		55 gallon trash barrel	65.25	85.00	
50101		Chrome stanchions	31.75	41.25	
50102		Velvet rope 7' black section	26.00	39.00	
50095		Chrome sign holder (22" x 28")	90.00	117.00	
50185		Drawing Bowls	15.75	20.50	

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvs@shepardes.com

# SPECIALTY DISPLAY WALLS

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**GRID AND GRID ACCESSORIES**

Qty.	Description	Advance Price	Floor Price	Total
50236	2' x 8' Grid panel with t-base legs, chrome	116.00	150.50	
50237	2' x 8' Grid panel without t-base legs	82.50	107.00	
50238	Six (6) 2'x8' Grid panels w/ t-base legs, chrome	577.50	750.75	
50239	T-legs, 1 pair	48.25	63.00	
50240	12" Clothing Rod, chrome	27.00	35.00	
50241	Curved clothing rod-chrome (34" clip to clip)	27.00	35.00	
50242	Seven-Ball waterfall, chrome	7.50	9.75	
50243	U-shaped rod, chrome (12" out/24" wide)	31.25	40.50	
50244	20" x 14" Slanted shelf, white	42.00	54.50	
50246	20" x 14" Flat shelf, white	42.00	54.50	
50247	Clothes Hangers (12 pack) (not shown)	19.75	25.50	

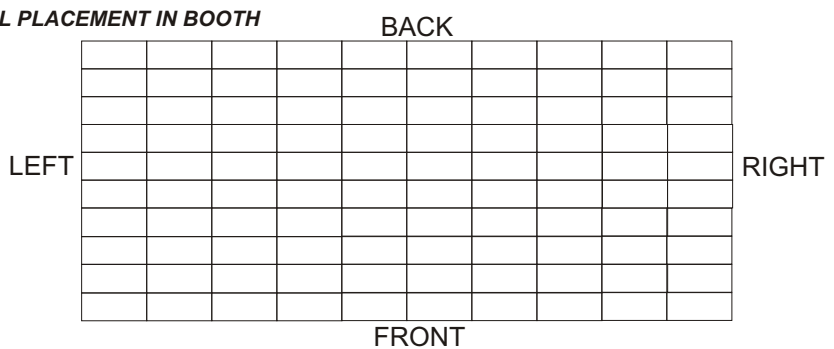
**WHITE PERFBOARDS AND SLATWALLS**

Qty.	Description	Advance Price	Floor Price	Total
50062	2'x8' Horiz. white perfboards with 1/4" holes	106.75	138.50	
50063	2'x8' Vert. white perfboards with 1/4" holes	106.75	138.50	
50064	4'x8' Horiz. white perfboards with 1/4" holes	149.00	193.75	
50065	4'x8' Vert. white perfboards with 1/4" holes	149.00	193.75	
50066	Shelves for white perfboards (each)	39.25	51.00	
50103	2" hooks (pkg. of 12) for white perfboards	14.75	19.50	
50104	6" hooks (pkg. of 12) for white perfboards	19.75	25.50	
50105	10" hooks (pkg. of 12) for white perfboards	23.65	30.50	
50248	1m x 8'H Slatwall	196.50	255.75	
50111	3" Slatwall hooks (each)	1.50	1.75	

**GREY VELCRO TACKBOARDS**

Qty.	Description	Advance Price	Floor Price	Total
50060	4' x 8' Horiz. grey velcro tackboards	149.25	194.25	
50061	4' x 8' Vert. grey velcro tackboards	149.25	194.25	

**GRID PANEL PLACEMENT IN BOOTH**



**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvcs@shepardes.com

**SPECIAL DRAPERY BACKGROUNDS**  
**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

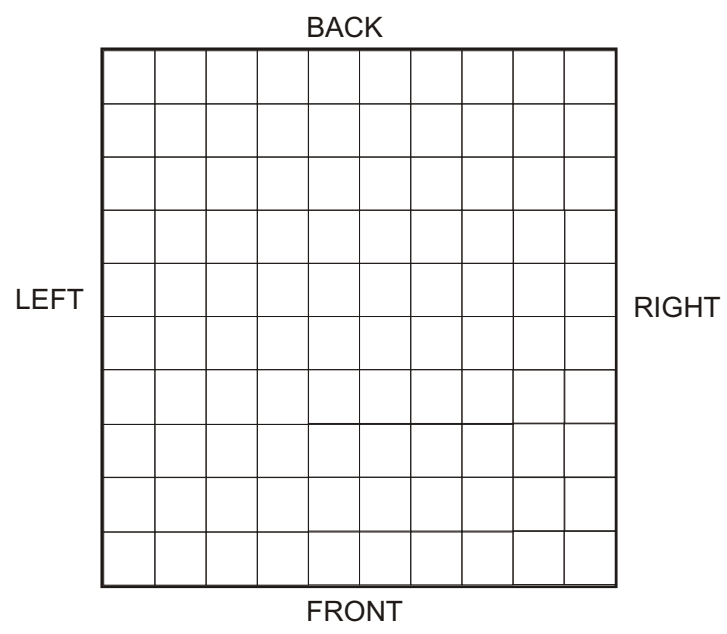
RED (01)	GREEN (02)	BLUE (05)	BLACK (06)	PEACH (12)	PLUM (16)
WHITE (03)	GOLD (04)	BURGUNDY (07)	GREY (10)	TEAL (13)	

**SPECIAL DRAPERY BACKGROUNDS**

	Qty.	Color	Description	Advance Price	Floor Price	Total
50073			8'H background drape, price per linear foot	12.25	16.75	
50074			3'H drape, price per linear foot	10.25	13.00	

*Special drapery backgrounds require show management approval.*

**DRAPERY PLACEMENT IN BOOTH:**



SUBTOTAL	
6.5% SALES TAX	
TOTAL	

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsv@shepardes.com

# EXECUTIVE FURNITURE COMFORT SEATING

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

### SOFAS & SECTIONALS

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
SO1	Sofa	South Beach, Platinum Suede	69"Lx29"Dx33"H	601.50	782.25		
SOC	Sofa	Lisbon, Black Leather	88"Lx36"Dx34"H	700.25	910.25		
SOG	Sofa	Florence, Cream	77"L x 38"Dx34"H	578.50	751.75		
SOL	Sofa	Monaco, Gold Suede	88"Lx37"Dx32"H	646.75	842.00		
SOK	Sofa	Rio, Blue Suede	76"Lx34"Dx33"H	563.75	733.00		
SOM	Sofa	Key West, Black	85"Lx35"Dx33"H	533.50	693.00		
SO2	3 pc. Sectional	South Beach, Platinum Suede	152"Lx40"Dx33"H	1316.75	1711.50		
SED	3 pc. Sectional	Newport, Charcoal Leather	113"Lx34"Dx33"H	1598.00	1763.00		

### LOVESEATS

LSD	Loveseat	Newport, Charcoal Leather	54"Lx34"Dx33"H	609.00	791.75		
LSM	Loveseat	Key West, Black	57"Lx34"Dx33"H	472.50	614.25		
LSC	Loveseat	Lisbon, Black Leather	64"Lx36"Dx34"H	632.00	822.00		

### CLUB CHAIRS

CHD	Chair	Newport, Charcoal Leather, Armless	54"Lx34"Dx33"H	335.00	435.75		
COD	Chair	Newport, Charcoal Leather, Corner	34"Lx34"Dx33"H	419.00	545.00		
CHC	Chair	Lisbon, Black Leather	40"Lx36"Dx34"H	456.75	594.25		
CHG	Chair	Florence, Cream	40"Lx38"Dx34"H	411.50	535.50		
CHK	Chair	Rio, Blue Suede	39"Lx34"Dx33"H	403.25	524.00		

### OCCASIONAL CHAIRS

OCA	Chair	T-Vac, Translucent, Chrome	25"Lx23"Dx30"H	297.00	386.50		
OCH	Chair	Barcelona, Black Leather	30"Lx31"Dx35"H	761.25	990.00		
OCB	Chair	Key West, Tub, Black	31"Lx31"Dx31"H	388.50	505.00		
OCX	Chair	Tub, Black	29"Lx31"Dx32"H	274.00	356.00		
OCK	Chair	Camouflage	37"Lx36"Dx37"H	433.50	563.75		
OCL	Chair	Cappuccino	29"Lx29"Dx34"H	335.00	435.75		
OCY	Chair	Stage Chair, Onyx	24"Lx26"Dx36"H	182.75	237.25		
OCC	Chair	Stage Chair, Camel	24"Lx26"Dx36"H	182.75	237.25		
OCZ	Chair	Stage Chair, Beige	24"Lx26"Dx36"H	182.75	237.25		
OCR	Chair	Stage Chair, Red	24"Lx26"Dx36"H	182.75	237.25		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**EXECUTIVE FURNITURE  
 OTTOMANS**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**OTTOMANS**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
OTS	Ottoman	South Beach, Platinum Suede	25"Lx31"Dx18"H	229.00	297.00		
OTQ	Ottoman	Square, White Leather	40"Lx40"Dx17"H	327.50	426.25		
OTN	Ottoman	Bench, White Leather	24"Lx60"Dx17"H	365.50	474.50		
OTP	Ottoman	Square, Black Leather	40"Lx40"Dx17"H	327.50	426.25		
OTM	Ottoman	Bench, Black Leather	24"Lx60"Dx17"H	365.50	474.50		
OTF	Ottoman	Cube, Chocolate Brown	17"Lx17"Dx18"H	98.75	128.00		
OTD	Ottoman	Cube, Blueberry	17"Lx17"Dx18"H	98.75	128.00		
OTG	Ottoman	Cube, Russett	17"Lx17"Dx18"H	98.75	128.00		
OTE	Ottoman	Cube, Raspberry	17"Lx17"Dx18"H	98.75	128.00		
OTC	Ottoman	Cube, Lemon	17"Lx17"Dx18"H	98.75	128.00		
OTB	Ottoman	Cube, Natural	17"Lx17"Dx18"H	98.75	128.00		
OTH	Ottoman	Cube, Black Leather	17"Lx17"Dx18"H	98.75	128.00		
OTK	Ottoman	Half Round, Black Leather	6'Lx3'Dx17"H	381.00	495.50		
OTL	Ottoman	Half Round, White Leather	6'Lx3'Dx17"H	381.00	495.50		
CCZ	Ottoman	Circle, Black/White Leather	6'Lx6'Dx17"H	594.25	772.75		
CCB	Ottoman	Circle, Black Leather	6'Lx6'Dx17"H	594.25	772.75		
CCW	Ottoman	Circle, White Leather	6'Lx6'Dx17"H	594.25	772.75		
PWM	Ottoman	Pinwheel, Black/White/Red	10' 7"Lx10' 7"Dx17"H	1515.00	1969.75		
PWB	Wedge Ottoman	Pinwheel, Black/Red	10' 7"Lx10' 7"Dx17"H	1515.00	1969.75		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**EXECUTIVE FURNITURE  
 OCCASIONAL TABLES**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**OCCASIONAL COCKTAIL TABLES**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
C1E	Cocktail Table	Silverado	36" RND 17"H	259.25	337.00		
C1D	Cocktail Table	Soho, Steel Base, Chocolate Top	38"Lx38"Dx18.5"H	342.25	445.25		
C1K	Cocktail Table	Inspiration	42"Lx28"Dx18"H	297.00	386.50		
C1F	Cocktail Table	Geo Rectangle, Glass, Black	50"Lx22"Dx16"H	236.25	307.50		
C1C	Cocktail Table	Geo Rectangle, Glass, Chrome	50"Lx22"Dx16"H	243.50	317.00		
C1M	Cocktail Table	Visions, Cherry	48"Lx28"Dx17"H	236.25	307.50		
C1H	Cocktail Table	West Indies	50"Lx30"Dx19"H	281.50	365.50		
C1L	Cocktail Table	Chestnut, Graphite	48"Lx26"Dx18"H	251.00	326.50		
C1G	Cocktail Table	Paris	20" RNDx20"H	152.25	198.50		

**OCCASIONAL END TABLES**

E1E	End Table	Silverado	24" RNDx22"H	243.50	317.00		
E1D	End Table	Soho, Steel base, Chocolate Top	26"Lx26"Dx27"H	297.00	386.50		
E1K	End Table	Inspiration	24"Lx28"Dx22"H	281.50	265.50		
E1F	End Table	Geo, Glass, Black	26"Lx26"Dx20"H	220.50	286.75		
E1C	End Table	Geo, Glass, Chrome	26"Lx26"Dx20"H	220.50	286.75		
E1M	End Table	Visions, Cherry	22"Lx24"Dx21"H	205.75	267.75		
E1H	End Table	West Indies	24"Lx28"Dx24"H	229.00	297.00		
E1L	End Table	Chestnut, Graphite	23"Lx27"Dx22"H	220.50	286.75		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

# EXECUTIVE FURNITURE CONF. & CAFÉ TABLES

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

### CONFERENCE TABLES

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
CE2	Conference Table	Geo. Rect., Glass, Chrome	60"Lx36"Dx29"H	395.75	514.50		
CF2	Conference Table	Geo. Rect., Glass, Black	60"Lx36"Dx29"H	381.00	495.50		
CE1	Conference Table	Geo. Square Rounded, Glass, Chrome	42"Lx42"Dx29"H	274.00	356.00		
CF1	Conference Table	Geo. Square Rounded, Glass, Black	42"Lx42"Dx29"H	259.25	337.00		
CG1	Conference Table	Manhattan, Glass, Black	42" RNDx29"H	289.75	377.00		
CB2	Conference Table	6' Graphite Nebula	72"Lx36"Dx29"H	426.25	554.50		
CB3	Conference Table	8' Graphite Nebula	96"Lx36"Dx29"H	517.75	673.00		
CD2	Conference Table	6' Grey Nebula	72"Lx36"Dx29"H	426.25	554.50		
CD3	Conference Table	8' Grey Nebula	96"Lx36"Dx29"H	517.75	673.00		
CA2	Conference Table	6' Rectangle, Brandy	72"Lx36"Dx29"H	395.75	514.50		
CA3	Conference Table	8' Rectangle, Brandy	96"Lx36"Dx29"H	487.25	633.00		
CA4	Conference Table	10' Rectangle, Brandy	120"Lx36"Dx29"H	639.50	831.50		
CC2	Conference Table	6' Rectangle, Maple	72"Lx36"Dx29"H	395.75	514.50		
CC3	Conference Table	8' Rectangle, Maple	96"Lx36"Dx29"H	487.25	633.00		
CC4	Conference Table	10' Rectangle, Maple	120"Lx36"Dx29"H	639.50	831.50		
CB1	Conference Table	Round Graphite Nebula	42" RNDx29"H	361.25	455.75		
CD1	Conference Table	Round Grey Nebula	42" RNDx29"H	361.25	455.75		
CA1	Conference Table	Round Brandy	42" RNDx29"H	361.25	455.75		
CC1	Conference Table	Round Maple	42" RNDx29"H	361.25	455.75		

### CAFÉ TABLES

ZTK	Café Table	Standard Black Base, Maple Top	30"RNDx29"H	198.50	258.25		
ZTP	Café Table	Standard Black Base, Maple Top	36"RNDx29"H	220.50	286.50		
ZTJ	Café Table	Stand. Blk Base, Graphite Nebula Top	30"RNDx29"H	198.50	258.25		
ZTN	Café Table	Stand. Blk Base, Graphite Nebula Top	36"RNDx29"H	220.50	286.50		
ZTE	Café Table	Stand. Blk Base, Brandy Top	36"RNDx29"H	220.50	286.50		
ZTM	Café Table	Stand. Blk Base, Grey Nebula Top	36"RNDx29"H	220.50	286.50		
ZTF	Café Table	Stand. Blk Base, Metallic Silver Top	30"RNDx29"H	236.25	286.50		
ZTB	Café Table	Stand. Blk Base, Brushed Red Top	30"RNDx29"H	198.50	258.25		
ZTC	Café Table	Stand. Blk Base, Brushed Blue Top	30"RNDx29"H	198.50	258.25		
XTK	Café Table	Tulip Chrome Base, Maple Top	30"RNDx29"H	274.00	356.00		
XTP	Café Table	Tulip Chrome Base, Maple Top	36"RNDx29"H	297.00	386.50		
XTJ	Café Table	Tulip Chrome Base, Graphite Nebula Top	30"RNDx29"H	274.00	356.00		
XTN	Café Table	Tulip Chrome Base, Graphite Nebula Top	36"RNDx29"H	297.00	386.50		
XTM	Café Table	Tulip Chrome Base, Grey Nebula Top	36"RNDx29"H	297.00	386.50		
XTF	Café Table	Tulip Chrome Base, Metallic Silver Top	30"RNDx29"H	297.00	386.50		
XTB	Café Table	Tulip Chrome Base, Brushed Red Top	30"RNDx29"H	274.00	356.00		
XTC	Café Table	Tulip Chrome Base, Brushed Blue Top	30"RNDx29"H	274.00	356.00		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**EXECUTIVE FURNITURE  
 CONF. & UTILITY SEATING**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**CONFERENCE CHAIRS**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
SCR	Side Chair	Panton, Orange	20"Lx24"Dx33"H	182.75	237.25		
SCY	Side Chair	Panton, Yellow	20"Lx24"Dx33"H	182.75	237.25		
SC9	Side Chair	Panton, White	20"Lx24"Dx33"H	182.75	237.25		
SC8	Side Chair	Flex w/Wheels	24"Lx22"Dx31"H	152.25	198.50		
SC1	Side Chair	New York, Onyx/Maple/Chrome	23"Lx32"Dx33"H	175.25	227.75		
SC4	Side Chair	Jetson, Black	19"Lx18"Dx31"H	175.25	227.75		
SC6	Side Chair	Manhattan, Oyster	26"Lx22"Dx34"H	213.00	277.25		
SC2	Side Chair	Brewer, Grey/Chrome	20"Lx20"Dx32"H	159.50	208.00		
SC3	Side Chair	Brewer, Onyx/Black	20"Lx20"Dx32"H	159.50	208.00		
SC5	Side Chair	Tilt Executive w/Arms, Onyx/Black	26"Lx25"Dx34"H	304.50	395.75		
CO4	Side Chair	Iso Mesh, Black	26"Lx24"Dx38"H	289.75	377.00		
XC3	Guest Chair	Luxor, Black Leather	27"Lx28"Dx40"H	335.00	435.75		
XC2	Mid Back Exec.	Luxor, Mid Back, Black Leather	27"x28"x41" adj.	365.50	474.50		
XC1	High Back Exec.	Luxor, High Back, Black Leather	27"x28"x47" adj.	388.50	505.00		
XC6	Guest Chair	Altura, Black Crepe	25"Lx20"Dx34"H	304.50	395.75		
XC5	Mid Back Exec.	Altura, Mid Back, Black Crepe	25"x25"x37adj.	335.00	435.75		
XC4	High Back Exec.	Altura, High Back, Black Crepe	25"x25"x43" adj.	365.50	474.50		

**STACKING AND UTILITY SEATING**

CS1	Stack Chair	Group Seating - Blue	21"Lx21"Dx37"H	107.00	139.75		
CS2	Stack Chair	Group Seating - Red	21"Lx21"Dx37"H	107.00	139.75		
TC1	Tablet Chair	Group Seating- Flip Top	22"Lx30"Dx31"H	182.75	237.25		
SY1	Task Chair	Altura, Black Crepe	25"Lx26"Dx31"H	190.00	246.75		
DF1	Drafting Stool	Altura, Black Crepe	25"Lx26"Dx34"H	281.50	365.50		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsv@shepardes.com

**EXECUTIVE FURNITURE  
 BAR FURNITURE**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**BAR TABLES**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
VTK	Bar Table	Maple w/Standard Base	30"RNDx42"H	229.00	297.00		
VTP	Bar Table - 36"	Maple w/Tulip Chrome Base	36"RNDx42"H	236.25	307.75		
VTJ	Bar Table	Graphite Nebula w/ Standard Base	30"RNDx42"H	229.00	297.00		
VTN	Bar Table - 36"	Graphite Nebula w/Standard Base	36"RNDx42"H	236.25	307.75		
VTE	Bar Table - 36"	Brandy Top w Standard Base	36"RNDx42"H	236.25	307.75		
VTM	Bar Table - 36"	Grey Nebula w/Standard Base	36"RNDx42"H	236.25	307.75		
VTF	Bar Table	Metallic Silver w/Standard Base	30"RNDx42"H	259.25	337.00		
VTB	Bar Table	Brushed Red w/Standard Base	30"RNDx42"H	229.00	297.00		
VTC	Bar Table	Brushed Blue w/Standard Base	30"RNDx42"H	229.00	297.00		
WTK	Bar Table	Maple w/Standard Base	30"RNDx42"H	274.00	356.00		
WTP	Bar Table - 36"	Maple w/Tulip Chrome Base	36"RNDx42"H	320.25	416.75		
WTJ	Bar Table	Graphite Nebula w/Tulip Chrome Base	30"RNDx42"H	289.75	377.00		
WTN	Bar Table - 36"	Graphite Nebula w/Standard Base	36"RNDx42"H	320.25	416.75		
WTM	Bar Table - 36"	Grey Nebula w/Standard Base	36"RNDx42"H	320.25	416.75		
WTF	Bar Table	Metallic Silver w/Standard Base	30"RNDx42"H	320.25	416.75		
WTB	Bar Table	Brushed Red w/Tulip Chrome Base	30"RNDx42"H	289.75	377.00		
WTC	Bar Table	Brushed Blue w/Tulip Chrome Base	30"RNDx42"H	289.75	377.00		
WTE	Bar Table	Brandy w/ Tulip Chrome Base	36"RNDx42"H	320.25	416.75		

**BARS**

BRC	Bar/Counter Circle	Martini Bar Circle (3)	100"Lx100"Dx47"H	3082.75	4007.75		
BR1	Bar/Counter	Martini Bar	50"Lx50"Dx47"H	1180.25	1534.00		

**BAR STOOLS**

BS3	Bar Stool	Ohio Grey/Chrome	18"RNDx31"H adj.	175.25	227.75		
BS1	Bar Stool	Ohio Red/Chrome	18"RNDx31"H adj.	175.25	227.75		
BS2	Bar Stool	Ohio Black/Chrome	18"RNDx31"H adj.	175.25	227.75		
BST	Bar Stool	Banana White/Chrome	21"Lx22"Dx30"H	229.00	297.00		
BSS	Bar Stool	Banana Black/Chrome	21"Lx22"Dx30"H	229.00	297.00		
BSD	Bar Stool	Oslo, Blue	17"Lx20"Dx30"H	229.00	297.00		
BSC	Bar Stool	Oslo, White	17"Lx20"Dx30"H	243.50	317.00		
BSL	Bar Stool	Gin, Maple/Chrome	16"Lx16"Dx29"H	243.50	317.00		
BSN	Bar Stool	Jetson, Black	18"Lx19"Dx29"H	182.75	237.25		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**EXECUTIVE FURNITURE  
 TRAINING ROOM & OFFICE FURNITURE**

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308  
**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**TRAINING ROOM**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
CP5	Computer Table	Graphite Nebula	36"Lx30"Dx42"H	381.00	495.50		
PO3	Kiosk	Black/Maple	24"Lx21"Dx42"H	456.75	594.25		
PO2	Podium	Adjustable Height	32"Lx19"Dx45"H	601.50	782.25		
PO1	Podium	Lecturn, Cherry	24"Lx19"Dx50"H	289.75	377.00		
WD2	Writing Desk	Graphite	48"Lx24"Dx30"H	335.00	435.75		
CO4	Training Chair	Flex Back, Charcoal Mesh / Black	26"Lx24"Dx38"H	289.75	377.00		
CP3	Training Table	Wire Grommets & Privacy Panel, Grey	48"Lx24"Dx30"H	297.00	386.50		
CP4	TT Connector Wedge	Connector Wedge For Training Table	24"Lx24"Dx30"H	135.50	176.50		

**DESKS AND BOOKCASES**

JD2	Executive Desk	Brandy	60"Lx30"Dx29"H	510.25	663.50		
JD1	Executive Desk	Maple	60"Lx30"Dx29"H	533.50	693.00		
BC2	Bookcase	Brandy	36"Lx13"Dx71"H	320.25	416.75		
BC1	Bookcase	Maple	33"Lx13"Dx66"H	320.25	416.75		

**CREDENZAS AND LATERAL FILES**

CR2	Storage Credenza	Brandy	72"Lx24"Dx29"H	503.00	654.00		
CR1	Storage Credenza	Maple	72"Lx24"Dx29"H	533.50	693.00		
L22	Lateral File	Brandy	36"Lx20"Dx29"H	381.00	495.50		
L21	Lateral File	Maple	36"Lx24"Dx29"H	403.25	524.00		

**FILES**

VF4	Vertical File	4 Drawer	27"Lx19"Dx52"H	251.00	326.50		
VF2	Vertical File	2 Drawer	27"Lx19"Dx28"H	182.75	237.25		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

**EXECUTIVE FURNITURE**  
**PRODUCT DISPLAY, LAMPS & REFRIGERATORS**

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308  
**Advance Order Deadline: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**PRODUCT DISPLAY**

Item Code	Item	Description	Dimensions	Advance Price	Floor Price	Qty.	Total Amount
PDA	Pedestal	Grey Nebula	12"Lx12"Dx42"H	229.00	297.00		
PDB	Pedestal	Graphite Nebula	12"Lx12"Dx42"H	229.00	297.00		
BC2	Bookcase	Brandy	36"Lx13"Dx71"H	320.25	416.75		
BC1	Bookcase	Maple	33"Lx13"Dx66"H	320.25	416.75		
ET2	Etagere	Black	30"Lx16"Dx70"H	327.50	426.25		
ET1	Etagere	Silver Finish	30"Lx16"Dx70"H	327.50	426.25		
PDC	Pedestal	Grey Nebula	18"Lx18"Dx30"H	304.50	395.75		
PDD	Pedestal	Graphite Nebula	18"Lx18"Dx30"H	304.50	395.75		
PDE	Pedestal	Grey Nebula	24"Lx24"Dx36"H	381.00	495.50		
PDF	Pedestal	Graphite Nebula	24"Lx24"Dx36"H	381.00	495.50		
PDG	Pedestal	Grey Nebula	24"Lx24"Dx42"H	395.75	514.50		
PDH	Pedestal	Graphite Nebula	24"Lx24"Dx42"H	395.75	514.50		
PDJ	Pedestal	Grey Nebula	30"Lx30"Dx42"H	426.25	554.50		
PDK	Pedestal	Graphite Nebula	30"Lx30"Dx42"H	426.25	554.50		
PDL	Locking Pedestal	Black w/Door	24"Lx24"Dx42"H	426.25	554.50		

**LAMPS**

LAF	Lamp	Lumalight Red	15"Lx13"Dx90"H	304.50	395.75		
LAD	Lamp	Lumalight White	15"Lx13"Dx90"H	304.50	395.75		
LAE	Lamp	Lumalight Orange	15"Lx13"Dx90"H	304.50	395.75		
LA1	Lamp	Pewter, Floor	58"H	145.00	188.00		
LA2	Lamp	Parisian, Pewter	28"H	145.00	188.00		
LA3	Lamp	Ruby	28"H	145.00	188.00		

**REFRIGERATORS**

R1R	Refrigerator	White, 14.0 Cubic Feet	20"Lx30"Dx65"H	799.00	1038.50		
R1Q	Refrigerator	White, 4.0 Cubic Feet	20"Lx22"Dx33"H	266.75	346.50		

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL  
 6.5% SALES TAX  
 TOTAL




SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvc@shepardes.com

EXHIBITOR OWNED
HANGING SIGN

Ocean Sciences Meeting
Orange County Convention Center
March 3-6, 2008
Show Code: F102170308

Advance Order Deadline: 2/11/08

(please print clearly)
Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_
Company Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
Authorized Signature \_\_\_\_\_ Fax \_\_\_\_\_

Payment in full (including applicable tax) must accompany your advance order. Orders must be received two weeks prior to show opening to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be accessed a 100% pick up fee.

Instructions

All ceiling rigging must conform to Show Management rules and regulations and the facility limitations.
This completed order form must be received by Shepard Exposition Services, Inc. (SES) by the advance order deadline date, to allow for the required coordination with the facility.
All overhead hanging signs must be assembled, installed, and disassembled by SES.
Setup instructions must be provided for signs needing assembly.
Overhead hanging of signs are to be sent in separate containers to the advance warehouse using the enclosed HANGING SIGN LABELS.
Electrical signs must be in working order and in accordance with the National Electrical Code.
Hanging anchor points must be pre-fabricated and ready for use.
Any hang point supporting over 250 lbs. must have special authorization, in advance from SES.

Table with 5 columns: Equipment, Straight Time (Advance Price, Floor Price), Overtime (Advance Price, Floor Price). Row: Bucket Lift (per hour) with prices 304.50, 380.50, 357.00, 446.25.

Equipment rates include the lift and crew of two riggers. The minimum charge for labor and equipment is one (1) hour for installation and one (1) hour for dismantling. Labor and equipment thereafter is charged in half (1/2) hour increments. Orders cancelled without 24-hour notice will be charged a one (1) hour cancellation fee.

ESTIMATED NUMBER OF HOURS NEEDED FOR HANGING SIGN

Table with 6 columns: Description, Hours Worked, Advance Price, Floor Price, Estimated Cost. Rows for Installation and Dismantling in Straight Time and Overtime, plus a Total Due\* row.

\*Invoice will be calculated on actual hours worked.

RESTRICTIONS

- 1. Installation and removal times will be established by SES per the availability of the halls and access under the sign.
2. In all cases, signs should be shipped in and out separately. Carriers will not be held to await removal of hanging signs for shipments.
3. All wire clamps and harnesses will be supplied and installed by SES and are billed in addition to the labor charges.
4. Uncrating and re-crating of signs will be handled on a time and materials basis.



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvc@shepardes.com

EXHIBITOR OWNED HANGING SIGN

Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008

Show Code: F102170308

Advance Order Deadline: 2/11/08

Company Name Booth Number

Company Address

City State Zip

Contact Person Phone

Authorized Signature Fax

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

EXHIBITOR OWNED HANGING SIGNS

If sign is not a Shepard Rental, please complete the following information:

Type of Banner: Cloth Wood Metal Other:

Shape of Banner: Square Triangle Rectangle Circle Other:

Size of Banner: Height: Width: Length: Diameter: Weight:

Electricity Required? Yes No Assembly Required? Yes No

USE THIS GRID TO INDICATE THE PLACEMENT OF YOUR HANGING SIGN

To use this grid:

- Use bold line to indicate the outline of your booth.
Indicate scale of the grid (i.e 1 square + 1 foot) or indicated booth.
Mark the adjacent booth numbers or aisle numbers.
All given information must be in compliance with show rules and regulations.
The sign should be: feet from the floor to the of the sign.

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Grid for sign placement with 10 columns and 10 rows.

Adjacent Booth or Aisle #



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

# EXHIBIT BOOTH RENTAL

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/1/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**PACKAGE #1 - 6' TABLETOP** 66081

Four 46" tall panels feature flexible hinges. Great for inexpensive exhibiting. Includes skirted table and 1-black text header.

Advance Price	Floor Price	Qty.	Total
826.25	1239.75	_____	_____

**PACKAGE #2 - 6' CURVED TABLETOP** 66082

52" tall display showcases graphics, literature and product. Includes skirted table and 1-black text header.

Advance Price	Floor Price	Qty.	Total
826.25	1239.75	_____	_____

**PACKAGE #3 - 10' CURVED BACKWALL** 66083

The classic curve is great for graphic presentation and product display. Includes five lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
1700.00	2549.75	_____	_____

**PACKAGE #4 - 10' BACKWALL WITH TRUSS** 66084

A unique look for the curved backwall. Features sturdy counter w/black top. Includes five lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
2089.75	3134.75	_____	_____

**PACKAGE #5 - 10' BACKWALL WITH COUNTER** 66085

39" counter is great for showcasing product. Counter features wire management and lockable storage area. Includes 1-black text header.

Advance Price	Floor Price	Qty.	Total
2572.25	3858.25	_____	_____

**PACKAGE #6 - 10' BACKWALL W/TRIANGULAR SHELVES** 66086

Triangular shelves are great for displaying products. Includes four lights, six shelves, 1-black text header.

Advance Price	Floor Price	Qty.	Total
1914.50	2584.25	_____	_____

**PACKAGE #7 - 10' FLAT BACKWALL** 66087

Great for displaying detachable graphics and showcasing product. Includes four lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
2062.50	2784.25	_____	_____

Note: Copy for the graphic header will be produced in black Helvetica on a white background. Write or type your header copy in this box.

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

**PACKAGE #8 - 10' LAMINATE SLATWALL (Waterfall brackets are optional.)** 66088

Built-in slats on upper half of backwall use standard slatwall accessories and are great for product display. Includes four lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
2771.00	3740.00	_____	_____

**PACKAGE #9 - 16' TRUSS BACKWALL WITH SHELVES** 66089

Sturdy truss backwall with heavy duty shelving for product display. Includes 2-black text headers.

Advance Price	Floor Price	Qty.	Total
3522.00	4754.00	_____	_____

**PACKAGE #10 - 20' BACKWALL** 66090

20' curved backwall with backlit Marquee header flanked by hinged panels. Includes two lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
2922.50	3945.25	_____	_____

**PACKAGE #11 - 20' FLAT BACKWALL** 66110

Great for displaying detachable graphics and showcasing product. Includes ten lights, 1-black text header.

Advance Price	Floor Price	Qty.	Total
3838.00	5181.50	_____	_____

**PACKAGE #12 - 20' BACKWALL WITH TRUSS TOWER** 66111

Tower/bridge has counter for extra workspace. Includes 2-black text header.

Advance Price	Floor Price	Qty.	Total
5011.00	7517.00	_____	_____

**PACKAGE #13 - 20' x 20' TRUSS W/COVERED TOWERS** 66112

Truss towers and bridges with fabric panels surrounding towers with square header sign. Includes four-sided black text header.

Advance Price	Floor Price	Qty.	Total
6873.00	9278.50	_____	_____

**Please choose fabric color of panels (circle one):**

Black (06)      Dark Grey (10)      Silver (15)      Blue (05)

**If ordering Packages #1 or #2, please choose skirt color of table (circle one):**

Black (06)      White (03)      Red (01)      Blue (05)      Grey (10)

SUBTOTAL	_____
6.5% SALES TAX	_____
TOTAL	_____



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

# EXHIBIT BOOTH RENTAL

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/1/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

### Truss Packages

**#TS1 - 10' x 10' V ISLAND** 66120

Advance Price	Floor Price	Qty.	Total
1633.50	2205.00	_____	_____

**#TS2 - 10' x 20' T-INLINE** 66121

Advance Price	Floor Price	Qty.	Total
1917.50	2588.50	_____	_____

**#TS3 - 10' x 10' ROUND ISLAND** 66122

Advance Price	Floor Price	Qty.	Total
4201.25	5671.00	_____	_____

**#TS4 - 20' x 20' SQUARE ISLAND** 66123

Advance Price	Floor Price	Qty.	Total
3779.50	5102.25	_____	_____

**#TS5 - 20' x 30' PERIMETER ISLAND** 66124

Advance Price	Floor Price	Qty.	Total
4541.00	6130.00	_____	_____

**#TS6 - 30' x 30' PERIMETER ISLAND** 66125

Advance Price	Floor Price	Qty.	Total
5124.75	6918.50	_____	_____

**#TS7 - 20' x 20' ISLAND** 66126

Advance Price	Floor Price	Qty.	Total
3379.50	4562.75	_____	_____

**#TS8 - 20' x 20' ISLAND WITH ROTATING TOP** 66127

Advance Price	Floor Price	Qty.	Total
6294.50	8497.50	_____	_____

**#TS9 - 20' x 20' COMPUTER CENTER ISLAND** 66128

Advance Price	Floor Price	Qty.	Total
10325.75	13939.75	_____	_____

### TABLES/COUNTERS

Qty.	Description	Advance Price	Floor Price	Total
	Oval Workstation <b>66115</b>	739.75	998.75	
	Oval with Extension <b>66116</b>	930.25	1255.50	
	Mosaic Square, 39" H <b>66095</b>	510.00	710.75	
	Mosaic Double, 39" H <b>66096</b>	646.00	871.75	
	Open Rectangle w/Truss <b>66117</b>	782.00	1055.25	
	Closed Rectangle w/Truss <b>66118</b>	1054.00	1422.50	

### KIOSKS

Qty.	Description	Advance Price	Floor Price	Total
	Truss Kiosk w/Monitor Platform <b>66100</b>	1460.25	2190.00	

### GRAPHIC PODS (GRAPHIC PANEL NOT INCLUDED)

Qty.	Description	Advance Price	Floor Price	Total
	3' Pod <b>66101</b>	840.75	1261.50	
	6' Pod <b>66102</b>	870.75	1306.00	

### MERCHANDISING ACCESSORIES

Qty.	Description	Advance Price	Floor Price	Total
	Product Shelves <b>66103</b>	77.00	115.75	
	Literature Shelves <b>66104</b>	77.00	115.75	
	3 Light Package <b>66105</b>	77.00	115.75	
	5 Light Package <b>66107</b>	153.00	229.75	
	Waterfall Brackets <b>66108</b>	15.50	23.00	
	Peg Bars <b>66109</b>	31.50	47.25	

**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvs@shepardes.com

MODULAR EXHIBIT RENTAL
Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008
Show Code: F102170308

Advance Order Deadline: 2/1/08

(please print clearly)
Company Name Booth Number
Company Address
City State Zip
Contact Person Phone
Authorized Signature Fax

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

STANDARD EXHIBITS: All items include shipping and material handling of rental items and installation/dismantling.
EXHIBITS 1-12 INCLUDE: standard carpet, one-time vacuuming, company name header
Refer to brochure for corresponding pictures.

Table with 4 columns: STANDARD EXHIBIT #1-4, #5-8, #9-12. Includes descriptions like 'TABLE TOP EXHIBIT WITH SKIRT TABLE', dimensions, and prices.

PANEL COLOR CHOICES (circle one):

- standard colors: White A, Grey B
Upgrade colors (25% increase in exhibit price - not available after discount deadline): Charcoal C, Plum D, Dark Blue E, Light Blue F, Red G, Gold H, Beige I, Yellow J, Green K, Teal L, Black M

CARPET COLOR CHOICES (circle one):

- Red 01, Green 02, Teal 13, Blue 05, Grey 10, Plum 16, Gold 04, Burgundy 07, Black 06

Note: Copy for the graphic header will be produced in black Helvetica on a white background. Write or type your header copy in this box. (Call for quotation on colors, logos or custom graphic designs.)

Empty box for header copy.

Table for pricing: SUBTOTAL, 6.5% SALES TAX, TOTAL

Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability
Cancellation Policy: Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvs@shepardes.com

# OFFICE EXHIBITS & ACCESSORIES

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/1/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**OFFICE EXHIBITS:** All items include shipping and material handling of rental items and installation/dismantling.

**EXHIBITS 13, 16, 17 INCLUDE:** Company name header panel.

Refer to brochure for corresponding pictures.

<b>OFFICE EXHIBIT #13</b> 2M X 2M W/COUNTER STORAGE (66242) _____ 2523.50	<b>OFFICE EXHIBIT #14</b> 2M X 3.5M W/STORAGE (66243) _____ 3004.25	<b>OFFICE EXHIBIT #15</b> STORAGE UNIT (66244) _____ 2037.00	<b>OFFICE EXHIBIT #16</b> OFFICE 3M X 3M (66245) _____ 2812.00
<b>OFFICE EXHIBIT #17</b> OFFICE 1.5M X 2.5M (66246) _____ 2245.00	Note: Copy for the graphic header will be produced in black Helvetica on a white background. Write or type your header copy in this box. (Call for quotation on colors, logos or custom graphic designs.) _____ _____ _____		

PANEL COLOR CHOICES (circle one):

standard colors

White <b>A</b>	Grey <b>B</b>
----------------	---------------

Upgrade colors (25% increase in exhibit price - not available after discount deadline.

Charcoal <b>C</b>	Plum <b>D</b>	Dark Blue <b>E</b>	Light Blue <b>F</b>	Red <b>G</b>	Gold <b>H</b>	Beige <b>I</b>	Yellow <b>J</b>	Green <b>K</b>	Teal <b>L</b>	Black <b>M</b>
-------------------	---------------	--------------------	---------------------	--------------	---------------	----------------	-----------------	----------------	---------------	----------------

**ACCESSORIES:** Electrical is not included. Order on electrical service form.

<b>ACCESSORY #18</b> Halogen Lighting (66055) _____ 106.75	<b>ACCESSORY #19</b> Track Lighting (66058) _____ 73.25	<b>ACCESSORY #20</b> Stem Lighting (66051) _____ 73.25	<b>ACCESSORY #21</b> Slat Wall (66080) _____ 196.50
<b>ACCESSORY #22</b> Maple Counter (66153) _____ 309.00	<b>ACCESSORY #23</b> Straight Shelf (66053) _____ 42.25	<b>ACCESSORY #23</b> Slanted Shelf (66054) _____ 42.25	<b>ACCESSORY #24</b> Cabinet w/lock (66077) _____ 243.75

**Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability**  
**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	
6.5% SALES TAX	
TOTAL	



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

## EXHIBIT ACCESSORIES (CONTINUED)

**Ocean Sciences Meeting**  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Advance Order Deadline: 2/1/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**ACCESSORIES (CONTINUED):** All items include shipping and material handling of rental items and installation/dismantling. Graphics may be ordered for any panel surface for an additional charge. Call for a quote. Refer to brochure for corresponding pictures.

<b>ACCESSORY #25</b> Gondola - Doublesided (66154) <input type="checkbox"/> 594.75	<b>ACCESSORY #26</b> Gondola - Single sided (66155) <input type="checkbox"/> 315.00	<b>ACCESSORY #27</b> Literature Stand (66031) <input type="checkbox"/> 414.75	<b>ACCESSORY #28</b> Reception Counter (66156) <input type="checkbox"/> 718.00
<b>ACCESSORY #29</b> Reception Counter (66157) <input type="checkbox"/> 441.50	<b>ACCESSORY #30</b> Straight Counter (66158) <input type="checkbox"/> 563.00	<b>ACCESSORY #31</b> Round Table (66159) <input type="checkbox"/> 267.50	<b>ACCESSORY #32</b> Computer Stand (66160) <input type="checkbox"/> 390.00
<b>ACCESSORY #33</b> Computer Counter (66161) <input type="checkbox"/> 327.00	<b>ACCESSORY #34</b> Display Case (66162) <input type="checkbox"/> 845.00	<b>ACCESSORY #35</b> Display Case Counter (66163) <input type="checkbox"/> 632.50	<b>ACCESSORY #36</b> Plexi Literature Stand (66164) <input type="checkbox"/> 390.00
<b>ACCESSORY #37</b> Large Display Case (66165) <input type="checkbox"/> 450.00			

PANEL COLOR CHOICES (circle one):

standard colors  
 White **A** Grey **B**

Upgrade colors (25% increase in exhibit price - not available after discount deadline).  
 Charcoal **C** Plum **D** Dark Blue **E** Light Blue **F** Red **G** Gold **H** Beige **I** Yellow **J** Green **K** Teal **L** Black **M**

**Orders received after deadline or without payment will incur an additional 25% surcharge and be subject to availability**  
**Cancellation Policy:** Onsite exchanges and cancellations in orders will be assessed a 100% pick up fee.

SUBTOTAL	<input type="text"/>
6.5% SALES TAX	<input type="text"/>
TOTAL	<input type="text"/>



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvc@shepardes.com

## LABOR PLANS DESCRIPTIONS

### Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

This labor is for work in your booth during installation and dismantling only. You do not need to order labor for services such as material handling and delivery of rentals (including standard carpet rental) described elsewhere in this kit.

#### **PLAN A - LABOR SUPERVISED BY SHEPARD EXHIBIT SERVICES**

Shepard Exhibit Services will supervise labor per your instructions to: Unpack and install the display before you arrive at show site, and/or dismantle, pack and arrange to ship display after show closing.

Shepard Exhibit Services will not unpack or re-pack customer product without the customer present. Plan A labor proceeds with installation or dismantling without the exhibitor present and incurs a supervision fee. In addition to the published rates, a 30% supervision fee (\$30 minimum) will apply for both installation and dismantling. Work will be done on a straight time if circumstances permit; however, this is not guaranteed. Overtime charges will apply as necessary. A minimum charge of one hour applies per man and time will be charged in half hour increments thereafter. Completion date(s) are subject to freight move-in schedule (and arrival of display) and move-out schedule. **It is very important that the "Plan A Information Form" (L-3) be returned with a request for Plan A Labor form.**

#### **PLAN B - LABOR SUPERVISED BY EXHIBITOR**

Does not proceed without exhibitor supervision. Start time can be guaranteed only in those instances where labor is requested for the start of the workday (8:00 AM). A minimum charge of one hour per man applies and time is charged in half hour increments thereafter. Failure to call for labor at requested time or on will call basis will result in one hour charged per man requested, unless 24-hours notice is provided. Orders for labor received at show site are processed after advance orders. To avoid delays in service, please refer to our Payment Policy (A-4) in this kit.

#### **PLAN C - INSTALLATION OF CUSTOMER-OWNED CARPET**

Shepard Exhibit Services will install your carpet prior to your arrival. Carpet must be shipped to our advance warehouse address (see Material Handling section of this kit). Mark on shipping labels "Carpet to be installed.) As long as facility availability allows, all carpet will be installed prior to the first day of customer move-in. Exhibitor must make shipping arrangements for carpet at the end of the show. Rate for installation or dismantling is based on booth dimensions. **Please note that if you require electrical, phone or other utility cords underneath your carpet, a detailed floor plan must accompany your order.**

**PLEASE SEE PAGE L-2 FOR LABOR ORDER FORM**



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvs@shepardes.com

# LABOR ORDER FORM

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Submit Form By: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER. ORDERS SHOULD BE RECEIVED BY  
 DEADLINE DATE.  
 FLOOR ORDERS ARE LIMITED TO AVAILABILITY.

**LABOR RATES**

		Hourly Rate
Straight time	Monday - Friday, 8:00 AM - 5:00 PM	61.00
Overtime	Monday - Friday, 5:00 PM - 12:00 AM & Saturday, 8:00 AM - 12:00 AM	91.50
Double time	Monday - Saturday, 12:00 AM - 8:00 AM & Sunday, Holidays - all hours	122.00

**LABOR ORDER AND COST ESTIMATE (SELECT ONE BELOW)**

- Plan A - LABOR SUPERVISED BY SHEPARD EXHIBIT SERVICES - SEE ALSO PLAN A INFORMATION FORM L-3
- Plan B - LABOR SUPERVISED BY EXHIBITOR
- Plan C - INSTALLATION OF CUSTOMER-OWNED CARPET

Estimate your requirements	Installation	Dismantling
DATE LABOR NEEDED		
START TIME		
NUMBER OF PEOPLE		
NUMBER OF HOURS PER PERSON		
TOTAL HOURS PER PERSON		
HOURLY RATE YOU ANTICIPATE	\$	\$
ESTIMATE INSTALLATION*/DISMANTLING*	\$	\$
*IF USING PLAN A, ADD 30% OR \$30 MINIMUM	\$	\$

TOTAL ESTIMATED LABOR (ADD INSTALLATION AND DISMANTLING) \$ \_\_\_\_\_

**PLAN C DETAILS**

Booth Dimensions:  ft . x  ft. =  sq. ft.

Sq. Ft.	Description	Price	Total
	Customer Carpet Installation/Dismantling	1.00/ sq. ft.	\$

Carpet to be installed by: Date \_\_\_\_\_ Time \_\_\_\_\_



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvcs@shepardes.com

**PLAN A INFORMATION**

**Ocean Sciences Meeting**

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Submit Form By: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

**COMPLETE THIS FORM IF YOU ORDERED LABOR UNDER PLAN A**

**INBOUND FREIGHT INFORMATION**

Carrier	
Number of Pieces	
Weight of Shipment	
Crated or Uncrated?	
Pro Number	
Target Arrival Date	
To Warehouse or Show Site?	

**SET-UP INFORMATION FOR INSTALLATION**

Please check all that apply and provide information where requested:

- What is your booth size? \_\_\_\_ x \_\_\_\_
- Set-up drawings are attached.
- Drawings are with exhibit in crate number \_\_\_\_
- Forklift is required
- Carpet is (circle one) rented / owned  
Carpet color: \_\_\_\_\_
- Padding?

**SERVICES YOU HAVE ORDERED**

- Electrical
- Furniture
- Booth Cleaning
- A/V Equipment
- Telephone
- Electrical should go under the carpet (diagram attached)
- Electrical drawings are attached
- Electrical drawings are with exhibit in crate number \_\_\_\_\_
- Electrical drawings were sent to the official electrical contractor

**OUTBOUND FREIGHT INFORMATION**

Shipment going collect or prepaid?	
Freight charges bill to address	
City, State and Zip	
Carrier	
Consignee "Deliver to:"	
Address	
City, State and Zip	
Special instructions (air freight, etc.)	

**SHOW SITE CONTACT PERSON**

Contact Name	
Contact number(s)	
Contact's hotel	
Arrival date/time & Departure date/time	



SHEPARD EXPOSITION SERVICES

603 West Landstreet Road

Orlando, FL 32824

Phone: 407-888-9669 Fax: 407-888-2301

E-mail: orlandocustsvc@shepardes.com

## **TERMS & CONDITIONS**

### **Ocean Sciences Meeting**

Orange County Convention Center

March 3-6, 2008

Show Code: F102170308

Payment in full (including applicable tax) must accompany your advance order. Orders must be received by advance deadline date indicated to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted. Onsite exchanges and cancellations will be accessed a 100% pick-up fee.

#### **DEFINITIONS AND SHEPARD RESPONSIBILITIES**

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. (SES), and its employees, officers, agents, and assigns including any subcontractors that Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees its contractual duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control, or for ordinary wear and tear in the handling of materials.

#### **INDEMNIFICATION**

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representatives, invitees, and/or any exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents invitees, representatives, or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinances; or violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

#### **INSURANCE**

It is understood that Shepard is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the exhibitor in amounts and for perils determined by the exhibitor. Exhibitor agrees to provide Shepard with a release of subrogation to the extent that any insurance settlement is received.

#### **CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES**

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which Exhibitor must vacate the show site. All claims reported after the 30 day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between the exhibitor and Shepard relative to any loss or damage claim, the Exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

#### **SHEPARD'S LIMITS OF LIABILITY**

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.



# LOGISTICS SHIPPING FORM

## Ocean Sciences Meeting

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvc@shepardes.com

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_ Fax \_\_\_\_\_

**PICK UP INFORMATION**

• Credit card information must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Shipper Name \_\_\_\_\_

Shipper Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

**SHIPPING INFORMATION**

**Items to be shipped**

Number of Pieces	Est. Weight
Crates	_____
Cartons (cardboard)	_____
Cases/Trunks (fiber) (color) _____ )	_____
Skids/Pallets	_____
Carpet (color) _____ )	_____
Other ( _____ )	_____
Total Pieces	Total Wt. _____

Declared Value \$ \_\_\_\_\_  
 Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared.  
 Minimum charge of \$10.00.

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Loading Dock (Circle One) Yes or No Lift Gate \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**SHIP TO**

I will be shipping to the **WAREHOUSE**  
 (Company Name, Booth #)

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

Warehouse Deadline \_\_\_\_\_ Date \_\_\_\_\_

I will be shipping to **SHOW SITE**  
**c/o Shepard Exposition Services**  
 (Company Name, Booth#)

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

**OUTBOUND SHIPPING**

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information:

**Ship to Address**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

**TYPE OF SERVICE - Choose One**

- Next Day Air
- 2nd Day Air
- Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.
- Standard Ground
- Other (Truck Load, Specialized)

**FAX THIS COMPLETED FORM TO:  
 404-720-8750**



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvs@shepardes.com

## GENERAL MATERIAL HANDLING INFORMATION

### Ocean Sciences Meeting

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

#### WHO?

You will need materials to create a successful exhibit. For example, you might send several boxes of samples and literature to give away at the show, or crated display structures you will use to "build" your booth. These materials must somehow get to the booth space; and any reusable items must get back "home" after the show closes. Shepard can help arrange freight transportation to and from the show (see Shepard Logistic Services details in this section of the kit).

#### WHAT?

Material handling includes unloading the shipment from the carrier's truck, delivering the shipment to your booth space, removing the empty cartons after you unpack, storing the empty containers and bringing them back to your booth at time of pack up, and loading your materials onto the truck that comes to retrieve your shipment. Certified weight tickets are required.

The use of forklifts and labor to unload trucks and bring boxes/crates to your booth (and the reverse for outbound when the show is over) is included in the material handling charges. Please do NOT complete a "Rigging Request Form" to order a forklift for unloading your truck. Rigging equipment and labor is available for an hourly rate to work within your booth space during installation and dismantling. For example, you may need to have heavy pieces placed in a particular area (spotted) during setup or you may need a forklift to help get a machine out of (and back into) it's crate.

#### WHEN?

When are shipments accepted? At the advance warehouse, shipments may be received several months ahead of the show. Shipments arriving more than 30 days prior to show opening incur storage charges ( see page M-6). Shipments arriving very close to show opening (within 5 days) are considered "late" for the advance warehouse and will incur a surcharge (see page M-6), since we must then rush your individual shipment to the show facility. The late surcharge will apply after, **Wednesday, February 27, 2008**, for this show.

If you plan to send your materials to the warehouse more than a month or two in advance, call ahead an make arrangements with customer service.

One way to keep your costs down is to plan ahead. Having a shipping schedule will help you avoid paying rush charges to your carrier and late charges for receiving. It can be difficult to predict exactly when your materials will arrive at the destination. It is very important, however, that your shipment not arrive at the show facility before the published "1st exhibitor move-in date" listed on the Material Handling Authorization" form (M-5). Freight that arrives at the show site dock before that first move-in date will most likely interfere with an unrelated show . You risk your shipment being refused, or worse, accepted by someone who will not be ultimately responsible for it!

#### WHERE?

It is your choice whether to ship materials to the advance warehouse or directly to the show facility. There are several advantages to using the advance warehouse: in addition to the larger "window" of time for arrivals, you can increase your peace of mind by calling to confirm receipt of your shipment. Warehouse freight is delivered to your booth prior to exhibitor move-in so that setup may begin immediately.

Shipments in excess of 5,000 pounds, loose or uncrated freight should be sent to the show site address. "Uncrated" means any freight that is not in a container. in the interest of protecting the vulnerable freight, send uncrated items directly to the show site so that they are not handled more than absolutely necessary.

#### HOW MUCH?

Material handling charges are based on the total inbound weight of the shipment rounded off to the next hundred pounds (cwt). For this reason, we encourage you to request that your carrier present a certified weight ticket for your shipment upon delivery. For example, to estimate material handling:

Weight of your shipment	Round up to next hundredweight	How many hundredweights	Multiply the rate listed on M-5 by:
1179 pounds	1200 pounds	1200 lbs /100 = 12 cwt	12

The rates are published on page M-5: one set of shipments arriving at the warehouse, and another set for shipments sent directly to the show site. Just below these boxes on page M-5, is a third rate for small packages delivered by specialized carriers without a bill of lading who deal in these lightweight deliveries. Instead of charging by the weight for these small packages, these shipments are charged per piece.

Please note that page M-6 describes services Shepard offers beyond base material handling charges, and some extra charges that potentially increase your invoice. For example, shipments requiring special handling or shipments arriving late will incur a 25% surcharge.



**RUSH!**

**DIRECT TO SHOW**

FROM:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:  
\_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O SHEPARD EXPOSITION SERVICES  
Orange County Convention Center  
9800 International Drive-West Bldg.  
Orlando, FL 32819

**EVENT NAME: Ocean Sciences Meeting**  
**BOOTH #:**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**  
MUST ARRIVE NO EARLIER THAN MONDAY, MARCH 3, 2008 @ 12:00 PM

**There are three types of shipping labels on this page.**

**DIRECT TO SHOW SITE:** If your shipment is addressed to arrive at the show site, make sure your carrier is aware of the appropriate arrival date(s). Fill in your company name and booth number, then make copies of the "DIRECT TO SHOW " label. Attach a label, with piece count, to each piece of freight.

**ADVANCE WAREHOUSE:** If your shipment is addressed to the advance shipping warehouse, fill in your company name and booth number, then make copies of the "ADVANCE WAREHOUSE" label on this page. Attach a label, with piece count, to each piece of freight.

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.



**RUSH!**

**RUSH!**

**ADVANCE WAREHOUSE**

**HANGING SIGN**

FROM:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO:  
\_\_\_\_\_  
(EXHIBITOR'S NAME)

TO:  
\_\_\_\_\_  
(EXHIBITOR'S NAME)

C/O SHEPARD EXPOSITION SERVICES  
603 W. Landstreet Road  
Orlando, FL 32824  
Warehouse Hours: M-F 8 AM-4 PM

C/O SHEPARD EXPOSITION SERVICES  
603 W. Landstreet Road  
Orlando, FL 32824  
Warehouse Hours: M-F 8 AM-4 PM

**EVENT NAME: Ocean Sciences Meeting**  
**BOOTH #:**

**EVENT NAME: Ocean Sciences Meeting**  
**BOOTH #:**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**

**NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES**



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvc@shepardes.com

MATERIAL HANDLING QUESTIONNAIRE

Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008

Show Code: F102170308

Submit Form By: 2/11/08

(please print clearly)

Company Name Booth Number

Company Address

City State Zip

Contact Person Phone

Authorized Signature Fax

Please complete this form and mail/fax by deadline date above so that we may better coordinate the move-in of your exhibit materials and assist in tracking your shipment if necessary

Where are you shipping? [ ] Shepard advance warehouse [ ] Direct to show site

What date do you plan to ship? To arrive on?

Via which carrier(s)? Tracking number(s)?

Carrier Tracking number(s)

Carrier Tracking number(s)

How many trucks of each category do you plan to use?

van line common carrier flat bed company truck overseas container

Will you be displaying any mobile units (i.e. self-powered vehicles or towed equipment)?

If so, please describe:

Are you ordering carpet from Shepard? [ ] Yes [ ] No Ordering labor from Shepard? [ ] Yes [ ] No

What date and time do you plan to have labor on-site to begin booth installation?

What special handling equipment is required to unload your exhibit (i.e. crane, extended fork blades, special signs, etc.)?

DESCRIPTIONS (Please be sure to include weight of heaviest single piece of machinery or equipment.):

Table with 4 columns: Number of Pieces, Machine/crate/carton/case/carpet, L x W x H, Weight per piece. Multiple empty rows for data entry.



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvc@shepardes.com

## **LABOR JURISDICTIONS ORLANDO AREA**

---

### **Ocean Sciences Meeting**

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

---

To assist you in planning for your participation in your Orlando show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

## **LABOR SOURCE**

We currently have a labor agreement with Local Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Local. Labor can be ordered in advance by returning the Labor Order Form, or on show site at SHEPARD EXPOSITION SERVICES Customer Service Center Desk.

## **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. SHEPARD EXPOSITION SERVICES will control access to the loading docks in order to provide for a safe and orderly move-in/out.

## **TIPPING**

SHEPARD EXPOSITION SERVICES requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all SHEPARD EXPOSITION SERVICES employees. Any request for such should be brought to the attention of a Shepard Representative at the Shepard Exposition Services Customer Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

## **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. SHEPARD EXPOSITION SERVICES can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsvcs@shepardes.com

# MATERIAL HANDLING PRE-PAYMENT WORKSHEET

Ocean Sciences Meeting  
 Orange County Convention Center  
 March 3-6, 2008  
 Show Code: F102170308

**Submit Form By: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

### SHIPPING INFORMATION

To avoid making large payments on the show site, use this worksheet to estimate and prepay material handling charges.

Please check one:

- We plan to ship our crated material to the advance shipment warehouse.
- We plan to ship our material direct to the show site.

We plan to ship on (date)	
Our materials should arrive on (date)	
Carrier	
Pro# (if available)	
Origin of shipment (city, state)	

Please indicate no. of pieces and the weight:

No. of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Misc.	
Total weight		

RATES: For complete information and descriptions, refer to the Material Handling Rate Schedule page in this service kit.

### CONTACT INFORMATION

Should Shepard Exposition Services need to contact someone from your company regarding this shipment, please furnish the following:

Contact Name	
Phone Number	

### OVERTIME

Prices quoted are based on overtime move-in and move-out.

### COMPUTATION OF ORDER

When recording weight, round up to the next 100 lbs.  
 For example: 285 lbs. = 300 lbs., 3 X rate (per 100 lbs.) = dollars or minimum charge, whichever is greater.

No. of lbs.	Description	Price/cwt.	Total
	Advance Shipments to Warehouse \$151.50 Minimum charge	\$75.75	\$
	Direct Shipments to Show Site \$151.50 Minimum charge	\$75.75	\$
	Special Handling Surcharge to Warehouse or Show Site	25%	\$
	Loose or Uncrated Material Surcharge to Warehouse or Show Site	25%	\$
	Specialized Carrier to Warehouse or Show Site (per Carton, \$75.75 minimum charge) ONLY FOR PACKAGES WEIGHING 30 LBS. OR LESS	\$37.85	\$
	Overtime, if applicable (see overtime statement for amount)	25%	\$
Total			\$
Payment Enclosed			\$

For complete information and descriptions, refer to the Material Handling Authorization (M-5, M-6) in this service kit.

### GENERAL INFORMATION

For credit card payments, please use the payment form in the furnishings section of this kit.

Any overtime charges will be invoiced at Show Site and are subject to change pending move-in/move-out schedules.

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid on Show Site.

If you have any questions about material handling, please contact our Customer Service Department.

To avoid any delay in service(s), please refer to our payment policy and credit card authorization form included in this Customer Service Kit. You may choose to pay by credit card, check or bank wire transfer. We require a credit card authorization to be on file in order for service(s) to be provided. All invoices must be settled at our Customer Service Center prior to close of show.



SHEPARD EXPOSITION SERVICES  
 603 West Landstreet Road  
 Orlando, FL 32824  
 Phone: 407-888-9669 Fax: 407-888-2301  
 E-mail: orlandocustsv@shepardes.com

# MATERIAL HANDLING AUTHORIZATION

## Ocean Sciences Meeting

Orange County Convention Center  
 March 3-6, 2008

Show Code: F102170308

**Submit Form By: 2/11/08**

(please print clearly)

**Company Name** \_\_\_\_\_ **Booth Number** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

**To avoid delays, certified weight tickets on inbound shipments are required.**

ADVANCE SHIPPING WAREHOUSE ADDRESS	
TO:	EXHIBITING CO. NAME & BOOTH #
FOR:	Ocean Sciences Meeting
C/O:	SHEPARD EXPOSITION SERVICES 603 W. Landstreet Road Orlando, FL 32824
	FIRST DAY OF RECEIVING: 2/1/08
	LAST DAY OF RECEIVING W/O LATE CHARGE: 2/27/08
	WAREHOUSE RECEIVING 8 AM - 4 PM, M-F

DIRECT SHIPPING SHOW SITE ADDRESS	
TO:	EXHIBITING CO. NAME & BOOTH #
FOR:	Ocean Sciences Meeting
C/O:	SHEPARD EXPOSITION SERVICES Orange County Convention Center 9800 International Drive-West Bldg. Orlando, FL 32819
	FIRST EXHIBITOR MOVE-IN DATE: 3/3/08

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should also be shipped directly to show site.

<b>WAREHOUSE RATE:</b> Price includes receiving between 6-30 days prior to show opening. See page M-6 for charges before/after included days.	
SHOW RATE PER CWT (100 LBS.)	Min. per Shipment
<b>75.75</b>	<b>151.50</b>
(35010)	(35013)

<b>SHOW SITE RATE:</b> Shipments consigned to the show site must arrive no earlier than the 1st exhibitor move-in day.	
SHOW RATE PER CWT (100 LBS.)	Min. per Shipment
<b>75.75</b>	<b>151.50</b>
(35030)	(35033)

**SPECIALIZED CARRIER TO WAREHOUSE OR SHOW SITE - ONLY FOR PACKAGES WEIGHING 30 LBS. OR LESS**

Price per carton or container for shipments that arrive by specialized carriers such as UPS or FedEx Priority, etc. without a bill of lading stating number of pieces and total weight per shipment.

**PER CARTON RATE                      \$37.85 (35048)                      MINIMUM CHARGE PER DELIVERY                      \$75.75 (35045)**

See page M-6 in this section for additional services available and fees including: special handling, overtime, late shipments, off-target deliveries, padded van deliveries, empty crate storage, warehouse storage, marshaling yard charges, return to warehouse charges, etc.



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvs@shepardes.com

## MATERIAL HANDLING AUTHORIZATION

### Ocean Sciences Meeting

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

#### **SPECIAL HANDLING SURCHARGE**

Special handling surcharge will apply if your shipment requires extra labor for labeling, stacking/unstacking containers in trailer, tarping/untarping containers or trailers, or rigging containers for unloading by forklift.

SHOW RATE PER CWT (100 LBS.)	Min. per Shipment
<b>25%</b> (35036)	<b>N/A</b> (35265)

Special handling surcharge also applies for weighing shipments that are received without certified weight tickets. Price does not include rigging or use of heavy equipment other than a forklift.

#### **LOOSE OR UNCRATED MATERIALS** 35040

Loose or uncrated surcharge will apply to shipments that are not containerized in cartons, crates, plastic containers, and are therefore easily damaged and require extra care in handling.

**Loose, uncrated shipments will not be accepted at the advance warehouse. Surcharges will apply to the entire shipments and will not necessarily be prorated. Special handling charge will be 25% of the drayage charge for the shipment.**

#### **OVERTIME** 35301

Based on show move-in schedule and/or late driver check-in, an overtime surcharge of 25% will apply to all shipments handled at Show Site before 8:00 a.m. and/or after 4:00 p.m., Monday - Friday and all hours on Saturday, Sunday, and Holidays. This may include installation of advance warehouse shipments into the exhibit hall.

#### **LATE SHIPMENTS** 35003

Shipments arriving at the warehouse within 5 days of show opening, and shipments received at the show site after the show opening will incur a 25% surcharge.

#### **OFF TARGET DELIVERIES** 35004

Targeted shipments arriving after any designated time will incur a 15% surcharge for equipment and manpower that were prepared to unload the trailer at the prearranged time. Customers who targeted shipments will be mailed an EARLY MOVE-IN NOTICE.

#### **PADDED VAN SURCHARGE** 35041

A padded van surcharge will be charged for van line carriers that transport freight at cubic displacement rates, operate non-standard dock height equipment, require freight on the truck to be loaded in a specific order or orientation, or require that freight on the truck be moved to load or unload the actual freight being delivered.

Additional per cwt.
<b>8.50</b>

#### **MARSHALING YARD** 35250

Where Shepard as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a maximum charge of \$5.00 per shipment processed through the marshaling yard.

#### **ENVELOPES** 35007

A \$10.50 charge will apply to receiving and delivery of envelopes (i.e. FEDEX) on at show site, during show hours. All envelopes received during customer move-in or at warehouse will be charged at the show rate published on the rate schedule.

#### **EMPTY CRATE STORAGE** 35105

Any shipment, not received by Shepard, when Shepard is required to handle the storage and return of empty shipping containers, will be assessed a charge of \$10.00 per crate, case, carton, or skid with a \$40.00 minimum.

#### **WAREHOUSE STORAGE**

Shipments delivered to the Shepard warehouse at the customer's request will incur the following charges:

Transportation to warehouse is \$8.75 per cwt. with a \$43.75 minimum.	35024
Warehouse handling in and out is \$12.00 per cwt. with a \$24.00 minimum.	35405
Warehouse storage fee is \$3.00 per cwt. per month with a \$15.00 minimum.	35006

#### **IMPROPER ADDRESS** 35001

Any piece of freight not having a complete address will incur a service fee of \$2.50 per container (\$12.00 minimum). Be sure to include the show name, your booth number, and the exhibiting firm name on every piece.



SHEPARD EXPOSITION SERVICES
603 West Landstreet Road
Orlando, FL 32824
Phone: 407-888-9669 Fax: 407-888-2301
E-mail: orlandocustsvs@shepardes.com

RIGGING REQUESTS

Ocean Sciences Meeting

Orange County Convention Center
March 3-6, 2008
Show Code: F102170308

Submit Form By: 2/11/08

(please print clearly)

Company Name Booth Number

Company Address

City State Zip

Contact Person Phone

Authorized Signature Fax

Signature also indicates you read and accept the Payment Policy (A-4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A-5).

Do NOT use this order form for unloading of shipments. Use this form to order forklift or crane work within your booth area only (loading and unloading of trucks is included in the drayage rate). Please notify us of any changes after your order has been placed. Straight time rates apply from 8:00 AM to 4:30 PM, Monday - Friday. Overtime will be charged before 8:00 AM, after 4:30 PM, and all day Saturday and Sunday. Double-time will be charged for holidays and work performed between midnight and 6:00 AM.

ONLY 8:00 AM START TIMES WILL BE GUARANTEED.
ALL OTHER REQUESTS WILL BE COMPLETED AS CREWS/EQUIPMENT BECOME AVAILABLE.

EQUIPMENT RENTAL RATES

Table with 5 columns: QUANTITY, DESCRIPTION, STRAIGHT TIME/HOUR, OVERTIME/HOUR, DOUBLE-TIME/HOUR. Rows include Forklift/Operator up to 5,000 lbs. capacity, 10,000 lbs. capacity, 20,000 lbs. capacity, Over 20,000 lb. Capacity, and Crane quotes.

RATES INCLUDE USE OF HAND TOOLS, JACKS, ROLLERS, HAMMERS, OARS, ETC.

RIGGING LABOR RATES

Table with 5 columns: QUANTITY, DESCRIPTION, STRAIGHT TIME/HOUR, OVERTIME/HOUR, DOUBLE-TIME/HOUR. Rows include Rigging Foreman and Riggers/Material Handlers.

THE RIGGING CREW NORMALLY CONSISTS OF AT LEAST ONE (1) FORKLIFT WITH OPERATOR AND ONE (1) RIGGER. THERE IS A MINIMUM CHARGE OF ONE (1) HOUR.

NUMBER OF PIECES TO BE SPOTTED:
HEAVIEST PIECE TO BE SPOTTED:
DATE AND TIME NEEDED:

PLEASE NOTE: ONLY 8:00 AM STARTS WILL BE CONSIDERED GUARANTEED. OTHERS WILL BE CONSIDERED ON A WILL CALL BASIS.

TO AVOID ANY DELAY OF SERVICE(S), PLEASE REFER TO OUR PAYMENT POLICY AND CREDIT CARD AUTHORIZATION INCLUDED IN THIS CUSTOMER SERVICE KIT. YOU MAY CHOOSE TO PAY BY CREDIT CARD, CHECK OR BANK WIRE TRANSFER; HOWEVER, WE REQUIRE A CREDIT CARD AUTHORIZATION TO BE ON FILE IN ORDER FOR SERVICE(S) TO BE PROVIDED.



SHEPARD EXPOSITION SERVICES  
603 West Landstreet Road  
Orlando, FL 32824  
Phone: 407-888-9669 Fax: 407-888-2301  
E-mail: orlandocustsvs@shepardes.com

# MATERIAL HANDLING TERMS & CONDITIONS

## Ocean Sciences Meeting

Orange County Convention Center  
March 3-6, 2008

Show Code: F102170308

Please read carefully! As a representative of the exhibiting company, you are entering into a contract which may limit your possible recoveries in case of loss or damage. The terms and conditions set forth below become a part of the contractual agreement between Shepard Exposition Services. Acceptance of said terms and conditions will be construed upon the return of an order form or an authorization form signed by the exhibitor, his agent, or representative; or by the arrival of freight shipped to the warehouse or show site by said parties.

### 1. DEFINITIONS

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services (SES), or Shepard Logistics Services (SLS), and their employees, officers, agents, and assigns including any subcontractors that SES may appoint. The term CUSTOMER refers to any party who contracts for services with SES.

### 2. SES RESPONSIBILITIES

SES shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. SES assumes no responsibilities for any persons, parties, or other contracting firms not under SES's direct supervision and control. SES shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond SES's reasonable control, or ordinary wear and tear in the handling of materials.

### 3. INSURANCE

It is understood that SES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the CUSTOMER in amounts and for perils determined by the CUSTOMER. CUSTOMER agrees to provide SES with a release of subrogation to the extent that any insurance settlement is received.

### 4. CLAIM(S) FOR LOSS

CUSTOMER agrees that any and all claims for loss or damage shall be submitted to SES prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which CUSTOMER must vacate the show site. All claims reported after the 30 day period will be rejected. In no event shall a suit or action be brought against SES more than one year after date that loss or damage occurred.

### 5. INDEMNIFICATION

CUSTOMER agrees to indemnify, forever hold harmless and defend SES and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following:

CUSTOMER'S negligent supervision of any labor secured through SES or the negligent supervision of such labor by any of the CUSTOMER'S employees, agents, representatives, invitees, and/or any CUSTOMER appointed contractor (EAC).

CUSTOMER'S negligence, willful misconduct, or deliberate act, or such actions of CUSTOMER'S employees, agents invitees, representatives, or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SES equipment.

CUSTOMER'S violation of Federal, State, or Local ordinances.

CUSTOMER'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

### 6. PACKAGING AND CRATES

SES shall not be responsible for surface damage to loose or uncrated materials, padwrapped materials, or shrink-wrapped materials. SES shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SES shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

### 7. EMPTY CONTAINERS

Affixing "empty storage" labels to containers is the sole responsibility of the CUSTOMER or his representative. All previous labels should be removed. SES assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty". SES LIABILITY LIMITS. If found liable for any loss or damage, SES sole and maximum liability for loss of or damage to the CUSTOMER'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the article lost or damaged. SES shall be liable for actual loss of, or damage to articles actually physically handled, or for articles for which SES specifically acknowledges receipt in writing. SES shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to a claim for loss or damage of material.

### 8. PAYMENT FOR SERVICES MAY NOT BE WITHHELD

In the event of any dispute between the CUSTOMER and SES relative to any loss or damage claim, the CUSTOMER shall not be entitled to, and shall not withhold payment for SES services as an offset against the amount of the alleged loss or damage. Any claim against SES shall be considered a separate transaction and shall be resolved on its own merit.

### 9. INBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse in time between the delivery of shipment(s) to the booth and the arrival of the CUSTOMER or his representative. During such time, the materials will be left unattended. SES is not, and cannot be, responsible for loss, damage, theft, or disappearances of CUSTOMER'S materials after same have been delivered to the CUSTOMER'S booth at the show site.

### 10. OUTBOUND SHIPMENTS

Consistent with trade show practices, there may be a lapse of time between the completion of packing and the actual pick up of CUSTOMER'S materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. SES shall not be responsible for loss, damage, theft of, or disappearance of CUSTOMER'S materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to SES by the CUSTOMER. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by the CUSTOMER.

SES assumes no responsibility for loss, damage, theft or disappearance of CUSTOMER'S materials after the same have been delivered to CUSTOMER'S appointed carrier, or agent for transportation after the show. SES loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. SES assumes no liability for any materials after carrier assumes custody of materials. If CUSTOMER'S designated carrier fails to show by the move-out deadline after a show, SES shall have the authority to route CUSTOMER'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at CUSTOMER'S expense.

*PLEASE PRINT OR TYPE: Bolded fields are required for processing.*

NAME OF EVENT: **2008 Ocean Sciences Meeting** BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:  
 CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

120 VOLT POWER OUTLET Placement included with outlet			PRIOR TO OR ON FEBRUARY 11, 2008				AFTER FEBRUARY 11, 2008 TO ONSITE					
Floor	Ceiling	Quantity	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	TOTAL	
		Single Outlet Up to 500 Watts	94.97	9.50	6.18	110.65	151.54	15.16	9.85	176.55	\$ _____	
		Single Outlet Up to 1000 Watts	108.10	10.81	7.03	125.94	172.76	17.28	11.23	201.27	\$ _____	
		Single Outlet Up to 1500 Watts	121.30	12.13	7.89	141.32	193.99	19.40	12.61	226.00	\$ _____	
		Single Outlet Up to 2000 Watts	134.37	13.44	8.74	156.55	215.19	21.52	13.99	250.70	\$ _____	
		Rigging Charge for Ceiling Drop Single Outlet**	\$240.11								\$360.16	\$ _____
Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power.											Total:	\$ _____
** Must order power in addition to ceiling drop												
PRICES ARE SUBJECT TO CHANGE												

**ADDITIONAL RENTAL ITEMS**

\_\_\_\_\_ 25' Extension Cord (Power not included)

\_\_\_\_\_ Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)

Cost	Tax	Unit Total	TOTAL
21.00	1.37	22.37	\$ _____
21.00	1.37	22.37	\$ _____
TOTAL:			\$ _____

**EXPRESS MAIL TO: Orange County Convention Center**  
 Attention: Exhibitor Services  
 9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**  
 Attention: Exhibitor Services  
 PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

- **ORDERS RECEIVED ON SITE ARE SUBJECT TO A 50% SERVICE CHARGE**
- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE / BOOTH NUMBERS.
- IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION
- EXHIBIT HOUSES ARE PERMITTED TO BRANCH POWER IN THE BOOTH. OCCC ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS.
- CHANGES, ADDITIONS, OR MODIFICATIONS TO INCENTIVE RATE ORDERS RECEIVED AFTER THE 21-DAY INCENTIVE RATE DEADLINE ARE SUBJECT TO BASE RATE. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**Payment Information**

- All payment **MUST** be paid in full before services are provided. **NEW ONSITE ORDERS** are subject to 50% increase over the Base Rate.
- Orders without payment and/or floor plan will **NOT** be processed and service will be withheld.
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers** are accepted forms of payment. **Absolutely NO Purchase Orders** will be accepted
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Security ID Code: \_\_\_\_\_  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

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

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.** Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

FOR OFFICE USE ONLY

**NAME OF EVENT:** 2008 Ocean Sciences Meeting **BOOTH:** \_\_\_\_\_

**BOOTH:** \_\_\_\_\_ **BOOTH SIZE:** \_\_\_\_\_ **X** \_\_\_\_\_ **BOOTH TYPE:**  ISLAND  INLINE  PENINSULA

**EXHIBITING COMPANY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE/PROVINCE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

**AUTHORIZED PERSON:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:**  
**CONTACT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

		PRIOR TO OR ON FEBRUARY 11, 2008				AFTER FEBRUARY 11, 2008 TO ONSITE				
Quantity	Floor Ceiling	Cost	Utility Tax	Sales tax	Total	Cost	Utility tax	Sales tax	Total	TOTAL
	20 Amp Single Phase*	\$173.77	17.38	11.30	\$202.45	\$278.84	27.89	18.13	\$324.86	\$
	20 Amp Three Phase*	\$267.73	26.78	17.41	\$311.92	\$427.36	42.74	27.78	\$497.88	\$
	30 Amp Single Phase*	\$228.33	22.84	14.85	\$266.02	\$365.73	36.58	23.78	\$426.09	\$
	30 Amp Three Phase*	\$380.88	38.09	24.76	\$443.73	\$611.23	61.13	39.73	\$712.09	\$
	40 Amp Single Phase*	\$295.00	29.50	19.18	\$343.68	\$470.80	47.08	30.61	\$548.49	\$
	40 Amp Three Phase*	\$509.19	50.92	33.10	\$593.21	\$814.30	81.43	52.93	\$948.66	\$
	50 Amp Single Phase*	\$367.75	36.78	23.91	\$428.44	\$589.01	58.91	38.29	\$686.21	\$
	50 Amp Three Phase*	\$635.47	63.55	41.31	\$740.33	\$1017.38	101.74	66.13	\$1185.25	\$
	60 Amp Single Phase*	\$442.51	44.26	28.77	\$515.54	\$698.32	69.84	45.39	\$813.55	\$
	60 Amp Three Phase*	\$761.76	76.18	49.52	\$887.46	\$1220.44	122.05	79.33	\$1421.82	\$
	80 Amp Single Phase*	\$576.88	57.69	37.50	\$672.07	\$922.41	92.25	59.96	\$1074.62	\$
	80 Amp Three Phase*	\$1017.38	101.74	66.13	\$1,185.25	\$1628.61	162.87	105.86	\$1897.34	\$
	100 Amp Single Phase*	\$737.52	73.76	47.94	\$859.22	\$1179.02	117.91	76.64	\$1373.57	\$
	100 Amp Three Phase*	\$1271.97	127.20	82.68	\$1501.85	\$2034.74	203.48	132.26	\$2370.48	\$
	150 Amp Single Phase*	\$1032.02	103.21	67.09	\$1202.32	\$1651.42	165.15	107.35	\$1923.92	\$
	150 Amp Three Phase*	\$1782.66	178.27	115.88	\$2076.81	\$2851.50	285.15	185.35	\$3322.00	\$
	200 Amp Single Phase*	\$1377.60	137.76	89.55	\$1604.91	\$2203.77	220.38	143.25	\$2567.40	\$
	200 Amp Three Phase*	\$2376.56	237.66	154.48	\$2768.70	\$3803.26	380.33	240.22	\$4423.81	\$
	400 Amp Single Phase*	\$2754.25	275.43	179.03	\$3208.71	\$4406.61	440.67	286.43	\$5133.71	\$
	400 Amp Three Phase*	\$5507.56	550.76	358.00	\$6416.32	\$8812.28	881.23	572.80	\$10266.31	\$

**ADDITIONAL RENTAL ITEMS**

- \_\_\_\_\_ Ceiling Drop Request for Single or Three Phase Outlet (*must order power separately*)
- \_\_\_\_\_ UL Certified Plug (\* All 208V Service requires the use of a UL Certified Plug)
- \_\_\_\_\_ European Multi-Strip (for use with 20 amp single phase only)

Incentive	Base	TOTAL
\$240.11	\$360.16	\$
	\$87.86	\$
	\$43.88	\$
	TOTAL:	\$

**EXPRESS MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**  
 9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**  
**Attention: Exhibitor Services**  
 PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884 • Convention Center (800) 345-9898**
**Exhibit Services (407) 685-9824 • E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

- FOR EXACT PLACEMENT ATTACH A SCALED DIAGRAM INDICATING THE LOCATION OF OUTLETS, INCLUDING BOOTH DIMENSIONS, OUTLET DIMENSIONS AND AISLE/BOOTH NUMBERS
- PAYMENT AND FLOORPLAN ARE REQUIRED TO COMPLETE ORDER
- OCCC ELECTRICIANS ARE NOT RESPONSIBLE FOR POWER DISTRIBUTION INSTALLED BY OTHERS. LABOR CHARGES WILL APPLY FOR SERVICE CALLS
- THERE MAY BE ADDITIONAL CHARGES FOR RENTAL OF UL CERTIFIED PLUGS
- ALL UNRETURNED RENTAL PLUGS WILL RESULT IN A \$150 CHARGE

**Payment Information**

- Order MUST be paid in full before services are provide
- Absolutely NO purchase orders will be accepted
- Orders without payment and/or floorplan will NOT be processed and service will be withheld.
- ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment
- Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

**Amount Enclosed:** \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

**Security ID Code:** \_\_\_\_\_  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR OFFICE USE ONLY**

 Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. **PLEASE NOTE THAT ON SITE ORDERS ARE SUBJECT TO A 50% INCREASE OVER THE BASE RATE**



**Orange  
County  
Convention  
Center**

# 208 VOLT ELECTRICAL UL CERTIFIED PLUG DIAGRAM

The Orange County Convention Center is a certified UL manufacturing facility. As a result, exhibitors will need to provide proper UL certified plugs for connection to equipment. If you are unable to bring a UL certified plug to match the power you have ordered in your booth, you may rent one from the OCCC. Exhibitors are responsible for returning all rented UL certified plugs to the Utilities Service Desk and the close of the event. **All unreturned plugs will result in a \$150 charge.**



**20 AMP SINGLE PHASE-FLOOR**

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a L21-20.

**20 AMP THREE PHASE-FLOOR**

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a L21-20.

**Rental Fee: \$87.86**



**30 AMP SINGLE PHASE**

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground. Our standard plug is a L21-30.

**30 AMP THREE PHASE**

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground. Our standard plug is a L21-30.

**Rental Fee: \$87.86**

**40, 50, 60, 80 OR 100 AMP SINGLE PHASE**

Industry standard for low amperage industrial equipment. Two hots, neutral and a ground.

**40, 50, 60, 80 OR 100 AMP THREE PHASE**

Industry standard for low amperage industrial equipment. Three hots, neutral and a ground.

**Rental Fee: \$87.86**



**150, 200, OR 400 AMP SINGLE PHASE/THREE PHASE-CEILING DROP**

**Aerial Rigging Required.** Industry standard for high amperage industrial equipment. Two hots, neutral and a ground. A refundable deposit is required for connection. Will be connected using cam locks.

**Rental Fee: \$87.86**





**2008 Ocean Sciences Meeting**  
**ELECTRICAL SERVICE ORDER FORM**  
**CONDITIONS AND REGULATIONS**

**ELECTRICAL SERVICE CONDITIONS AND REGULATIONS**

120 VOLT, A.C., SINGLE PHASE, 60 CYCLE  
208 VOLT, A.C., SINGLE PHASE, 60 CYCLE  
208 VOLT, A.C., THREE PHASE, 60 CYCLE  
480 VOLT, A.C., SINGLE AND THREE PHASE

1. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
4. Under NO circumstances shall anyone other than "house electrician" make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of the show.
8. Unless otherwise directed, Center electricians are authorized to cut floor coverings to permit installation of service.
9. All exhibitors 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Center's electrical supervisors.
11. Incentive orders will receive priority service.
12. Prices are based upon current wage rates and are subject to change without notice.
13. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
14. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
15. Obstructions blocking utility floor boxes are subject to relocation as necessary.
16. The Center will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
17. All electrical services are to be billed to the next greatest wattage; i.e. 15amp 208v single phase = 20amp 208v single phase.

Services requested on this form are for the single event listed.

**Cancellation & Modification Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**



**Orange  
County  
Convention  
Center**

# AERIAL RIGGING ORDER FORM

PLEASE PRINT OR TYPE: Please complete entire form for processing.

NAME OF EVENT: **2008 Ocean Sciences Meeting** BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ ext. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

**ONSITE AUTHORIZED PERSON:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

9860 Universal Blvd, Orlando, FL 32819

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL:** [exhibit.services@occc.net](mailto:exhibit.services@occc.net) **WEB:** <http://www.occc.net/exhibitor/default.asp>

## RIGGING LABOR RATES

**INCENTIVE RATE - \$74.80 PER PERSON/HR.** (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **\$448.80 MUST** be received by **FEBRUARY 11, 2008** to receive incentive pricing for event.

**BASE RATE - \$112.20 PER PERSON/HR.** (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after **FEBRUARY 11, 2008** or on-site will be charged base rate for event. A payment of **\$673.20** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

**After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.**

Normal hardware to suspend items will be supplied by the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.). **ONLY RATED RIGGING HARDWARE IS PERMITTED.**

**AFTER ASSEMBLY OF YOUR SIGN AND BEFORE RIGGING CAN COMMENCE, THE ONSITE AUTHORIZED PERSON MUST STOP BY THE EXHIBITOR SERVICES DESK TO SIGN PAPERWORK. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE ORANGE COUNTY CONVENTION CENTER EXHIBITOR SERVICES DESK OR AT THE DISCRETION OF THE RIGGING DEPARTMENT.**

Description of items (sign, banner, truss, etc.) \_\_\_\_\_

Type of material (wood, vinyl, cloth, steel, etc.) \_\_\_\_\_

Size \_\_\_\_\_ Weight \_\_\_\_\_

Height desired from floor to bottom of suspended item \_\_\_\_\_

Electric Power if needed (amps, voltage, phase, etc.) \_\_\_\_\_

(Order on electrical form and note that power is for overhead rigging only)

Quantity (if items are different, please attach descriptions of each) \_\_\_\_\_

Rigging Install date \_\_\_\_\_ Rigging Strike date \_\_\_\_\_

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

**Note: The Credit Card listed below will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed below. NO PURCHASE ORDERS ACCEPTED. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

## FORM OF PAYMENT - Payment must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is **59-6000773**.

Company Check or Money Order in the amount of \$ \_\_\_\_\_ (Made Payable to Orange County Convention Center, \$USD, US Bank)

Visa  MasterCard  American Express

Please complete all areas below since we are unable to process incomplete information. **A copy of the front of the credit card is required if tax exempt.**

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee. Prices are subject to change.**

**FOR OFFICE USE ONLY**

**AERIAL RIGGING ORDER FORM**  
**CONDITIONS AND REGULATIONS**  
**Exhibitor Rigging Information**

- The Orange County Convention Center is the EXCLUSIVE provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is **NOT PERMITTED**.
- Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM** of **THREE WEEKS** in advance of the first move-in day for your show.
- Rigging plots, drawings, blue prints must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All working load limit, (W.L.L.), in some cases we may require an Engineers stamp of approval.
- All points where span sets are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibit Service Desk** or at the discretion of the Rigging Department.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME**, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site [www.occc.net](http://www.occc.net)
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-9884 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

**Services requested on this form are for the single event listed.**

**Revisions and/or changes after the 21 day deadline will be charged at the base rate**

**Cancellation Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**

PLEASE PRINT OR TYPE: **Bolded fields are required for processing.**

NAME OF EVENT: **2008 Ocean Sciences Meeting** BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_ BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:**  
CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Quantity	PRIOR TO OR ON FEBRUARY 11, 2008				AFTER FEBRUARY 11, 2008 TO ONSITE				TOTAL
	Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
<b>COMPRESSED AIR SERVICES *</b>									
*+ Service Outlet 1/2" FPT Maximum Pressure 90 PSI									
Air Service Connection	\$253.08		+16.45	\$269.53	\$345.92		+22.49	\$368.40	\$
<b>WATER SERVICES * +</b>									
Service Outlet 1/2" FPT									
Water Service Connection	\$181.86	+18.19	+11.82	\$211.87	\$291.96	+29.20	+18.98	\$340.14	\$
<b>DRAIN SERVICES * +</b>									
Drain Service	\$162.46		+10.56	\$173.02	\$258.61		+16.81	\$275.42	\$
<b>WATER FILL &amp; DRAIN</b>									
(One Time) Labor Included									
Water Fill & Drain (1-99 Gal)	\$77.43	+7.74	+5.03	\$90.20	\$123.70	+12.37	+8.04	\$144.11	\$
Water Fill & Drain (100-299 Gal)	\$154.86	+15.49	+10.07	\$180.42	\$247.40	+24.74	+16.08	\$288.22	\$
Water Fill & Drain (300-500 Gal)	\$222.27	+22.23	+14.45	\$258.95	\$356.63	+35.67	+23.19	\$415.49	\$
Water Fill & Drain – Additional (1 to 500 Gal)	\$32.33	+3.23	+2.10	\$37.66	\$54.82	+5.50	+3.56	\$63.88	\$
<b>GRAND TOTAL</b>									\$

**EXPRESS MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL:** [exhibit.services@occc.net](mailto:exhibit.services@occc.net) **WEB:** <http://www.occc.net/exhibitor/default.asp>

**CONNECTION INFORMATION:**

- PRICE INCLUDES ONE CONNECTION TO EXHIBITOR'S EQUIPMENT. ADDITIONAL CHARGES WILL INCUR FOR ADDITIONAL CONNECTIONS.
- SERVICES ONLY AVAILABLE FROM FLOOR.
- **NOTE: PRESSURE MAY VARY. NO GUARANTEE CAN BE MADE OF MINIMUM AND MAXIMUM PRESSURE. IF PRESSURE IS CRITICAL, PLEASE CONTACT EXHIBIT SERVICES AT (407) 685-5646.**
- PLEASE PROVIDE AN ATTACHED DRAWING INDICATING LOCATION OF YOUR CONNECTIONS. IF A DRAWING IS NOT PROVIDED THE CENTER WILL INSTALL THE SERVICE IN THE MOST CONVENIENT LOCATION AND CHARGES WILL APPLY FOR RELOCATION.

**Payment Information**

**All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.**

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: \$ \_\_\_\_\_  Company Check or Money Order (**Made Payable to Orange County Convention Center, \$USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

**Security ID Code:** \_\_\_\_\_ **Form of Payment:**  Visa  MasterCard  American Express

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

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

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.**

**FOR OFFICE USE ONLY**

**COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS**

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

**Revisions and/or changes after the 21 day deadline will be charged at the base rate**

**Cancellation Policy:**

Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a \$35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.

**Credit will not be given for services provided and not used.**



# CREDIT CARD AUTHORIZATION & PAYMENT FORM

(OCCC only accepts American Express, Visa and MasterCard)

**Orange  
County  
Convention  
Center**

IF FAXING, PLEASE DO NOT DUPLICATE BY MAILING THE COPIES.

**MAIL TO: Orange County Convention Center**  
Attention: Exhibitor Services  
**Regular:** P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819  
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884  
E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>

Name of Event: **2008 Ocean Sciences Meeting**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Size: \_\_\_\_\_ X \_\_\_\_\_

I, the undersigned cardholder, give the Orange County Convention Center, Orlando, Florida USA, authorization to charge the following services to my credit card number listed below. This information may be used for the above referenced event only.

- **Electrical**
- **Compressed Air**
- **Water and Drain**
- **Lighting**
- **Fire Watch**
- **Aerial Rigging**

***To be completed by Cardholder:***

Please complete all areas below. **Incomplete requests will be rejected and orders will not be processed.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion.

Corporate Card       Personal Card

Cardholder Name: \_\_\_\_\_ Company: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal code: \_\_\_\_\_ Country: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Visa       MasterCard       AMEX

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

I further authorize the following named person(s) to use the above listed credit card to pay for any additional services deemed necessary by said person(s).

**Print Name**

**Signature**

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

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

**Payment for Services:** OCCC requires payment in full at the time the service(s) is ordered. For your convenience we will use this authorization to charge your account for services, which may include labor and retained rental equipment.

**Incentive Pricing:** To qualify for the incentive rate, **payment** and a **complete floorplan** MUST be received **21 days prior** to the first move in day of the event.

**Third Party Charges:** You may authorize a third party to utilize your credit card by completing the On Site 3<sup>rd</sup> Party Credit Card Authorization Form.

**Tax Exempt:** If you are tax exempt in the state of Florida, USA, you must provide a Sales Tax Exemption Certificate to the address listed above. A copy of the credit card, front and back, is also required to maintain tax-exempt status.

**Please note:** Your card will be charged for the entire amount of the services requested as orders are placed for your booth(s). The exceptions are for Aerial Rigging service, cable TV box rental and the rental of UL certified plugs. When applicable your card will be charged initially for an aerial rigging labor minimum deposit. Additional Aerial Rigging labor, equipment, rigging materials used (if any) and a replacement fee in the amount below for any item rented and not returned will be charged to the credit card above. ● **\$150 for each UL certified plug** ● **\$300 for each Cable TV box**

## OCCC Exhibitor Fire Regulations

### 2008 Ocean Sciences Meeting

#### **Cooking Information**

A Cooking Notice form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking Notice forms can be obtained via the OCCC Event Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking Notice form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations

#### **Permitted Cooking Appliances Must Meet The Following Conditions**

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Fire Marshal) are taken. Prior approval from the Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers.  
**Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
  - Fryers
  - Grills, Ranges, Griddles, Broilers, Chain-broilers
  - Ovens

Please Note: A fire watch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Fire Marshal.

#### **Covered Booth Guidelines (Less than 300 Square Feet)**

Please See Multi Level Guidelines Information Sheet

#### **Facility Emergency Equipment**

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

#### **Flame Resistance Information**

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

#### **Gas Information**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

#### **Gas - Compressed/Inert**

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Services division has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

## OCCC Exhibitor Fire Regulations

---

### **Inert Gas Cylinders**

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during "move-in" or "move-out".
- Compressed inert gas cylinders may be located in an exhibit space after "move-in" is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

### **Gas – Natural**

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Event Services division or via our website @ [www.orlandoconvention.com](http://www.orlandoconvention.com). **Please Note:** Exhibitors placing natural gas orders are to provide a "Service Placement Plot" drawing depicting exact placement of the requested line drop.

### **Gas – Liquid Petroleum (LP)**

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

### **Gas – Storage**

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

### **Hazardous Chemicals**

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

### **Multi-Level Exhibits & Covered Booths Over 300 Square Feet**

Please See Multi Level Guidelines Information Sheet

### **Open Flame, Pyrotechnics and Special Effects**

#### **Open Flame**

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

#### **Candles**

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

#### **Pyrotechnics**

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

#### **Special Effects – Fog & Hazers**

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided that the fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited.

## OCCC Exhibitor Fire Regulations

---

- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

### **Special Effects - Lasers**

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

### **Permit Overview/Including Cooking Information**

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

### **Vehicles**

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

### **Welding**

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.



**Orange  
County  
Convention  
Center**

**LIGHTING SERVICE ORDER FORM**

PLEASE PRINT OR TYPE: **Bolded fields are required for processing.**

NAME OF EVENT: **2008 Ocean Sciences Meeting** BOOTH: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

BOOTH TYPE:  ISLAND  INLINE  PENINSULA

EXHIBITING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

AUTHORIZED PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

IF USING AN EXHIBIT HOUSE, PLEASE INDICATE CONTACT NAME & PHONE NUMBER BELOW:

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**EXPRESS MAIL TO: Orange County Convention Center**

**US MAIL TO: Orange County Convention Center**

**Attention: Exhibitor Services**

**Attention: Exhibitor Services**

9860 Universal Blvd., Orlando, FL 32819-8199

PO BOX 691509, Orlando, FL 32869-1509

**Fax (407) 685-9884**

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824

**E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) WEB: <http://www.occc.net/exhibitor/default.asp>**

Track Lights	PRIOR TO OR ON FEBRUARY 11, 2008			AFTER FEBRUARY 11, 2008 TO ONSITE			
Quantity	Cost	Sales Tax	Unit Total	Cost	Sales Tax	Unit Total	TOTAL
4' Track with 2 lights*	168.36 +	10.95	179.31	270.61 +	17.59	288.20	\$
4' Track with 3 lights*	196.24 +	12.76	209.00	315.02 +	20.48	335.50	\$
4' Track with 4 lights*	222.07 +	14.44	235.51	356.33 +	23.17	379.50	\$
Add'l Track Light Fixtures*	55.76 +	3.63	59.39	88.81 +	5.78	94.59	\$
300 Watt Pole Light**	87.79 +	5.71	93.50	140.47 +	9.13	149.60	\$

\*Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).

\*\* Includes Power and Installation

**ADDITIONAL OVERHEAD LIGHTING** (Pricing is per event)

Quantity	Cost	Tax	Unit Total	Cost	Tax	Unit Total	TOTAL
Par Can**	266.48 +	17.33	283.81	399.73 +	25.99	425.72	\$
Lights Out (Per Pod)	Requires Show Mgmt Approval		\$55.00	Requires Show Mgmt Approval		\$74.25	\$

\*\* (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided.**

**Payment in full must be received before service is provided.**

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.

**FORM OF PAYMENT: Remit to Orange County Convention Center. NEW ONSITE ORDERS** are subject to 50% Increase over the Base Rate.

Company Check or Money Order in the amount of \$ \_\_\_\_\_  Visa  MasterCard  American Express

(Made Payable to Orange County Convention Center, \$USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Security ID Code: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less \$35.00 administrative fee.**

**ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

# 2008 Ocean Sciences Meeting



Orange County Convention Center

## **GUIDELINES FOR MULTI-LEVEL AND COVERED EXHIBITS** ***Forward to Exhibitor Appointed Contractor (EAC), if Applicable***

### **Definitions:**

**COVERED** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**MULTI-LEVEL** – To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

### **A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.  
Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

### **B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the Orange County Convention Center Event Services Division and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.

- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:  
Orange County Convention Center  
Attn: Event Services Division

**Regular Mail:** PO Box 691509, Orlando, FL 32869  
**Overnight:** 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
  - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
  - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
  - c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a “straight run” or be “squared off.” Spiral stairs or winders are not permitted.
  - d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
  - e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
  - f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
  - g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer’s instructions
  - h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

### **C. Required Fire Watch Personnel**

Orange County Fire Rescue Services Department requires fire watch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and

## Guidelines for Multi-Level and Covered Exhibits (continued)

- All other covered exhibits exceeding three hundred (300) square feet.

the following guidelines apply:

The exhibitor is required to order fire watch personnel through Orange County Convention Center, Event Services no less than two (2) weeks before the show moves in. Fire watch is required:

- For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- On all show days
- Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- To place order, contact: Orange County Convention Center, Event Services Phone: (407) 685-9882 Fax: (407) 685-9866

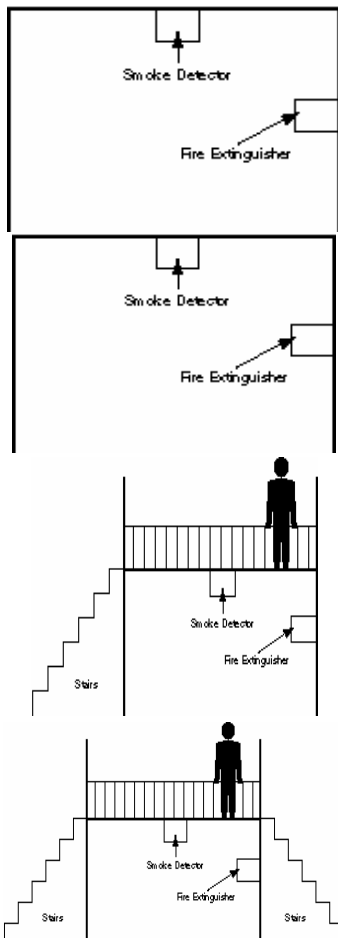
### D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), please contact:  
Event Services  
Orange County Convention Center  
Phone: (407) 685-9882  
Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), please contact:  
Orange County Fire Rescue Services Department  
Phone: (407) 685-9811  
Fax : (407) 685-9866



#### Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

#### Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards



**Orange  
County  
Convention  
Center**

## **Orange County Convention Center EXHIBITOR SERVICES ORDERING INFORMATION**

Orange County Convention Center  
Attention: Exhibitor Service

**Mail to:** P.O. Box 691509, Orlando, FL 32869-1509

**Overnight Mail:** 9860 Universal Blvd, Orlando, FL 32819-8199

Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net)

### **2008 Ocean Sciences Meeting**

**Incentive Deadline Date: FEBRUARY 11, 2008**

**Contact: Carol A. Vahedian, Exhibitor Services Representative**

**Phone: 407-685-5804, Fax: 407-685-9884, Email: [carol.vahedian@occc.net](mailto:carol.vahedian@occc.net)**

- ◆ **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, advertising, business center, audiovisual and attractions.
- ◆ We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:
  - ❖ Order online @ <http://www.occc.net/Exhibitor/Orders/default.asp>
  - ❖ Down load/print forms @ <http://www.occc.net/exhibitor/default.asp>
  - ❖ Call 1-800-345-9898 to speak with a personal Exhibitor Services Representative to place your order or request a form.
- ◆ Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. SORRY, NO PURCHASE ORDERS ACCEPTED.
- ◆ Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.
- ◆ If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue Consumer's Certificate of Exemption must be included with each order placed, and payment must be made by company check or company credit card. Please include copy of front and back of credit card. Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.
- ◆ Exhibitors requiring **rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit Services Desk to initiate your on-site rigging. Special 1000 watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.
- ◆ Exhibitors having equipment that require connection (**208V and higher**) must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. A refundable deposit may be required for the connection.
- ◆ **Utility** services originate from floor boxes. **For exact placement attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.**

The staff of the **Orange County Convention Center**  
Looks forward to your arrival and wishes you a successful show!

Show Name: **2008 Ocean Sciences Meeting**

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Use the squares to indicate the dimensions of your booth size  
 Mark where you need your outlet(s) / service

Adjacent Booth / Aisle # \_\_\_\_\_


Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

in the  Orange County Convention Center • Open 7 Days a Week

## EXHIBITOR SERVICES



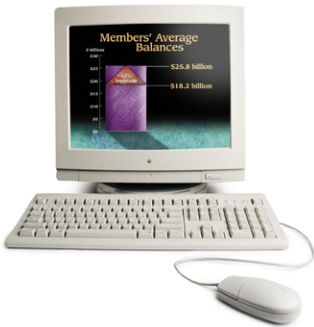
### Oversized Prints

Oversize color prints up to 54" wide. Black & white prints up to 36" wide. We'll work from your disk, slide, transparency or traditional flat original. Our finishing options include dry mounting to a variety of surfaces and laminating.



### Mailing Service

Complete mailing services available to expedite your shipping needs. For your convenience, Ground and Overnight services also available.



### E-mail

We're your office away from your office, with high-speed internet access to check your e-mail, do web research or download data from ftp sites.



### Computer Workstation Rentals/Office Equipment Rentals

We offer both PC and Mac workstations for rent by the hour with internet connections and on-line color and black & white printers. Copier and fax rentals also available.



### Fast Service 24/7

Our convention clients have very demanding time frames. That's why many of our services are available 24 hours a day and ALL of our services are available at one speed—FAST!



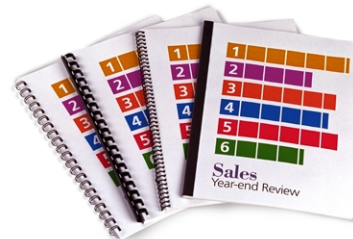
### Volume Copies

Black & white or color copies on a host of different papers. From your computer disk, electronic transmission or paper document original. High-speed, including Digipath® technology meets your demanding schedules.



### Pick-up and Delivery

Complimentary pick-up and delivery to our convention customers. To your hotel, to your hospitality suite, even right to your booth.



### Bindery

A variety of binding options, collating, trimming, hole-punching and laminating complete the project to your exact specifications.



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



**ORLANDO'S ORANGE COUNTY  
CONVENTION CENTER**  
**EXHIBITOR NETWORK SERVICES**

**INTERNET - NETWORK SERVICE CONTRACT**

Company Name		Booth / Room	Show Name
Billing Name		Show Dates / / To / /	
Billing Address		Incentive Order Deadline: (see item # 4 and notes below)	
City, State/Country, Zip		E-Mail	
Contact	Telephone Number ( ) -		Fax Number ( ) -
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

Description of Service	Type	QTY	Incentive	Base	+ Deposit	Total
<b>1. Standard Line Services ( 10-Base-T ):</b>						
a. Shared Ethernet Service (Single Public IP address)	SE		\$ 1,295	\$ 1,545		
b. Additional Public IP Address / Device (Ethernet)	IA-S		\$ 125	\$ 150		
c. Shared EtherNAT Service (Single Private IP address)	NE		\$ 995	\$ 1,245		
d. Additional Private IP Address / Device (EtherNAT)	IA-N		\$ 125	\$ 150		
e. Rapid Data T-1 Internet Services (Includes 29 IP addresses)	TS		\$ 5,900	\$ 6,150		
f. Wireless Internet (up to 256 Kbps) (See Note 7)	WI		\$ 1,000	\$ 1,250	\$ 300	
g. Additional Wireless Connection (up to 256 Kbps) (See Note 7)	WI-A		\$ 650	\$ 900	\$ 300	
<b>2. Equipment Rental</b>						
a. 8 Port Hub Rental – 10 Base T	H8		\$ 150	\$ 175	\$ 150	
b. 24 Port Hub Rental – 10 Base T	H4		\$ 225	\$ 260	\$ 150	
c. 50 foot Patch cable – Cat 5	PC		\$ 50	\$ 60		
<b>3. Special Line services</b>						
a. T-1 Extended data circuit from D-Mark to Booth (See Note 10)	T2		\$ 2,000	\$ 2,250		
b. DS-3 Extension from D-Mark to Booth (See Note 10)	T3		\$ 9,000	\$ 9,250		
c. Labor / Floor Work Fee per hour	FW	/hr	( \$ 75 )			
d. Point to Point Networking / Special Configurations / Engineering	MI		(Call 888-446-6911 for quote)			
e. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)			
<b>4. Move – In / On Site order fee of \$250 per line (if ordering service after show move-in has started). x (number of lines)</b>						
<b>5. Distance Fee of \$500 for each line outside the Convention Building (on campus). ( \$ 500 ) x (number of lines)</b>						
				<b>SUBTOTAL</b>		
<b>Unused portions of deposits returned with final billing.</b>				<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>				<b>GRAND TOTAL</b>		

**\*\* Incentive Price applies to orders received With Payment, 21 days prior to the 1<sup>st</sup> day of show move-in. \*\***

**Notes:**

- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- Smart City's Federal ID is 22-3784037.
- Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC).  
*Make all checks payable to: Smart City.*
- Installations are due 24 hours prior to show opening.
- Attach any required additional floor plans / diagrams.
- The choice of Internet Service Provider (ISP) is at the sole discretion of Smart City.

- Smart City is the exclusive provider of all voice, wired and wireless data services. **Wireless Devices not authorized by Smart City are strictly prohibited.** Anyone wishing to showcase wireless products must contact Smart City three weeks in advance of their show to investigate the potential of Smart City engineering a customized cohesive network operating without interference.
- Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
- 10Mbps and less service are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.
- T-1 / DS-3 orders must be placed 45 days prior to move-in date.

**\*\*\*\*\* Credit card authorization must be on file for all Services and applicable Taxes / Fees. \*\*\*\*\***

**Customer Acceptance of Terms and Conditions: \_\_\_\_\_ Date: \_\_\_\_\_**

Indicate location in Booth with an X. Island <input type="checkbox"/> Standard <input type="checkbox"/> <b>Important! !</b> <b>Include floor plan w/orientation. A move fee starting at \$ 200 per line may apply to relocate the circuit after it is installed.</b>	<b>FOR SMART CITY USE:</b>	Type of Service:	Exhibitor No. <b>2008 - 075 -</b>
			Payment Rec'd:
	Special Instructions:		CSR: _____ Date: _____
	IP Address	Subnet	Gateway

## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (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 Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor 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 services 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 Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

## TERMS AND CONDITIONS

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <b>Payment</b> and order must be received no later than 21 days prior to the first day of show move-in to obtain the <b>Incentive / Discount Rate</b>. <b>Base Rate</b> applies to all orders received with payment from (1) One to (20) Twenty days before show move-in has started. If ordering on site or after show move-in has started there is a <b>\$250.00 per circuit</b> charge applied to the base rate.</li> <li>2. 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.</li> <li>3. <b>Conditions for processing service contract / On-time Installation:</b> <ol style="list-style-type: none"> <li>(a) Payment for service must accompany contract.</li> <li>(b) Incomplete contract forms will delay processing, please provide all information requested.</li> <li>(c) Booth number(s) must be identified on face of form.</li> <li>(d) Complete Floor Plan itemizing location of circuit(s) in booth must be designated on form or customer provided diagram(s) 2 days before move-in date.</li> <li>(e) Customer provided / ordered circuits must be installed and working 2 days before show move-in.</li> <li>(f) Customers must provide Smart City with Circuit Number and Provider's name.</li> <li>(g) Orders / changes received within 3 days of show move-in will be worked after other orders are complete.</li> </ol> </li> <li>4. <b>Equipment Management:</b> <ol style="list-style-type: none"> <li>(a) Exhibitors should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill.</li> <li>(b) The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show.</li> <li>(c) The Smart City Service Desk will be open to handle equipment rentals during move-in and show.</li> </ol> </li> <li>5. Any problems should be reported to the Smart City Service Desk.</li> <li>6. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.</li> <li>7. <b>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 may be billed to the Exhibitor at the prevailing rate.</b></li> <li>8. 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.</li> <li>9. Due to the cost of processing checks, any refunds due in the amount of \$15.00 or less for checks or \$5.00 or less for credit cards will not be refunded except on request.</li> <li>10. There will be a \$25.00 service charge for all returned checks.</li> </ol> | <ol style="list-style-type: none"> <li>12. <b>Use of Network Connection:</b> <ol style="list-style-type: none"> <li>(A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, its guests and its agents and consultants while performing service for the company and <b>cannot be resold or distributed to other companies</b>. The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national 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.</li> <li>(B) Users of Smart City services <b>shall not disrupt</b> 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.</li> <li>(C) All devices for which Smart City directly or indirectly provides Internet/Network connectivity must pay a <b>device charge</b> or <b>purchase</b> a Smart City assigned <b>IP address</b>.</li> </ol> </li> <li>13. <b>Wireless Specific:</b> The use of any wireless device that interferes with the facility wireless data frequency is prohibited.</li> <li>14. <b>Internet Performance Disclaimer:</b> 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 backbones beyond any facility we service.</li> <li>15. <b>Internet Security Disclaimer:</b> 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 exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.</li> <li>16. <b>VIRUS PROTECTION REQUIREMENT – WARNING</b> - Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely impacts Smart City's Network will be disconnected from the network with or without prior notice at Smart City's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.</li> </ol> |
|---|---|

11. **CANCELLATION** - Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date to receive a full refund less a \$35.00 administrative fee. Additional cancellation charges will apply (\$150 Minimum) for orders that have already incurred 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 installed and not used.

### Complete and Return To

\*\*\* ORDERING SERVICES \*\*\*                      \*\*\* FLOOR PLANS \*\*\*



**MAIL CHECK OR FAX PAYMENT W/ORDER AND FLOOR PLAN TO:**  
**SMART CITY**  
 5795 BADURA AVE, SUITE 110  
 LAS VEGAS, NEVADA 89118  
 (888) 446-6911    FAX (702) 943-6001

# Network Security Declaration

Center: Orlando's OCCC (075) - FL

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2008 - 075 -

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 \*\*\***

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

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



# Wireless Performance Declaration

Center: Orlando's OCCC (075) - FL

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2008 - 075 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / b / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

## Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals may incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment.

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

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

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

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

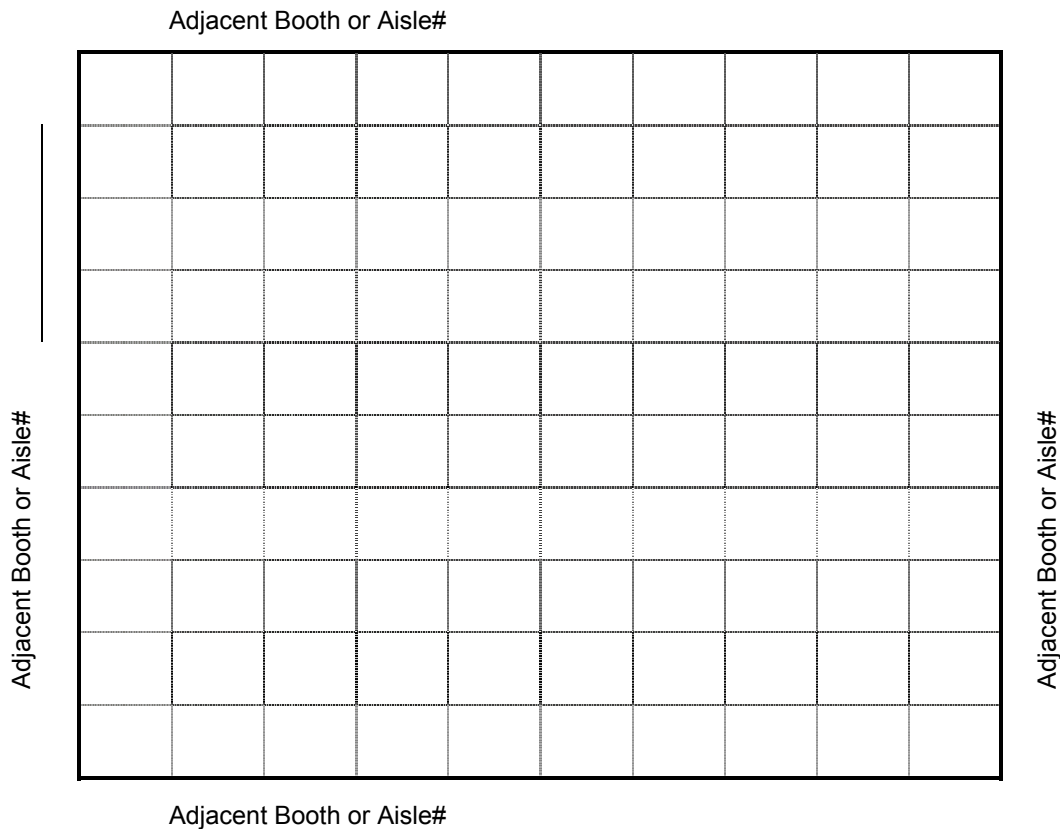
Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2008 - 075 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and 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 3, 5 and 6), coaxial and all other data and telecommunication cable 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 (Telephone, 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).



**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.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**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.



# Internet / Networking Overview

## A – Z Introduction to Services

**Important!** Smart City offers a wide variety of bandwidth options; please review to assure that the services you have selected will provide the required functionality for the application(s) you will be utilizing. Smart City provisions services using 10 Base - T, half-duplex, Ethernet protocols. IP Addresses are statically assigned. Throughput is measured in megabits per second (Mbps) and kilobits per seconds (Kbps). Customer's computers must be configured to accept Ethernet. Customer must have their own Electrical Power, Network Interface Card (NIC), Web browser and all other necessary computer equipment / programs. While Smart City supports POP3 and SMTP mail protocols, Smart City does not offer / provide POP3 or SMTP mail server(s) / email account(s).

**Shared Services**, which includes but are not limited to the **Shared EtherNAT**, **Shared Ethernet** and **Shared Wireless** services, do not allow Routers, Streaming Applications, Voice over IP (VoIP), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT) or Proxy Servers with the connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Shared EtherNAT** and **Shared Wireless** are entry level services that are good for surfing the web, showing and checking web based email. They use Static Private IP Addresses or Log-in and Password (with NAT addressing) to provide access to the Internet. The following is a partial list of the basic capabilities and limitations of these services:

### Supported Services

- General web browsing: HTTP and HTTPS
- Outbound services originating from the center: FTP (file transfer), TFTP (file transfer), Telnet, POP3 mail and SMTP mail protocols
- Most outbound remote control applications such as PC Anywhere, Citrix, and Remote Desktop Protocol (RDP)
- Basic Instant Messaging

### Limitations

- Any application or service that requires an outside Internet user to directly access an internal server or service such as a Web server or email server in the booth
- Virtual Private Networks (VPN) will probably not work and cannot be guaranteed or supported
- Inbound Simple Network Management Protocol (SNMP) connections will not work
- Inbound File Transfer Protocol (FTP) connections will not work
- Net Meeting will not work inbound or outbound
- Advanced features of Instant Messaging such as whiteboard sharing will not work
- Inbound remote access / control Applications such as PC Anywhere, Citrix, and Remote Desktop Service will not work
- No proxy servers or other NAT devices allowed. This includes Netgear and Linksys Cable / DSL routers. These devices will not function properly because the private IP addresses that we use will overlap with what are generally Linksys, Netgear and DLink

## Custom Engineering

- **Dynamic Host Configuration Protocol (DHCP)** – Provides a mechanism for allocating IP addresses dynamically, so that addresses automatically can be reused when hosts no longer need them. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **LAN / WAN / VPN Construction** – Smart City can customize the network configuration you need to make your event a success. Networking booth-to-booth, to surrounding hotels, or to your home office Intranet? Call Smart City and let us design a network that fits your needs and your budget!
- **Network Address Translation (NAT)** – A method of connecting multiple computers to the Internet using one IP address. Allows customer(s) to have a private internal network separate from the Internet, but can receive information from it. NAT allows customer(s) to have multiple hosts on an internal network and use of the Internet via a single gateway connection. Automatically provides firewall style protection without any special setup by only allowing connections that originate on the inside of the network. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **Special Circuits** – Smart City can provision DS-3s, OC-3s, and larger circuits / bandwidth. Call for availability and pricing.
- **Virtual Local Area Network (VLAN)** – A means of configuring devices (PCs) so that they can communicate as if they were attached to the same wire, when in fact they are located on a number of different LAN segments. Because VLANs are based on logical instead of physical connections they are extremely flexible, provide security through utilizing virtual private networking, and can be used to connect remote locations.
- **Web Casting** – Live video or recorded videos from the Facility event to the website of choice.

# Internet / Networking Overview

**Cyber Café** – Computers in one or more areas allowing attendees and Facility customer(s) to browse the Internet and access to email.

**Dry Pair (Extended 3rd Party Circuits)** – See “Special Line Services”.

**Hub Rental – 8 Port or 24 Port (10 Base - T)** – Allows a 10 Mbps, half-duplex, Ethernet connection to be distributed for up to 7 other users (8 port hub) or 23 other users (24 port hub). Deposit required for rental. Customer is responsible for the return of the equipment.

**Patch Cable – Up to 50 foot Category 5** - Ethernet standard Category 5 cable terminated with the proper jacks on either end. The default termination is RJ45.

**Shared EtherNAT – (Private IP Address) (10 Base - T)** – Provides a shared entry level service that is ideal for basic web surfing and checking web based email. It is up to 10 Mbps, half-duplex, Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. EtherNAT uses private IP addresses. The private IP's all map to a single “real” public IP address. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Shared Ethernet – (Public IP Address) (10 Base - T)** – Provides shared access to the Internet via a shared 10 Mbps, half-duplex, Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Shared Wireless** – See “Wireless Internet”.

**Special Line Services (Dry Pair - Extended 3rd Party Circuits)** – Extension of a Customer's service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

**T-1 RapidData® Internet (Dedicated) (10 Base - T)** – Smart City's RapidData® T-1 provides up to 10 Mbps, half-duplex, Ethernet access to the backbone with dedicated Internet access of 1.54 Mbps. Connection programmed for 29 IP addresses / Devices. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

**Wireless Internet (Shared Service) (Private IP Address)** – Provides shared access to the Internet with up to 256 Kbps of throughput via a Wireless Local Area Network connection for a single connection to a single computer. This is an entry level service that is ideal for web surfing and checking web based email. Smart City's wireless network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, please call for availability). The actual maximum bandwidth available is dependent upon how many users are accessing the wireless network simultaneously at any given time. Customer(s) will be issued a unique User ID and Password for each wireless connection ordered. Customer(s) cannot utilize a hub, router, or data switch to distribute to multiple computers with this service.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations and product presentations we highly recommend Customers purchase hard wired services such as Shared Ethernet, Shared EtherNAT, Basic EtherNAT or T-1 service. Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided wireless access points are authorized for use within the Facility without Smart City approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with our Shared Wireless service. **Wireless Access Points Not Authorized By Smart City Are Prohibited.** Smart City can engineer a custom dedicated wireless network(s) to accommodate special requests (WEP Key with 40 or 128 bit encryption, authentication, DHCP, etc). Please call for a quote.



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



**ORLANDO'S ORANGE COUNTY  
 CONVENTION CENTER**  
 EXHIBITOR TELEPHONE SERVICES

Company Name		Booth	Show Name:	
Billing Name		Show Dates: / / To / /		
Billing Address		Incentive Order Deadline: (see Incentive Price and notes below)		
City, State/Country, Zip		E-Mail		
Contact	Telephone Number ( ) -		Fax Number ( ) -	
Credit Card No.	Expiration /	Cardholder Signature (2)		Print / Type Cardholder Name

Description of Service	Type	QTY	Incentive	Base	+ Local/Long Distance / Equip Deposit (1)	Total
------------------------	------	-----	-----------	------	---	-------

<b>1. Standard Line ( PBX Service, must dial 9 then number )</b>						
a. Line without a telephone (Unrestricted Long Distance)	LO-UNR		\$ 235	\$ 310	+ \$ 100	
b. Line without a telephone (800 & Local Calls Only)	LO-CC		\$ 235	\$ 310	+ \$ 100	
c. Line without a telephone (Local Calls Only)	LO-TLD		\$ 235	\$ 310	+ \$ 100	

<b>2. Equipment Rental – Telephone Instruments (without line)</b>						
a. Telephone - Single Line Instrument	SL		\$ 27	\$ 41		
b. Speakerphone – Single Line Instrument	SP		\$ 85	\$ 127		
c. 10 – Button Multi-Line Telephone W/Speakerphone *	MS		\$ 193	\$ 291		
d. 10 – Button Multi-Line Telephone W/Speakerphone & Display *	MS-D		\$ 250	\$ 375		
e. Teleconference Unit, Poly-Com	PL		\$ 250	\$ 375		
* Multi-Line Phone includes one (1) Main Number and (1) Roll-Over Line.						

<b>3. Special Telephone Services</b>						
a. Voice Mail	VM		\$ 31	\$ 47		
b. Move, Changes and Programming Changes – Single Line / each	MF/RF		\$ 50	\$ 50		
c. Move, Changes and Programming Changes – Multi-Line / each	MF/RF		\$ 60	\$ 60		

<b>4. Other</b> _____ ( call 888-446-6911 for quote )						
						<b>SUBTOTAL</b>
Unused portions of deposits returned with final billing.						<b>ESTIMATED 14.45% TAX / FEES DEPOSIT = SUBTOTAL x 14.45%</b>

**TOTAL PAYMENT MUST ACCOMPANY ORDER.** *Credit Card users may fax order to 702-943-6001*

	<b>GRAND TOTAL</b>
--	--------------------

**\*\*\* Incentive Price applies to orders received With Payment, 21 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

- Notes:**
- Deposit is for Local-Toll, Long Distance, and 800# / Calling Card usage per line (\$300 combined max with valid credit card on file). If Credit Card authorization is not on file a \$300 Deposit per line is required. Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.
  - For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
  - Smart City accepts payment in US dollars drawn on a US Bank or a credit card (AMEX, VISA, MC). Make all checks payable to: **Smart City**.
  - Smart City Federal ID is 22-3784037.
  - Equipment Deposit waived with valid credit card on file. Damaged/non-returned equipment will incur replacement charges.
  - Customer provided / ordered circuits must be installed and operational 2 days prior to show move-in. Customer must provide Smart City with Circuit Number and provider's name.
  - Attach any required additional floor plans/diagrams.
  - Unused access deposits will be returned with final billing.
  - Equipment and Line Services will be taxed at the prevailing State, Federal or Local taxes in effect at the time of the event. Taxes subject to change by the taxing authorities of Florida.

**\*\*\*\*\* Credit card authorization must be on file for All Services and Applicable Taxes / Fees. \*\*\*\*\***

**Customer Acceptance of Terms and Conditions:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p>Indicate location in Booth with an X.</p> <p>Island <input type="checkbox"/></p> <p>Standard <input type="checkbox"/></p> <p><b>Important!</b>          Important! Important!  <b>Include floor plan w/orientation. A move fee starting at \$50 per line may apply to relocate the circuit after it is installed.</b></p>	<p><b>FOR SMART CITY NETWORKS USE:</b></p> <p>Type of Service _____ Exhibitor No. <u>2008 - 075 -</u></p> <p>Extension #(s) _____ Payment Rec'd _____</p> <p>Special Instructions _____</p> <p>_____</p> <p>_____ CSR _____ DATE _____</p>
--	--

Smart City-75T 10/12/07

## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, SMART CITY and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory; whether or not SMART CITY or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states, the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their telecommunications service(s).

(1) All Exhibitor contracts are solely between SMART CITY and the prospective Exhibitor; (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 Exhibitor, under any Exhibitor Contract including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor 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 services 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 Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or any other occupancy agreement between such Exhibitor and the Facility.

## TERMS AND CONDITIONS

<ol style="list-style-type: none"> <li><b>1. Payment</b> and order must be received no later than 21 days prior to the first day of show move-in to obtain the <b>Incentive/Discount Rate. Base Rate</b> applies to all orders received with payment from (1) to (20) Twenty days before show move-in has started.</li> <li>2. The prices 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.</li> <li>3. Please provide all information requested on the form for speedy processing of your contract.</li> <li><b>4. Conditions for processing service contract / On-time Installation:</b> <ol style="list-style-type: none"> <li>a. Payment for service must accompany contract.</li> <li>b. Incomplete contract forms will delay processing.</li> <li>c. Booth number(s) must be identified on face of form.</li> <li>d. Location of circuit in booth must be designated on form or customer provided diagram 2 days before move-in date.</li> <li>e. Customer provided /ordered circuits must be installed and working 2 days before show move-in.</li> <li>f. Orders /changes received within 3 days of show move-in will be worked after other orders are complete.</li> </ol> </li> <li>5. Credit will not be given for service installed and not used.</li> <li><b>6. Equipment Management:</b> <ol style="list-style-type: none"> <li>a. Exhibitors should pick up telephone equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill.</li> <li>b. The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show.</li> <li>c. The Smart City Service Desk will be open to handle equipment rentals during move-in and show.</li> <li>d. The Single Line – Standard Desk Telephone Instrument, when ordered and paid for, belongs to the exhibitor and does not have to be returned to Smart City.</li> </ol> </li> <li>7. Any problems should be reported to the Smart City Service Desk or to the Smart City main office at 1-407-685-2000; 1-888-614-2637.</li> <li>8. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.</li> <li><b>9. 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 may be billed to the Exhibitor at the prevailing rate.</b></li> </ol>	<ol style="list-style-type: none"> <li>10. 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.</li> <li><b>11. Long Distance and Directory Assistance:</b> <ol style="list-style-type: none"> <li>a. Toll restricted requests will restrict lines to local only or local and "1-800" type calling only. Local calls are intended to be at no charge, however, Local call charges can be incurred on some local area/zone prefixes. All other "1+" or "0+" dialing will be restricted (this includes all long distance calls).</li> <li>b. All lines will be restricted from "976" and "900" dialing unless otherwise requested.</li> <li>c. U.S.A. Long Distance is \$0.74 per minute.</li> <li>d. Smart City will provide a detailed listing of all billable/long distance/local type calls made on the line.</li> </ol> <p><b>All "1-800, 950" and credit card calls will be at no charge for the first 10 minutes. A \$0.30 per minute charge will apply to the duration of the call that is over 10 minutes.</b></p> <p><b>A \$0.50 surcharge per call will be charged on all directory assistance, Information, 0+ and Operator assisted calls.</b></p> <p><b>NOTE: THE EXHIBITOR IS RESPONSIBLE FOR ALL LOCAL, LONG DISTANCE, DIRECTORY ASSISTANCE AND OPERATOR ASSISTED CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).</b></p> </li> <li>12. The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.</li> <li>13. There will be a \$25.00 service charge for all returned checks.</li> <li>14. Due to the cost of processing checks, any refunds due in the amount of \$15.00 or less will not be refunded except on request.</li> <li><b>15. CANCELLATION</b> - Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date to receive a full refund less a \$35.00 administrative fee. Additional cancellation charges will apply for special order circuits that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted.</li> <li>16. Prices are based upon current rates and are subject to change without notice.</li> </ol>
--	--

## Complete and Return To

\*\*\* ORDERING SERVICES \*\*\*

**MAIL CHECK OR FAX PAYMENT W/ORDER TO:**

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

\*\*\* FLOOR PLANS \*\*\*

**MAIL OR FAX FLOOR PLANS TO:**

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

VISIT US ON THE WEB AT: [WWW.SMARTCITY.COM](http://WWW.SMARTCITY.COM)

# Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2008 - 075 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and 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 3, 5 and 6), coaxial and all other data and telecommunication cable 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 (Telephone, 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.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**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.



# Telephone Services Overview

**A – Z Introduction to Services** – Smart City offers PBX dial “9” service with 1 + direct toll calling, Dedicated Line, non dial “9” service and extension of 3<sup>rd</sup> Party Circuits. Telephone lines provided by Smart City are provisioned and installed with unrestricted long distance access (UNR), which provides dialing capabilities to local, 800# type calls and any U.S. domestic and International calling. PBX telephone lines are restricted from 900 and 976 dialing unless otherwise requested. Upon request PBX service can be restricted to (a) local calls only (TLD) or (b) local and 800# type calls only (CC).

**Basic Line (analog PBX dial “9” access)** – Provides a basic telephone line with a single PBX number (telephone instrument optional). Customer(s) must dial a “9” to access an outside line. Customer(s) purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line with access to long distance, 800# type calls and local toll calls (when applicable). Not recommended for modem use.

**Calling Features / Customized Programming** – Custom calling features are available including intercom, speaker phones, calling restrictions, call waiting, forward no answer, call forwarding, hunt groups and voice mail. Please call customer service at 888-446-6911 to request these special programming features.

**Dedicated Line (analog non dial “9” access)** – Analog circuit that is best for modem and credit card machine usage. Customers purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line as Dedicated Lines CANNOT be toll restricted or restricted from 800 dialing. There is no guaranteed data type speed with the Dedicated Line. Customers requiring a high speed connection should consider one of Smart City’s broadband services.

**Dry Pair** – See “Special Line Services”.

**ISDN Line** – An ISDN BRI circuit (2B + D) and its two SPID numbers (provides up to 128 Kbps of throughput). Standard set up is alternate Voice and / or Data on both B channels. A deposit on both channels is required for long distance services and local calls (when applicable), as ISDN circuits CANNOT be toll restricted.

**Multi-Line Phone Services and Speaker Phones (dial “9” access)** – One Multi-Line telephone instrument with one primary telephone number and one “roll over” number. Multi-Line telephones are programmed exclusively for Smart City and will not work with any other telephone circuit. Must dial “9” to access an outside line. A Multi-Line instrument(s) set can have up to 14 configurable keys (default is 7) in addition to the Hold key, Release key, and Volume control bar. This instrument can also accommodate a key expansion module for additional feature keys. Transfer, conference, and forwarding features are normally included. Speakerphone capability can be added for an additional charge. A deposit must accompany order(s) for each Multi-Line telephone instrument and each line requiring access to long distance, 800# type calls and local toll calls (when applicable).

**Ring Down Line** – Provides a telephone line with a telephone instrument (optional) that is programmed to automatically ring to a pre-determined phone number. Typically does not receive incoming calls.

**Special Line Services (Dry Pair - Extended 3rd Party Circuits)** – Extension of a Customer’s service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc.). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer’s booth. Customer must order a Dry Pair Extension from Smart City. This includes Analog telephone lines, ISDN, DSL, T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for telephone service, Customer(s) will need to obtain the telephone number and / or circuit number from them and provide that information to Smart City. For ISDN service please indicate the SPID #s, for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

# Levy Restaurants

## EXHIBIT BOOTH CATERING & HOSPITALITY SERVICES



- Heighten visibility
- Attract more customers
- Extend your presentation time
- Increase trade show sales

Just a reminder to order any exhibit catering or hospitality needs in **ADVANCE** of your show!

To arrange for booth catering or hospitality services contact:

**Exhibit Catering Services**

**(407) 685-5712**

**(407) 685-9859 Facsimile**

or go to: [www.orlandoconvention.com/pdf/exhibitcateringmenus.pdf](http://www.orlandoconvention.com/pdf/exhibitcateringmenus.pdf)



# EXHIBITOR AND EXHIBITOR APPOINTED CONTRACTOR RESPONSIBILITIES

## FOR CLARIFICATION OR ASSISTANCE CONTACT:

Orange County Convention Center  
Attention: Exhibitor Services

**Regular:** P.O. Box 691509, Orlando, FL 32869-1509

**Overnight Mail:** 9860 Universal Blvd, Orlando, FL 32819-8199

Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824 • Fax (407) 685-9884

E-MAIL: [exhibit.services@occc.net](mailto:exhibit.services@occc.net)

## These policies apply to all exhibitors and exhibitor appointed contractors for events held at the Orange County Convention Center.

1. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
2. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
3. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
4. If permitted by show management, exhibitor rigging services are available through OCCC Exhibit Services. A rigging form may be included in your exhibitor manual (kit). If not, check with show management before placing an order for this service. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
6. Facsimile (FAX) and copy services are available at the Business Center at a charge.
7. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
8. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
9. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual exhibits. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Coordination. Exhibitor will be charged for firewatch personnel per County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Parking is charged on all move-in, show and move-out days. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge. Parking on the loading dock, in the dock basin or inside the OCCC is prohibited; violators' vehicles will be towed at owners' expense.
15. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
16. Smoking - In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted in any meeting room or public area; e.g., rest rooms, concourses.
17. Smoking is prohibited in exhibition halls during move-in and move-out. The Lessee or its general contractor shall post appropriate signage and enforce this policy.
18. Static helium balloon displays are permitted after filing a damage deposit with OCCC Exhibit Services section. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
19. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
20. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.



## ORANGE COUNTY CONVENTION CENTER EXHIBITOR PARKING INFORMATION

**Regular:** P.O. Box 691509, Orlando, FL 32869-1509, **Overnight:** 9860 Universal Blvd, Orlando, FL 32819

Exhibitor Services (800) 345-9898 • Phone (407) 685-9824 • Fax (407) 685-9884  
E-mail: [exhibit.services@occc.net](mailto:exhibit.services@occc.net) Web: [www.occc.net](http://www.occc.net)

### General Parking Information and Rates

1. Determine the location of your Event – North/South Building or the West Building before your arrival at the Convention Center. Check OCCC “Calendar of Events” for your Event location.
2. Print the map below as reference for arrival and parking directions to the West Building or the North/South Building. Overhead electronic signage on International Drive lists each event’s parking location.
3. Parking fees: re-entry access to parking to parking areas is available provided show credentials (exhibitor badge) and identification is shown to parking attendant.

**Exhibitors with appropriate show credentials have unlimited in and out parking access within each 12 –hour day.**

### **Parking Rates**

- A \$10.00 parking fee will apply to passenger vehicles
- A \$15.00 parking fee will apply to oversized vehicles
- A \$6.00 parking fee will apply after 5 pm for passenger vehicles
- A \$10.00 parking fee will apply after 5 pm for oversized vehicles

### Parking Locations and Walkways

#### **West Concourse**

The West Building parking lot can be accessed by entering at the east or west entrances off International Drive.

#### **The North/South Concourses**

The primary entrance to the North/South Building parking lot is accessed from the north, on the newly constructed 6-lane extension of Universal Boulevard, which now connects to the Beachline Expressway (SR 528). The parking lot can also be accessed from International Drive.

#### **OCCC Canadian Court Garage**

The Center maintains a parking garage two blocks west on International Drive heading west at Canadian Court. Shuttle service is available to exhibitors parking in the OCCC garage to and from the West Building or North/South Building when the West and North/South lots are full.

#### **Pedestrian Walkway**

The Center’s convenient pedestrian bridge connects the North/South Building to the West Building, fast and easy accessibility to both facilities.

**Additional Parking garages in close proximity to both OCCC Buildings are indicated on the Parking Map below.**



Orange  
County  
Convention  
Center  
Complex

## PARKING AREAS

- |                 |  |
|-----------------|--|
| <b>ON-SITE</b>  | 1- West Building - 1,450 Spaces                  |
|                 | 2- North/South Building - 3,397 Spaces           |
|                 | 2A- North/South Building - 1,380 Unpaved         |
|                 | 3- Pedestrian Walkway                            |
| <b>OFF-SITE</b> | 4- Canadian Court - 2,000 Spaces (OCCC Off-Site) |
|                 | 5- Rosen Centre - 2,400 spaces                   |
|                 | 6- Rosen Plaza - 1,400 spaces                    |
|                 | 7- Pointe Orlando - 2,700 spaces                 |

