



Show Information

Thank you for your support of the League for Innovation and the *Innovations 2005 Conference*. This kit includes all of the resources necessary to prepare for the upcoming conference and exhibition.

Show Information:

Conference Dates: March 6-9, 2005

Exhibition Dates: March 6-8, 2005

Conference Facility:

New York Marriott Marquis
1535 Broadway
New York, NY 10036

Exhibit location: Westside Ballroom, 5th Floor (ballroom is carpeted)

Set-Up Hours:

Saturday, March 5 2:00 pm – 7:00 pm*

*Saturday move-in only for exhibits #138-211.

Sunday, March 6 8:00 am – 1:00 pm

Exhibit Hours:

Sunday, March 6 3:00 pm – 4:45 pm / 6:30 pm – 8:00 pm

Monday, March 7 10:30 am – 12:00 noon / 1:00 pm – 4:00 pm / 5:30 pm – 7:30 pm

Tuesday, March 8 10:30 am – 12:00 noon / 1:00 pm – 3:00 pm

Dismantle:

Tuesday, March 8 3:00 pm – 8:00 pm

Primary Show Contacts:

Show Management:

Greg Luce

Exhibits

League for Innovation

480-705-8022, x237

luce@league.org

Mary Harris

Presentations/Ancillary Meetings/Hotel

League for Innovation

480-705-8200, x228

harris@league.org

Official Show Contractors:

GES Exhibition Services

General Contractor/Decorator

800-475-2098

fax: 866-329-1437

servicenter@gesexpo.com

Technology Resource Corporation

Lead Retrieval/Computer Rental/Audio Visual

800-922-8646

fax: 609-720-1701



Guide to the Exhibition & Exhibitor Registration

Guide to the Exhibition - Required Items

The *Guide* serves as a catalog of companies and organizations dedicated to serving the community college market—a guide for educators looking for organizations that provide focused products and services to community college administrators, faculty, staff, and students.

Submit information online www.league.org/exhibitors

1. Exhibit description

<http://www.league.org/exhibitors/description.asp>

2. Logo

email to luce@league.org

Logo must be high quality format (Illustrator EPS or Grey Scale TIF), min 300 dpi

Note: Innovations 2005 exhibitors do not need to submit logos unless changes have occurred

3. Product/Service Classification Index

<http://www.league.org/exhibitors/classification.asp>

Guide Materials Deadline – Friday, December 17

Exhibitor Registration

Submit registrations online <http://www.league.org/exhibitors/reg.asp>

Each League Corporate Partner is entitled to complimentary full conference registrations and exhibit hall passes. Number of registrations is based on partnership level: **10 for Distinguished, 5 for Sustaining and Supporting, 1 for Friends and Colleges**. For additional Exhibitor registrations, contact Greg Luce, 480-705-8200, x237.

Exhibitor Registration Deadline - Friday, February 25

Hotel Reservations

A special conference rate of \$199 single or double occupancy plus tax is available by calling 212-704-8700 or 800-843-4898 and mentioning the League for Innovation. The cut-off date for reservations is February 14, 2005. All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card.

Marriott Marquis

1535 Broadway
New York, New York 10036
(212) 398-1900



Guide to the Exhibition Advertising Space Order

Published by League for Innovation, 4505 E. Chandler Blvd, Suite 250, Phoenix, AZ 85048

Company: _____

Contact: _____

Phone: _____ Fax: _____

Email: _____

If ad is to be submitted by an agency:

Agency: _____

Contact: _____

Phone: _____ Fax: _____

Size/Rate: (please check where appropriate)

	Two Color (black & blue)	One Color (Blue or Black)
Full Page Ad	<input type="checkbox"/> \$1150	<input type="checkbox"/> \$975
Half Page Ad	<input type="checkbox"/> \$750	<input type="checkbox"/> \$575

Signature authorizing ad to be placed: _____ Date: _____

Payment Information:

Check enclosed Bill My Company PO# _____ VISA/MC Amex

Credit card #: _____ Expiration date: _____

Name on card: _____

Signature (required): _____

Ad Specifications:

- Finished ad sizes – Full page 7 ½" x 10" / Half Page 7 ½" x 4 7/8"
- There will be no use of bleeds
- Electronic submission – compress using Ziplt or StuffIt and email to brennaparr@cox.net
 - All fonts and artwork must be included with a Quark format file or an EPS file
 - Send fax proof of ad to 623-266-7940 AND 480-705-8201.
 - All materials must be received by Friday, December 17

Cancellations will be accepted on or before 12/17/04 after which full payment is required.

E-mail or fax to: Greg Luce – Email: luce@league.org; Fax: (480) 705-8201; Tel: (480) 705-8200, x. 237

Space & Materials Deadline – Friday, December 17



Passport to the Exhibition

Increase Booth Traffic with the Innovations Passport to the Exhibition.

Conference attendees bring their passport to your booth for your unique stamp...allowing you valuable time to engage them about your products and services. Once they collect all of their stamps, their passport is part of a random drawing for great prizes.

The cost for your participation is minimal and includes all materials to participate (signage and stamp).

Participation levels:

Sponsoring Exhibitors are a required stop for completion of passports and eligibility for the drawing. Each sponsor receives the contact information for participants of the drawing, and added exposure in all program materials and promotions, including your logo on the actual passport and mention in all marketing and promotional materials for attendees. *Limited to first six exhibitors to respond.*

\$375.00 OR donation of a prize with a minimum value of \$500

Participating Exhibitors are a required stop for completion of passports and eligibility for the drawing.

\$75.00 OR donation of a prize with a minimum value of \$200.

To sign-up, complete and return this form no later than Friday, December 17 by faxing to 480-705-8201, Attn: Greg Luce.

Level of participation:

Sponsoring Exhibitor \$375 Donation (specify below)

Participating Exhibitor \$75 Donation (specify below)

Exhibitor _____ Booth # _____

Contact _____

Phone _____ Email _____

Method of payment: Visa MasterCard American Express Discover

Card # _____ Expiration _____

Cardholder Name _____

Cardholder Signature _____

Details of donation _____ Value _____

Passport Deadline – Friday, December 17

All sponsorships are noted in the Conference Program, Guide, and on conference signage

<p>\$10,000</p>	<p>Exhibit Hall Receptions (2 available) Signage displayed in hall during reception, napkins with sponsor's logo, insert in conference tote bags, and full-page ad in <i>Guide</i></p> <p>Exhibit Hall Brunch (1 available) Signage displayed during breakfast, insert in conference tote bags, and full-page ad in the <i>Guide</i></p> <p>Opening General Session and Keynote Address (1 available) Brief speaking opportunity, logo in conference program, website and on-site signage, and full-page ad in the <i>Guide</i></p> <p>Conference Tote Bags (1 available) Booked by Microsoft Logo displayed on tote bags and half-page ad in <i>Guide</i></p>
<p>\$7,500</p>	<p>Conference Program (1 available) Full page ad in <i>Conference Program</i> and <i>Guide</i></p> <p>General Session Keynote (2-4 available) Brief speaking opportunity, logo in <i>Conference Program</i>, on website, and on-site signage, and half-page ad in the <i>Guide</i></p>
<p>\$5,000</p>	<p>Lanyards (1) Signage displayed at attendee registration and half-page ad in <i>Guide</i>. Sponsorship includes lanyards.</p> <p>Notepads (1 available) Signage displayed at attendee registration and half-page ad in <i>Guide</i>. Sponsorship includes notepads.</p> <p>Pens (1 available) Signage displayed at attendee registration and half-page ad in <i>Guide</i>. Sponsorship includes pens</p>
<p>\$3,000</p>	<p>Special Sessions (call for listing) Materials distributed during session, logo in <i>Conference Program</i>, and half-page ad in the <i>Guide</i></p> <p>Coffee Breaks (3 available) Signage displayed in hall during break, napkins with sponsor's logo, and logo in <i>Conference Program</i></p> <p>Refreshment Breaks (3 available) Signage displayed in hall during break, napkins with sponsor's logo, and logo in <i>Conference Program</i></p>

Sponsorship opportunities are limited
To reserve a sponsorship, contact Greg Luce at 480-705-8200, ext. 237 or luce@league.org

Sponsorship Deadline –Friday, December 17



Booth Package Confirmation Form

The League for Innovation is providing the following complimentary booth package for each exhibitor:

- 1 – 6' Skirted Table
- 2 – Side Chairs
- 1- Wastebasket

*Please note: exhibit hall is carpeted and each booth will include an ID sign.

This form must be returned to confirm your planned use of this exhibit package. If it is not returned, you will automatically receive the booth package.

Substitutions and specific requests cannot be accommodated; this package is offered as all or nothing. If you only want part of the package, simply place the unwanted items into the aisle for removal.

- Yes, I want the booth package.
- No, I will not need the booth package.

Exhibitor _____ Booth # _____

Contact _____

Phone _____ Email _____

Fax form to Greg Luce, 480-705-8201 or respond online at www.league.org/exhibitors...

Booth Package Confirmation Deadline – Friday, December 17



Show Information

Innovations 2005 Conference New York Marriott Marquis • March 6-8, 2005

Official Service Contractor

GES Exposition Services	Phone (in USA):	800.475.2098
7050 Lindell Road	FAX (in USA):	866.329.1437
Las Vegas, NV 89118-4702	International Calls:	702.515.5970
Email: servicenter@gesexpo.com	International Faxes:	702.263.1520

Show Information

Backwall Drapes:	Burgundy/White/White/Burgundy
Sidewall Drapes:	Burgundy
Exhibit Hall Carpet Color:	Multi
Aisle Carpet Color:	Hotel's Carpet

Booth Package

Booth Size: 10'x 10' or 10'x20'
 1 - 6' Gray Table
 2 - Plastic Side Chairs
 1 - Wastebasket
 One-line ID Sign (7" x 44") Provided Automatically

Important Dates *Be sure to check all order forms for **additional** deadlines.*

Mon,	February 21	Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in
Mon,	February 7	Advance Shipments may begin arriving at Warehouse
Fri,	February 25	Last day for Advance Shipments to arrive at Warehouse without surcharges
Sat,	March 5	Direct Shipments may begin arriving at Exhibit Site - 2:00 pm - 7:00 pm
Sun,	March 6	Last day for Direct Shipments to arrive at Exhibit Site - 8:00 am - 1:00 pm
Sat,	March 5	Installation
Sun,	March 6	2:00 pm - 7:00 pm (Only available for exhibits #138 - 211) 8:00 am - 1:00 pm
Sun,	March 6	Show Hours
Mon,	March 7	3:00 pm - 4:45 pm / 6:30 pm - 8:00 pm
Tue,	March 8	10:30 am - 12:00 pm / 1:00 pm - 4:00 pm / 5:30 pm - 7:30 pm
		10:30 am - 12:00 pm / 1:00 pm - 3:00 pm
Tue,	March 8	Dismantle
		3:00 pm - 8:00 pm
Tue,	March 8	Carriers must be checked in by 7:00 pm
Tue,	March 8	All exhibitor materials must be removed by 10:00 pm

Shipping Addresses

Advance Shipments to Warehouse

c/o GES Exposition Services
 125 North Street
 Teterboro, NJ 07608

Shipments should arrive on or before:
 February 25, 2005

Direct Shipments to Exhibit Site

c/o GES Exposition Services
 New York Marriott Marquis
 1535 Broadway
 New York, NY 10036

Shipments will be accepted on:
 March 5 & 6, 2005

GES ServicenterSM

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.



Payment & Credit Card Charge Authorization

G-2B

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. GES must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

*If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer information:

GES Exposition Services
c/o Bank of America, Illinois
231 La Salle Street
Chicago, Illinois USA 60693
Account # 7188-1-01819 ABA#071000039
Telephone # (312) 828-8285

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, and booth number
- date and amount of transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES National ServicenterSM at 800.475.2098 or visit the GES ServicenterSM at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- MasterCard
 VISA
 Diners Club
 Discover
 American Express

- Corporate
 Personal

Account Number

Account Number input fields

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

PLEASE SIGN

X
CARDHOLDER'S SIGNATURE

Calculation of Orders

	TOTAL
Exhibit System Rental	\$
Furniture & Accessories	\$
Standard Carpet	\$
Custom-Cut Carpet	\$
Hanging Sign & Truss	\$
Cleaning	\$
Labor	\$
Material Handling	\$
CEIR Donation*	\$ 1.00
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$

GES Exposition Services, Inc. Federal ID #59-1008863
GES is exempt from backup withholding tax.

*** This contribution is supported by the show organizer and is collected on behalf of the Center for Exhibition Industry Research, and is dedicated to research and promotion benefiting the exhibiting community.**
Check here if you do not want to contribute to CEIR:

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Enclosed is a check in the amount of \$

Check No. Dated

I agree in placing this order that I have accepted GES' terms and conditions of contract.

PLEASE SIGN

X
CARDHOLDER'S SIGNATURE

COMPANY EMAIL ADDRESS BOOTH NUMBER

ADDRESS STREET CITY STATE ZIP COUNTRY

PHONE FAX PURCHASE ORDER NUMBER

AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT - PLEASE PRINT DATE

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1



3rd Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

Innovations 2005 Conference New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm

EXHIBITING FIRM

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PLEASE PRINT) _____

Third Party

THIRD PARTY

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PLEASE PRINT) _____

Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard
 VISA
 Diners Club
 Discover
 American Express

Corporate
 Personal

Account Number _____ - _____ - _____ - _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard
 VISA
 Diners Club
 Discover
 American Express

Corporate
 Personal

Account Number _____ - _____ - _____ - _____

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

The items checked below are to be invoiced to the Exhibiting Firm:

- All Services
- I & D Labor
- Signs
- Transportation Charges
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out

I agree in placing this order that I have accepted GES' terms and conditions of contract.

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

The items checked below are to be invoiced to the Third Party:

- All Services
- I & D Labor
- Signs
- Transportation Charges
- Other (Please Specify) _____
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out

I agree in placing this order that I have accepted GES' terms and conditions of contract.

PLEASE SIGN _____
 CARDHOLDER'S SIGNATURE

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X



Fax & Email Permission Form

G-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

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New York Marriott Marquis • March 6-8, 2005

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GES communicates important show or event-specific information via fax and email. In order for you to continue to receive important show information via fax or email we must have your written authorization.

Failure to provide written consent may result in you not receiving important show-specific information.

Consent:

By signing below, I hereby provide permission for GES Exposition Services to send me facsimiles and/or emails, including trade show information, promotional materials, advertising and other commercial materials. I further agree that my express permission to receive faxes and/or emails will continue and have no date of expiration, unless revoked by me in writing.

Please list all fax numbers that GES can use to provide you with our information:

Fax #1: _____ Fax #3: _____

Fax #2: _____ Fax #4: _____

Please list all email addresses that GES can use to provide you with our information:

Email #1: _____ Email #3: _____

Email #2: _____ Email #4: _____

Please return this form to:

GES Exposition Services
Attn: National Marketing
7050 Lindell Road
Las Vegas, Nevada 89118
optout@gesexpo.com
Fax #: 702-740-3808

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1

091504



Innovations 2005 Conference

New York Marriott Marquis • March 6-8, 2005

Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



NY Hotels Show Site Work Rules

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

Union Information

To assist you in planning your participation in your (city) area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Teamsters, Hilo Operators, Helpers/Checkers

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver freight to exhibitor's booths. They also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

Carpenters and Expos

Carpenters and Expos handle the erection and dismantling of all display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Carpenters and Expos handle installation of drape background, table skirting and other items of a decorative nature. Carpenters and Expos install all carpeting and floor coverings, either rental and/or exhibitor owned. Expos deliver furniture and floor covering.

Electrical Union

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

What Can Exhibitors Do Without Union Personnel?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths.

This guide should help.

Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

Flameproofing

Table coverings as well as booth equipment must be made of a non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES

I. Definitions:

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

Agents: GES' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting Services from GES.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligations

Indemnification:

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be limited to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES.** Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



Warning Regarding Advance Drayage

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

WARNING NOTICE **RE: ADVANCE DRAYAGE**

FAILURE TO READ THIS CAN LEAD TO UNANTICIPATED EXPENSES IN YOUR MATERIAL HANDLING!!

Dear Exhibitor,

The New York Marriott Marquis package-receiving department has a limited capacity for shipments of materials and displays affiliated with trade show events. An additional package room charge will be applied to your invoice for any materials that go through the Marriott.

Items received by the Marriott package-receiving department will be released to GES for delivery. Therefore you will be charged for the Showsite Material Handling, and the applicable Marriott package room charge listed below:

Carton	\$20.00 Each
Fiber Case	\$40.00 Each
Wooden Crates	\$90.00 / cwt

Follow these guidelines to avoid these additional charges:

1. Ship to the GES Advance Warehouse by **March 2, 2005**, to avoid any package room charges.

GES Exposition Services
125 North Street
Teterboro, NJ 07608

2. When shipping directly to the Marriott, do not ship Federal Express or UPS. These items will go directly to the Marriott package-receiving department first, thus package room charges will be assessed.
3. When shipping directly to the Marriott, schedule your shipment to arrive only during Exhibitor Installation. Anything that arrives before that date, may be refused by the hotel. If the Marriott can accept it, package room charges will be assessed.

If you have any questions regarding this, or anything else for your exhibit, please contact GES at 800.475.2098.

Innovations 2005 Conference

New York Marriott Marquis • March 6-8, 2005

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES ServicenterSM or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES ServicenterSM. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - a. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** – Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.



Material Handling Order Form

R-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2 PM to be guaranteed same day unloading.

ADVANCE SHIPMENTS TO GES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials

ST/OT \$ 223.00 cwt \$ 446.00 min
OT/OT \$ 298.00 cwt \$ 596.00 min

Materials Requiring Special Handling*

ST/OT \$ 302.00 cwt \$ 604.00 min
OT/OT \$ 402.50 cwt \$ 805.00 min

DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials

ST/OT \$ 182.00 cwt \$ 364.00 min
OT/OT \$ 242.50 cwt \$ 485.00 min

Materials Requiring Special Handling*

ST/OT \$ 245.75 cwt \$ 491.50 min
OT/OT \$ 327.50 cwt \$ 655.00 min

Uncrated Materials

ST/OT \$ 273.00 cwt \$ 546.00 min
OT/OT \$ 364.00 cwt \$ 728.00 min

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

First Carton \$ 42.00
Each Additional Carton \$ 15.00

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.

Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: _____ lbs. @ _____ per 100 lbs., 200 lbs. minimum per shipment \$

We will be shipping approximately _____ number of pieces.

Our shipment will be sent to Exhibit Site Warehouse on: _____ via: _____

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance February 25, 2005

Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

Direct March 5, 2005

First day for shipments to arrive at the exhibit site.

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

Please complete this form and return it to the GES ServicenterSM or GES Service Executive before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

SHIPPING INFORMATION

FROM:

COMPANY	EMAIL ADDRESS			BOOTH NUMBER
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS			BOOTH NUMBER
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS			BOOTH NUMBER
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER

METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery** – AM PM
 - 2nd Day Delivery**
 - 3rd Day Delivery**
 - Deferred Delivery**
 - Van Line** – Full Pad Partial Pad Crated
 - Specialized Service:** _____

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- Other:** _____
- Common Carrier**
- Air**
 - Next Day
 - 2nd Day
 - Deferred
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the GES ServicenterSM. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label.

051004

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 25, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 25, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 25, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
125 North Street
Teterboro, NJ 07608

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 25, 2005.

Carrier _____

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label.

051004

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
New York Marriott Marquis
1535 Broadway
New York, NY 10036

SHIPMENT WILL BE ACCEPTED ON:
March 5 & 6, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
New York Marriott Marquis
1535 Broadway
New York, NY 10036

SHIPMENT WILL BE ACCEPTED ON:
March 5 & 6, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
New York Marriott Marquis
1535 Broadway
New York, NY 10036

SHIPMENT WILL BE ACCEPTED ON:
March 5 & 6, 2005.

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Innovations 2005 Conference

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
New York Marriott Marquis
1535 Broadway
New York, NY 10036

SHIPMENT WILL BE ACCEPTED ON:
March 5 & 6, 2005.

Carrier _____

Number _____ of _____ pieces





Freight Service Questionnaire

R-7

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

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

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

2. Indicate total number of trucks in each category that you will use:

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Co. Truck
- _____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Their Phone _____

5. Print the name of person in charge of your move-in:

Their Phone _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LIC1

051004

14



GES Logistics Shipping Order Form

R-8

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 888.454.4437 • FAX: 702.515.5972
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.515.5972

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Innovations 2005 Conference New York Marriott Marquis • March 6-8, 2005

PICK UP INFORMATION

DATE _____ SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED) _____

ADDRESS STREET _____ CITY _____ STATE _____ ZIP _____ COUNTRY _____

PICK UP CONTACT _____ PHONE NUMBER _____ FAX NUMBER _____

SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY) _____ WEEKEND _____

Pick Up Delivery

DELIVERY INFORMATION

DATE _____ RECEIVING HOURS _____

DESTINATION _____ EXHIBITOR NAME _____

SHOW NAME _____ BOOTH # _____

ADDRESS STREET _____ CITY _____ STATE _____ ZIP _____ COUNTRY _____

SHOW CONTRACTOR _____ CONTACT _____ PHONE NUMBER _____

METHOD OF SHIPMENT

Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* _____ *Subject to applicable surcharges	Air: <input type="checkbox"/> Next Day AM <input type="checkbox"/> Next Day PM <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day <input type="checkbox"/> Deferred	<input type="checkbox"/> Special Instructions (Additional charges may apply)
---	---	---

CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

CARDHOLDER'S NAME (PLEASE PRINT) _____ CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____ COUNTRY _____

MasterCard VISA Diners Club Discover American Express Corporate Card Personal Card

WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT RATE & DIMENSIONS)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total pieces:					Total Weight:					Hazardous Materials Contact Number () _____ - _____	

Note 1: STOP! You must read form G-7 before going any further...
 I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 3: Declared value \$ _____. Excess declared value available from GES, up to \$100,000.00.
 Excess declared value is not available for items listed on form G-7.
 Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request;

By signing this order form, shipper agrees to be bound by all its terms and conditions

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

SAVE TIME WITH GES ONLINE AT: gesexpo.com

052004



Furniture & Accessories Order Form

A-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

Innovations 2005 Conference
New York Marriott Marquis • March 6-8, 2005

DISCOUNT DEADLINE DATE:
February 21, 2005

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SKIRTED TABLES			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 101.50	\$ 152.25
5805	Skirted 6' Table, 24x30	\$ 111.00	\$ 166.50
5806	Skirted 8' Table, 24x30	\$ 129.25	\$ 194.00
5807	4th Side Skirted, Optional	\$ 38.50	\$ 57.75
SKIRTED COUNTERS			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 127.00	\$ 190.50
5809	Skirted 6' Counter, 24x42	\$ 144.50	\$ 216.75
5810	Skirted 8' Counter, 24x42	\$ 159.00	\$ 238.50
5811	4th Side Skirted, Optional	\$ 44.00	\$ 66.00
RISERS			
5812	4' Single Tier, 7" or 15", 8"w	\$ 53.25	\$ 80.00
5813	6' Single Tier, 7" or 15", 8"w	\$ 64.50	\$ 96.75
5814	4' Double Tier, 7" or 15", 8"w	\$ N/A	\$ N/A
5815	6' Double Tier, 7" or 15", 8"w	\$ N/A	\$ N/A
TABLES			
5407	Square Table, 24x24x30	\$ 66.25	\$ 99.50
5408	Rectangular Table, 24x36x30	\$ 75.25	\$ 113.00
5409	Round Starbase Table, 40x30h	\$ 146.50	\$ 219.75
5412	Round Starbase Table, 30x40h	\$ 183.00	\$ 274.50
CHAIRS			
5401	Plastic Contour Chair, 32x18x18.5	\$ 55.25	\$ 83.00
5402	Contemporary Chair, 31x23x18	\$ 67.00	\$ 100.50
5403	Contemporary Arm Chair, 31x23x18	\$ 74.25	\$ 111.50
5404	Contemporary Stool, 48x17x18	\$ 95.00	\$ 142.50
4049	5B1 - Stack Chair, Group - Red 21x21x37	\$ 88.25	\$ 132.50
4050	5B2 - Stack Chair, Group - Blue 21x21x37	\$ 88.25	\$ 132.50
4062	5N - Barstool, Gin Maple 16x16x29	\$ 127.75	\$ 191.75
4058	5J - Side Chair, Manhattan 22x26x34	\$ 150.00	\$ 225.00

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
DISPLAY FURNITURE			
4087	7G - Locking Pedestal, w/door 24x24x42	\$ 293.25	\$ 440.00
4088	7H0 - Pedestal, Grey 12x12x42	\$ 194.00	\$ 291.00
4089	7H1 - Pedestal, Graphite 12x12x42	\$ 194.00	\$ 291.00
4090	7H2 - Pedestal, Grey 18x18x30	\$ 229.50	\$ 344.25
4091	7H3 - Pedestal, Graphite 18x18x30	\$ 229.50	\$ 344.25
4092	7H4 - Pedestal, Grey 24x24x36	\$ 282.25	\$ 423.50
4093	7H5 - Pedestal, Graphite 24x24x36	\$ 282.25	\$ 423.50
4094	7H6 - Pedestal, Grey 24x24x42	\$ 293.25	\$ 440.00
4095	7H7 - Pedestal, Graphite 24x24x42	\$ 293.25	\$ 440.00
4096	7H8 - Pedestal, Grey 30x30x42	\$ 315.25	\$ 473.00
4097	7H9 - Pedestal, Graphite 30x30x42	\$ 315.25	\$ 473.00
4098	7L - Etagere, Silver Finish 70x30x16	\$ 218.50	\$ 327.75
4099	7M - Etagere, Black 70x30x16	\$ 218.50	\$ 327.75
5820	Display Case 6' Full View	\$ N/A	\$ N/A
5823	Display Case 6' Half View	\$ N/A	\$ N/A

Please include Booth Layout form (H-3) for placement of items.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
ACCESSORIES			
5816	Tackboard, Gray	\$ 156.50	\$ 234.75
5741	Refrigerator	\$ N/A	\$ N/A
5730	Bell Base Sign Holder	\$ N/A	\$ N/A
5731	Chrome Sign Holder	\$ 45.00	\$ 67.50
5732	Aluminum Easel	\$ 31.00	\$ 46.50
5801	Pegboard, White (1/4" Hole)	\$ 138.00	\$ 207.00
5817	Wastebasket	\$ 13.50	\$ 20.25
5802	Large Security Cage w/o Lock	\$ N/A	\$ N/A
5803	Small Security Cage w/o Lock	\$ N/A	\$ N/A
5737	Literature Rack	\$ 96.75	\$ 145.25
5733	Clothes Tree	\$ 24.00	\$ 36.00
5734	Bag Stand	\$ 75.25	\$ 113.00
5735	Garment Rack	\$ 54.50	\$ 81.75
5736	Waterfall Stand	\$ 87.00	\$ 130.50
5738	Aisle Stanchion w/o Chain	\$ 23.25	\$ 35.00
5739	Plastic Chain Price/Ft.	\$ 1.80	\$ 2.70
5740	Ticket Tumbler	\$ N/A	\$ N/A

Orders received after the discount deadline date are subject to availability and/or substitutions.

PLEASE INDICATE CHOICE

PLACE ORDER HERE

► **Table/Counter Skirt Color** (Item #'s 5804-5811 ONLY). Gray will be provided if no color is indicated below:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Beige (BGE) | <input type="checkbox"/> Forest Green (FGR) | <input type="checkbox"/> Purple (PUR) |
| <input type="checkbox"/> Black (BLA) | <input type="checkbox"/> Gold (GOL) | <input type="checkbox"/> Red (RED) |
| <input type="checkbox"/> Blue (BLU) | <input type="checkbox"/> Gray (GRA) | <input type="checkbox"/> Teal (TEA) |
| <input type="checkbox"/> Burgundy (BUR) | <input type="checkbox"/> Mauve (MAU) | <input type="checkbox"/> White (WHI) |

► **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).
 6' Table 8' Table

► **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).
 6' Table 8' Table

► **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).
 Horizontal Vertical

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

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

1. Total All Items Ordered	\$
2. 8.625% Rental/Sales Tax	\$
3. Payment Enclosed	\$

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

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 New York Marriott Marquis • March 6-8, 2005

DISCOUNT DEADLINE DATE:
February 21, 2005

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
LOUNGE SEATING - MONACO							
4110	3F - Sofa, Monaco 88x37x32	\$ 480.75	\$ 721.25	4114	6G - Lateral File, Maple 2 Drawer 36x24x29	\$ 332.75	\$ 499.25
4020	3G - Chair, Camouflage 37x36x37	\$ 304.25	\$ 456.50	4071	6H - Bookcase, Maple 33x13x66	\$ 227.00	\$ 340.50
4004	2D - Coffee Table, Chestnut 48x26x18	\$ 196.25	\$ 294.50	4078	6O - High Back, Altura Black 25x25x43	\$ 251.50	\$ 377.25
4005	2E - End Table, Chestnut 27x23x22	\$ 174.25	\$ 261.50	UTILITY SEATING			
LOUNGE SEATING - ONYX							
4010	2J - Sofa, Onyx 87x36x34	\$ 363.75	\$ 545.75	4083	7C - Drafting Stool, Altura Black 25x26	\$ 194.00	\$ 291.00
4011	2K - Loveseat, Onyx 63x36x34	\$ 326.25	\$ 489.50	4084	7D - Task Chair, Altura Black 25x20x28	\$ 101.50	\$ 152.25
4012	2L - Chair, Onyx 39x36x34	\$ 269.00	\$ 403.50	CONFERENCE TABLES			
4013	2M - Coffee Table, Geo 50x22x16	\$ 163.25	\$ 245.00	4026	4A - Round Conf. Table, Nebula 42x29	\$ 240.50	\$ 360.75
4014	2N - End Table, Geo 26x26x20	\$ 152.25	\$ 228.50	4027	4B1 - 6' Conf. Table, Nebula 72x42x29	\$ 315.25	\$ 473.00
LOUNGE SEATING - LAREDO							
4015	3A - Sofa, Laredo 78x35x31	\$ 478.50	\$ 717.75	4028	4B2 - 8' Conf. Table, Nebula 96x48x29	\$ 352.75	\$ 529.25
4016	3B - Loveseat, Laredo 62x35x31	\$ 456.50	\$ 684.75	4030	4C - Conf. Table, Manhattan 42x29	\$ 205.25	\$ 308.00
4017	3C - Chair, Laredo 45x35x31	\$ 356.75	\$ 535.25	4033	4E - Round Conf. Table, Graphite 42x29	\$ 244.75	\$ 367.25
4018	3D - Coffee Table, Silverado 36 Rd x 17	\$ 174.25	\$ 261.50	4031	4D1 - 6' Conf. Table, Graphite 72x42x29	\$ 315.25	\$ 473.00
4019	3E - End Table, Silverado 24 Rd x 24	\$ 167.75	\$ 251.75	4115	4D2 - 8' Conf. Table, Graphite 96x48x29	\$ 352.75	\$ 529.25
LOUNGE SEATING - VOGUE							
4006	2F - Sofa, Vogue 84x40x30	\$ 483.00	\$ 724.50	4034	4F - Café Table, Round Maple 42x29	\$ 194.00	\$ 291.00
4007	2G - Chair, Monet 37x36x37	\$ 306.50	\$ 459.75	4035	4G - Conf. Table, Chrome Geo 42x42x29	\$ 183.00	\$ 274.50
4008	2H - Coffee Table, Maple 48x28x17	\$ 143.25	\$ 215.00	4036	4H - Conf. Table, Rec.ChromeGeo60x36x29	\$ 299.75	\$ 449.75
4009	2I - End Table, Maple 22x24x21	\$ 130.25	\$ 195.50	4037	4I - 6' Conf. Table, Garbo 60x42x29	\$ 304.25	\$ 456.50
LOUNGE SEATING - CHAMPAGNE							
4000	2A - Sofa, Chanel 87x36x34	\$ 381.50	\$ 572.25	4038	4J - Conf. Table, Rec.BlackGeo60x36x29	\$ 299.75	\$ 449.75
4001	2B - Loveseat, Chanel 71x36x34	\$ 333.00	\$ 499.50	4039	4K - Conf. Table, Black Geo 42x42x29	\$ 183.00	\$ 274.50
4003	2C - Chair, Chanel 39x36x34	\$ 277.75	\$ 416.75	4040	4L - Conf. Table, Round Brandy 42x29	\$ 244.75	\$ 367.25
4004	2D - Coffee Table, Chestnut 48x26x18	\$ 196.25	\$ 294.50	4041	4M1 - 6' Conf. Table, Brandy 72x36x29	\$ 255.75	\$ 383.75
4005	2E - End Table, Chestnut 27x23x22	\$ 174.25	\$ 261.50	4042	4M2 - 8' Conf. Table, Brandy 96x44x29	\$ 326.25	\$ 489.50
LOUNGE SEATING - TAYLOR							
4021	3J - Sofa, Taylor 80x36x32	\$ 363.75	\$ 545.75	4043	4M3 - 10' Conf. Table, Brandy 120x46x29	\$ 381.50	\$ 572.25
4022	3K - Loveseat, Taylor 56x36x32	\$ 326.25	\$ 489.50	4044	4N - Conf. Table, Round Maple 42x29	\$ 264.50	\$ 396.75
4023	3L - Chair, Taylor 35x36x32	\$ 269.00	\$ 403.50	4045	4O1 - 6' Conf. Table, Maple 72x36x29	\$ 286.75	\$ 430.25
4024	3M - Coffee Table, Geo Black 50x22x16	\$ 163.25	\$ 245.00	4046	4O2 - 8' Conf. Table, Maple 96x44x29	\$ 363.75	\$ 545.75
4025	3N - End Table, Geo Black 26x26x20	\$ 152.25	\$ 228.50	4047	4O3 - 10' Conf. Table, Maple 120x46x29	\$ 419.00	\$ 628.50
OFFICE FURNITURE - BRANDY							
4072	6I - Executive Desk, Brandy 60x30x29	\$ 304.25	\$ 456.50	SEATING			
4073	6J - Credenza, Brandy Storage 72x24x29	\$ 326.25	\$ 489.50	4048	5A - Side Chair, Grey Brewer 20x20x32	\$ 103.75	\$ 155.75
4074	6K - Lateral File, Brandy 2 Drawer 36x20x29	\$ 262.50	\$ 393.75	4051	5C - Side Chair, Black Brewer 20x20x32	\$ 103.75	\$ 155.75
4075	6L - Bookcase, Brandy 36x13x71	\$ 211.50	\$ 317.25	4052	5D - Exec Chair, Grey Tulip 26x25x34	\$ 185.25	\$ 278.00
4079	6P - Guest Chair, ISO Mesh 26x24x38	\$ 242.50	\$ 363.75	4053	5E - Side Chair, Garbo 23x18x34	\$ 176.50	\$ 264.75
4080	6Q - High Back, Luxor Leather 27x23x47	\$ 275.75	\$ 413.75	4054	5F - Side Chair, Continental 23x24x39	\$ 271.25	\$ 407.00
OFFICE FURNITURE - GREY							
4065	6A - Executive Desk, Grey 60x30x29	\$ 374.75	\$ 562.25	4055	5G - Exec Chair, Black Tulip 26x25x34	\$ 185.25	\$ 278.00
4066	6B - Credenza, Grey Kneespace 66x20x29	\$ 408.00	\$ 612.00	4056	5H - Side Chair, Jetson 18x19x31	\$ 125.75	\$ 188.75
4067	6C - Lateral File, Grey 2 Drawer 36x20x29	\$ 332.75	\$ 499.25	4057	5I - Side Chair, New York 23x32x33	\$ 138.75	\$ 208.25
4068	6D - Bookcase, Grey 36x12x72	\$ 222.50	\$ 333.75	4102	7P - Chair, Black Occasional 29x31x32	\$ 187.50	\$ 281.25
4076	6M - Guest Chair, Altura Black 25x20x34	\$ 207.50	\$ 311.25	4103	7Q - Chair, Gala Occasional 30x37x32	\$ 187.50	\$ 281.25
4077	6N - Exec. Chair, Altura Black 25x25x37	\$ 218.25	\$ 327.50	4104	7R - Chair, Gray Occasional 29x31x32	\$ 187.50	\$ 281.25
OFFICE FURNITURE - MAPLE							
4069	6E - Executive Desk, Maple 60x30x29	\$ 379.25	\$ 569.00	BAR STOOLS			
4070	6F - Credenza, Maple Kneespace 72x24x29	\$ 379.25	\$ 569.00	4059	5K - Barstool, Jetson 18x19x43	\$ 167.50	\$ 251.25
				4060	5L - Barstool, Garbo 18x18x43	\$ 211.50	\$ 317.25
LAMPS							
4111	7I - Lamp, Pewter 28"	\$ 99.25	\$ 149.00	UTILITY FURNITURE			
4112	7J - Lamp, Maple/Chrome 24"	\$ 99.25	\$ 149.00	4100	7N - Writing Table, Graphite 48x24x30	\$ 205.00	\$ 307.50
4113	7K - Lamp, Rosewood 24"	\$ 99.25	\$ 149.00	4101	7O - Kiosk, Walk up, Black&Sand 24x21x42	\$ 326.25	\$ 489.50
				4105	8A - Café Table, Maple Top 36" Rd x 29	\$ 165.50	\$ 248.25
				4107	8C - Café Table, Cherry Top 36" Rd x 29	\$ 165.50	\$ 248.25
				4108	8D - Café Table, Graphite Top 36" Rd x 29	\$ 165.50	\$ 248.25

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com



Installation & Dismantling Order Form

L-1

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
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**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

IMPORTANT INFORMATION & RATES

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

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

CARPENTER DISPLAY LABOR RATES AS FOLLOWS:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 124.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$ 171.25 per hour
Double Time	All day on Holidays and Sundays	\$ 220.25 per hour

EXPO DISPLAY LABOR RATES AS FOLLOWS:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 87.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 125.00 per hour
Double Time		\$ N/A per hour

PLEASE INDICATE SERVICE

GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

GES is responsible for the following type of booth:

- Pop-up Two Story Custom
 Other: _____

PLACE ORDER HERE

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

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

1. Total Labor Ordered	\$
2. 30% (\$50.00) GES Supervision	\$
3. 8.625% Rental/Sales Tax	\$
4. Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1



Key Information

Innovations 2005 Conference New York Marriott Marquis • March 6-8, 2005

Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
 Number of Pieces _____ Weight _____ Pro Number _____
 Target Date _____ Loose Display _____ Crated Display _____
 Shipped To: (Check One) Warehouse Showsite

Set-up Information for GES Installation

Set Up Drawings Attached _____ Rental Carpet Color _____
 Set Up Drawings With Exhibit _____ Own Carpet Color _____
 Case/Crate Number _____ Padding _____
 Number of Workers required for set up _____ Approximate time for set up _____
 Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

Did You Order —

Electrical Yes No Electrical Under Carpet Yes No
 Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
 Booth Cleaning Yes No Other Items _____
 Furniture Yes No _____
 A/V Furniture Yes No _____
 Telephone Yes No _____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 Prepaid Collect Address _____
 Bill To _____ City/State/Zip _____
 _____ Second Consignee _____
 _____ Address _____
 GES Storage _____ City/State/Zip _____
 Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
 Telephone _____
 Other Means of Contacting This Person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization Yes No

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X



Official Contractors Information

Innovations 2005 Conference

New York Marriott Marquis • March 6-8, 2005

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

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

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

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to show management and GES Exposition Services at least 10 days before the show opening. Coverage is defined in the event contract.
3. The Exhibitor Appointed Contractor to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
 - a. Comprehensive General Liability not less than \$2,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. **GES Exposition Services and Show Management must be named as additional insureds.**Any exhibitor who does not have a certificate of insurance on file with GES Exposition Services and/or Show Management 10 days prior to the show may be removed from the show.
4. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
5. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
6. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name both GES Exposition and Show Management as additional insureds. See attached example.
 - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. 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 building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.



Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Email: servicenter@gesexpo.com

Innovations 2005 Conference New York Marriott Marquis • March 6-8, 2005

DEADLINE DATE:
February 21, 2005

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Contract/Display House _____
Street Address _____
City, State, Zip _____
Phone (area code _____) _____ Fax (area code _____) _____
Contact: _____
Description of Proposed Service for Exhibitor: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For insurance and safety reasons, the official contractor designated in this service kit must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

No exceptions will be made

Tips to Exhibitor Appointed Contractors (EACs)

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

AUTHORIZED CONTACT SIGNATURE _____ AUTHORIZED CONTACT - PLEASE PRINT _____ DATE _____

X

SAVE TIME WITH GES ONLINE AT: gesexpo.com

Teterboro, NJ
81 0503 02030 - LICC1

091504



NEW YORK MARRIOTT MARQUIS
 1535 BROADWAY, NEW YORK, NY 10036
 212.704.8799 Fax 212.704.8896



Electrical Services Order Form

Rental rates quoted cover any portion of a 5 day period, there will be a \$30.00 charge for any orders made out at time of show setup. These prices include 1 single outlet at location, please order Quad Box if further outlets are required.

Wattage (Low Power-120 Volt Service)		QTY	TOTAL	INFORMATION					
0-500 Watts	\$90.00			EVENT NAME					
501-1000 Watts	\$105.00								
1000-1500 Watts	\$120.00			COMPANY					
1500-2000 Watts	\$145.00								
Exclusive Circuit		QTY	TOTAL	ADDRESS					
20 Amps	\$175.00								
Extension Cords		QTY	TOTAL	CITY	STATE	ZIP			
Quad Box 25	\$28.00								
Power Strip	\$28.00			PHONE #	FAX #				
208 Volt Single Phase		QTY	TOTAL						
20 Amps	\$250.00			MOBILE #	EMAIL				
30 Amps	\$300.00								
Lighting Equipment		QTY	TOTAL	REPRESENTATIVE'S NAME	TITLE				
150 Watt Spot / Flood Clamp	\$65.00								
Feeder Service		QTY	TOTAL	REPRESENTATIVE'S SIGNATURE					
60 Amps 3 Phase	\$720.00								
100 Amps 3 Phase	\$1,200.00			ON SITE CONTACT					
200 Amps 3 Phase	\$2,400.00								
SUB TOTAL			\$	ROOM	BOOTH				
8.625% TAX			+						
TOTAL			\$	SETUP DATE	TIME				
<p>All power distributions must be installed by NY Marriott licensed electricians.</p> <p>IMPORTANT</p> <p>Note: This order must be received by the NY Marriott Marquis, no later than 20 days before opening day, to insure installation in time for opening of the show.</p> <p>SPECIAL NOTICE!!</p> <p>NYC code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. Upon request, the hotel will supply a copy of the NYC Electrical Code. The hotel will supply qualified electricians to correct any infractions at prevailing costs.</p> <p><i>Wiring regulations based on the NYC Electrical Code</i></p> <p>All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks. All metal raceways, metal lighting fixtures, metal housings of electrically powered equipment shall be grounded. All extension cables shall be 3 wire SJ cord or other approved type and not more than 10 feet long, one of the wire with green colored insulation is to be used as ground. The cable must be large enough for the load and have a grounded male plug. Flexible cords and cables less than #14 gauge wire shall not be permitted. The use of lamp cord, cube tabs or similar devices are not permitted. Plug in strips shall be mounted not less than 2 ft. 6 inches above the floor and shall be securely fastened.</p> <p>Labor not included for special power requirements. Labor will be charged at prevailing rates on a half-hour basis.</p> <p><i>*NY Marriott Marquis will not be responsible for any voltage fluctuations or power failures beyond our control.</i></p>				REMOVAL DATE	TIME				
				PAYMENT BY CHECK			PLEASE MAIL FORM & CHECK TO: ELECTRICAL DEPT NY MARRIOTT MARQUIS 1535 BROADWAY, NY, NY 10036		
				PAYMENT BY CREDIT CARD			CREDIT CARD NUMBER		
				TYPE		EXP DATE			
CARDHOLDERS NAME									
SIGNATURE									
HOTEL USE ONLY									
SALES MANAGER		PMS #		Date Ordered					



NEW YORK Marriott MARQUIS

NEW YORK MARRIOTT MARQUIS
1535 BROADWAY, NEW YORK, NY 10036
212.704.8879 Fax 212.704.8949
audio.visual@marriott.com



Internet / Video Conferencing Order Form

Outlined below are the basic Video Conferencing & Data services offered at the Marriott Marquis. More elaborate conferencing & data solutions are available and can be explained by calling the Event Technology Department at 212.704.8879.

Internet - Data		QTY	TOTAL	INFORMATION	
STSN High Speed Internet	\$750.00			EVENT NAME	
(1 IP Address, Non-Dedicated)					
Additional IP Addresses		QTY	TOTAL	COMPANY	
IP Address - Same Room	\$125.00				
IP Address - Multiroom	\$175.00			ADDRESS	
STSN Support		QTY	TOTAL		
STSN Technical Support (per hour)	\$125.00			CITY	STATE ZIP
Computers & Hubs		QTY	TOTAL		
Desktop w/ Internet Explorer, MS Office	\$500.00			PHONE #	FAX #
Laptop w/ Internet Explorer, MS Office	\$500.00				
8 Port Hub	\$50.00			MOBILE #	EMAIL
16 Port Hub	\$100.00				
Video Conferencing		QTY	TOTAL	REPRESENTATIVE'S NAME	TITLE
Small Meeting Video Conference	\$3,000.00			REPRESENTATIVE'S SIGNATURE	
(Camera, Mic, Codec, 27" TV Monitor, Technician [up to 8hrs])					
<i>Requires one of the following</i>					
ISDN Video Connection (384kbps)	\$750.00			ON SITE CONTACT	
IP Video Connection	\$750.00				
Bridging & Network charges are required any time 3 or more sites participate in the same video conference.)				ROOM	BOOTH
Domestic (USA) Bridging (per hour)	\$200.00			SETUP DATE	TIME
International Bridging (per hour)	\$950.00				
SUB TOTAL		\$		REMOVAL DATE	TIME
NUMBER OF DAYS NEEDED		X			
Sales Tax 8.25%		+		PAYMENT BY CHECK	
TOTAL		\$		PLEASE MAIL FORM & CHECK TO: NY MARRIOTT MARQUIS 1535 BROADWAY, NY, NY 10036	
<p>PLEASE NOTE: Installations occurring before 8:00am, after 5:00pm, weekends and holidays / with multiple connections and remote locations are subject to additional technician fees. Credit or payment MUST be established before installation. Connect, disconnect and materials fee will be charged for lines not obtained through the hotel.</p> <p>All Orders MUST be received at least 7 days week prior to installation. <i>This form represents a binding contract for services rendered whether they were used or not.</i></p> <p>Cancellation policy: 72 hour cancellation notification to the hotel sales personnel is required in order to prevent billing. A 20% fees of the total bill amount will be assessed and payable to the hotel within 30 days for any cancelled conference where cancellation notification was not provided. All fees current as of December 2001</p>				PAYMENT BY CREDIT CARD	
				CREDIT CARD NUMBER	
				TYPE	EXP DATE
				CARDHOLDERS NAME	
				SIGNATURE	
HOTEL USE ONLY					
SALES MANAGER	PMS #	PBX / STSN Order Date			

TELECOMMUNICATIONS ORDER FORM

Name of Event: _____ Install Date: _____
 Company: _____ Install Time: _____
 Address: _____ Removal Date: _____
 City: _____ State: _____ Zip: _____ Removal Time: _____
 Phone: _____ Fax: _____ Contact: _____
 Location of Equipment: _____ Booth: _____ Hotel Contact: _____

Quantity Item No. Days Installation (to be completed by phone tech at time of installation)

_____ **Direct-In-Dial Telephone** _____
\$150/day
Directly accept incoming calls
Dial "9" for outside access
Standard Telephone Included

_____ **Polycom Rental** _____
\$150/day
Recommended for conferences over 4 people

_____ **Standard Speakerphone** _____
\$50/day
Recommended for conferences under 4 people

_____ **Additional Features** _____
\$50/day
Includes special features telephone
Voicemail, call waiting, hunt, etc.

_____ **ISDN Line** _____
\$450/day
Recommended for Video Conferencing
and Radio Broadcast. 2 channel frequency
No IP address. For internet access, contact AV.

_____ **Technician Overtime Fee** _____
\$50/hour
For installations & service not provided
between 8 AM and 5 PM Monday - Friday
and all day on government recognized holidays

_____ **Miscellaneous**
 \$ _____ fee Per Day Flat Rate
Please provide description

Thank you for your telecommunications order with the New York Marriott Marquis. If you have any needs in addition to the services listed, please contact our Telecommunications Department. We would be happy to accommodate your request.

TELEPHONE INFORMATION

- All calls will be billed at guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. To determine the cost of an AT&T Operator Assisted Call, touch 9 + 0 + Area Code + Number from your telephone. Ask the AT&T Operator for the Daytime Operator Assisted Rate. There is no charge for calling card calls, 800, 888, 877 or 866.
- Your phone request must be accompanied by a valid credit card number with cardholders name and signature below or payment in advance for installation plus a deposit of \$100 per day per line for telephone calls or you have direct billing established with our credit department.
- T-1 high speed internet access is available, please contact our AV department for more information at 212.704.8879.
- All fee subject are to 14.07% sales and communications tax.
- The hotel's long distance carrier is AT&T. A fee will be charged to change carrier. A \$100 connect/disconnect fee will be charged for lines not obtained through the hotel.
- Request must be submitted within 1 week of installation.
- Fees current as of June 20, 2003. Hotel reserves the right to change prices at any time.

Method of Payment

AMEX Visa MasterCard Discover Diner's Club Other
 Card #: _____ Exp. Date: _____
 Cardholder: _____
 Signature: _____

Below for Hotel use only

A-1 COMMUNICATIONS BID		
REG	OT	SUN/HOL
TOTAL T&M: _____		
INVOICE#: _____		

TECH: _____ PBX MANAGER: _____ DATE: _____ PMS#: _____



EXHIBITOR CLEANING FORM

The New York Marriott Marquis understands that a clean booth is important to a successful show. To assist you, we offer a cleaning service which includes, vacuuming of your exhibit carpet and emptying wastebaskets.

Show Name:									
Show Date:									
Show Site:									
Daily Vacuum and General Cleaning									
		X	100	X	0.12	X	=		0
	#of 10' booths		Sq Ft.					#Days	
One Day Vacuum and General Cleaning									
		3	X	100	X	0.16	X	=	0
	#of 10' booths		Sq Ft.					#Days	
Porterage \$25.00 per day for periodic policing of the booth during show hours for trash removal. Beginning and end of day vacuuming. This service is based on (2) hour intervals.									
		1	X	\$25.00	=	\$25.00			
	#Days		Per Day						
Special Insructions:									
Payment Information									
All Orders Must Be Pre-Paid (Tax is not required)									
Company Name:									
Billing Address:									
Authorized By:									
Telephone Number:									
Booth Number:									
Purchase Order Number:									
Credit Card Number/Expiration Date:									
Signature/Date:									

Please provide a copy of the front and back of the credit card.
If paying by Check, please make checks payable to the New York Marriott Marquis.

NEW YORK MARRIOTT MARQUIS ~ 1535 BROADWAY, NEW YORK, NY 10036 ~ 212-389-1900

Innovations
 March 6 – 9, 2005
 Marriott Marquis, NYC

Technology Resource Corporation
 29 Emmons Drive, #E10
 Princeton, NJ 08540
 Phone: 800-922-8646 Ext 128
 Fax: 609-720-1701 Stacey Fisher
www.trcrent.com

Show Code: 19100

	QTY	EQUIPMENT	Show Rate Before Feb 18	Show rate after Feb 18	EXTENDED
Video Displays		VHS Player with Auto Repeat	\$135.00	\$150.00	
		Pioneer DVD-7400 NTSC/PAL Player	\$150.00	\$200.00	
		20" TV/VCR Combo Unit	\$195.00	\$225.00	
		27" TV/VCR Combo Unit	\$275.00	\$325.00	
		Sony DSC 1024 HG Scan Converter	\$600.00	\$625.00	
		Extron SW 4 AR VGA 4 X Switcher	\$195.00	\$225.00	
AV Packages		Overhead Projector w/Spare Lamp & Cart	\$210.00	\$225.00	
		Flip Chart W/ Pad and Markers	\$105.00	\$165.00	
		35mm Slide Projector Package w/ wireless remote and stand	\$135.00	\$145.00	
CRT & LCD MONITORS		17" SVGA CRT Monitor (SVGA or MAC)	\$75.00	\$100.00	
		21" SVGA CRT Monitor (SVGA or MAC)	\$175.00	\$195.00	
		15" LCD Flat Screen Monitor, up to1024x768	\$195.00	\$220.00	
		18" LCD Flat Screen Monitor, up to1024x768	\$270.00	\$295.00	
		20" LCD Flat Screen Monitor, up to1024x768	\$325.00	\$375.00	
		24" LCD Flat Screen Monitor, up to1920x1200	\$775.00	\$825.00	
		WALL MOUNT Brackets for LCD Monitors (Supports 15", 18", 20" LCD's)	\$25.00	\$35.00	
PLASMA MONITORS		37" PLASMA Display*	\$995.00	\$1,050.00	
		42" PLASMA Display **	\$875.00	\$895.00	
		50" PLASMA Display **	\$1,300.00	\$1,400.00	
		61" PLASMA Display **	\$2,600.00	\$3,200.00	
		Wall Brackets for RENTED PLASMA	\$45.00	\$55.00	
		Dual Post STAND FOR PLASMA (RENTED FROM TRC)	\$150.00	\$200.00	
		DUAL POST STAND FOR PLASMA (CLIENT OWNED) Bracket not included	\$250.00	\$295.00	
Screens		7' X 7' Tripod Screen	\$120.00	\$125.00	
		8' X 8' Tripod Screen	\$125.00	\$150.00	

OFFICIAL AUDIO VISUAL ORDER FORM

Company Name _____

Phone number _____



Show code: 19100

Phone: 800-922-8646 Fax: 609-720-1701

	QTY	EQUIPMENT	SHOW RATE BEFORE Feb 18	SHOW RATE AFTER Feb 18	EXTENDED
Audio Playback		Wired Handheld Microphone	\$60.00	\$75.00	
		Wireless Microphone - Choose Lavalier, Handheld, or Headset	\$300.00	\$325.00	
		Mackie 1202 VLS Mixer	\$135.00	\$150.00	
		50 Watt Powered Speaker (Anchor AN1000)	\$125.00	\$140.00	
		2-Speaker JBL EON Sound System with Stands	\$300.00	\$325.00	
Extended Amount					
Optional Loss/Damage Waiver equal to 10.8% of equipment subtotal***					
Delivery charge equal to 10% of equipment subtotal (minimum \$75.00)					
Subtotal					
8.625% Sales tax					
Total rental cost					

Exhibitor/Show Information

Credit Card Information: VISA M/C AMEX DINERS

Ordered by _____ Card holders name: _____

Email address: _____ Credit card #: _____ Exp _____

Company name: _____ Card holder's signature: _____

Address: _____ Card holder's address: _____

City: _____ State: _____ Zip _____ City: _____ State: _____ Zip _____

Show contact _____ Phone number _____

Cell Phone: _____ Fax number _____

Delivery date/time: _____ Booth # _____
(2 hour window required)

Pick up date & time: _____

Technology Resource Corp.
29 Emmons Drive, #E-10
Princeton, NJ 08540

Equipment notes:

- * Low volume speakers included
- ** No speakers included, please call for options
- *** Does not apply to laptops or projectors

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery or additional fees will apply. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order.

PAYMENT INFORMATION: Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize TRC to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased.





Innovations 2005
 March 6 – 9, 2005
 Marriott Marquis, NYC
 Show code: 19100

Technology Resource Corporation
 29 Emmons Drive Suite #E 10
 Princeton, NJ 08540
 Ph: 800-922-8626 ext 128 Stacey
 Fax: 609-720-1701
 Attn: Stacey Fisher
 Email: sfisher@trcrent.com



CALL FOR ITEMS NOT LISTED

www.trcrent.com

	QTY	EQUIPMENT	SHOW RATE BEFORE Feb 18	SHOW RATE AFTER Feb 18	EXTENDED
COMPUTERS 		PENT 3/800 , 256RAM, 10GB HD, 40xCD, 17" SVGA (Choose: Win 98 or 2000)	\$200.00	\$245.00	
		PENT 4/2.0 , 256RAM, 60GB HD, DVD, 17" SVGA (Choose: Win 98 or 2000)	\$275.00	\$295.00	
		MICROSOFT OFFICE PRO 2000 or XP	\$45.00	\$50.00	
		WINDOWS XP	\$45.00	\$50.00	
		MAC G4/500 , 256RAM, 27GB HD, DVD, 17" MONITOR	\$300.00	\$345.00	
		Laptop: P3-650 , 128RAM, 10Gig HD, CD	\$245.00	\$275.00	
	Laptop: P4-2ghz , 256 RAM, 30gig HD, DVD	\$295.00	\$325.00		
PRINTERS 		HP 4050N 16RAM, 17PPM, 1200DPI, 8 1/2x 11, NIC, (PC OR MAC)	\$225.00	\$240.00	
		HP 4100N 16RAM, 17PPM, 1200DPI, 8 1/2x 11, NIC, (PC OR MAC)	\$245.00	\$275.00	
CRT & LCD MONITORS 		17" SVGA CRT MONITOR (SVGA or MAC)	\$75.00	\$100.00	
		21" SVGA CRT MONITOR (SVGA or MAC)	\$175.00	\$195.00	
		15" LCD FLAT SCREEN MONITOR	\$195.00	\$220.00	
		18" LCD FLAT SCREEN MONITOR	\$270.00	\$295.00	
		20" LCD FLAT SCREEN MONITOR	\$320.00	\$375.00	
		24" LCD FLAT SCREEN MONITOR	\$775.00	\$825.00	
		30" LCD FLAT SCREEN MONITOR	\$995.00	\$1100.00	
		WALL MOUNT BRACKETS FOR LCD MONITORS (Supports 15", 18", 20" LCD's)	\$25.00	\$35.00	
PLASMA MONITORS 		37" PLASMA DISPLAY*	\$995.00	\$1,050.00	
		42" PLASMA DISPLAY**	\$875.00	\$895.00	
		50" PLASMA DISPLAY**	\$1,300.00	\$1,400.00	
		61" PLASMA DISPLAY**	\$2,600.00	\$3,200.00	
		WALL BRACKETS FOR RENTED PLASMA	\$45.00	\$55.00	
		DUAL POST STAND RENTED FROM TRC WHEN RENTING OUR PLASMA	\$150.00	\$200.00	
		DUAL POST STAND RENTED FROM TRC WHEN USING YOUR OWN PLASMA (Bracket not included)	\$250.00	\$295.00	

OFFICIAL COMPUTER AND DATA DISPLAY ORDER FORM

NOTE: Two pages must be faxed back for completion of order, please see reverse side
 Please make sure you receive a confirmation to ensure prompt delivery

Company Name _____

Phone number _____

Show Code: 19100

Phone: 800-922-8648 ext 128 Fax: 609-720-1701

	QTY	EQUIPMENT	SHOW RATE BEFORE Feb 18	SHOW RATE AFTER Feb 18	EXTENDED
MISC.		PLAIN PAPER FAX	\$115.00	\$120.00	
		SIDE SPEAKERS FOR PLASMA MONITORS	\$195.00	\$225.00	
		FRIENDLYWAY INTERACTIVE KIOSK***	\$900.00	\$1,025.00	
		CD OR DVD PLAYER	\$100.00	\$125.00	
		MONITOR CART	\$60.00	\$75.00	
		DESKTOP MULTIMEDIA SPEAKERS	\$20.00	\$25.00	
Extended Amount					
Optional Loss/Damage Waiver equal to 10.8% of equipment subtotal****					
Delivery charge equal to 10% of equipment subtotal (minimum \$75.00)					
Union Fee – Only if Union Venue					
Subtotal					
8.625% Sales tax					
Total rental cost					

Exhibitor/Show Information

Credit Card Information: VISA M/C AMEX DINERS

Ordered by _____ Card holders name: _____

Email address: _____ Credit card #: _____ exp. _____

Company name: _____ Card holder's signature: _____

Address: _____ Card holder's address: _____

City: _____ State: _____ Zip _____ City: _____ State: _____ Zip _____

Show contact _____ Phone number _____

Booth # _____ Fax number _____

Cell Phone: _____ (2 hour window required)

Technology Resource Corp.
29 Emmons Drive, #E-10, Princeton, NJ 08540

Delivery date/time: _____

Pick up date & time: _____

Equipment notes:

* Low volume speakers included

** No speakers included, please call for options

*** Additional delivery charges apply - \$150.00 for first unit, \$100.00 each additional

**** Does not apply to laptops or projectors

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery or additional fees will apply. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order. **PAYMENT INFORMATION: Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize TRC to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased.**

LEAD RETRIEVAL ORDER FORM



Innovations

March 6 - 9, 2005

Marriott Marquis, NYC



Submit Order to : Technology Resource Corporation

29 Emmons Drive Suite E-10

Princeton, NJ 08540

Ph: 800-922-8646 Attn: Stacey Fx: 609-720-1701

Email: sfisher@trcrent.com

Show code: 19100

LEAD RETRIEVAL EQUIPMENT:	IF ORDERED BY: February 14, 2005	IF ORDERED BEFORE: February 18, 2005	IF ORDERED AFTER: February 18, 2005	QUANTITY	TOTAL PRICE
TRC Lead Retrieval Terminal System includes scanner, display, qualifiers, hard copy printout and diskette of attendee information saved as a text file. Electricity is required in the booth.	\$250.00	\$275.00	\$300.00		
TRC's Lead Capture Handheld Portable Unit. No Printout and diskette provided 3 - 5 days at end of event.	\$300.00	\$325.00	\$375.00		
3. TRC PC-based lead retrieval solution This plug and play offers seamless capture of attendees contact information. Exhibitor must have PC or laptop (if you do not have a one, we can supply) with at least one USB port and one serial port; Windows 2000 or higher; Internet Explorer 5.5 or higher	\$325.00	\$350.00	\$375.00		
Accessories:					
Additional Roll of Paper	\$10.00	\$15.00	\$20.00		
Custom Qualifiers	\$75.00	\$85.00	\$95.00		
*Optional Booth Delivery & Setup	\$50.00	\$75.00	\$95.00		
Optional Loss/Damage Waiver equal to 10.8% of equipment sub-total					
Please make certain you receive a faxed confirmation of your order				Tax 8.625%	
Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event.				TOTAL	
*All equipment must be picked up from the TRC service desk unless delivery option is chosen.					

TERMS & CONDITIONS/CREDIT CARD CHARGE AUTHORIZATION

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be cancelled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders cancelled 5-7 days prior to the show and 100% of the total charge for orders cancelled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

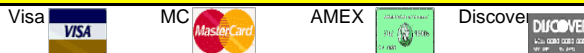
3. TRC is not responsible for the diskette of leads whether it is lost, damaged and/or stolen once diskette is removed from the terminal by exhibitor or given to the exhibitor by TRC at the end of the event.

4. Once exhibitor is in possession of the terminal, the exhibitor is responsible for loss or damage to the equipment.

I hereby authorize TRC to charge my credit card account (identified below) for: the total rental amount (identified above); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment unless optional loss/damage waiver is purchased.

EXHIBITOR INFORMATION:

CREDIT CARD INFORMATION:



Ordered by: _____

Company Name: _____ Cardholder's Name: _____

Address: _____ Credit Card #: _____ Exp. _____

City: _____ State _____ Zip Code: _____ Cardholder's Signature: _____

Phone: _____ Cardholder's Address: _____

Fax: _____ City: _____ State _____ Zip Code: _____

Email Address: _____ Cardholder's Phone: _____

Show Contact: _____

Mobile Phone Number: _____

Booth Number: _____

PLEASE PRINT CLEARLY

Spring Valley Floral

DECORATING COMPANY INC.
 Mailing Address: PO Box 760
 Street Address: 169 Route 303
 Valley Cottage, NY 10989

TEL: 845 268-7555 FAX: 845 268-6570
 Web Site: www.springvalleyfloral.com

FLORAL DECORATIONS_{GES}

League for Innovation in the
 Community College
 New York Marriott Marquis
 March 6-8, 2005

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	55.00		
Fresh Floral Arrangement 15 - 18" High	60.00		
Exotic Floral Arrangement 14" High	65.00		
Exotic Floral Arrangement 24" High	75.00		

ALL PRICES INCLUDE
 INSTALLATION, SERVICING,
 AND REMOVAL AT END OF
 SHOW

SPECIAL SERVICES
 AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO
 AVAILABILITY

___ PLEASE HAVE YOUR
 DESIGNER COME BY TO
 MAKE SUGGESTIONS
 DATE/TIME _____

ALL PLANTS INCLUDE
 DECORATIVE CONTAINERS
 PLEASE CHECK ONE
 ___ WHITE ___ BLACK

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quan.	Total
Mum Plants ___ yellow ___ white ___ lavender	20.00		
Azaleas	25.00		
Green Table Plant	20.00		
Regular Fern	20.00		
Large Fern	25.00		
3-foot Green Plant	38.00		
4-foot Green Plant	48.00		
5-foot Green Plant	58.00		
6-foot Green Plant	68.00		
8-foot Green Plant	88.00		

SUBTOTAL: _____

ADD 8.625% NEW YORK SALES TAX: _____

TOTAL: _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Expiration Date MM/YY

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

American Express (15 Digits) Check

MasterCard (16 Digits) Visa (13 or 16 Digits)

Authorized Signature

Name on Card

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____

Phone _____

Address _____

FAX _____

City, Zip, State _____

E-mail _____

Party in Charge _____

Authorized Signature _____

BOOTH # _____