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2011 LULAC National Convention & Exposition

82ND ANNUAL LULAC NATIONAL CONVENTION & EXPOSITION

June 27—July 2, 2011
Duke Energy Convention Center
Cincinnati, OH

The League of United Latin American Citizens invites you to participate in the 82nd Annual LULAC National Convention & Exposition in Cincinnati, OH from June 27 through July 2, 2011. As the premier Hispanic convention, the LULAC National Convention draws over 20,000 participants each year including the top leaders from government, business, and the Hispanic community.

Make History: The LULAC Convention is an exciting, history-making convention, because it convenes the national delegates of LULAC to discuss issues, set policies, and elect the organization's national leaders. For this reason, the LULAC Convention makes news and is covered by national and local media. It is the only convention in which participants representing Hispanic communities from across the country determine the positions and strategies of a national Hispanic organization.

Reach out to Hispanic America: The LULAC Convention is also well attended by major corporations who recognize the importance of reaching out to national Hispanic leaders and influential community members directly. There are opportunities to sponsor workshops and events, to showcase products and recruit Hispanic professionals in the convention exhibit hall. In addition, all proceeds support the dedicated work of LULAC to improve the quality of life for Hispanic Americans.

Federal Training Institute: The LULAC Convention hosts the LULAC Federal Training Institute (FTI), an intensive and structured career development program for government and public sector employees. In partnership with the OPM Management Development Center and the Graduate School, USDA, the Federal Training Institute offers workshops and plenary sessions that enable mid and senior level government employees to enhance their leadership skills and develop the Executive Core Qualifications required for entry to the Senior Executive Service.

FTI Youth and Collegiate Federal Careers Exploration Forum: A free fun-filled daylong event to showcase career and employment opportunities in forensic science, aviation and aeronautics, criminal justice intelligence available to middle, high school, college and university students. Expert presenters provide animated interactive sessions that introduce students to resume writing, computer links, student programs, scholarships and internships

Career Fair: Emerging career opportunities, top companies, live interviews. Whether you are an employer looking for top talent or a professional looking for your next job, you will want to attend the LULAC Career Fair. This three day event features great jobs from over 250 top companies and federal agencies that are ready to hire.

College Fair: Your path to a higher education starts at the LULAC College Fair. More than 30 representatives from top notch colleges and universities are anxious to talk with you about postsecondary opportunities at their institutions.

Youth Conference: The convention also hosts the LULAC Youth Conference—a three-day event for Hispanic youth, featuring workshops and panel discussions education, career opportunities, community service and leadership.

Young Adults Conference: The Young Adult Conference features four-days of leadership development and policy workshops for college students and young professionals.

About LULAC: Founded in 1929, the League of United Latin American Citizens is the nation's oldest and largest Hispanic organization. With thousands of members organized into more than 700 LULAC Councils in virtually every state of the nation and in Puerto Rico, LULAC has tremendous outreach into the Hispanic community. With a rich history of advocacy in civil rights, education, economic development, immigration and equal opportunity, LULAC is uniquely positioned to lead the Hispanic community into the next millennium.

For More Information: For convention information and registration, contact the LULAC National Office at (202) 833-6130 or visit our website at: www.LULAC.org. Please join LULAC at the 2011 LULAC National Convention and Exposition in Duke Energy Convention Center in Cincinnati, OH as we celebrate 82 years of service to the Hispanic community.

Cincinnati, OH • June 27—July 2, 2011

2011 LULAC National Convention & Exposition

INFORMATION

CONVENTION LOCATION

Duke Energy Convention Center

525 Elm Street
Cincinnati, OH 45202
513.419.7300

CONVENTION HOTELS

Cancellations must be made **one month prior** to arrival to avoid first night charges.

Headquarters Hotel

Hilton Cincinnati Netherland Plaza

35 West Fifth Street
Cincinnati, OH 45202
\$115.00-Single/Double
Tel: (513) 421-9100
Fax: (513) 421-4291
Cut-off date: 6/1/2011
www.cincinnati.hilton.com

Hyatt Regency Cincinnati

151 West 5th Street
Cincinnati, OH 45202
\$115.00-Single/Double
Tel: (513) 579-1234
Fax: (513) 354-4079
www.cincinnati.hyatt.com

Air Transportation: The following airlines will offer special discounts to our attendees

American Airlines

Discount code: 3861BP
(800) 433-1790
www.aa.com

Continental

Offer Code: ZJNB638260
(800) 468-7022
www.continental.com

Delta

Offer Code: By Phone Only
NM6BR
(800) 328-1111

Southwest Airlines

(800) 435-9792
www.southwest.com

AGENDA

Monday, June 27

1 to 5 pm Registration
8 to 5 pm Federal Agency Pre-Conference Meeting
6 pm to 8 pm **Opening Reception**

Tuesday, June 28

7 am to 12, 2 to 5 Registration
9 am to 11:30 am LULAC Federal Training Institute
Noon to 1:45 pm **Diversity Luncheon***
2 pm to 4:30 pm LULAC Federal Training Institute
5:30 to 7:30 pm **Federal Training Institute Reception***

Wednesday, June 29

7 to 12, 2 to 5 Registration
9 am to 11:30 am Federal Training Institute
10 am to 11 am Ribbon-cutting Ceremony and Exposition Opening
10 am to 5 pm Exposition and Job Fair Open
Noon to 1:45 pm **Partnership Luncheon**
2 pm to 2:30 pm National Assembly—Committee Assignments
2 pm to 4:30 pm Federal Training Institute
2:30 pm to 5 pm Concurrent Seminars
7 pm to 10 pm **Cincinnati Celebration**

Thursday, June 30

7 to 12, 2 to 5 Registration
7:30 am to 9 am **Armed Forces Awards Breakfast**
9 am to noon Concurrent Seminars
10 am to 7 pm Exposition and Job Fair Open
Noon to 2 pm **Unity Luncheon**
2 pm to 5 pm Concurrent Seminars
6 pm to 8 pm **Youth Awards Banquet**
8:30 to 11:30 pm **Concierto de la Gente**

Friday, July 1

7 to 12, 2 to 5 Registration
7:30 am to 9 am **LNESC Breakfast**
9 am to noon Concurrent Seminars
10 am to 4 pm Exposition and Job Fair Open
9 am to 4 pm Youth/Collegiate Career Forum
Noon to 2 pm **Women's Luncheon**
2:30 pm to 4:30 pm LULAC National Assembly Reconvenes
6 pm to 7 pm **Presidential Reception**
7 pm to 11 pm **Presidential Awards Banquet**

Saturday, July 2

8 am to 5 pm LULAC National Assembly & Elections
7 pm to 9 pm **President's Celebration**

2011 LULAC National Convention & Exposition

REGISTRATION

Pre-registration forms will be accepted through June 1, 2011. After June 1, participants must register on-site.
Print or type the requested information below as you would like it to appear on your name badge:

Name _____

Title _____

Company/Agency _____ Council # _____

Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Fax _____ Email _____

Check the appropriate box(es). Voting members should check delegate, alternate or their office.

General

Guest

Federal Training Inst.

Sponsor

Exhibitor

Media

LULAC Council*

Member

Delegate

Alternate

(For Members Only)

*Must enter Council #

LULAC Officer†

District Director

State Director

National Officer

Past National Officer

†Must enter position in Title line.

Youth*

Member

Delegate

Alternate

Registration Packages

Youth Members (Wed-Sat) \$150

LULAC Young Adult/Senior (ID required) \$250

LULAC Members (Wed-Sat) \$275

Non-members (Wed-Sat) \$375

FTI—Federal Training Institute (Mon-Sat) \$475

Corporate Attendees (Tue-Sat) \$550

Individual Tickets

Registration \$20

Tuesday Diversity Luncheon \$60

Wednesday Partnership Luncheon \$60

Wednesday Cincinnati Celebration \$75

Thursday Armed Forces Breakfast \$30

Thursday Unity Luncheon \$60

Thursday Youth Awards Banquet \$75

Thursday Concierto de la Gente \$30

Friday Women's Luncheon \$60

Fri. Presidential Reception & Banquet \$90

Early Bird Discount! Individuals purchasing full registrations will receive a \$25 discount if they pay in full by 5/15/11.

FTI and Corporate packages include registration, seminars, meals, and all events (6 days). Youth, member & non-member packages include registration and all seminars, meals and events from Wednesday lunch through Saturday. Packages do not include Friday Breakfast.

Cancellation/Refund Policy: Cancellations will be accepted in writing through June 1, 2011; After June 1, 2011, registrations are non-refund-able. Refunds will be issued after the convention. Corporate & FTI participants must purchase the full package. Please advise us by May 15th if you require special accommodations.

Total _____ Credit Card # _____ Expiration Date _____

MasterCard Visa American Express Signature _____

Payment can be made by cash, check or major credit card. For pre-registration, mail completed registration form along with check payable to **2011 LULAC National Convention** or credit card information to the address on the right. Credit card orders accepted by fax. There is a \$25.00 handling fee for all returned checks. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

LULAC Fiscal Office
201 East Main, Suite 605
El Paso, TX 79901
(915) 577-0726, FAX (915) 577-0914
Email: cmunoz@lulac.org

Cincinnati, OH • June 27—July 2, 2011

2011 LULAC National Convention & Exposition

FEATURED EVENTS

- Monday June 27**
6 pm to 8 pm
Attendance: 500
Opening Reception: Kick off event is full of excitement as we preview a week-long convention full of important speakers, workshops, and panels.
Minimum Sponsorship Level: \$10,000.
- Tuesday, June 28**
12 pm to 2 pm
Attendance: 700
Diversity Luncheon: Celebrates the importance of diversity in the workplace featuring distinguished representatives from Corporate America and the federal government.
Minimum Sponsorship Level: \$20,000.
- 5:30 pm to 7:30 pm
Attendance: 600
Federal Training Institute Reception: Recognizes federal employees who contributed to the mission of the FTI. **Minimum Sponsorship Level: \$10,000.**
- Wed., June 29**
Noon to 2 pm
Attendance: 1000
Partnership Luncheon: Highlights LULAC's corporate and government partnerships. This is the perfect forum to promote your initiatives with LULAC.
Minimum Sponsorship Level: \$25,000.
- 7 pm to 10 pm
Attendance: 900
Cincinnati Celebration: Hosted by local LULAC councils, this banquet highlights state and local leaders, while supporting local LULAC programs.
Minimum Sponsorship Level: \$25,000.
- Thur., June 30**
Noon to 2 pm
Attendance: 1000
Unity Luncheon: Promotes unity among Hispanics and other communities in the United States. Speakers focus on working together to make America stronger.
Minimum Sponsorship Level: \$35,000.
- 6 pm to 8 pm
Attendance: 800
Youth Awards Banquet: Emphasizes LULAC Youth programs and features an elegant awards presentation for LULAC's young future leaders.
Minimum Sponsorship Level: \$25,000.
- 8 pm to 10 pm
Attend: 5000
Concierto de la Gente: LULAC's Concert for the People features top Latino entertainment in an event that is open to the public and free of charge.
Minimum Sponsorship Level: \$20,000.
- Friday, July 1**
7:30 am to 9 am
Attendance: 400
LNESC Breakfast: Hosted by the LULAC National Educational Service Centers, this event celebrates LULAC's educational programs.
Minimum Sponsorship Level: \$10,000.
- Noon to 2 pm
Attendance: 1000
Women's Hall of Fame Luncheon: Focuses on the contributions made by Latinas to the U.S. and features the induction of 5 women into the LULAC Women's Hall of Fame.
Minimum Sponsorship Level: \$25,000.
- 6 pm to 7 pm
Attendance: 900
Presidential Reception: Kicks off the main and best attended evening of the convention. This black tie event features Hispanic leaders from throughout the U.S.
Minimum Sponsorship Level: \$25,000.
- 7 pm to 9 pm
9 pm to 11 pm
Attendance: 1200
Presidential Awards Banquet and Ball: This magnificent black-tie event highlights individuals who have given outstanding service to the Hispanic community throughout the year. Top national leaders deliver keynote address.
Minimum Sponsorship Level: \$50,000.

2011 LULAC National Convention & Exposition

SPONSORSHIP PACKAGES

Sponsoring an event or workshop at the LULAC Convention is an ideal way to reach out to national Hispanic leaders and influential community members. Sponsors of the 2011 LULAC National Convention will be recognized at all sponsored events and listed in all promotional material, including the convention program. The following packages are offered at the levels indicated.

Presenting Sponsor—\$150,000+

Title sponsorship of the LULAC National Convention is limited to one partner and includes double the diamond level sponsorship benefits in addition to having the your company's name and logo included in the convention marketing materials (for example the 2011 LULAC National Convention presented by...). The Presenting Sponsor will also have a speaking opportunity during the conference and a customized sponsorship marketing plan tailored to your needs.

Diamond—\$75,000+

- Convention Diamond Sponsor
- Company Representative Introduced as Convention Diamond Sponsor at the Presidential Awards Gala
- Twelve 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at sponsored event
- One Reserved Table for 10 at each Luncheon **upon request**
- One Minute Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- One Full-Page Color Ad in the LULAC News
- Attendance at Selected VIP Functions
- Twelve Full Corporate Registration Packages
- Main Web Link
- Database of registered attendees for marketing purposes
- Signage Through-out the Convention

Presidential—\$50,000+

- Convention Sponsor
- Company representative introduced as convention sponsor at the Presidential Awards Gala
- Eight 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at sponsored event
- Two Reserved Tables for 10 at each Luncheon **upon request**
- 30 Seconds Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- Attendance at Selected VIP Functions
- Eight Full Corporate Registration Packages
- Main Web Link
- Signage Through-out the Convention

Judicial—\$35,000+

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Six 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program-Premium Placement
- Attendance at Selected VIP Functions
- Six Complimentary Corporate Registration Packages
- Web Link
- Logo prominently displayed at Sponsored Function

2011 LULAC National Convention & Exposition

SPONSORSHIP PACKAGES CONTINUED

Senatorial—\$25,000+

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Four 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and web link
- Attendance at Selected VIP Functions
- Four Full Corporate Registration Packages
- Logo prominently displayed at Sponsored Function

Congressional—\$20,000+

- Company introduced as Event Co-sponsor
- Three 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and web link
- Three Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo prominently displayed at Sponsored Function

Patriot—\$15,000+

- Company introduced as Event Co-sponsor
- Two 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and web link
- Two Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo displayed at Sponsored Function

Patron—\$10,000+

- One 10'x10' Exhibit Space
- Half-Page Color Ad in Convention Program and Web Link
- One Full Corporate Registration Package

ADDITIONAL SPONSORSHIP OPPORTUNITIES

- | | |
|--------------------------------------|--------|
| • Federal Training Institute | 20,000 |
| • Sponsor/VIP Lounge | 20,000 |
| • Youth Leadership Conference | 20,000 |
| • Young Adults Leadership Conference | 20,000 |
| • Hispanic Health Fair | 20,000 |
| • Registration Bags | 20,000 |
| • Commemorative T-shirts | 20,000 |
| • Convention Program Book | 15,000 |
| • Convention Badges | 15,000 |
| • Shuttle Transportation | 15,000 |
| • Town Hall Sponsorships | 50,000 |
| • Lapel Pins | 10,000 |
| • Convention Poster | 10,000 |
| • Convention Marketing Circular | 10,000 |
| • Conference Web Site | 10,000 |
| • Pocket Agenda | 5,000 |
| • Workshops | 10,000 |
| • Press Room | 3,000 |
| • Panelist/Speaker sponsorship | 10,000 |

IN-KIND SERVICES

Printing

Commemorative poster, promotional brochure.

Communication Equipment

Walkie-talkie radios, cellular phones, fax machines.

On-Site Office

Computers, printers, photocopy machines.

Ground Transportation

Shuttle service, rental vehicles.

Air Transportation

Complimentary tickets for speakers and VIPs.

Promotional Advertisements

Advertisement placements to promote convention.

SPONSORSHIP AGREEMENT: Please print or type the requested information below as it should appear in the convention program and name badge:

2011 LULAC National Convention & Exposition

Name _____ Title _____

Corporation/Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ E-Mail _____

Select sponsorship level below. Enter the event you wish to sponsor: _____

- Presenting—\$150,000:** Title sponsorship of the LULAC National Convention is limited to one partner and includes double the diamond level sponsorship benefits in addition to having the your company's name and logo included in the convention marketing materials.
- Diamond—\$75,000:** Convention Diamond Sponsor; Twelve Exhibit Spaces; Two Reserved Tables for 10; Video Spot; One Page Letter with Picture of Corporate Official; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; One Page Ad in LULAC News; Attendance at Selected VIP Functions; Twelve Full Registrations; Main Web Link; Signage Throughout the Convention
- Presidential—\$50,000:** Convention Sponsor; Eight Exhibit Spaces; Two Reserved Tables for 10; Video Spot; One Page Letter with Picture of Corporate Official in Convention Program; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; Attendance at Selected VIP Functions; Eight Full Registrations; Main Web Link; Signage Throughout the Convention
- Judicial—\$35,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Six Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Six Full Registrations; Web Link; Logo Displayed at Function
- Senatorial—\$25,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Four Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Four Full Registrations; Web Link; Logo Displayed at Function
- Congressional—\$20,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Three Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad; Attendance at Selected VIP Functions; Three Full Registrations; Web Link; Logo Displayed at Function
- Patriot—\$15,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Two Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Black & White Ad in Convention Program; Two Full Registrations; Web Link; Logo Displayed at Function
- Patron I—\$10,000:** Co-Sponsorship of Event; One Exhibit Space; Half-Page Black & White Ad in Convention Program; Web Link; One Full Registration

Signature of Authorized Representative _____

Date _____

Mail this agreement and check to:
LULAC National Office
2000 L Street, NW, Suite 610
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Make check payable to: 2011 LULAC National Convention. For more information about sponsorship packages, advertisements and exhibits, call (202) 833-6130 or email: SPerez@LULAC.org or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

Cincinnati, OH • June 27—July 2, 2011

2011 LULAC National Convention & Exposition

ADVERTISING AGREEMENT

The 2011 LULAC National Convention Program provides an excellent opportunity for placing recruitment and community relations advertisements highlighting your corporate contributions to the Hispanic community. Over 7,000 copies will be distributed.

Please print or type the requested information below to advertise in the convention program:

Name _____ Title _____

Corporation/Agency _____

Representing Agency _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email _____

Please indicate choices below (trim sizes shown):

- Full Page Color (8.5"x11")..... \$2,500
- Half Page Color (8.5"x5.5") \$1,250
- Quarter Page Color (4.25"x5.5") \$750
- Inside Covers—Full Page—Color only..... \$3,500
- Back Cover—Full Page—Color only..... \$4,000

Notes:

- 1). Program dimensions are 8.5" x 11". No charge for bleed, but provide 1/8" bleed area all around. Live area is 1/4" less than trim all around.
- 2). Preferred material: PDF digital material which can be sent to the address below or emailed to SPerez@LULAC.org. We also accept color slick with film negatives, right side reading, emulsion side down. Four-color ads require a color proof or color key with color separation provided right side reading, emulsion side down, 175 line screen.
- 3). Ad material returned only upon request.
- 4). **No cancellations** after closing date of **June 1, 2011**.
- 5). The publisher and LULAC shall be under no liability for errors made by the advertiser or loss by reason of any errors arising out of publication.

Mail this agreement and payment to the LULAC Washington Office. Mail the camera ready ad to address listed below. Publisher reserves the right to assign all advertising space. All prices are net and non-commissionable. This agreement, artwork, and payment must be received by **June 1, 2011**.

Signature of Authorized Representative

Date

Make checks payable to the **2011 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax. For more information, contact Silvia Perez-Rathell at (202) 833-6130 or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention*

LULAC National Office
2000 L Street, NW, Suite 610
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Total _____ Credit Card # _____ Expiration Date _____

MasterCard Visa American Express Signature _____

2011 LULAC National Convention & Exposition

JUNE 29-JULY 1, 2011 EXHIBITOR AGREEMENT

The LULAC Convention Exposition is the premier venue for showcasing products and services to the Hispanic community and recruiting employees. Open to the general public, more than 20,000 participants attend the exposition each year. Please print or type the requested information below to exhibit:

Name _____ Title _____

Corporation/Agency _____

Representing Agency _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please indicate your choices below and fax to 202-833-6135:

_____ Number of spaces requested (10'x 10'). Exhibit dimensions _____ Space # _____

_____ Yes, I need the standard exhibitor's equipment package consisting of an 8' high back drape, 3' high side rails, one six foot table, two chairs, waste basket and an I.D. sign.

_____ No, I do not need the standard exhibitor's package.

Please circle the desired plaza: Corporate Government Career Fair Non-Profit College

2011 LULAC EXPOSITION HOURS

Wed, June 29 **Thu, June 30** **Fri, July 1**
10am-5pm 10am-7pm 9am-4pm

Move-in begins at **8 am** on **June 28**.

Move-out begins after **4 pm** on **July 1**

Contact: **Hargrove Inc.** for your decorating & shipping needs

One Hargrove Drive, Lanham, MD 20706

Phone: 301-306-4627 Fax: 301-731-5438

exhibitorservices@hargroveinc.com

Notes: All exhibitors receive one complimentary registration per space purchase, and a listing in the convention program. Full payment is requested with this signed agreement. The LULAC Convention coordinators reserve the right to establish whatever rules may be required to guarantee the safety and appearance of the convention and the exhibit area. The exhibit area is not carpeted. Electric and internet connections are not included in the cost per space indicated below:

Agreement Forms Received	Before June 1, 2011	After
Corporate (10' x 10')	\$2,500	\$3,000
Government, Career Fair (10' x 10')	\$2,000	\$2,500
Non-Profit, College Fair (10' x 10')	\$1,500	\$2,000

Mail this form & payment to the address below. Exhibit registration cut-off is June 15, 2011.

Signature of Authorized Representative

Date

Make checks payable to the **2011 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax or Email: mmarsans@lulac.org for more information or visit our website at: www.LULAC.org. *Federal agencies use DUNS #789553372 "LULAC Institute, Inc."*
DBA LULAC National Convention

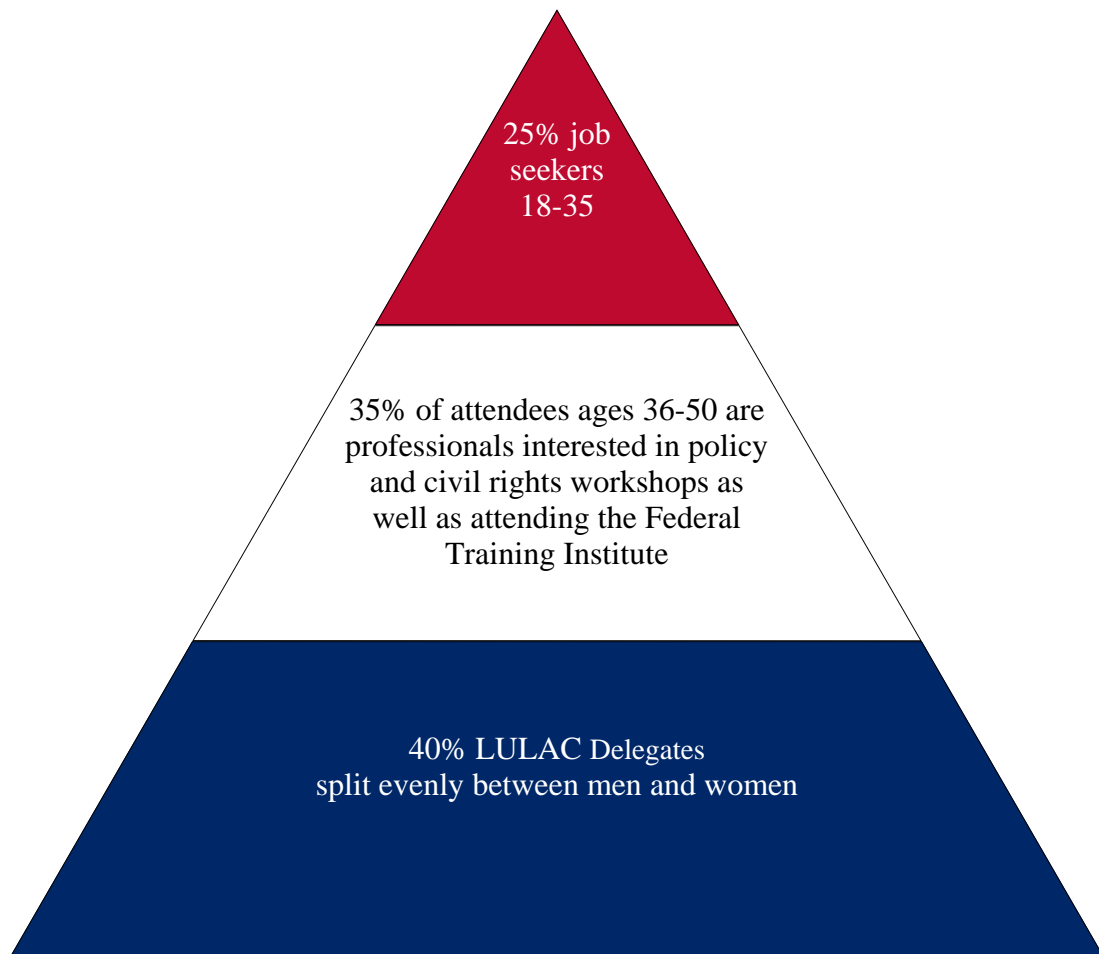
LULAC National Office
2000 L Street, NW, Suite 610
Washington, DC 20036
(202) 833-6130 FAX (202) 833-6135

Total _____ Credit Card # _____ Expiration Date _____

MasterCard Visa American Express Signature _____

PARTICIPANT DEMOGRAPHICS

The League of United Latin American Citizens is proud to say that the LULAC National Convention draws over 20,000 attendees to this event annually. People varying from age 18 to 70 are drawn to our convention because of the various avenues of opportunity. The college and job fair, corporate, government, health and housing plazas located in the exhibit area of our convention receive the most attendance. Below is the approximate break down of attendance by age and gender, in most cases gender is split 50/50. Race: 85% of attendees are Hispanic, with 6% being Anglo, 8% African American and 1% other.



2011 LULAC National Convention & Exposition

SPONSOR CHECKLIST

- Agreement Form:** Please sign and fax to Silvia Perez-Rathell at (202) 833-6135 as soon as possible.
- Payment:** Make checks payable to 2011 LULAC National Convention and send by 6/1/11.
Federal agencies use DUNS #789553372 "LULAC Institute, Inc." DBA LULAC National Convention
- Exhibit:** Please complete and send [exhibit agreement](#) by 6/1/11.
- Advertisement for Convention Program:** Send [advertising form](#) and artwork or disk by 6/15/11 or fax advertising form and email artwork to SPerez@lulac.org
- Registration Forms:** Please send or fax completed pre-registration forms to VTrasmonte@LULAC.org by 6/1/11.
- Registration Giveaways:** If you wish to include giveaways in our registration bags please send 3,000 pieces so that they arrive before May 16, 2011 to:

LULAC National Convention Show Management Materials REGISTRATION AREA c/o HARGROVE, INC. Your Company Name 645 Linn St. Cincinnati, Ohio 45203	Please note that this is not the address to send materials for your exhibit booth. Instructions for sending these materials will be included in your exhibitor kit.
--	--
- Sponsored Function Premiums:** If you wish to include premiums for your sponsored event please send 900 **Premium Items** to the address above marking your company name and sponsored event clearly on the packages in place of Show Management Materials. Please note that we do not allow flyers and brochures to be distributed on the tables or chairs of our meal events. Brochures and information flyers may be included in registration bags and are reserved for Sponsors and Partners **ONLY**.
- Company Logo, Banner or Video:** If you are sponsoring a function in the ballroom at the convention center, LULAC can project your logo on screen if you email an Encapsulated PostScript (EPS) version of it to Jorge Trasmonte, LULAC Director of Technology, at JTrasmonte@LULAC.org. If you are sponsoring an event outside the ballroom, please send a banner by June 1, 2011 to Mario Marsans, LULAC Coordinator of Special Projects, at the above address with your company name and sponsored event clearly indicated on the package. If you are showing a commercial video spot during the Presidential Awards Gala, please mail a DVD copy to Mario Marsans at the LULAC National Office by June 1, 2011.
- Corporate Representative:** Please contact Silvia Perez-Rathell at (202) 833-6130 or by email at SPerez@LULAC.org to confirm the representative who will give sponsor remarks for your chosen event by 6/1/11. Please provide the name and title of the person accepting the recognition at the event and also a point of contact with email and cell phone number.

2011 LULAC National Convention & Exposition

- Corporate Alliance Meeting:** Please contact David Perez at (202) 833-6130 or by email at DPerez@lulac.org to confirm your attendance for the LULAC Corporate Alliance meeting from 2 pm to 4 pm on Thursday, June 23, 2011.
- Hotel Reservations:** Please make your hotel reservations as soon as possible—we expect our block to fill up quickly:

Hilton Cincinnati Netherland Plaza

35 West Fifth Street, Cincinnati, OH 45202

\$115.00-Single/Double

Tel: (513) 421-9100

Fax: (513) 421-4291

Cut-off date: 6/1/2011, www.cincinnati.hilton.com

Hyatt Regency Cincinnati

151 West 5th Street, Cincinnati, OH 45202

\$115.00-Single/Double

Tel: (513) 579-1234

Fax: (513) 354-4079

Cut-off date: 6/1/2011, www.cincinnati.hyatt.com

- Air Transportation:** The following airlines will offer special discounts to our attendees:

American Airlines

Discount code: 3861BP

(800) 433-1790

www.aa.com

Continental

Offer Code: ZJNB638260

(800) 468-7022

www.continental.com

Delta

Offer Code By Phone Only: NM6BR

1-800-328-1111

Southwest Airlines

(800) 435-9792

www.southwest.com

- Convention Services Company:** Please contact for all your expo needs:

Hargrove Inc.

One Hargrove Drive,

Lanham, MD 20706

Phone: 301-306-4627 • Fax: 301-731-5438

exhibitorservices@hargroveinc.com

Hargrove, Inc. Services

- ◆ General Information – *show schedules, booth equipment and shipping information*
- ◆ Five-page Hargrove Order Form – Discount Deadline: **Tuesday, June 7, 2011**
- ◆ Hargrove-Supervised Labor Order Form
- ◆ Order Recap Form
- ◆ **Hargrove Standard Furnishings** Price List – *including carpeting*
- ◆ **Hargrove Rental Booths (HMS)** Order Form
- ◆ **Hargrove Specialty Furnishings** Brochure & Price List
- ◆ Hanging Signs & Overhead Structures Order Form
- ◆ Exhibitor Appointed Contractor Form – Deadline for Submission: **Tuesday, June 7**
- ◆ Union Rules & Regulations
- ◆ Move-Out Information
- ◆ **Material Handling** and **Labor** Price Lists
- ◆ **Hargrove Logistics** Flyer & Quote Form – *official carrier for ground and air shipments*
- ◆ Material Handling Information
- ◆ Material Handling Hints
- ◆ Advance Shipping Labels
- ◆ Direct Shipping Labels
- ◆ Hanging Signs Shipping Labels
- ◆ Limits of Liability
- ◆ Security Guidelines

GENERAL INFORMATION

Page 1 of 2

Location & Dates

Show Location: **Duke Energy Convention Center
Hall A
525 Elm Street
Cincinnati, OH 45202**

Show Dates: **Wednesday, June 29 to Friday, July 1, 2011**

Exhibitor Move-In

Tuesday, June 28 8:00 AM to 5:00 PM *

***NOTE:** After 4:30 PM, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.

Show Hours

**Wednesday, June 29 10:00 AM to 5:00 PM
Thursday, June 30 10:00 AM to 7:00 PM
Friday, July 1 10:00 AM to 4:00 PM**

Exhibitor Move-Out

Friday, July 1 4:00 PM to 8:00 PM *

*** NOTE:** After 4:30 PM, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.

Outside carriers must be checked in by **Friday, July 1** at **6:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

Standard Booth Equipment

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped **Backwall** – Color(s): **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

Each **in-line/linear booth** also receives a **Booth Package** ** of:

1 – 6' Draped **Table** – Color: **Blue**
2 – Side **Chairs**
1 – **Wastebasket**

**** Booth Package** – for linear booths only; does not apply to peninsula or island booths.
Limit: One (1) Booth Package per exhibitor. Any change in table color is at the exhibitor's expense.

NOTE: The aisles will be carpeted. Aisle Carpet Color: **Blue**

GENERAL INFORMATION (cont.)

Page 2 of 2

Hargrove, Inc. Advance Order Discount Deadline

Hargrove's discount prices apply to orders received with payment in full by no later than:

Tuesday, June 7, 2011

For additional information, please call our **LULAC Exhibitor Help Line** at **301-731-2511**, or email us at exhibitorservices@hargroveinc.com.

PLEASE NOTE: The tax rate stated herein is the rate in effect at the time of publishing; it can change without notice due to future tax increases as determined by state, county or local taxing authorities.

Advance Shipping

Advance shipping begins **Tuesday, May 31** at **8:00 AM** and ends **Wednesday, June 22** at **3:30 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
LULAC 2011
c/o Hargrove, Inc.
645 Linn Street
Cincinnati, OH 45203

Advance Warehouse Receiving Hours: Monday–Friday 8:00 AM to 3:30 PM

NOTE: Outbound shipments (at show's close) will be handled on overtime; a 35% overtime charge will apply. Please refer to the Material Handling price list for applicable rates and budget accordingly.

Direct Shipping

Direct shipping will begin on **Tuesday, June 28** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)
LULAC 2011
c/o Hargrove, Inc.
Duke Energy Convention Center
Hall A
525 Elm Street
Cincinnati, OH 45202

Discount Deadline: Tuesday, June 7, 2011

ORDER FORM – PAGE 1 OF 5

Company Name: _____ Booth Number: _____

Contact Name: _____

Address: _____

(STREET)

(PO BOX)

(CITY)

(STATE/ZIP)

Phone: _____

Ext.: _____

Fax: _____

Email: _____

Invoice Adjustment Policy: Once the show opens, you may obtain a statement of your account at the Hargrove Service Center. Please review all charges and bring any discrepancies to Hargrove's attention prior to the close of the show. NO ADJUSTMENTS WILL BE MADE TO ITEMS APPEARING ON YOUR STATEMENT AFTER SHOW CLOSING. Hargrove, Inc. will issue a final invoice for your account within 15 days of show close. You must bring any invoice discrepancies to Hargrove's attention within 30 days of the invoice date if any adjustments are to be made. Absolutely no exceptions will be made to this policy.

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank), wire transfer * (please call to confirm), Visa, MasterCard, Discover Card, and American Express. Tax-exempt status is granted only when the exhibiting company provides a tax-exempt certificate issued by the state in which the event is being held.

* Send wire transfers to: Hargrove, Inc., c/o Branch Banking and Trust Company (BB&T Bank), College Park, MD 20740 USA; ABA #055003308, Account #0005157928602. Include your company name, booth number and show name, and the country and bank where the transfer originated. Be sure to include the following wire transfer fees: \$20 for wire transfers originating within the US, \$40 for transfers originating from a bank in any other country. SWIFT Code: BRBTUS33

NOTE: A credit card must be placed on file with Hargrove, Inc. (to cover additional expenses incurred at show site).

Credit Card on File: Visa MasterCard Discover Card American Express

Credit Card Number: **

																		Exp.
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-------------

For purposes of bank validation, please provide the cardholder's complete billing address:

Cardholder's Billing Address: _____

(Must be provided if different from address above.)

Cardholder: _____ Signature: _____

**** For your convenience, Hargrove, Inc. will apply all charges incurred at show site to this card.**

Order Payment Method:

Check Enclosed # _____ Dated ____/____/____ (Ref: 5027328WA) **OR** Charge the above listed credit card.

Third-Party Billing: In the event that you have arranged for an exhibit house to handle your billing, the Third-Party Billing Information Page of this Order Form must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house fail to meet the required payment terms explained above. Please provide third-party billing information on Page 2 of this form.

ALL EXHIBITORS AND THIRD PARTIES, REGARDLESS OF HOW THEY CHOOSE TO PAY, MUST PLACE A CREDIT CARD ON FILE WITH HARGROVE, INC. PRIOR TO EXHIBITOR MOVE-IN.

Discount Deadline: Tuesday, June 7, 2011

ORDER FORM – PAGE 3 OF 5

Company Name: _____ Booth Number: _____

A. Standard / Specialty Furnishings (See our price lists for product numbers and prices.)

Product #	Description	Color	Qty.	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ Discount prices apply only to orders received and paid for in full by the deadline date. ◆ Items cancelled after delivery will be refunded 50% of the original price. ◆ Drape color choices are Black, Blue, Burgundy/Maroon, Gold, Grey, Red, Teal and White. ◆ If a drape color is not indicated, Hargrove, Inc. will provide show colors. 					Subtotal: Tax 6.5%: TOTAL:

B. Carpet (See our Standard Furnishings price list for product numbers and prices.)

Product #	Description	Color	Booth Size	Qty. or Sq. Ft.	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ Discount prices apply only to orders received and paid for in full by the deadline date. ◆ Items cancelled after delivery will be refunded 50% of the original price. ◆ <u>Standard Carpet</u> is intended for in-line booths up to 10' in depth and up to 40' in length. Color choices are Black, Blue, Burgundy/Maroon, Grey, Plum, and Red. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when standard carpet is ordered in multiple pieces. ◆ Our poly-nylon blend <u>Plush Carpet</u> is available in a variety of colors, including Black/Ebony, Charcoal, Platinum/Grey Pearl, and Red. Plush Carpet orders are placed immediately upon receipt; therefore, no refunds are issued once your order has been received in our office. ◆ If a carpet color is not indicated, Hargrove, Inc. will provide show colors. 					Subtotal: Tax 6.5%: TOTAL:	

C. Signage (See our Standard Furnishings Price List for product numbers and prices.)

Product #	Description	Vertical or Horizontal	Color	Qty.	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ Sign orders are filled immediately upon receipt. Therefore, no refunds are issued once your order has been received in our office. Signs ordered at show site will be charged double the published standard price. ◆ Please attach a separate page with your sign copy/layout. 					Subtotal: Tax 6.5%: TOTAL:	

PLEASE NOTE: The tax rate stated herein is the rate in effect at the time of publishing; it can change without notice due to future tax increases as determined by state, county or local taxing authorities.

Discount Deadline: Tuesday, June 7, 2011

ORDER FORM – PAGE 4 OF 5

Company Name: _____ Booth Number: _____

Installation / Dismantling Labor & Rigging

- Orders placed for labor to begin at the start of the workday (usually 8:00 AM) are guaranteed. All other orders will be filled on a will-call basis with an exhibitor's company representative required to check in at the Hargrove Service Desk to claim the available laborer(s).
- All labor orders will be billed at a one-hour minimum. After the first hour, labor will be billed in half-hour increments.
- **Cancellation Policy:** You must give 24-hour notice to cancel any labor order. Labor ordered and not used will be charged as a one-hour "no show" charge per laborer.

* A **Supervision Fee** is assessed only on Hargrove-supervised labor orders. The supervision fee is the greater of \$50 or 30% of the total labor charges. NOTE: Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision. Payment of all Hargrove-supervised labor services is the responsibility of the exhibitor. The **Hargrove-Supervised Labor Instruction Form** must accompany an Installation/Dismantling Labor order.

D. Installation Labor & Rigging (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Detail type of Installation work:						Subtotal:	
						* Supervision Fee:	
						Tax 6.5%:	
						TOTAL:	

E. Dismantling Labor & Rigging (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Detail type of Dismantling work:						Subtotal:	
						* Supervision Fee:	
						Tax 6.5%:	
						TOTAL:	

Discount Deadline: Tuesday, June 7, 2011

ORDER FORM – PAGE 5 OF 5

Company Name: _____ Booth Number: _____

F. Material Handling (See our Material Handling price list for product numbers.)

Product #	Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
<ul style="list-style-type: none"> ◆ Small package rates apply to shipments with a total weight of 30 pounds or less. ◆ Material Handling is billed by the hundredweight, or per CWT, with a 2 CWT minimum. ◆ When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. ◆ Each delivery to the dock constitutes a shipment, and is billed accordingly. ◆ Shipments received without weight tickets will be weighed and charged special handling rates. 					Subtotal:	
					** Overtime Charge:	
					Tax 6.5%:	
					TOTAL:	

**** Unless designated otherwise, overtime material handling charges apply to any and all shipments handled by Hargrove, Inc. ① before 8:00 AM and/or after 4:30 PM Monday through Friday, and ② all day Saturday, Sunday and designated holidays. An overtime charge applies each time a shipment is handled on overtime, including any shipment received at the advance warehouse and moved to show site on overtime.**

HOW TO CALCULATE YOUR MATERIAL HANDLING COSTS:

Description of Sample Shipment	Price from Price List	Quantity x Price	Plus Overtime (OT) Charges (if applicable)	Charge for Shipment
657-lb. shipment to advance warehouse rounded to the next hundredweight (cwt.) = 7 cwt.	\$95.00 per cwt.	7 cwt. X \$95.00	\$33.25 per cwt.	\$665.00 \$897.75/OT
2 separate shipments to advance warehouse with total weight of less than 201 lbs. each.	\$190.00 minimum	2 X \$190.00	\$66.50 minimum	\$380.00 \$513.00/OT
321-lb. shipment directly to show site rounded to next hundredweight (cwt.). = 4 cwt.	\$88.00 per cwt.	4 cwt. X \$88.00	\$30.80 per cwt.	\$352.00 \$475.20/OT

Two of the most expensive mistakes made by exhibitors are ① shipping materials in several shipments or ② shipping via UPS or similar carrier that may split a single shipment into several deliveries to our dock. Both of these can be very costly. Remember, each delivery incurs a minimum charge. See example below:

FREIGHT RECEIVING REPORT:	
6/14/11 – 2 Cartons - 65 lbs. - UPS - From USA Press	Minimum charge-----\$ 190.00
6/15/11 – 1 Carton - 67 lbs. - UPS - From USA Press	Minimum charge-----\$ 190.00
6/16/11 – 3 Cartons - 51 lbs. - UPS - From USA Press	Minimum charge-----\$ 190.00
TOTAL CHARGE: \$ 570.00	
<i>IF ALL THE ABOVE SHIPMENTS HAD ARRIVED ON THE SAME DAY THE CHARGE WOULD BE:</i>	
FREIGHT RECEIVING REPORT:	
6/16/11 – 6 Cartons 183 lbs. - UPS - From USA Press	TOTAL CHARGE: \$ 190.00
You save \$ 380.00 if all materials are received on one carrier as one delivery.	

HARGROVE-SUPERVISED LABOR INSTRUCTION FORM

Complete and return this form if your display is to be set up and/or dismantled by Hargrove, Inc. and there will not be a supervisor (i.e., no exhibitor representative) present.

Exhibitor:		Booth # :	
SET-UP / DISMANTLING / PACKING INFORMATION			
A rendering of and/or instructions for my exhibit is enclosed with this order.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
A rendering of and/or instructions for my exhibit is packed in the display case(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
My exhibit has a key: <input type="checkbox"/> No <input type="checkbox"/> Yes, that is located in:		Case #	
Carpet: <input type="checkbox"/> With Exhibit <input type="checkbox"/> Rented from Hargrove <input type="checkbox"/> Other:		Size:	Color:
Electrical Placement*: <input type="checkbox"/> Drawing Attached <input type="checkbox"/> Drawing with Exhibit		To be installed under carpet?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
* Please place your order for electrical service with the appropriate vendor and include a copy of your order with this form.			
Comments:			
In case of emergency, please call (name):		Cell Phone #:	
INBOUND SHIPPING INFORMATION			
Carrier:		Carrier Phone #:	
Shipped to: <input type="checkbox"/> Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/> Other:		Date Shipped:	
Shipped from (company, city & state):			
Total Number of: <input type="checkbox"/> Crates: <input type="checkbox"/> Cartons: <input type="checkbox"/> Cases: <input type="checkbox"/> Other (qty & describe):			
OUTBOUND SHIPPING INFORMATION			
At show's close, please ship * my exhibit to:			
Company:		Attn:	
Street:			
City:	State:	Zip:	Phone:
* NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and addresses.			
Ship my exhibit via: Carrier Name:		Carrier Phone:	
Select service: <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Ground			
Is this shipment going to another Trade Show? <input type="checkbox"/> No <input type="checkbox"/> Yes, Show Name:			Booth #:
This shipment must arrive no later than: Day:		Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Date & Time of Scheduled Pick-Up**:			
If Designated Carrier fails to show up, Hargrove should: <input type="checkbox"/> RE-ROUTE VIA: <input type="checkbox"/> Ground <input type="checkbox"/> Next Business Day <input type="checkbox"/> 2 nd Business Day <input type="checkbox"/> Deferred (3-5 Business Days) <input type="checkbox"/> Return shipment to warehouse at exhibitor's expense		** NOTE: Exhibitor is responsible for contacting any carrier except those recommended in this manual. Hargrove will not be responsible for literature/products not properly packed and labeled by exhibit personnel.	

I understand that Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Hargrove with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by Hargrove supervised labor. Payment of all labor services supervised by Hargrove will be my/our responsibility as the exhibitor. Cancellation Policy: A 24-hour notice is required to cancel supervision labor. Supervisor labor ordered and not used will be charged as a one-hour "no show" charge.

Authorized Signature _____ Print Name _____ Date _____

ORDER RECAP FORM

- Please complete the information requested and return payment in full with this form and your orders.
- You may choose to pay by credit card or check. You must complete Page 1 of the five-page Order Form in this manual regardless of payment method.
- If you are paying by check, please make check payable to **Hargrove, Inc.** Mail your check and all applicable forms to:

Hargrove, Inc.
One Hargrove Drive
Lanham, MD 20706

- If you are paying by credit card, you may fax your forms to 301-731-5438. You will receive an automated fax confirmation of receipt of your order.

CALCULATION OF ORDERS (Totals from **Hargrove, Inc. Order Form**):

Standard/Specialty Furnishings Rental	\$
Booth Carpet Rental	\$
Signs & Banners	\$
Freight/Material Handling Order	\$
Labor/Rigging Order	\$
Hargrove Modular System (HMS) Rental	\$
Hargrove Logistics Shipping Order	\$
Other Hargrove Services:	\$
TOTAL DUE TO HARGROVE, INC.	\$

Payment Method:

- Credit Card** (provide card information on Page 1 of five-page Order Form)
- Check Enclosed** # _____ Dated ___/___/___ (Ref: 5027328WA) in the amount of \$ _____

NOTE: Exhibitors paying by check are still required to provide a Credit Card Authorization as guarantee of payment for additional charges; see Page 1 of five-page Order Form.

COMPANY:		BOOTH #:	
ADDRESS:		CONTACT NAME:	
ADDRESS:		SIGNATURE:	
CITY:		PHONE #:	
STATE:		ZIP:	
COUNTRY:		FAX #:	
		EMAIL:	

Thank you for your order! If we can be of further assistance, or you need additional information, please call **LULAC Exhibitor Help Line** at **301-731-2511** or email us at exhibitorservices@hargroveinc.com.

**Standard
Furnishings,
& Carpeting
Price List**



Discount Deadline:

Tuesday, June 7, 2011

Description	Product #	Advance Price	Standard Price
Standard Tables & Drapery *			
Round Table - 30" high x 30"	F	\$ 134	\$ 187
4'L x 2'W x 30"H Draped Table	H4	\$ 102	\$ 143
6'L x 2'W x 30"H Draped Table	H6	\$ 121	\$ 169
8'L x 2'W x 30"H Draped Table	H8	\$ 140	\$ 196
4'L x 2'W x 40"H Draped Display Counter	I4	\$ 121	\$ 169
6'L x 2'W x 40"H Draped Display Counter	I6	\$ 140	\$ 196
8'L x 2'W x 40"H Draped Display Counter	I8	\$ 159	\$ 223
4'L x 2'W x 30"H Undraped Table	HU4	\$ 64	\$ 89
6'L x 2'W x 30"H Undraped Table	HU6	\$ 83	\$ 116
8'L x 2'W x 30"H Undraped Table	HU8	\$ 102	\$ 143
4'L x 2'W x 40"H Undraped Display Counter	IU4	\$ 83	\$ 116
6'L x 2'W x 40"H Undraped Display Counter	IU6	\$ 102	\$ 143
8'L x 2'W x 40"H Undraped Display Counter	IU8	\$ 121	\$ 169
4th-Side Table Drape (30" high)	HALL	\$ 42	\$ 59
4th-Side Display Counter Drape (40" high)	IALL	\$ 42	\$ 59
4' Table Riser Draped	DR4	\$ 74	\$ 103
6' Table Riser Draped	DR6	\$ 88	\$ 123
3' Siderail Draping (per linear ft)	SR1	\$ 9	\$ 12
8' Backwall Draping (per linear ft)	B1	\$ 11	\$ 16
Standard Chairs			
Barstool	Q	\$ 80	\$ 112
Chair - Arm	P	\$ 79	\$ 111
Chair - Side (Armless)	O	\$ 65	\$ 91
Accessories			
Bag Rack - Slanted	M	\$ 83	\$ 116
Coat Tree	K	\$ 36	\$ 50
Easel	A	\$ 46	\$ 64
Literature Rack	C	\$ 129	\$ 180
Posterboard - Vertical (4' x 8')	S	\$ 171	\$ 239
Sign Holder (Vertical - 22" x 28")	B	\$ 99	\$ 139
Stanchion - Retractable, w/ Black Belt	N3	\$ 98	\$ 137
Wastebasket	J	\$ 20	\$ 29

* Indicate Drape and/or Carpet color(s) on order form.

Description	Product #	Advance Price	Standard Price
Carpet *			
9' x 10' Standard Carpet	C1	\$ 159	\$ 223
9' x 20' Standard Carpet	C2	\$ 318	\$ 446
9' x 30' Standard Carpet	C3	\$ 477	\$ 668
9' x 40' Standard Carpet	C4	\$ 637	\$ 891
Special-Cut Carpet: up to 600 sq ft (per sq ft)	C5	\$ 2.74	\$ 3.83
Plush Carpet: up to 600 sq ft (per sq ft)	C6	\$ 3.88	\$ 5.44
Special-Cut or Plush Carpet: over 600 sq ft	CSP	Call for Quote	
Carpet Padding (per sq ft)	C7	\$ 1.30	\$ 1.82
Carpet Poly (per sq ft)	C8	\$ 0.46	\$ 0.64
Signage			
7" x 11" sign on white card stock	SB1	\$ 38	\$ 76
11" x 14" sign on white card stock	SB2	\$ 51	\$ 102
7" x 44" sign on white card stock	SB3	\$ 51	\$ 102
14" x 22" sign on white card stock	SB4	\$ 64	\$ 127
14" x 44" sign on white card stock	SB5	\$ 76	\$ 153
22" x 28" sign on white card stock	SB6	\$ 83	\$ 166
28" x 44" sign on white card stock	SB7	\$ 121	\$ 242
Vinyl Banner (per sq ft)	SB8	Call for Quote	
Insite® BioBoard™ Panel (up to 4' x 8')	SB9	Call for Quote	
Logo Reproduction	SB10	\$ 102	\$ 204
Easel Back	SB13	\$ 6	\$ 13

Insite® BioBoard™ is a biodegradable, non-toxic 1/2" thick material perfect for panel/large-sign printing. It provides for equal or better printed panels at a competitive price point -- all while being eco-friendly.

**Additional items may be available;
please call our LULAC Exhibitor Help Line at 301-731-2511.**

NOTE: Standard Carpet is intended for in-line booths up to 10' in depth and up to 40' in length. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is needed for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.

Place your order for these items using the five-page Order Form in this service manual.
Orders received after the Discount Deadline are subject to availability.


Discount Deadline: *Tuesday, June 7, 2011*

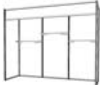
HARGROVE MODULAR SYSTEM (HMS) ORDER FORM

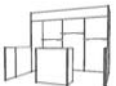
Fulfill your exhibit needs with an economical, turnkey HMS rental booth! Check the box below the HMS rendering of your choice and make all the appropriate selections for that HMS booth. Complete and return both pages of this HMS Order Form to place your order.


PAGE 1 OF 2


COMPANY NAME: _____ BOOTH #: _____

 <input type="checkbox"/> HMS TT <small>(stdr001A)</small> Discount: \$726 Standard: \$1,017	Header Copy (print): _____	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Table Skirt Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> White	
	Optional Velcro-Compatible Panels: \$131 / \$184 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10A <small>(stdr002A)</small> Discount: \$1,715 Standard: \$2,401	Header Copy (print): _____	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$330 / \$463 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10B <small>(stdr003A)</small> Discount: \$2,178 Standard: \$3,050	Header Copy (print): _____	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$330 / \$463 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 20A <small>(stdr006A)</small> Discount: \$4,288 Standard: \$6,003	Left Header Copy (print): _____	
	Center Header Copy (print): _____	
	Right Header Copy (print): _____	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
Optional Velcro-Compatible Panels: \$560 / \$784 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red		

 <input type="checkbox"/> HMS 20B <small>(stdr007A)</small> Discount: \$3,915 Standard: \$5,481	Header Copy (print): _____	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$560 / \$784 <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

15 SP - Effective 09/10

See Page 2 of this Order Form for additional HMS, HMS Accessories, and payment/ordering information.
NOTE: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of the original price; orders cancelled after move-in begins are non-refundable.

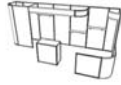
One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438
exhibitorservices@hargroveinc.com


Discount Deadline: *Tuesday, June 7, 2011*

HARGROVE MODULAR SYSTEM (HMS) ORDER FORM

PAGE 2 OF 2

COMPANY NAME: _____ BOOTH #: _____

 <p><input type="checkbox"/> HMS 20C (stdr009A) Discount: \$5,541 Standard: \$7,758</p>	Header Copy (print):	
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>	
	Optional Velcro-Compatible Panels: \$560 / \$784	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red

 <p><input type="checkbox"/> HMS 40A (stdr040A) Discount: \$6,880 Standard: \$9,631</p>	Header 1 Copy (print):	
	Header 2 Copy (print):	
	Header 3 Copy (print):	
	Header 4 Copy (print):	
Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy/Maroon <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>		
Optional Velcro-Compatible Panels: \$560 / \$784	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

Optional HMS Accessories				
ITEM	DESCRIPTION	PRICE <small>Advance/Standard</small>	QTY	TOTAL
<input type="checkbox"/> HMS-A	Cabinet - Small (41 1/8"w x 21 5/8"d x 41 1/4"h)	\$375 / \$526		
<input type="checkbox"/> HMS-D	Curved Counter (62"w x 21 5/8"d x 41 1/4"h)	\$452 / \$633		
<input type="checkbox"/> HMS-F	Cabinet - Large (80 1/2"w x 21 5/8"d x 41 1/4"h)	\$494 / \$692		
<input type="checkbox"/> HMS-VP	Velcro-Compatible Panels (for HMS units above): <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	\$114 / \$159		
<input type="checkbox"/> HMS-G	Illuminated Display Case (electricity required - 79 7/16"w x 20 7/16"d x 41 1/4"h)	\$521 / \$730		
<input type="checkbox"/> HMS-H	Stem Light (electricity required)	\$73 / \$103		
<input type="checkbox"/> HMS-I	Slanted Shelf (39" wide)	\$79 / \$111		
<input type="checkbox"/> HMS-J	Flat Shelf (39" wide)	\$52 / \$73		

HMS Rental Price \$ _____ plus Options/Accessories \$ _____ = Subtotal \$ _____ x 6.5% Tax = TOTAL: \$ _____

Payment Method:

Credit Card (check card type & complete info below): Visa MasterCard Discover AMEX

Check: # _____ Dated ____/____/____ in the amount of \$ _____

NOTE: Exhibitors paying by check are still required to provide credit card information as guarantee of payment for additional/onsite charges:

Credit Card Number:

Exp.

Cardholder: _____

Signature: _____

For purposes of bank validation, please provide the 5-digit zip code of the cardholder's billing address:

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PRODUCT GALLERY
Specialty Furnishings

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

SOFAS & SECTIONALS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
MPS	Sofa	"Memphis" - Black w/Chrome Legs	53"L x 31"D x 28"H	\$428	\$600
SED	3 pc Sectional	"Newport" - Charcoal Leather	113"L x 34"D x 33"H	\$1,049	\$1,469
SO1	Sofa ONLY	"South Beach" - Platinum Suede	69"L x 29"D x 33"H	\$508	\$712
SO2	3 pc Sectional	"South Beach" - Platinum Suede	152"L x 40"D x 33"H	\$1,054	\$1,476
SOC	Sofa	"Lisbon" - Black Leather	88"L x 36"D x 34"H	\$584	\$818
SOK	Sofa	"Rio" - Blue Suede w/Chrome Legs	76"L x 34"D x 33"H	\$474	\$663
SOM	Sofa	"Key West" - Black	85"L x 35"D x 33"H	\$450	\$630
SON	Sofa	"Marrakesh" - Light Beige	84"L x 37"D x 34"W	\$473	\$662
SOQ	Sofa	"Astro" - Light Beige	83"L x 36"D x 29"H	\$535	\$749
LOVESEATS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LSC	Loveseat	"Lisbon" - Black Leather	64"L x 36"D x 34"H	\$530	\$742
LSD	Loveseat	"Newport" - Charcoal Leather	54"L x 34"D x 33"H	\$505	\$707
LSM	Loveseat	"Key West" - Black	57"L x 35"D x 33"H	\$396	\$554
CLUB CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CHC	Club Chair	"Lisbon" - Black Leather	40"L x 36"D x 34"H	\$417	\$584
CHD	Club Chair	"Newport" - Charcoal Leather, Armless	24"L x 34"D x 33"H	\$288	\$403
CHK	Club Chair	"Rio" - Blue Suede w/Chrome Legs	39"L x 34"D x 33"H	\$362	\$507
CHN	Club Chair	"Marrakesh" - Light Beige	34"L x 37"D x 38"W	\$344	\$481
CHQ	Club Chair	"Astro" - Light Beige	36"L x 36"D x 29"H	\$362	\$507
COD	Club Chair	"Newport" - Charcoal Leather, Corner	34"L x 34"D x 33"H	\$362	\$507
MPC	Club Chair	"Memphis" - Black w/Chrome Legs	27.5"L x 31.75"D x 27.5"H	\$304	\$425
OCCASIONAL CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCE	Occasional Chair	"Ice" - Transparent w/Chrome Frame	17.25"L x 20"D x 32"H	\$171	\$239
OCA	Occasional Chair	"T-Vac" - Translucent w/Chrome Legs	25"L x 23"D x 30"H	\$279	\$391
OCB	Occasional Chair	"Key West" - Tub, Black	31"L x 31"D x 31"H	\$324	\$454
OCC	Occasional Chair	"Stage" - Camel Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCH	Occasional Chair	"Barcelona" - Black Leather, Armless	30"L x 31"D x 35"H	\$613	\$858
OCL	Occasional Chair	"Cappuccino" - Chocolate	29"L x 29"D x 34"H	\$284	\$398
OCR	Occasional Chair	"Stage" - Red Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCU	Occasional Chair	"Globus" - White Leather w/Chrome Base	28"L x 26"D x 28"H	\$318	\$445
OCW	Occasional Chair	"Barcelona" - White Leather, Armless	28"L x 26"D x 28"H	\$622	\$871
OCY	Occasional Chair	"Stage" - Onyx Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCZ	Occasional Chair	"Stage" - Beige Slipcover	24"L x 26"D x 36"H	\$178	\$250
OTTOMANS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCB	Ottoman	Circular - Black Leather	6'L x 6'D x 17"H	\$502	\$703
CCW	Ottoman	Circular - White Leather	6'L x 6'D x 17"H	\$502	\$703
CCZ	Ottoman	Circular - 1/2 Black, 1/2 White Leather	6'L x 6'D x 17"H	\$502	\$703
OSA	Ottoman	Oval - Black	52"L x 32"D x 19"H	\$249	\$348
OSB	Ottoman	Oval - White	52"L x 32"D x 19"H	\$249	\$348
OSC	Ottoman	Cube - White Leather	17"L x 17"D x 18"H	\$111	\$156
OTC	Ottoman	Cube - Lemon	17"L x 17"D x 18"H	\$111	\$156
OTD	Ottoman	Cube - Blueberry	17"L x 17"D x 18"H	\$111	\$156
OTE	Ottoman	Cube - Raspberry	17"L x 17"D x 18"H	\$111	\$156
OTH	Ottoman	Cube - Black Leather	17"L x 17"D x 18"H	\$111	\$156
OTK	Ottoman	Half Round - Black Leather	6'L x 3'D x 17"H	\$334	\$468
OTL	Ottoman	Half Round - White Leather	6'L x 3'D x 17"H	\$334	\$468
OTM	Ottoman	Bench - Black Leather	24"L x 60"D x 17"H	\$323	\$453
OTN	Ottoman	Bench - White Leather	24"L x 60"D x 17"H	\$323	\$453
OTP	Ottoman	Square - Black Leather	40"L x 40"D x 17"H	\$279	\$391
OTQ	Ottoman	Square - White Leather	40"L x 40"D x 17"H	\$279	\$391
OTS	Ottoman	"South Beach" - Platinum Suede, Wedge	25"L x 31"D x 18"H	\$223	\$312
PWB	Ottoman	Pinwheel - Black & Red	10'7"L x 10' 7"D x 17"H	\$1,142	\$1,599
PWM	Ottoman	Pinwheel - Black, White & Red	10'7"L x 10' 7"D x 17"H	\$1,142	\$1,599

OCCASIONAL COCKTAIL TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
C1C	Cocktail Table	"Geo" - Glass w/Chrome Base	50"L x 22"D x 16"H	\$223	\$312
C1D	Cocktail Table	"Soho" - Chocolate w/Steel Base	38"L x 38"D x 18.5"H	\$305	\$427
C1E	Cocktail Table	"Silverado" - Glass w/Chrome Base	36"DIA x 17"H	\$246	\$344
C1F	Cocktail Table	"Geo" - Glass w/Black Base	50"L x 22"D x 16"H	\$223	\$312
C1K	Cocktail Table	"Inspiration"	42"L x 28"D x 18"H	\$251	\$351
C1M	Cocktail Table	"Visions" - Cherry	48"L x 28"D x 17"H	\$223	\$312
C1W	Cocktail Table	"Sydney" - White	48"L x 26"D x 18"H	\$238	\$333
C1Y	Cocktail Table	"Sydney" - Black	48"L x 26"D x 18"H	\$238	\$333

OCCASIONAL END TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
E1C	End Table	"Geo" - Glass w/Chrome Base	26"L x 26"D x 20"H	\$212	\$297
E1D	End Table	"Soho" - Chocolate w/Steel Base	26"L x 26"D x 27"H	\$276	\$386
E1E	End Table	"Silverado" - Glass w/Chrome Base	24"DIA x 22"H	\$223	\$312
E1F	End Table	"Geo" - Glass w/Black Base	26"L x 26"D x 20"H	\$212	\$297
E1K	End Table	"Inspiration"	24"L x 28"D x 22"H	\$256	\$359
E1M	End Table	"Visions" - Cherry	22"L x 24"D x 21"H	\$212	\$297
E1W	End Table	"Sydney" - White	27"L x 23"D x 22"H	\$211	\$295
E1Y	End Table	"Sydney" - Black	27"L x 23"D x 22"H	\$211	\$295

CONFERENCE TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CB1	Conference Table	Round - Graphite Nebula	42"DIA x 29"H	\$306	\$428
CB2	Conference Table	6' - Graphite Nebula	72"L x 36"D x 29"H	\$390	\$547
CB3	Conference Table	8' - Graphite Nebula	96"L x 36"D x 29"H	\$456	\$639
CC5	Conference Table	Round - Mahogany	42"DIA x 29"H	\$290	\$406
CC6	Conference Table	6' - Mahogany	72"L x 36"D x 29"H	\$362	\$507
CC7	Conference Table	8' - Mahogany	96"L x 36"D x 29"H	\$446	\$624
CC8	Conference Table	10' - Mahogany	120"L x 36"D x 29"H	\$635	\$889
CD1	Conference Table	Round - Grey Nebula	42"DIA x 29"H	\$306	\$428
CD2	Conference Table	6' - Grey Nebula	72"L x 36"D x 29"H	\$390	\$547
CD3	Conference Table	8' - Grey Nebula	96"L x 36"D x 29"H	\$456	\$639
CE1	Conference Table	"Geo" - Glass w/Chrome Base	42"L x 42"D x 29"H	\$246	\$344
CE2	Conference Table	"Geo" - Glass w/Chrome Base	60"L x 36"D x 29"H	\$334	\$468
CF1	Conference Table	"Geo" - Glass w/Black Base	42"L x 42"D x 29"H	\$246	\$344
CF2	Conference Table	"Geo" - Glass w/Black Base	60"L x 36"D x 29"H	\$334	\$468
CG1	Conference Table	"Manhattan" - Glass w/Black Base	42"DIA x 29"H	\$279	\$391

CAFÉ TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
XTB	Café Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTC	Café Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTE	Café Table	Brandy Top w/Tulip Chrome Base	30"DIA x 29"H	\$256	\$359
XTF	Café Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 29"H	\$256	\$359
XTJ	Café Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTK	Café Table	Maple Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTM	Café Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$251	\$351
XTN	Café Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$251	\$351
XTP	Café Table	Maple Top w/Tulip Chrome Base	36"DIA x 29"H	\$256	\$359
ZTB	Café Table	Brushed Red Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTC	Café Table	Brushed Blue Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTE	Café Table	Brandy Top w/Standard Black Base	30"DIA x 29"H	\$223	\$312
ZTF	Café Table	Metallic Silver Top w/ Standard Black Base	30"DIA x 29"H	\$223	\$312
ZTJ	Café Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTK	Café Table	Maple Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTM	Café Table	Grey Nebula Top w/Standard Black Base	36"DIA x 29"H	\$216	\$303
ZTN	Café Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 29"H	\$216	\$303
ZTP	Café Table	Maple Top w/Standard Black Base	36"DIA x 29"H	\$223	\$312

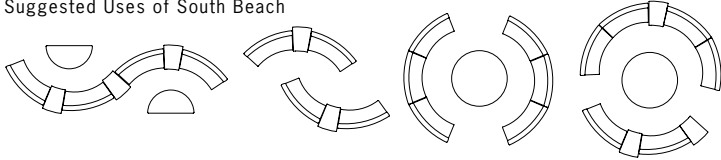
CONFERENCE CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Arm Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$279	\$391
OTO	Executive Chair	"Otto" - Black, High Back	23"L x 21"D x 43"H	\$351	\$492
SC1	Side Chair	"New York" - Onyx Seat, Maple Back, Chrome Legs	23"L x 32"D x 33"H	\$178	\$250
SC2	Side Chair	"Brewer" - Grey w/Chrome Legs	20"L x 20"D x 32"H	\$161	\$226
SC3	Side Chair	"Brewer" - Onyx w/Black Legs	20"L x 20"D x 32"H	\$161	\$226
SC4	Side Chair	"Jetson" - Black	19"L x 18"D x 31"H	\$178	\$250
SC5	Executive Chair	"Tilt" - Onyx Seat w/Black Base	26"L x 25"D x 34"H	\$267	\$374
SC6	Arm Chair	"Manhattan" - Oyster Seat	26"L x 22"D x 34"H	\$195	\$273
SC8	Arm Chair	"Flex" - Black & Chrome w/Wheels	24"L x 22"D x 31"H	\$168	\$235
SC9	Side Chair	"Panton" - White	20"L x 24"D x 33"H	\$195	\$273
XC1	Executive Chair	"Luxor" - Black Leather, High Back	27"L x 28"D x 47"H (Adj)	\$323	\$453
XC2	Executive Chair	"Luxor" - Black Leather, Mid Back	27"L x 28"D x 41"H (Adj)	\$310	\$435
XC3	Guest Chair	"Luxor" - Black Leather	27"L x 28"D x 40"H	\$287	\$401
XC4	Executive Chair	"Altura" - Black Crepe, High Back	25"L x 25"D x 43"H (Adj)	\$306	\$428
XC5	Executive Chair	"Altura" - Black Crepe, Mid Back	25"L x 25"D x 37"H (Adj)	\$279	\$391
XC6	Guest Chair	"Altura" - Black Crepe	25"L x 20"D x 34"H	\$257	\$360
CONFERENCE CHAIRS - STACKING & UTILITY SEATING					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CS8	Stacking Chair	"Berlin" - Black & White w/Chrome Frame	18"L x 22"D x 32"H	\$97	\$136
CS9	Stacking Chair	"Berlin" - Red & White w/Chrome Frame	18"L x 22"D x 32"H	\$97	\$136
DF1	Drafting Stool	"Altura" - Black Crepe	25"L x 26"D x 34"H	\$238	\$333
SY1	Task Chair	"Altura" - Black Crepe	25"L x 26"D x 21"H	\$160	\$224
BAR TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VTB	Bar Table	Brushed Red Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTC	Bar Table	Brushed Blue Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTE	Bar Table	Brandy Top w/Standard Black Base	36"DIA x 42"H	\$239	\$335
VTF	Bar Table	Metallic Silver Top w/Standard Black Base	30"DIA x 42"H	\$239	\$335
VTJ	Bar Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTK	Bar Table	Maple Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTM	Bar Table	Grey Nebula Top w/Standard Black Base	36"DIA x 42"H	\$233	\$326
VTN	Bar Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 42"H	\$233	\$326
VTP	Bar Table	Maple Top w/Standard Black Base	36"DIA x 42"H	\$239	\$335
WTB	Bar Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTC	Bar Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTE	Bar Table	Brandy Top w/Tulip Chrome Base	30"DIA x 42"H	\$290	\$406
WTF	Bar Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 42"H	\$290	\$406
WTJ	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTK	Bar Table	Maple Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTM	Bar Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$279	\$391
WTN	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$279	\$391
WTP	Bar Table	Maple Top w/Tulip Chrome Base	36"DIA x 42"H	\$290	\$406
BARS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BR1	Bar/Counter	Martini Bar w/Frosted Glass Tops	50"L x 50"D x 47"H	\$1,000	\$1,401
BRC	Bar/Counter	Martini Bar Circle (3 x BR1)	100"L x 100"D x 47"H	\$2,893	\$4,050
BARSTOOLS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BCE	Barstool	"Ice" - Transparent w/Chrome Frame	16.75"L x 16"D x 32"H	\$182	\$254
BS1	Barstool	"Ohio" - Red Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BS2	Barstool	"Ohio" - Black Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BS3	Barstool	"Ohio" - Grey Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BSC	Barstool	"Oslo" - White Seat w/Chrome Frame	17"L x 20"D x 30"H	\$205	\$288
BSD	Barstool	"Oslo" - Blue Seat w/Chrome Frame	17"L x 20"D x 30"H	\$205	\$288
BSL	Barstool	"Gin" - Maple Seat w/Chrome Base	16"L x 16"D x 29"H	\$178	\$250
BSN	Barstool	"Jetson" - Black	18"L x 19"D x 29"H	\$216	\$303
BSS	Barstool	"Banana" - Black Seat w/Chrome Base	21"L x 22"D x 30"H	\$195	\$273
BST	Barstool	"Banana" - White Seat w/Chrome Base	21"L x 22"D x 30"H	\$195	\$273

TRAINING ROOM					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$279	\$391
CP3	Training Table	Grey w/Privacy Panel & Wiring Grommets	48"L x 24"D x 30"H	\$279	\$391
CP4	Connector Wedge	Grey - matches/connects Training Tables	24"L x 24"D x 1"H	\$135	\$189
CP5	Computer Table	Graphite Nebula	36"L x 30"D x 42"H	\$314	\$439
PO1	Podium	Lectern - Cherry	24"L x 19"D x 50"H	\$279	\$391
PO3	Kiosk	Black w/Maple Top	24"L x 21"D x 42"H	\$390	\$547
WD2	Desk	Writing - Graphite	48"L x 24"D x 30"H	\$279	\$391
DESKS & BOOKCASES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$279	\$391
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$279	\$391
JD6	Desk	Executive - Mahogany	60"L x 30"D x 29"H	\$443	\$621
JD7	Desk	Executive - Graphite	60"L x 30"D x 29"H	\$422	\$590
CREDENZAS & LATERAL FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CR6	Credenza	Mahogany	72"L x 24"D x 29"H	\$443	\$621
CR7	Credenza	Graphite	72"L x 24"D x 29"H	\$417	\$584
L26	Lateral File	Mahogany	36"L x 20"D x 29"H	\$334	\$468
L27	Lateral File	Graphite	36"L x 20"D x 29"H	\$318	\$445
FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VF2	Vertical File	2 Drawer	27"L x 19"D x 28"H	\$195	\$273
VF4	Vertical File	4 Drawer	27"L x 19"D x 52"H	\$223	\$312
PRODUCT DISPLAY					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$279	\$391
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$279	\$391
ET1	Étagère	Pewter	30"L x 16"D x 70"H	\$279	\$391
ET2	Étagère	Black	30"L x 16"D x 70"H	\$279	\$391
PDF	Pedestal	Graphite Nebula	24"L x 24"D x 36"H	\$334	\$468
PDH	Pedestal	Graphite Nebula	24"L x 24"D x 42"H	\$334	\$468
PDK	Pedestal	Graphite Nebula	30"L x 30"D x 42"H	\$357	\$500
PDL	Pedestal	Pedestal w/Locking Door - Black	24"L x 24"D x 42"H	\$362	\$507
LAMPS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LA1	Lamp	Floor - Pewter	58"H	\$168	\$235
LA2	Lamp	"Parisian" - Pewter	28"H	\$140	\$195
LAD	Lamp	"Lumalight" - White	15"L x 13"D x 90"H	\$279	\$391
LAE	Lamp	"Lumalight" - Orange	15"L x 13"D x 90"H	\$279	\$391
LAF	Lamp	"Lumalight" - Red	15"L x 13"D x 90"H	\$279	\$391
REFRIGERATORS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
R1Q	Refrigerator	4.0 Cubic Feet - White	20"L x 22"D x 33"H	\$251	\$351
R1R	Refrigerator	14.0 Cubic Feet - White	20"L x 30"D x 65"H	\$613	\$858



S02

Suggested Uses of South Beach



south beach



S01

OTS



t-vac



panton

Complementary Items for South Beach Include:

- C1E Silverado Cocktail Table
- E1E Silverado End Table
- WTN 36" Graphite Bar Table, Tulip Chrome Base
- BSN Jetson Barstool

- CG1 Manhattan Glass, Black Table
- SC6 Manhattan Oyster Side Chair
- OTH Black Leather Cube
- PWB Black and Red Pinwheel Ottoman

OCA

SC9



SED



COD



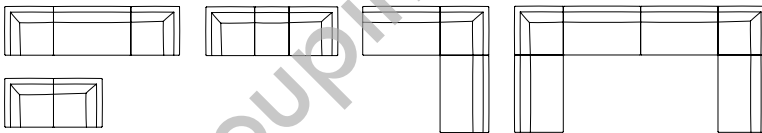
LSD



CHD

newport

Suggested Uses of Newport



Complementary Items for Newport Include:

- C1D Soho Cocktail Table
- E1D Soho End Table
- BS3 Grey Ohio Barstool
- BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

- Ottomans
- C1K Inspiration Cocktail Table
- E1K Inspiration End Table
- SC1 New York Maple, Chrome Chair

cappuccino



astro



Complementary Items for Astro Include:

- LAE Orange Lumalight Lamp
- CD1 Soho Table

Complementary Items for Marrakesh Include:

- VTK 30" Maple Bar Table, Standard Black Base
- BSL Gin Barstool
- XC4 Altura High Back Chair

marrakesh



key west



lisbon

OCB



memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

- C1M Visions Cherry Cocktail Table
- E1M Visions Cherry End Table
- CF1 42" Black Geo Conference Table
- SC3 Black Brewer Chair
- WTB 30" Brushed Red Bar Table, Tulip Chrome Base
- BS2 Black Ohio Barstool
- LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

- E1W Sydney End Table – White
- E1Y Sydney End Table – Black
- LA1 Pewter Floor Lamp
- OSC Cube, White Leather
- OTH Cube, Black Leather

Complementary Items for Lisbon Include:

- C1C Chrome Geo Cocktail Table
- E1C Chrome Geo End Table
- LA1 Pewter Floor Lamp
- CE1 42" Chrome Geo Conference Table
- SC8 Flex Chair, With Wheels
- ET2 Black Etagere

Sofas & Sectionals



SO1



SOC



SOQ



SON



SOK



SOM



MPS



SO2



SED

Loveseats



LSD



LSM



LSC

Club Chairs



CHD



COD



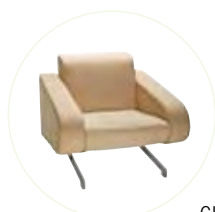
CHC



MPC



CHK



CHQ



CHN

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



OCL



OCY



OCC



OCZ



OCR

Ottomans



OTS



OTQ



OTN



OTP



OTM



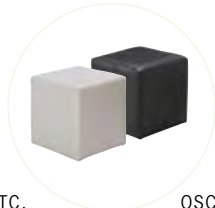
OSA



OSB



OTE, OTC,
OTD



OSC, OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10.7"L 10.7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10.7"L 10.7"D 17"H

Custom Configurations
Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables



CF2



CE1



CF1



CG1



CE2



6' - CB2
8' - CB3



6' - CD2
8' - CD3



6' - CC6
8' - CC7
10' - CC8



CB1



CD1



CC5

Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables

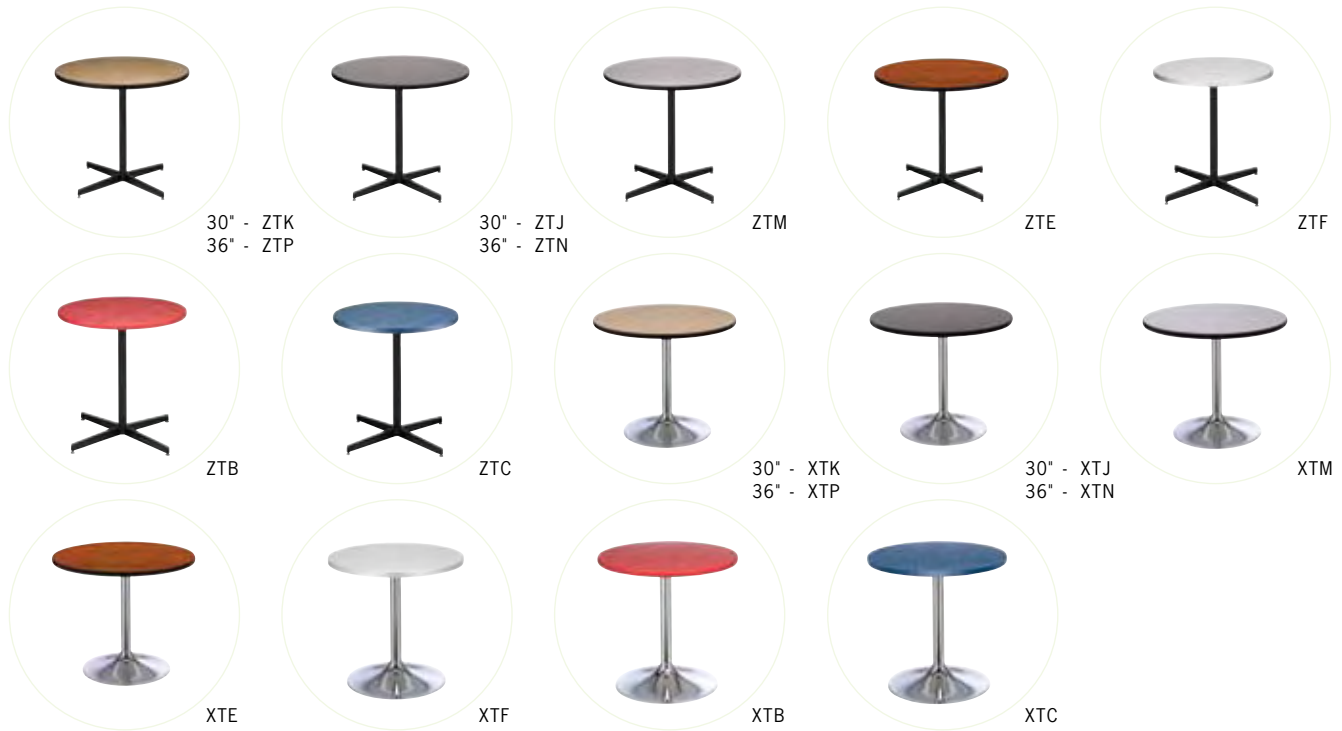
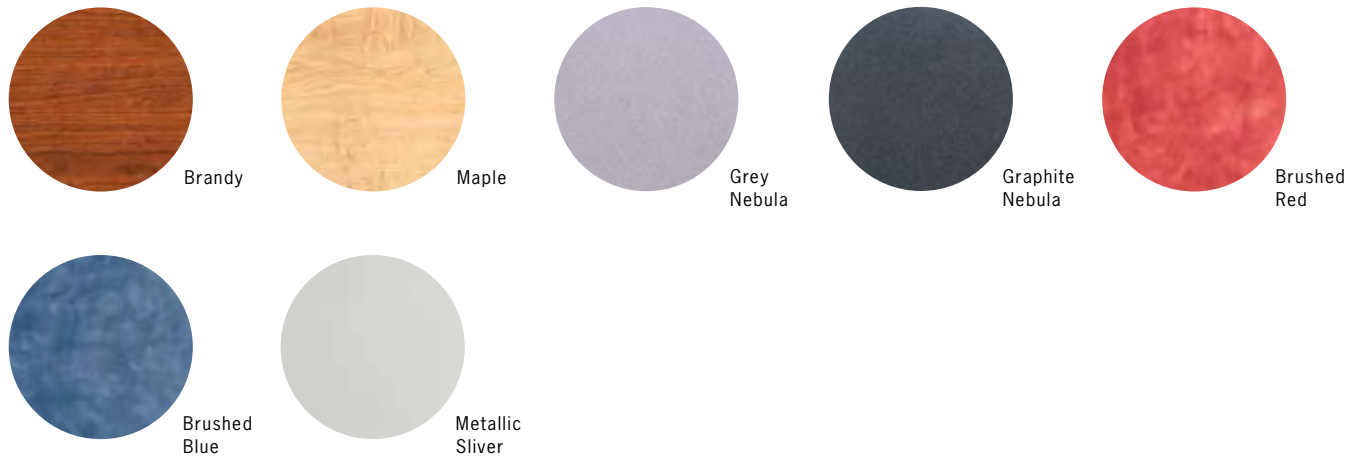


Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy
Maple
Grey Nebula
Graphite Nebula
Brushed Red
Brushed Blue
Metallic Silver

Conference Chairs



SC9



SC8



SC1



SC4



SC6



SC2



SC3



SC5



C04



XC3



XC2



XC1



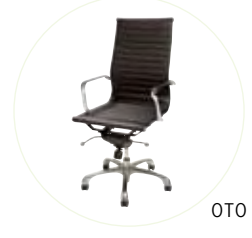
XC6



XC5



XC4



OTO

Conference Chairs Stacking & Utility Seating



CS8



CS9



SY1



DF1

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

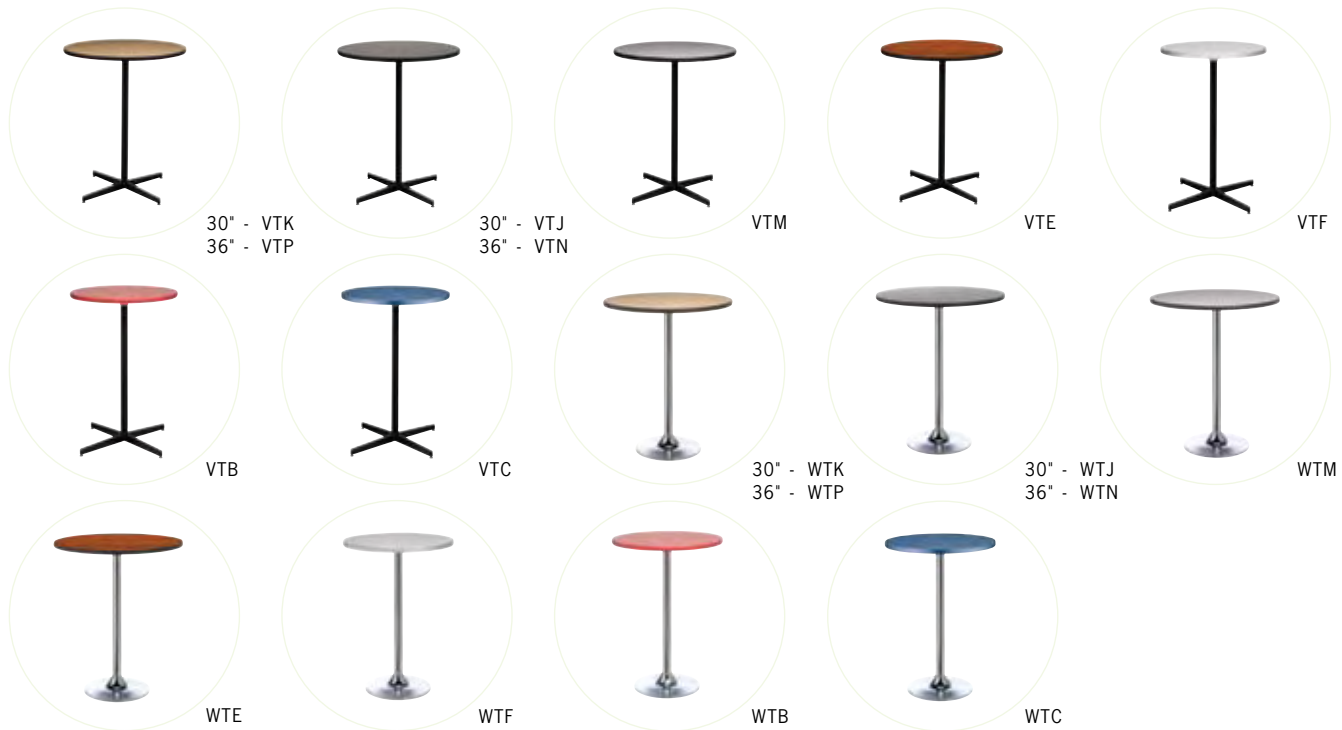
CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

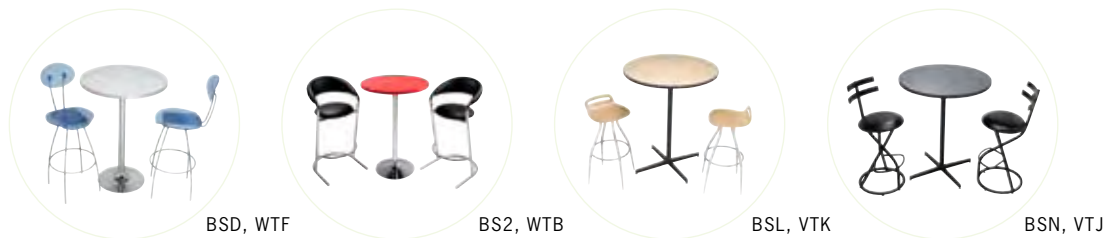
SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

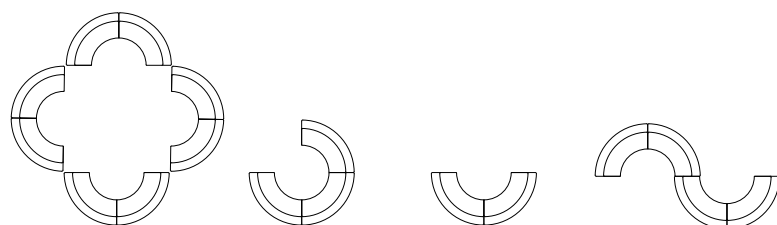


BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSO Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



CP5



P03



P01



CP3



WD2

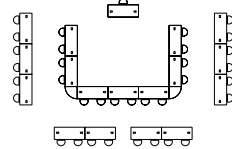
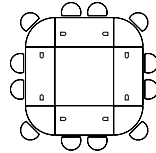
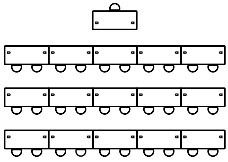


C04



CP3, CP4

Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lecturn Podium
Cherry
24"L 19"D 50"H

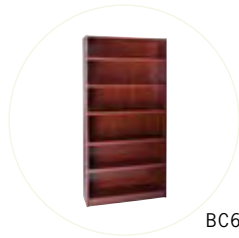
WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

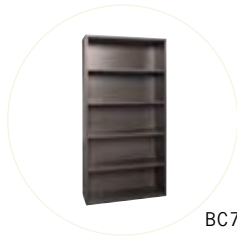
CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



BC6



BC7



JD6



JD7

Credenzas & Lateral Files



L26



L27



CR6



CR7

Files



VF4



VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas &

Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

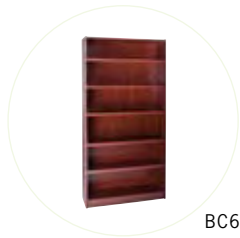
VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



PDL



BC6



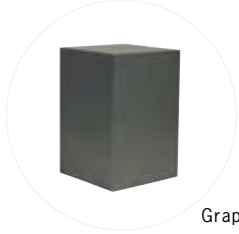
BC7



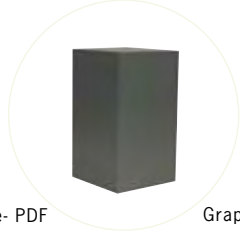
ET2



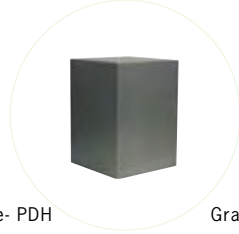
ET1



Graphite- PDF

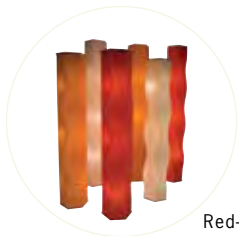


Graphite- PDH



Graphite- PDK

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2

Refrigerators



R1R



R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

HANGING SIGNS & OVERHEAD STRUCTURES

All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove, Inc. reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety.

Hanging signs over 251 pounds or which utilize electricity must be hung by the facility. Please call 513-419-7300 for more information.

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove, Inc. reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove, Inc. with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders cancelled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- The sign/structure will be placed within the confines of the booth upon dismantle.

To order this service, please complete the following and return to Hargrove, Inc. along with the Labor Order Form and advance payment.

Description of Sign/Banner/Overhead Structure:

Cloth/Vinyl Wood Systems Metal Other: _____
 1-sided 2-sided With: Pockets Grommets
 Rectangle Square Triangle Circular Other: _____

Specifications:

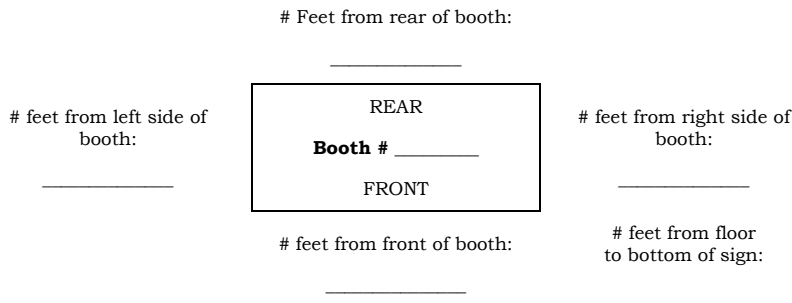
Height: _____ Length: _____ Width: _____ Approx Weight: _____

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

Truss structure? Yes ** No ** Detailed assembly instructions must accompany order.

Placement:



The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

I certify that I have read and understand the information above and agree to be bound thereby:

Signature: _____ Exhibiting Company: _____ Booth #: _____

Submission Deadline: *Tuesday, June 7, 2011*

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove, Inc.) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment MUST abide by the following:

A) Exhibitor must notify Show Management and Hargrove, Inc. in writing no later than Tuesday, June 7.	G) The EAC may not, under any circumstances solicit business on the show floor.
B) Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by Tuesday, June 7.	H) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
C) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.	I) Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.
D) The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.	J) The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove, Inc.
E) The EAC shall share with Hargrove, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.	K) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
F) The EAC must provide Hargrove, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.	L) All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm:		
EAC Address:		
EAC Phone & Fax:		
EAC Contact Name & Email:		

The EAC/Service Firm must notify Hargrove, Inc. of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to Hargrove, Inc. and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. Exhibitor Appointed Contractors will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove, Inc.

COMPANY: _____	BOOTH #: _____
ADDRESS: _____	CONTACT NAME: _____
CITY: _____	SIGNATURE: _____
STATE: _____ ZIP: _____	PHONE #: _____
EMAIL: _____	FAX #: _____

UNION RULES & REGULATIONS

IN THE CINCINNATI AREA

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand these conditions we ask you to read the following:

BOOTH SET-UP & DISMANTLING

Full-time employees of exhibiting companies may set up their own exhibits. Exhibitors are permitted to use their own tools to set their own exhibit. Exhibiting Company employees should be prepared to produce some type of company identification when engaged in these activities. Any labor services required beyond what is provided by full-time employees of exhibiting company should be rendered by Hargrove, Inc. Hargrove has skilled craftsmen to assist exhibitors who wish to hire temporary labor to perform these services. Arrangements for temporary labor can be made through advance order forms. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Hargrove, Inc. has the responsibility of receiving and handling all exhibit material and empty crates scheduled for storage and return. Access to the loading docks will be controlled by Hargrove. It is Hargrove's responsibility to manage the docks and schedule vehicles in order to provide for a safe and efficient move-in and move-out of the exposition.

Hargrove, Inc. will designate an unloading area for privately owned vehicles i.e. cars, vans, etc. that do not require dock height access for unloading. Exhibiting company full-time employees are allowed to perform their own unloading from their privately owned vehicles. Exhibitors may hand-carry their own materials into the exhibit hall and Exhibitors may bring dollies or hand trucks to assist with the unloading of their own exhibit material. The rental of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. No fork trucks, pallet jacks, or mechanized equipment may be used by Exhibitors.

WORK BREAKS & GRATUITIES

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. employee, as all are paid at an appropriate wage scale.

Paid breaks of fifteen minutes at the mid-point of each four hour block of work and a one hour meal break at the end of each four hour work period must be given each employee. Please attempt to work your people to conform to these mandatory break periods.

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove, Inc. has instituted the following Move-Out Schedule for this show. Be sure to pick up and review your statement of charges at the Hargrove Service Center prior to move-out. Remember that no adjustments to your account will be made after the close of the show.

Friday, July 1 at 4:00 PM – Exhibitor Move-Out officially begins.

NOTE: *After 4:30 PM, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.*

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Friday, July 1 at 6:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carrier(s) should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by Friday, July 1 at 6:00 PM. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by Friday, July 1 at 6:00 PM, Hargrove, Inc. reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

Friday, July 1 at 7:00 PM – Exhibits packed and Bills of Lading turned in to Hargrove.

All Bills of Lading must be turned in to the Hargrove Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Friday, July 1 at 8:00 PM – Final clean up, Exhibitor Move-Out ends.

**Material
Handling
Services & Price List**



Material Handling			
Product #	Description	Price per CWT	Minimum
NOTE: Outbound shipments (at show's close) will be handled on overtime; a 35% overtime charge will apply.			
Warehouse (Advance) Shipment			
MH1	Crated or Skidded Shipment (includes display cases and cartons)	\$95.00	\$190.00
MH2	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$128.25	\$256.50
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$30.00	\$30.00
Warehouse (Advance) Shipment Delivered after Published Deadline			
MH5	Crated or Skidded Shipment (includes display cases and cartons)	\$142.50	\$285.00
NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
Show Site (Direct) Shipment			
MH6	Crated or Skidded Shipment (includes display cases and cartons)	\$88.00	\$176.00
MH7	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$110.00	\$220.00
MH8	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$118.80	\$237.60
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$30.00	\$30.00
Overtime / Off-Target Surcharge (Each occurrence charged separately)			
MH9	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Warehouse	\$33.25	\$66.50
MH10	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Show Site	\$30.80	\$61.60
MH11	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$38.50	\$77.00
MH12	<u>Special Handling/Uncrated</u> , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$41.58	\$83.16
Miscellaneous Service			
MH14	Return to Warehouse (includes hold period* / first 5 days of storage)	\$40.00	\$200.00
MH15	Warehouse Storage Fee - per day (for storage before warehouse opens and/or after 5-day hold period*)	\$5.00	\$25.00
MH16	Motorized Vehicle Spotting Fees (round-trip, per vehicle)	CALL FOR QUOTE	
MH17	Marshalling Yard Fee (if applicable)	\$30 per shipment	

* **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials cannot be picked up until after the hold period.

NOTE: An overtime surcharge, per CWT, will apply if your shipment (advance or direct) is moved to or from show site on overtime due to scheduling conflicts beyond Hargrove's control.

Crated:	Material that is in any type of shipping container or material that is skidded 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.
Special Handling:	Material delivered in such a manner that it requires additional handling, such as stacked shipments, ground unloading, side-door unloading, and/or constricted-space loading.
Off-Target:	Materials that are delivered NOT according to the move-in and/or target schedule; includes early delivery to show site.
Straight Time:	Materials handled Monday-Friday from 8:00 AM until 4:30 PM.
Overtime:	Materials handled Monday-Friday before 8:00 AM or after 4:30 PM, or anytime Saturday or Sunday.
Advance Freight to Show Site on Overtime:	Materials received at the advance warehouse on straight time but moved to show site on overtime due to scheduling conflict(s) beyond Hargrove's control.



Labor & Rigging Equipment				
Product #	Description	Price per Hour Advance (by 6/7/11)	Price per Hour Standard (6/8 - 6/27/11)	Price per Hour Floor Order (beginning 6/28/11)
NOTE: Standard orders are charged at 20% above the Advance rate; Floor orders at 40% above the Advance rate.				
Display Labor				
L1	Straight Time	\$77.00	\$92.40	\$107.80
L2	Overtime	\$115.00	\$138.00	\$161.00
L3	Double Time / Holiday	\$153.00	\$183.60	\$214.20
L4	Supervision Fee	30%, with \$50 minimum		
LS	Shrink Wrap Skid (per skid)	\$40.00	\$48.00	\$56.00
LB	Band Skid or Crate (per piece)	\$50.00	\$60.00	\$70.00
Forklift & Rigging Labor				
L5	Forklift w/operator - up to 5,000 lbs. - Straight Time	\$202.00	\$242.40	\$282.80
L6	Forklift w/operator - up to 5,000 lbs. - Overtime	\$240.00	\$288.00	\$336.00
L7	Forklift w/operator - up to 5,000 lbs. - Double Time	\$278.00	\$333.60	\$389.20
L8	Forklift w/operator - over 5,000 lbs.	CALL FOR QUOTE		
L9	4-Stage Forklift w/operator	CALL FOR QUOTE		
L12	Forklift Cage w/Rigger - Straight Time	\$157.00	\$188.40	\$219.80
L13	Forklift Cage w/Rigger - Overtime	\$195.00	\$234.00	\$273.00
L14	Forklift Cage w/Rigger - Double Time	\$233.00	\$279.60	\$326.20
L15	Boomlift w/3-man crew - Straight Time	\$506.00	\$607.20	\$708.40
L16	Boomlift w/3-man crew - Overtime	\$620.00	\$744.00	\$868.00
L17	Boomlift w/3-man crew - Double Time	\$734.00	\$880.80	\$1,027.60
L18	Scissor Lift w/2-man crew - Straight Time	\$329.00	\$394.80	\$460.60
L19	Scissor Lift w/2-man crew - Overtime	\$405.00	\$486.00	\$567.00
L20	Scissor Lift w/2-man crew - Double Time	\$481.00	\$577.20	\$673.40
Accessible Storage				
L24	Accessible Storage - per 1/4-trailer per day storage fee*	\$225.00	\$270.00	\$315.00

* **Accessible Storage:** A 1/2-hour minimum labor charge applies for each trip to storage. Refer to labor rates above.

Straight Time:	Rates apply Monday-Friday 8:00 AM - 4:30 PM.
Overtime:	Rates apply Monday-Friday before 8:00 AM and after 4:30 PM, and all day Saturday-Sunday.
Double Time:	Rates apply on select holidays.
Billing:	There is a minimum of one-hour charged. Time is billed in increments of 1/2-hour after thereafter.
Cancellation Policy:	You must give 24-hour notice to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This applies to installation and dismantle labor.
Hanging Sign Labor:	When ordering Hanging Sign labor, be sure to complete the Hanging Sign Order Form in this manual. Hanging signs over 251 pounds or requiring electricity must be hung by the facility. Please call 513-419-7300 for more information.
Hargrove-Supervised Labor:	When ordering Hargrove-supervised labor for installation and/or dismantling, be sure to complete the Hargrove-Supervised Labor Instruction Form in this manual.
* Accessible Storage Fee:	* Consists of storage space plus access labor. Accessible storage labor charges are billed in 1/2-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
Crew Sizes:	A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
Policies:	> Only labor ordered at the START of the work day is guaranteed.
	> Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
	> Labor ordered after the discount deadline is charged at a 20% higher rate; labor ordered at show site is charged at a 40% higher rate.
PLEASE NOTE: When ordering dismantle labor, be sure to allow for sufficient time for empty containers to be returned.	

All of your exhibit transportation needs will be taken care of with just one phone call.



Hargrove Logistics is your single-source shipping and transportation solution for all of your exhibitor freight needs. We offer cost-effective shipping solutions, dependable service, efficient order processing, and superior customer-service.

With just one phone call, you can take care of all of your exhibit transportation needs. Hargrove's logistics experts will help you every step of the way - prior to a show, during move-in, on show days, and during move-out.

Hargrove Logistics handles all modes of transportation and offers the following services:

- Same Day Shipping
- Overnight
- 2nd Business Day
- Deferred 3-5 Business Days
- Full Trailer (Truck Load)
- Less Than Truck Load (LTL)
- Ocean
- Air
- Rail



Whether your shipment is national or international, large or small and/or requires special handling....Hargrove Logistics is your one source for all of your exposition transportation needs.

Real-Time Tracking

Hargrove's friendly transportation specialists can help you track or trace your shipment, should the need arise. All specialists have access to all online systems provided by our shipping partners.

Easy Ordering

Hargrove Logistics will provide you with a competitive quote on all of your shipping and transportation services. Our one-page Shipping Quote & Order Form, available in both printed and online service kits, allows you to arrange all of your shipping needs. If you have any questions as you are filling out the form, simply call one of our transportation specialists at 888-790-9792 ext. 4620 ...we'll be happy to help.

Reliable Service

Hargrove Logistics knows the importance of meeting deadlines and accommodating special requirements for your exhibitor freight. Hargrove Logistics only works with the most reliable carriers, who will take care of your freight and deliver it on-time.

888.790.9792
ext. 4620

One Hargrove Drive
Lanham, MD 20706
www.hargroveinc.com

To find out how Hargrove Logistics can help you with your exhibit transportation needs, call 888.790.9792 ext. 4620, or send an email to Logistics@Hargroveinc.com

Expect **Service** | Expect **Quality** | Expect **Results**

Expect **HARGROVE**

Company: _____ **Contact Name:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Event Name: _____ **Booth Number:** _____

PICK-UP INFORMATION		
Date of Pick Up:	Your Shipping/Receiving Hours: _____ a.m. to _____ p.m.	
Is This Pick-Up Location: <input type="checkbox"/> Business <input type="checkbox"/> Residence <input type="checkbox"/> Home Business Address of Pick Up: _____ _____		
Pick-Up Contact Name:	Phone:	Fax:
Special Instructions:		
Is There a Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If No, is This an Inside Pick Up: <input type="checkbox"/> Yes <input type="checkbox"/> No Is There Access to: <input type="checkbox"/> Elevator <input type="checkbox"/> Stairs		
Will This Pick Up Require: <input type="checkbox"/> Lift Gate <input type="checkbox"/> Pallet Jack <input type="checkbox"/> Hazardous Materials		
<input type="checkbox"/> Other _____		
Is This Shipment: <input type="checkbox"/> Round Trip <input type="checkbox"/> One-Way Inbound <input type="checkbox"/> One-Way Outbound		
Comments:		

DELIVERY INFORMATION		
Date of Delivery:	<input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site	
Delivery Address: _____ _____		

Show Name: _____ **Exhibitor Name:** _____ **Booth #:** _____

METHOD OF SHIPMENT			
Ground:	<input type="checkbox"/> Less Than a Truck Load <input type="checkbox"/> Full Truck Load		
Air:	<input type="checkbox"/> Overnight AM (by 12 Noon) <input type="checkbox"/> Overnight PM (by 5 PM) <input type="checkbox"/> Second Day <input type="checkbox"/> 3-5 Day		

WEIGHT AND DIMENSIONS				
(Final Rate is Subject to Correct Weight and Dimensions)				
List Piece Description	Length (Inches)	Width (Inches)	Height (Inches)	Estimated Weight (LBS)

Total Pieces :	Total Weight:
-----------------------	----------------------

Payment Method: Hargrove Logistics Only Hargrove Logistics and All Hargrove Orders
 Credit Card (check card type & complete info below): Visa MasterCard Discover AMEX
 Check* Enclosed: # _____ Dated _____ / _____ / _____ in the amount of \$ _____
** NOTE: If paying by check, you are required to provide a Credit Card Authorization as a guarantee of payment.*

Credit Card Number:

			Exp.

Cardholder Name: _____ **Signature:** _____

Billing Address: _____

MATERIAL HANDLING INFORMATION

As the Official Drayage Contractor for this show, HARGROVE, INC. will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at our warehouse prior to the published deadline date. Shipments received at our warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove’s “General Information” pages for specific dates and times for warehouse freight receiving for this event.

You may deliver directly to the Exhibit Hall only during published dates. Refer to “General Information” for specific dates and times for show-site freight receiving for this event.

When completing your Bill of Lading and shipping labels, please include the name of the show, your company name and your booth number. **For your convenience, sample labels are provided in this Manual. You may copy these labels or use your own if you need more labels than provided.**

Advance Shipments – Deadline Wednesday, June 22 at 3:30 PM	Direct Shipments – 1st Day to Receive Tuesday, June 28 at 8:00 AM
Your Company Name & Booth Number LULAC 2011 c/o Hargrove, Inc. 645 Linn Street Cincinnati, OH 45203	Your Company Name & Booth Number LULAC 2011 c/o Hargrove, Inc. Duke Energy Convention Center – Hall A 525 Elm Street Cincinnati, OH 45202

Remember that all shipments must be PREPAID. DO NOT SHIP “COLLECT”, AS **COLLECT SHIPMENTS WILL BE REFUSED**. You may confirm receipt of your shipment at Hargrove, Inc. by calling 301-306-4627.

For assistance with your shipment(s) to or from this event, contact Hargrove Logistics at 301-306-4620 or Logistics@hargroveinc.com. For your convenience, a Hargrove Logistics Shipping Quote & Order Form is included in this Manual.

Material Handling includes:

- ◆ Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- ◆ Reloading onto a Hargrove, Inc. trailer
- ◆ Delivery of shipment to exhibit hall
- ◆ Placement of shipment in your booth space
- ◆ Removal and storage of empty containers
- ◆ Return of empties to booth at close of show (All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.)
- ◆ Removal of all packed and labeled materials from exhibit booth
- ◆ Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hargrove, Inc. Show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Price List for detailed pricing information. Weight, taken from inbound Bills of Lading, is rounded up to the next hundred pounds. Hargrove, Inc. will assign a weight to shipments arriving without a Bill of Lading or certified weight tickets. Shipments received without weight tickets that are weighed by Hargrove, Inc. will be charged for double handling.

OVERTIME – An overtime surcharge, per cwt, for each occurrence will apply if:

- ❑ Shipments are received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- ❑ A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling conflicts beyond Hargrove’s control.
- ❑ A surcharge will also apply if your advance shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to scheduling conflicts beyond Hargrove’s control.

OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW – At the close of the show, each exhibitor must complete a Hargrove, Inc. Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove, Inc. reserves the right to re-route such shipment or return material to our warehouse at the exhibitor’s expense. For more information, please see the Move-Out Information Sheet enclosed in this Manual.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is “Material Handling/Drayage”? – The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to Hargrove’s warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Hargrove, Inc. is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove, Inc. reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove, Inc. weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor’s warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments: In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
645 Linn Street
Cincinnati, OH 45203

LULAC 2011

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 22 at 3:30 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
645 Linn Street
Cincinnati, OH 45203

LULAC 2011

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 22 at 3:30 PM

ADVANCE SHIPPING LABEL

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
Duke Energy Conv Ctr – Hall A
525 Elm Street
Cincinnati, OH 45202

LULAC 2011

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Tuesday, June 28 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

HARGROVE

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TO: HARGROVE, INC.
645 Linn Street
Cincinnati, OH 45203

LULAC 2011

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 22 at 3:30 PM

HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
645 Linn Street
Cincinnati, OH 45203

LULAC 2011

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, June 22 at 3:30 PM

HANGING SIGNS LABEL

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. by an Exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth below.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

HARGROVE, INC. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Exhibitor's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Inc., Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Hargrove, Inc., Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



INSURE YOUR BOOTH!

Additional Show Services

- ◆ **Duke Energy Convention Center** forms:
 - Audio Visual & Computer Equipment (*dba Prestige*)
 - Booth Cleaning
 - Catering (*dba Ovations*)
 - Credit Card Payment Form
 - Electrical Service
 - Electrical Service – *for Tax Exempt organizations ONLY*
 - Permission to Display Gasoline-Powered Vehicle
 - Hazardous Display Application
 - Internet and Telephone Service (*dba SmartCity*)
 - Utilities (Compressed Air/Water/Drain)
 - Utilities (Compressed Air/Water/Drain) – *for Tax Exempt organizations ONLY*
- ◆ Lead Retrieval – **TBD**
- ◆ Photography – **Robert L. Knudsen**
- ◆ Plants/Floral – **Urban Jungle**

Duke Energy Convention Center

Audio Visual Services provided by



Standard Equipment Packages

Data Projection Package \$295

- 2,500 Lumens LCD Projector
- 34" Draped Cart
- Tripod Screen
- Upgrade to 4000 Lumens & 7.5'x10' with Dress Kit \$500*

Ballroom LCD Projector Package \$800

- 5,500 Lumens LCD Projector
- Special Lenses
- Front or Rear Fastfold Screen with Dress Kit
- (\$950 Value) Up to 12' Screen*

LCD Accessory Package \$60

- 34" Draped Cart
- Extension Cord & Power Strip
- Tripod Screen

Overhead Projector Package \$75

- Overhead Projector
- 34" Draped Cart
- Tripod Screen

LCD Video Package \$225

- 32" LCD Monitor
- DVD Player
- 48" Draped Cart

50" TV Package \$350

- 50" TV
- DVD Player
- No Computer Input*

Projection

Video & Data Projection

- 1024x768 / 2,500 Lumens (8'w Screen Max).....\$275
- 1024x768 / 4,000 Lumens (10'w Screen Max).....\$400
- 5,500 Lumens (14'w Screen Max).....\$700
- 8,000 - 10,000 Lumens (20'w Screen Max).....\$1,500
- SXGA20,000Lumens.....\$3,500

HD Projectors Available Per Quote

Overhead Projectors

- 4,000 Lumen Overhead with Lamp Changer & Draped Stand \$35

Screens

Screens

- 6' x 6', 7' x 7', or 8' x 8' Tripod Screen \$40
- 7.5' x 10' Cradle Screen \$75

Fastfold Screens with Dress Kits

- 6' x 8' \$120
- 7.5' x 10' \$135
- 9' x 12' \$165
- 10.5' x 14' \$235
- 12' x 16' \$300

HD Wide Screens Available Per Quote

Drape Panels

- Black Velour (16' & 20' High)\$10 per foot
- Custom Heights and ColorsPer Quote

Sound Equipment

Microphones

- Wired Hand-Held Microphone (Includes floor or table stand) \$35
- PZM Recording Microphone\$30
- MX418 Condenser podium Microphone\$40
- UHF Wireless Microphone System (Lavalier or hand-Held) \$100

Mixers-Amplifiers

- Shure 4 Channel Microphone Mixer\$40
- 6 Channel Mixer\$50
- 8 Channel Stereo Mixer Amp\$100
- 16-24 Channel Sound Console\$150
- Digital Console Per Quote

Speakers

- 10" Powered JBL\$95
- UHF Wireless Mic/Amplified Speaker Pkg\$150
- 2 Speaker System Package\$175
- 4 Speaker System Package\$250

Lecterns

- Presidential Lectern (32" wide with height adjustment) \$225
- Acrylic Lectern\$225

Audio Components

- Cassette/Digital Conference Recorder\$60
- CD Player\$40
- CD Player into House Sound Pkg.\$75
- Computer Sound Patch\$35

Rev. 02/10

Duke Energy Convention Center

Audio Visual Services provided by



Video Equipment

Video Cassette Recorders/Players

Mini DV/DVCAM Recorder/Player	\$200
DVD	\$60
BetaCam SP Recorder/Player	\$350
DV/DVCAM Recorder Player	\$350

Video/Computer Monitors

32" LCD Display (16:9 ratio)	\$200
42" LCD/Plasma Display (16:9 ratio)	\$500
50" LCD/Plasma Display (16:9 ratio)	\$600

Production Equipment

RGB/VGA Distribution Amps/Switches	\$40
1/2" S-VHS or Mini DV Camcorder on Tripod	\$250
3-Chip Broadcast Camera Kit on Tripod	\$400
Production/Digital Component Switchers	\$250-800
Sony DSC 1024 Scan Converter/Switcher	\$200
Basic Stage Lighting Pkg	\$250
Prosumer Digital Camcorder with Tripod	\$150

Services Provided Per Quote

JBL Digital Sound Customized for your needs	Per Quote
Custom Stage & Event Lighting	Per Quote
Exhibit Support	Please Request Order Form
HD Cam Switcher	Per Quote
Full Service Video Production Division (AVID non-linear editing)	Call for Quote

Labor

Audio Visual Tech

6 am to 6 pm Mon - Fri	\$45/hr
5 pm to 12 am & all day Sat & Sun	\$67.50/hr
12 am to 6 am Daily and Holidays	\$90/hr

Rigging

Standard Rate 7 am to 5 pm	\$67.50/hr
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Overtime rates apply after 8 hours worked, calculated at 150% of the applicable rate. All technicians and riggers require a 4 hour minimum. \$50 labor fee applies for fastfold screens set for use with client supplied and/or outside contractors' projection equipment.

Computer Products and Peripherals

Computers

Desktop PC (Pentium Dual Core, 1GB RAM, Network, 20" Monitor)	Starting at \$125
Laptop (Dual Core)	Starting at \$99
Cyber Cafés (Multi-Station Networking Available)	Per Quote

Computer Monitors/Displays

20" - 22" LCD Flat Screen	\$150
24" - 26" LCD Flat Screen	\$200

Office/Convention Equipment

HP LaserJet	\$95
Fax Machines, High-Speed Copiers, Printers & Specialty Office Equipment	Per Quote
UHF 2-Way Radios with Charger (Headsets Available)	\$20

House Services

CD Player into House Sound	\$75
House Sound & Connect Fee	\$50
Ballroom House Sound (per section)	\$100
House Lectern with Mic	\$35
Rigging	Please Request Order Form
Per Point Rigging	\$50
(Pricing for reference purposes only)	
Lift Rental	Per Quote

Standard AV / Miscellaneous

Laser Pointer	\$30
Tripod Easel	\$15
Flipchart Easel with Pad & Markers	\$35
Flipchart Easel with Post-it Note Pad	\$50
Flipchart Pad (Purchase)	\$10
35mm Slide Projector Package	\$70
Xenon 35mm Package	\$200
3' x 4' Markerboard/Corkboard	\$25
4' x 6' Rolling Markerboard/Bulletin Board	\$75
4' x 8' Felt/Poster Board	\$100
34"-54" Draped Cart with Power	\$35
1500 Watt Follow Spot Light	\$100
Wireless Mouse (Power Point Remote)	\$30

Service Charge: A 20% service charge applies to all equipment rentals.



Corporate 513.641.1600
 Fax 513.641.3200
 Toll Free 800.294.3179
 www.prestigeav.com

Prestige AV & Creative Services is a full service audio visual & computer rental company. The items listed herein are the most requested audio visual aids for business meetings and conventions. Our expansive inventory is not limited to this list. Please contact us if you have any questions, need equipment specifications, or require any equipment or services not listed.

Video Equipment	14 Day Notice	13 Days Or Less	Qty	Total Days	Total
27" LCD TV 16:9 ratio with built in DVD ("combo unit") 48" cart	\$150	\$180	X	X	\$
27" TV with 1/2" auto repeat VHS and skirted 48" cart	\$135	\$160	X	X	\$
27" TV with DVD player skirted 48" cart	\$135	\$160	X	X	\$
37" Plasma monitor 4:3 ratio XGA	\$500	\$600	X	X	\$
42" Plasma monitor 16:9 ratio XGA	\$400	\$480	X	X	\$
50" Plasma monitor 16:9 ratio XGA	\$500	\$600	X	X	\$
Plasma Stand	\$50	\$60	X	X	\$
DVD Player	\$60	\$70	X	X	\$
Skirted cart <input type="checkbox"/> 54" <input type="checkbox"/> 48" <input type="checkbox"/> 34"	\$35	\$40	X	X	\$
Computer Equipment					
17" LCD Flat panel Multi-sync monitor	\$75	\$90	X	X	\$
19" LCD Flat panel Multi-sync monitor	\$100	\$120	X	X	\$
20" LCD Flat panel Multi-sync monitor	\$150	\$180	X	X	\$
32" LCD 16:9 ratio Widescreen Multi-sync monitor	\$250	\$300	X	X	\$
Desktop P4 2.8 1gb ram 60gb HD CDRW, DVD-ROM, Ethernet, 17" LCD	\$150	\$180	X	X	\$
Notebook P4 2.4, 512 ram 20gb HD CDRW, DVD-ROM, Ethernet	\$125	\$150	X	X	\$
Desktop Copier	\$95	\$115	X	X	\$
Laser Printer	\$95	\$115	X	X	\$
Meeting Room Equipment					
Flipchart	\$25	\$30	X	X	\$
Wireless Microphone <input type="checkbox"/> Lavalier <input type="checkbox"/> Hand held	\$100	\$120	X	X	\$
Self Contained Sound System With Wireless Microphone	\$150	\$180	X	X	\$
XGA LCD Projector (2000 Lumens)	\$275	\$330	X	X	\$
Screens <input type="checkbox"/> 4' X 4' <input type="checkbox"/> 6' X 6' <input type="checkbox"/> 7' X 7' <input type="checkbox"/> 8' X 8'	\$40	\$50	X	X	\$
Whiteboard/ Felt board 4' X 8'	\$50	\$60	X	X	\$
Overhead Projector <input type="checkbox"/> 35mm Slide Projector <input type="checkbox"/>	\$35	\$40	X	X	\$
AV Cart w/ Power	\$35	\$40	X	X	\$
				Subtotal	\$
				Labor	\$
				S/C	20% \$
				Tax	6.5% \$
				Total	\$

- All prices are per show day.
- A 20% Service Charge will apply to all orders
- Tax will be charged on all orders without Tax exempt form.
- Cancellations less than 48 hour notice will be charged 50% of show total
- Must be present when equipment is delivered.
- Labor provided upon request.

<p>Complete payment must accompany order.</p> <p>Please check one:</p> <p><input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> American Express <input type="checkbox"/> Discover</p> <p>Name on credit card _____</p> <p>Credit card number _____</p> <p>Exp. Date _____</p> <p>Authorized Signature _____</p> <p>Date _____</p>	<p>Company/ Show _____</p> <p>On Site Contact _____</p> <p>Company Address _____</p> <p>City _____ St. _____ Zip _____</p> <p>Phone _____ Fax _____</p> <p>Booth No. _____ Room No. _____</p> <p>Delivery Date _____ Time _____</p> <p>Pickup Date _____ Time _____</p>
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Prestige Audio Visual
 (DEC Office) 525 Elm St. Cincinnati, OH 45202 Office (513) 419-7326 Fax (513) 419-7327
 (Corporate) 4835 Para Drive Cincinnati, OH 45237 Office (513) 641-1600 Fax (513) 641-3200

Duke Energy Convention Center

Carpet Cleaning

Individual cleaning for your booth may be ordered by checking the services desired. CHARGES BASED ON GROSS SQUARE FOOTAGE OF EXHIBIT BOOTH SPACE. Credits/cancellations for cleaning will not be considered unless filed at the Service Desk in writing by exhibitor prior to show closing.

DESCRIPTION	PRICE
Daily Vacuuming	\$.25 per sq. ft.
Booth Size _____ X _____ = _____ Square Feet	
Square Feet X \$0.25 = \$ _____ Per Day	
Number of Days _____	
Shampooing once before initial opening of Exhibit.	\$.25 per sq. ft.

Please Complete

Event:

Event Dates:

Exhibit Location/Booth:

Company Name:

Phone:

Fax:

Ordered by:

On-Site Contact:

Payment in full must be received before service is provided.

Special Instructions:

Return form with payment (see Payment Form) to:

**Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street,
Cincinnati, OH 45202 Phone: (513) 419-7300 Fax: (513) 419-7327**



DUKE ENERGY CENTER
525 ELM STREET
CINCINNATI, OHIO 45202
TELEPHONE: (513) 419-7250 FAX (513)419-7275

AUTHORIZATION REQUEST
FOOD AND/OR BEVERAGE

Ovations Food Services has exclusive food and beverage distribution rights within the Duke Energy Center Center.

Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. All alcoholic beverages for display or distribution must be purchased from Ovations Food Services.

Even sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products *only* upon written authorization.

Duke Energy Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Ovations Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 1 ounce of food. Exact descriptions of sample and portion size must be submitted to the Food and Beverage Office for written approval 14 days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file with the Cincinnati Department of Health.

GENERAL CONDITIONS:

- ❖ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ❖ All items are limited to **sample size**.
 - ◆ Beverages limited to maximum *4oz. container*.
 - ◆ Food items limited to *"bite size" or 2oz.*
 - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Ovations Food Services.

Product(s) you wish to dispense _____
 Size of portion to be dispensed _____
 Proposed method of dispensing _____
 Please explain purpose of offering samples _____

SERVICE REQUIRED

Dry Storage: _____ No _____ Yes (\$150.00 per day) per pallet
 _____ Freezer _____ Refrigerator (\$40.00 per day)
 _____ 20 lb. bag of ice @ \$10.00 per bag

Approved _____ Approved _____
 Ovations Food Services Duke Energy Center Manager

Name of Event: _____ Date of Event: _____ Booth No. _____

Firm Name: _____ Phone No. _____

Address: _____
 STREET CITY STATE ZIP CODE

By: _____ Signature: _____ Date: _____
 (PRINT OR TYPE NAME & TITLE)

OVATIONS FOOD AND BEVERAGE EXHIBITOR ORDER FORM

The exhibitor hospitality menu features some of our most requested items. While they are suggestions, we will be glad to custom design a menu to suit your particular needs. Please request a copy of our catering menus to view more options.

OVATIONS FOOD SERVICES will use high-grade disposable ware on the Exhibit Hall floor.

A 100% advance payment is required at the time your order is placed. Ovations accepts: American Express, Master Card and Visa.

A \$25.00 delivery fee will be applied for orders under \$250.00, not including service charges or sales tax.

On-site orders or re-orders are subject to product availability. Re-orders require a 45-minute advanced notice.

Client is responsible for ordering all necessary electricity. Electricity is ordered directly through the Duke Energy Convention Center.

SHOW NAME:		BOOTH #	ORDERED BY:	ONSITE CONTACT:	
NAME		PHONE	SUB TOTAL	\$	
EMAIL			DELIVERY FEE IF LESS THAN \$250	\$	
COMPANY		FAX	SERVICE CHARGE (20%)	\$	
ADDRESS			SUB TOTAL	\$	
CITY			SALES TAX (6.5%)	\$	
STATE		ZIP	TOTAL DUE	\$	

CREDIT CARD AUTHORIZATION

CHARGE TO: AMERICAN EXPRESS _____ VISA _____ MASTER CARD _____

ACCOUNT NUMBER: _____ EXP DATE: _____

CARD HOLDERS

NAME: _____

CARD HOLDERS

SIGNATURE: _____

CARD HOLDERS COMPANY/BILLING

ADDRESS: _____

SHOW: _____

BOOTH NUMBER: _____

DAY / DATE	START TIME	END TIME	ITEM DESCRIPTION	ITEM PRICE	TOTAL

Our Policy requires that 100% payment accompany all advance orders for services. This form, containing your Credit Card information or accompanied by check, must be completed and forwarded to the Duke Energy Center prior to the show. PAYMENTS RECEIVED LESS THAN 14 DAYS BEFORE SHOW MOVE-IN ARE NOT ELEGIBLE FOR ADVANCE RATES AND WILL BE CHARGED FLOOR PRICE.

CREDIT CARD INFORMATION

CREDIT CARDS ACCEPTED: VISA, MasterCard, and American Express

PRINT: Card Holder Name:

Card Holder Address

Account Number

Exp. Date

CCID#

Card Holder Signature

Date

Advance charges may also be paid by check. At the conclusion of the show, if there is a balance due, an invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after the close of an event for services ordered but not used.

SERVICES ORDERED

Electrical Service _____

Exhibitor Labor _____

Utilities - Air, Gas, Water _____

Carpet Vacuuming/Shampooing _____

TOTAL AMOUNT DUE (CREDIT CARD PAYMENT OR CHECK FOR THIS AMOUNT) _____

Name of Event

Date of Event

Booth No.

Firm Name

Phone No.

Firm Address

STREET

CITY

ZIP

Ordered By:

PRINT OR TYPE NAME & TITLE

PHONE NO.

OFFICE USE ONLY: \$

RECEIVED ON

CHECK NO.

Return form with payment to:

Duke Energy Convention Center , Attn: Facility Services, 525 Elm Street, Cincinnati, OH 45202

Phone: (513) 419-7300 Fax: (513) 419-7327

Duke Energy Convention Center

Electrical Service (All electrical services are exclusively by Duke Energy Convention Center)

Quantity	Description	Advanced	Floor
		14 Days prior to show move-in	<14 Days prior to show move-in
_____	Standard Single Outlet 5 Amp (0 to 500 Watts)	\$60.00	\$90.00
_____	20 Amp Single Outlet (501 to 2000 Watts)	\$85.00	\$175.00
_____	208-Volt Single or Three Phase Service 20 Amps	\$200.00	\$325.00
_____	208-Volt Single or Three Phase Service 30 Amps	\$225.00	\$350.00
_____	208-Volt Single or Three Phase Service 60 Amps	\$300.00	\$450.00
_____	208-Volt Single or Three Phase Service 100 Amps	\$450.00	\$675.00
_____	208-Volt Single or Three Phase Service 200 Amps	\$675.00	\$1,100.00
_____	208-Volt Single or Three Phase Service 400 Amps	\$1,200.00	\$1,600.00
_____	Extension Cords (15' or 25' long, Heavy Duty 12/3) - Rental	\$20.00	\$25.00
_____	Power Strip - Rental	\$25.00	\$30.00
_____	Undercarpet Installation of Extension Cord (per cord, up to 20')	\$45.00	\$65.00
_____	LABOR for installation, connection and disconnection	\$60/hr*	\$75/hr*

* Minimum charge 1 Hour. Additional charges may apply after 5:00pm and on weekends

Please Complete

Event: _____

Event Dates: _____ Exhibit Location/Booth: _____

Company Name: _____ Phone: _____ Fax: _____

Ordered by: _____ On-Site Contact: _____

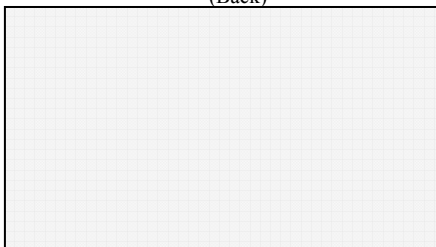
Payment in full must be received before service is provided.

Payment in full must be received 14 days before move-in to qualify for advanced rate.

Please indicate service location

Booth Layout _____ x _____
(Back)

ADJACENT
BOOTH



ADJACENT
BOOTH

ADJACENT BOOTH # _____

IMPORTANT

Prices shown are based upon providing service to a single area at the back of the booth.

Additional charges may apply for other locations and connection to exhibitor equipment.

Please visit www.duke-energycenter.com or call us at 513-419-7300 for additional information and service options.

Return form with payment (see Payment Form) to:

Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street, Cincinnati, OH 45202

Phone: (513) 419-7300 Fax: (513) 419-7327

Duke Energy Convention Center

Electrical Service (All electrical services are exclusively by Duke Energy Convention Center)

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_____	208-Volt Single or Three Phase Service 100 Amps	\$450.00	\$675.00
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_____	208-Volt Single or Three Phase Service 400 Amps	\$1,200.00	\$1,600.00
_____	Extension Cords (15' or 25' long, Heavy Duty 12/3) - Rental	\$20.00	\$25.00
_____	Power Strip - Rental	\$20.00	\$25.00
_____	Undercarpet Installation of Extension Cord (per cord, up to 20')	\$45.00	\$65.00
_____	LABOR for installation, connection and disconnection	\$60/hr*	\$75/hr*
Pricing does not include sales tax			
<small>* Minimum charge 1 Hour. Additional charges may apply after 5:00pm and on weekends</small>			

Please Complete

Event:

Event Dates:

Exhibit Location/Booth:

Company Name:

Phone:

Fax:

Ordered by:

On-Site Contact:

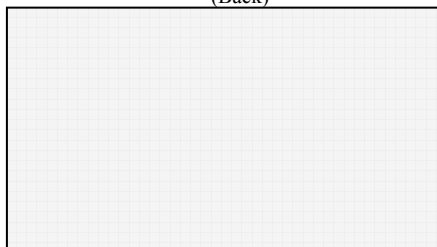
Payment in full must be received before service is provided.

Payment in full must be received 14 days before move-in to qualify for advanced rate.

Please indicate service location

Booth Layout _____ x _____
(Back)

ADJACENT
BOOTH



ADJACENT
BOOTH

ADJACENT BOOTH # _____

IMPORTANT

Prices shown are based upon providing service to a single area at the back of the booth.

Additional charges may apply for other locations and connection to exhibitor equipment.

Please visit www.duke-energycenter.com or call us at 513-419-7300 for additional information and service options.

Return form with payment (see Payment Form) to:

Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street, Cincinnati, OH 45202

Phone: (513) 419-7300 Fax: (513) 419-7327

Duke Energy Convention Center

Cincinnati Fire Department Request for Temporary Use or Display of Gasoline or Diesel Motorized Vehicles/Equipment

Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to the Cincinnati Fire Division Code - Section 1203.1 and return the completed form below to the Duke Energy Convention Center, a minimum of 14 days prior to official event move-in.

Section 1203.1 reads as follows:

The Temporary use or exhibition of gasoline powered motor vehicles; boats or aircraft shall conform to the following:

- A) Written permission shall be obtained from the Fire Division 7 days prior to use or exhibition of any gasoline-powered motor vehicle.
- B) The installation or operation of all equipment shall be under the supervision of a competent operator. (Live demonstration of equipment powered by combustible fuels requires full description of program before permission can be considered.)
Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment. (See separate form for temporary use or display of gasoline or diesel motor vehicles and equipment.)
- C) Fire Division personnel shall be employed by the exhibitor whenever vehicle engines are to be used or to be entered in building. Where such personnel are required, the Fire Division shall determine the following:
 - 1. The number of personnel (a supervisor shall be required when more than one man is employed).
 - 2. The hourly wage rate.
- D) The maximum amount of fuel permitted to remain in a tank shall be 3 gallons for gasoline vehicles and 10 gallons for diesel vehicles.
- E) A locking type gas cap shall be installed on all gas tanks, or the tanks shall be sealed in a manner approved by the Fire Division.
- F) All batteries shall be disconnected while the vehicle is not in actual use.
- G) Fueling or defueling of vehicles shall not take place inside the building.
- H) All fuel shall be dispensed or removed with approved safety equipment.

We are requesting permission to display or temporarily use gasoline or diesel-powered vehicles and equipment listed below:

Quantity	Type and Description of Vehicles / Equipment

Duke Energy Convention Center Event Manager will establish and coordinate inspection dates and times with the Fire Division.

Our representative in charge of the display will be _____ who will report to the Fire Division personnel for clearance to enter the building.

Note: Exhibitor will be invoiced by Fire Division for their personnel wages. No vehicle or equipment will be permitted into the Duke Energy Convention Center without Cincinnati Fire Division inspection

Name of Event	Date of Event	Booth No.
Firm Name	Phone No.	
Firm Address		
STREET	CITY	ZIP
Ordered By <small>(PRINT OR TYPE NAME & TITLE)</small>	Signature	Date

Return form to:

**Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street,
Cincinnati, OH 45202 Phone: (513) 419-7300 Fax: (513) 419-7327**

Duke Energy Convention Center

Cincinnati Fire Prevention Hazardous Display Application

All materials used throughout the exhibition area for scenery or decoration shall be treated with a approved flame retardant product. Materials treated must meet the "Match Flame Test".

ITEMS THAT REQUIRE SPECIAL APPROVAL:

- 1 To use or store flammable liquids, compressed gases, or hazardous products.
- 2 To display and/or operate any heat producing, open flame, candles, lamps, lanterns, torches, etc.
- 3 To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official.
- 4 Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment. (See separate form for temporary use or display of gasoline or diesel motor vehicles and equipment.

Application for use or display of _____

List person who will be in charge of display and/or demonstration for your company

List type and description of activity to be conducted (including the type and amount of fuel chemical, etc., and number of units)

List time and date of arrival _____

FIRE DEPARTMENT ONLY

Restrictions for use, display, etc. _____

Approved _____ Disapproved _____ Modifications required before approval _____
Date _____ Name/Title _____

Approval is valid for the duration of the show or activity and is contingent on safe operation and display.

Name of Event _____ Date of Event _____ Booth No. _____

Firm Name _____ Phone No. _____

Firm Address _____

Ordered By _____ Signature _____ Date _____
STREET CITY ZIP

(PRINT OR TYPE NAME & TITLE)

Return form with payment (see Payment Form) to:

**Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street,
Cincinnati, OH 45202 Phone: (513) 419-7300 Fax: (513) 419-7327**



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

Duke Energy
 Convention Center

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i>	Show Dates: / / To / /
Billing Address			Incentive Order Deadline: (see Incentive Price, Ts & Cs)
City, State / Country, Zip			Email
Contact	Telephone Number () -		Fax Number () -
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 019 -
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ORDER ON LINE: : www.smartcity.com/orders/placeorder.asp

Terms and Conditions / Payment Options

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|---|--|

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

- | | |
|---|---|
| <ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. | <p>Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p>SMART CITY
 5795 W. BADURA AVENUE, SUITE 110
 LAS VEGAS, NEVADA 89118
 (888) 446-6911 FAX (702) 943-6001</p> |
|---|---|

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

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

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 019 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

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

Network Security Declaration

Center: Duke Energy CC (019) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 019 -

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

Network Security Policy:

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

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

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

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

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

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

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

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

Rental Company Contact: _____ Contact Number: _____

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

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

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

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

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Duke Energy CC (019) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 019 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data and telecommunication cable fall under Smart City's area of expertise.

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

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

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



Duke Energy Convention Center

Compressed Air, Water, and Drain (Services exclusively by Duke Energy Convention Center)

Quantity	Description	Advanced	Floor
		14 Days prior to show move-in	<14 Days prior to show move-in
	COMPRESSED AIR SERVICE		
_____	20 CFM @ 90 - 100 PSI: line size 3/8 inch ID	\$130.00	\$200.00
	WATER AND DRAIN		
_____	Connection 40 - 60 PSI, line size: 1/2" or 3/4" Hose	\$130.00	\$200.00
_____	Drain Line, 3/4" Hose	\$100.00	\$150.00
_____	One Time Water Fill and Drain 0-100 gallons	\$100.00	\$150.00
_____	One Time Water Fill and Drain 101-500 gallons	\$150.00	\$200.00
_____	One Time Water Fill and Drain 501-1000 gallons	\$225.00	\$300.00
_____	Additional Gallons above 1000 gallons (price per gallon)	\$0.15	\$0.20
_____	LABOR for installation, connection and disconnection (8AM - 5PM, M-F)	\$60/hr*	\$75/hr*

* Minimum charge 1 Hour. Additional charges may apply after 5:00pm and on weekends

Please Complete

Event: _____

Event Dates: _____ Exhibit Location/Booth: _____

Company Name: _____ Phone: _____ Fax: _____

Ordered by: _____ On-Site Contact: _____

Payment in full must be received before service is provided.

Payment in full must be received 14 days before move-in to qualify for advanced rate.

Please indicate service location

Booth Layout _____ x _____

(Back)



ADJACENT BOOTH # _____

IMPORTANT

Prices shown are based upon providing service to a single area at the back of the booth.

Additional charges may apply for other locations and connection to exhibitor equipment.

Please visit www.duke-energycenter.com or call us at 513-419-7300 for additional information and service options.

Return form with payment (see Payment Form) to:

Duke Energy Convention Center, Attn: Facility Services, 525 Elm Street, Cincinnati, OH 45202

Phone: (513) 419-7300 Fax: (513) 419-7327

Duke Energy Convention Center

Compressed Air, Water, and Drain

(Services provided exclusively by
Duke Energy Convention Center)

Quantity	Description	Advanced	Floor
		14 Days prior to show move-in	<14 Days prior to show move-in
COMPRESSED AIR SERVICE			
_____	20 CFM @ 90 - 100 PSI: line size 3/8 inch ID	\$125.00	\$200.00
_____	20 CFM @ 90 - 100 PSI: line size 1/2 inch ID	\$125.00	\$200.00
WATER AND DRAIN			
_____	Connection 40 - 60 PSI, line size: 1/2 inch or 3/4 inch	\$125.00	\$200.00
_____	One Time Water Fill and Drain 0-100 gallons	\$75.00	\$100.00
_____	One Time Water Fill and Drain 101-500 gallons	\$125.00	\$200.00
_____	One Time Water Fill and Drain 501-1000 gallons	\$175.00	\$250.00
_____	Additional Gallons above 1000 gallons (price per gallon)	\$0.12	\$0.15
_____	LABOR for installation, connection and disconnection (8AM - 5PM, M-F)	\$60/hr*	\$75/hr*
Pricing does not include sales tax			
* Minimum charge 1 Hour. Additional charges may apply after 5:00pm and on weekends			

Please Complete

Event: _____

Event Dates: _____ Exhibit Location/Booth: _____

Company Name: _____ Phone: _____ Fax: _____

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Payment in full must be received before service is provided.

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Booth Layout _____ x _____
(Back)

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Cincinnati, OH 45202 Phone: (513) 419-7300 Fax: (513) 419-7327**

Robert L. Knudsen Photography, Inc

This premier national photography company is proud to have been selected as your official photography provider. Please use the information below to order services you may need, or contact us with any questions.

3712 Woodburn Road, Annandale, VA 22003
Phone & Fax 703-280-2326

SHOW

DATE

LOCATION

EXHIBITOR _____ BOOTH # _____

CONTACT at show _____ Local Phone _____

EXHIBIT & PRODUCTS PRINTS

	EMPTY	W/ PEOPLE
1 or 2 original view	\$90.00	\$100.00
3 or more original views..	\$80.00	\$ 90.00

each view includes 1- 8x10 Color print

ADDITIONAL PRINTS of ORIGINAL VIEW

all prints.....\$35.00 each
NEGATIVE RELEASE.....\$95.00 each
PANORAMIC VIEW up to 30" long..\$150.00 per view

Other services include;

Email of images or web posting. minimum charge \$20.

Large prints and duratrans. Images can be put on canvas, or linen for presentation or display
RUSH service available ask for quote.

DIGITAL IMAGES OF EXHIBIT

Original 8x10 print and image on CD.....\$175.00
Low resolution image on CD.....per quote
Surrender of high resolution scan on CD..\$100.00 each
Digital retouching available as low as\$25.00

PUBLICITY ASSIGNMENT

35mm or Digital images (2 hr min.).....\$175.00 per hour
 35mm color film processing & proofs...\$ 50.00 per roll

Publicity print orders available in film &.digital images

Publicity Digital Images

Digital images on CD up to 75 images...\$140.00
 Additional jpeg images @ 72 -150DPI.. \$1.50 ea
 Higher resolution upon request and per quote.

If you would like a service not listed please contact our office for rates

Special instructions

ORIGINAL VIEWS empty _____ with people _____	CD _____	CD with print _____	= \$ _____
ADDITIONAL PRINTS _____	on CD _____		= \$ _____
NEGATIVE RELEASE _____	on CD _____		= \$ _____
PANORAMIC empty _____ with people _____	Other services _____		= \$ _____

Must be paid with U.S. funds. Please include \$10.00 shipping on all orders. \$ 10.00

Please allow up to 4 weeks from end of show for normal delivery **TOTAL US \$ _____**

All orders considered complete and accepted if orders are not returned within 10 days of delivery

SHIPPING INFORMATION

CHECK # _____ **AMX / MC / VISA CREDIT CARD #** _____ **Expiration** ___/___/___

Company _____ **P.O. #** _____

Address _____

City _____ **State** _____ **Zip** _____ **Phone** ___/___/___

Authorized by _____ **Attention** _____



Mail or fax this form to:
 Urban Jungle, Inc.
 PO Box 6165
 McLean, VA 22106
 Phone: 703-241-8545
 Fax: 866-516-3716
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
info@urbanjungleinc.com

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (<i>call for assistance</i>)	\$ 95.00	\$ 110.00	
	Bud Vases (<i>list color preference</i>)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses - arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (small _____ large _____)	\$ 50/ \$ 75.00	\$ 60 / \$ 85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 30.00	\$ 35.00	
	Bromeliads (red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot): Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large: Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (<i>yours to keep</i>)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' ficus topped with fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants & (1) blooming plant	\$ 100.00	\$ 110.00	
	Pkg C: large container with ivy & blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8'-10' Ficus Tree	\$ 115.00	\$ 130.00	
Decorative Containers: White Black Wicker <i>Call for prices on brass, chrome, terra cotta pots</i>			SUB TOTAL	\$
Tax is based on show location			Sales Tax: 6.5%	\$
HGRV	<i>Call for items you may want but do not see on this list.</i>		TOTAL AMOUNT DUE	\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____ AM / PM

Exhibitor: _____
 Firm Name: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Fax #: _____
 PO #: _____
 Email**: _____

Show Name: **2011 LULAC Natl Conv & Exposition**
 Dates: **June 29 – July 1, 2011**

Location: **Duke Engery Conv Ctr – Cincinnati, OH**
 Booth #: _____

Payment Info: (circle one) AMEX VISA MC Check

Credit Card #: _____ Exp. Date: _____ Security #: _____
 Name on Card: _____ Signature: _____

(print)
 Overnight order form to: Urban Jungle, Inc. • 1631 Dempsey St. • McLean, VA 22101

**** Email is required for confirmation and final invoices.**

* Orders must be received two weeks prior to show date for advance price!