

show information

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



Official General Contractor

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118
Email: servicenter@gesexpo.com

Phone (in USA): (800) 475-2098
Fax (in USA): (866) 329-1437
International Calls: (702) 515-5970
International Faxes: (702) 263-1520

Show Information

Backwall Drape: Blue/White
Sidewall Drape: Blue
Exhibit Hall Carpet Color: Teal/Tan/Burgundy Pattern

Booth Package

Booth Size: 8' x 10'
One-line ID Sign (7" x 44") Provided Automatically

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

Friday	February 20	Discount Deadline for orders received with payment
Friday	February 6	Advance Shipments may begin arriving at Warehouse
Friday	February 27	Last day for Advance Shipments to arrive at Warehouse without surcharges
Sunday	March 7	Direct Shipments may begin arriving at Exhibit Site at 8:00 AM
Sunday	March 7	Last day for Direct Shipments to arrive at Exhibit Site by 3:00 PM
Sunday	March 7	Installation 8:00 AM - 3:00 PM
Sunday	March 7	Show Hours 5:30 PM - 8:00 PM
Monday	March 8	11:00 AM - 5:00 PM
Tuesday	March 9	11:00 AM - 3:00 PM
Tuesday	March 9	Dismantle 3:30 PM - 10:00 PM
Tuesday	March 9	Outbound Carrier by 6:00 PM Check-In

Shipping Addresses

Advance Shipments to Warehouse

c/o GES Exposition Services
Yellow Freight System, Inc.
1265 LaQuinta Drive
Orlando, Florida 32809

Shipments should arrive on or before:
February 27, 2004

Direct Shipments to Exhibit Site

c/o GES Exposition Services
Disney's Coronado Springs Resort
1000 W Buena Vista Drive
Lake Buena Vista, Orlando 32830

Material Handling Charges are Taxable.
Please see Form R-1

Shipments will be accepted beginning:
March 7, 2004

ServiCenter

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



payment & credit card charge authorization

International Disaster Recovery Symposium

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RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520
DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

COMPANY	EMAIL ADDRESS			BOOTH NUMBER		
ADDRESS	street	city	state	zip	country	
PHONE	FAX			PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT			DATE		

X

Payment Policy

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

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

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

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

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

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

Bank wire transfer information:

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

- To properly credit your account, send the following information to the GES address listed on the order forms:
- exhibiting company name, show name, and booth number
 - date and amount of transfer
 - bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES Exhibitor Services at (800) 475-2098 or visit our Servicer at the show.

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

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

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

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

MasterCard
 VISA
 Diners Club
 Discover
 American Express

Corporate
 Personal

- - -

Account Number _____
 CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

PLEASE SIGN **X** _____
 CARDHOLDER'S SIGNATURE

Calculation of Orders

	TOTAL
Exhibit System Rentals	\$
Furniture & Accessories	\$
Custom-Cut Carpet	\$
Hanging Sign & Truss	\$
Cleaning	\$
Labor	\$
Material Handling	\$
Electrical	\$
Other GES Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank \$

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

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

Charge my credit card in the amount of \$

Enclosed is a check in the amount of \$

Check No. Dated

I agree in placing this order that I have accepted GES' terms and conditions, including GES' policy "Limits of Liability and Responsibility".

PLEASE SIGN **X** _____
 CARDHOLDER'S SIGNATURE

payment & credit card charge authorization



3rd party billing request

International Disaster Recovery Symposium

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RETURN TO:
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7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

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

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

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

Exhibiting Firm

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PRINT) _____

Third Party

THIRD PARTY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

AUTHORIZED NAME (PRINT) _____

Credit Card Charge Authorization (Information Must Be Provided)

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

Account Number: [] - [] - [] - []

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

Credit Card Charge Authorization (Information Must Be Provided)

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

Account Number: [] - [] - [] - []

CARDHOLDER'S NAME _____ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

- The items checked below are to be invoiced to the Exhibiting Firm:*
- All Services
 - I & D Labor
 - Signs
 - Rigging/Forklifts
 - Transportation Charges
 - Other (Please Specify) _____
 - Booth Cleaning
 - Rental Furniture
 - Material Handling In & Out
 - Rigging/Sign Hanging

- The items checked below are to be invoiced to the Third Party:*
- All Services
 - I & D Labor
 - Signs
 - Rigging/Forklifts
 - Transportation Charges
 - Other (Please Specify) _____
 - Booth Cleaning
 - Rental Furniture
 - Material Handling In & Out
 - Rigging/Sign Hanging

PLEASE SIGN **X** _____
CARDHOLDER'S SIGNATURE

PLEASE SIGN **X** _____
CARDHOLDER'S SIGNATURE



Florida show site work rules International Disaster Recovery Symposium Disney's Coronado Springs Resort March 7 - 9, 2004



G-4

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EXHIBIT LABOR JURISDICTIONS

GES Exposition Services will have trained labor available to assist you in all aspects of the setup and dismantle of your booth and with the movement of your equipment. Union exhibit labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full time employment. Labor may be employed by completion of labor forms enclosed in the service kit. If, however, you hire any labor to assist you, it should be through the Official Contractor. All mechanical equipment on the trade show floor must be under the care, custody and control of **GES**. *This includes Forklifts, Scooters, Pallet Jacks, Genie Lifts, etc., as well as all other equipment mechanical in nature.*

FREIGHT HANDLING JURISDICTIONS

GES Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. GES Exposition Services will not be responsible, however, for any materials they do not handle. GES Exposition Services will have **COMPLETE** control of the loading docks at all times. If you wish to unload or load, you must report to the Servicenter. Do not proceed to the docks until authorized to do so.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with GES Exposition Services to store empty crates. Please refer to the **MATERIAL HANDLING & SHIPPING INFORMATION** in the service kit for the handling of empties.

The following is a guideline of the work your company's staff is permitted to do:

Transport small items to your booth by hand, or with personally owned 2-wheel carts (**GES will have carts available for GES' use only**). All forklifts will be operated by GES. A drive-up dock for vehicles is available - access will be monitored by GES.

Unpacking and uncrating of boxes, equipment, merchandise, etc.

Fine-tuning/calibrating your equipment and the interconnection of computers and peripherals.

The setup of signs/graphics.

After electrical service has been ordered and the power box delivered, you may plug in your own equipment. However, for safety reasons, if your equipment needs to be hard wired, electricians must do the work.

GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and GES Exposition Services.

INGENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to GES Exposition Services and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or GES Exposition Services.

Should you have questions about the work you can perform, please contact GES or Show Management. Rates for moving shipments from the dock to your booth are located on the Material Handling Form. This form includes rates for handling shipments received at the Showsite and at the GES warehouse.

012703

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

Orlando
IDRJ 52-0403-02023

Florida show site work rules



limits of liability & responsibility

International Disaster Recovery Symposium

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G-5

GES
®

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

1. GES Exposition Services and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by GES.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by GES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that GES and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to GES or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. GES and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to GES in time to obtain the proper equipment.

4. GES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, strife, cancellation of event or show, acts of God, failure of power or utilities, and other events of force majeure. Any and all work performed by GES or its subcontractors up to and including the occurrence of any of the above must be paid in full.

5. GES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. GES and its subcontractors are not insurers; i.e., GES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by GES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by GES, or from the negligence of GES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of GES and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. GES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. GES will not be bound to honor any claim or action brought against GES or its subcontractors more than 60 days after the date of incident.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that GES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of GES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that GES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. GES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the GES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and GES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, GES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by GES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. GES assumes no liability as a result of rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. GES assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with GES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to GES for freight handling services or any other services provided by GES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against GES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.

It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

limits of liability & responsibility



Orlando

IDRJ 52-0403-02023

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

material handling order form

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
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 Phone: (702) 515-5970 • FAX (702) 263-1520

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COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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

X

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

ADVANCE SHIPMENTS TO GES WAREHOUSE: (200 lb. minimum per shipment)

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

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

	ST/ST	\$ 61.75 cwt	\$123.50 min
	ST/OT	\$ 80.30 cwt	\$160.60 min
	OT/OT	\$ 98.80 cwt	\$197.60 min
Crated Shipments	ST/ST	\$ 77.20 cwt	\$154.40 min
Requiring Special	ST/OT	\$100.40 cwt	\$200.80 min
Handling*	OT/OT	\$123.60 cwt	\$247.20 min

DIRECT SHIPMENTS TO EXHIBIT SITE: (200 lb. minimum per shipment)

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

Crated Materials	ST/ST	\$ 52.60 cwt	\$105.20 min
	ST/OT	\$ 68.40 cwt	\$136.80 min
	OT/OT	\$ 84.20 cwt	\$168.40 min
Uncrated Materials	ST/ST	\$ 78.95 cwt	\$157.90 min
	ST/OT	\$102.70 cwt	\$205.40 min
	OT/OT	\$126.40 cwt	\$252.80 min
Crated Shipments	ST/ST	\$ 65.80 cwt	\$131.60 min
Requiring Special	ST/OT	\$ 85.60 cwt	\$171.20 min
Handling*	OT/OT	\$105.30 cwt	\$210.60 min

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

First Carton	\$ 30.00
Each Additional Carton	\$ 10.00

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

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

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

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

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

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

CALCULATION OF MATERIAL HANDLING CHARGES

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

We will be shipping:	lbs. @	per 100 lbs., 200 lbs. minimum per shipment	\$
We will be shipping approximately	number of pieces.		
Our shipment will be sent to <input type="checkbox"/> Exhibit Site <input type="checkbox"/> Warehouse on:			via:
			1. Total Estimated Charges \$
			2. 30% Late Arrival Surcharge \$
			3. 6.5% Sales and/or UseTax \$
			4. Payment Enclosed \$

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance February 27 Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

Direct March 7 First day for shipments to arrive at the exhibit site at 8:00 AM.

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

Orlando Hotel
IDRJ 52-0403-02023

material handling order form



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O GE EXPOSITION SERVICES
Yellow Freight System, Inc.
1265 LaQuinta Drive
Orlando, Florida 32809

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 27, 2004

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O GE EXPOSITION SERVICES
Yellow Freight System, Inc.
1265 LaQuinta Drive
Orlando, Florida 32809

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 27, 2004

Carrier _____

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

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SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 27, 2004

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O GE EXPOSITION SERVICES
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SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 27, 2004

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O GE EXPOSITION SERVICES
Disney's Coronado Springs Resort
1000 W Buena Vista Drive
Lake Buena Vista, Florida 32830

SHIPMENT WILL BE ACCEPTED BEGINNING:
March 7, 2004

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O GE EXPOSITION SERVICES
Disney's Coronado Springs Resort
1000 W Buena Vista Drive
Lake Buena Vista, Florida 32830

SHIPMENT WILL BE ACCEPTED BEGINNING:
March 7, 2004

Carrier _____

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING.

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

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Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

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SHIPMENT WILL BE ACCEPTED BEGINNING:
March 7, 2004

Carrier _____

Number _____ of _____ pieces



caddie service order form

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Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

CADDIE SERVICE is a feature for Personally Operated Vehicles (POV) only. For a fee of \$52.80 (ONE WAY) \$105.60 (ROUND TRIP), ONE or TWO men equipped with a flat cart will assist those exhibitors with unloading for a maximum of 20 minutes. Caddie Service will be available during move-in and move-out only.

CADDIE SERVICE is intended:

- For exhibitors requiring minimal assistance to facilitate the move-in / move-out process.
- For exhibitors delivering materials in minivans or small passenger vehicles.
- As a means of allotting valuable loading space and cost-effective labor crews during the move-in / move-out process.

Exhibitors who have extensive unloading requirements are required to use the drayage services.

Empty storage service will be available only to those exhibitors who utilize the complete drayage service. Exhibitors who do not use drayage will be charged on a per carton rate for empty storage.

Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leaves your place of business and should end when the materials are returned to your facility after the show. This generally can be done by adding "riders" to existing insurance policies, often at no additional cost.

CADDIE SERVICE LOADING/UNLOADING PROCEDURES apply to all delivery vehicles including personally operated vehicles (POV), self unloaders and caddie service, at the convention location.

A pass will be assigned according to driver check-in time and your company's booth location. Exhibitors electing to use this service should report directly to convention location during their targeted move-in time.

Convention location security will direct caddie services exhibitors to the appropriate ramp based on a first come, first served basis within the appropriate target times.

The exhibitor will then check in at the GES freight desk on the dock to arrange for caddie service.

All commercial shipments must be accompanied by a light and heavy certified weight ticket. **NO EXCEPTIONS!**

The definition of a POV is one which:

MUST NOT be a closed bodied vehicle with dual wheels.

MUST BE unloaded within 20 minutes of positioning at a loading area by a full-time company employee(s).

MUST BE unloaded by hand, or with the use of a personally owned 2 wheel dolly.

Time will be monitored to ensure company compliance. Any vehicles left unattended, at any time, in the loading area will be towed at the owner's expense.



caddie service order form



**truck marshalling
information**
**International Disaster
Recovery Symposium**
Disney's Coronado Springs Resort
March 7 - 9, 2004



M-1

CONTRACTOR:
GES Exposition Services
7050 Lindell Road, Las Vegas, NV 89118
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IMPORTANT NOTICE FOR SHOW EXHIBITOR

- * **ALL DELIVERING CARRIERS** must check in at the appropriate GES Marshalling Yard prior to show-site delivery.
- * All carriers will be assigned an unloading number according to driver check-in time.
- * All shipments must be accompanied by a certified weight ticket. No exceptions!
- * A service charge of \$25.00 per shipment will be added to your invoice.
- * **MARSHALLING YARD HOURS:** 8:00AM - 5:00PM during move-in/move-out period. (Times are subject to change depending on show)
- * It is **VERY IMPORTANT** that you inform your carrier of this information.

truck marshalling information



custom-cut carpet order form



International Disaster Recovery Symposium
 Disney's Coronado Springs Resort
 March 7 - 9, 2004

RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
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DISCOUNT DEADLINE DATE: February 20, 2004

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

Carpet is available in three weights: 16 oz. Custom-cut, 26 oz. Plush, and 50 oz. Ultra Plush. Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet. Please call for a quote. Carpet comes with a 100% client satisfaction guarantee.

- Guaranteed new carpet
- Installation to be completed prior to the delivery of exhibit properties
- A professional installation done to your satisfaction
- A four-mil poly covering to protect carpet during the show move-in

All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut orders. Custom Cut Carpet must be ordered in increments of 10 feet.

PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5309	16 oz. Custom-cut	price/sqft \$ 2.60	\$ 3.90				
5310	26 oz. Plush	price/sqft \$ 3.25	\$ 4.85				
5311	50 oz. Ultra Plush	price/sqft \$ 3.75	\$ 5.75				
					PADDING (Included with Packages)		
					<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebound pad. We guarantee your satisfaction.</i>		
				5313	Padding Per Square Foot	\$.98	\$ 1.51

Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

PLACE ORDER HERE

ITEM #	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
5309	16 oz. Custom-cut	Width _____ x Length _____ =		\$	\$

STANDARD COLORS

16 oz. Custom-cut Carpet Color:

Black (BLA) Blue (BLU) Burgundy (BUR) Green (GRE) Gray (GRA)
 Stone Blue (SBL) Purple (PUR) Red (RED) Teal (TEA)

Electrical Under Carpet
 Yes No

5310	26 oz. Plush	Width _____ x Length _____ =		\$	\$
------	--------------	------------------------------	--	----	----

PLUSH COLORS

26 oz. Plush Carpet Color:

Taupe (TAP) Rose (ROS) Lava Rock (LRO) Cement (CMT) Spice Teal (STE) Dove (DOV)
 Snow (SNO) Soft Ivory (SIV) Royalty (ROY) Onyx (ONY) Silver (SIL) Bahama (BAH)
 Cobalt (COB) Silky Beige (SBE) Charcoal (CHA) Boysenberry (BOY) Navy (NAV) Ice (ICE)
 Hunter Green (HGR) Sun Gold (SNG) Royal Blue (RBL) Red (RED) Violet (VLT)

Electrical Under Carpet
 Yes No

5311	50 oz. Ultra Plush	Width _____ x Length _____ =		\$	\$
------	--------------------	------------------------------	--	----	----

ULTRA PLUSH COLORS

50 oz. Ultra Plush Carpet Color:

Sterling (STR) Bisque (BIS) Graphite (GRP) Midnight (MID) Iceberg (ICB)
 Seascape (SEA) Black (BLA) Cabernet (CAB) Teal (TEA)

Electrical Under Carpet
 Yes No

5313	Carpet Padding	Width _____ x Length _____ =		\$	\$
------	----------------	------------------------------	--	----	----

1. Total All Items Ordered	\$
2. 6.5% Rental Tax	\$
3. Payment Enclosed	\$

PLEASE NOTE: EXHIBIT HALL IS CARPETED IN A TEAL/TAN/BURGUNDY PATTERN

custom-cut carpet order form



carpet package order form



International Disaster Recovery Symposium
 Disney's Coronado Springs Resort
 March 7 - 9, 2004

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

X

GES Carpet Packages offer significant savings!
 Rent any carpet package and save 10% off the regular price, if these items were rented separately.
Carpet Packages must be received 14 days prior to move-in to guarantee delivery and color selection.
 16 oz. carpet is included with all GEM™ (except GEM1) and Hardwall™ Exhibit System Rentals. 26 oz. Plush and 50 oz. Ultra Plush are available with all exhibit system rentals.
 Custom Cut Carpet Packages must be ordered in increments of 10 feet.

PRICE LIST

	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SAVE \$\$\$	5301	16 oz. Custom-cut	price/sq ft \$ 3.70	\$ 5.50
	5302	26 oz. Plush	price/sq ft \$ 4.30	\$ 6.35
	5303	50 oz. Ultra Plush	price/sq ft \$ 4.75	\$ 7.20

All Carpet Packages include:
 Padding, Visqueen, and Cleaning.

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

PLACE ORDER HERE

ITEM #	DESCRIPTION	TOTAL SQ FT	X	PRICE / SQ FT	=	TOTAL PRICE	
	Carpet Package (Check One) <input type="checkbox"/> 16 oz. Custom-cut <input type="checkbox"/> 26 oz. Plush <input type="checkbox"/> 50 oz. Ultra Plush Width _____ x Length _____ =			\$		\$	
						1. Total All Items Ordered	\$
						2. 6.5% Rental Tax	\$
						3. Payment Enclosed	\$

- STANDARD COLORS

16 oz. Custom-cut Carpet Color:

Black (BLA) Blue (BLU) Burgundy (BUR) Green (GRE) Gray (GRA)
 Stone Blue (SBL) Purple (PUR) Red (RED) Teal (TEA)
- PLUSH COLORS

26 oz. Plush Carpet Color:

Taupe (TAP) Rose (ROS) Lava Rock (LRO) Cement (CMT) Spice Teal (STE) Dove (DOV)
 Snow (SNO) Soft Ivory (SIV) Royalty (ROY) Onyx (ONY) Silver (SIL) Bahama (BAH)
 Cobalt (COB) Silky Beige (SBE) Charcoal (CHA) Boysenberry (BOY) Navy (NAV) Ice (ICE)
 Hunter Green (HGR) Sun Gold (SNG) Royal Blue (RBL) Red (RED) Violet (VLT)
- ULTRA PLUSH COLORS

50 oz. Ultra Plush Carpet Color:

Sterling (STR) Bisque (BIS) Graphite (GRP) Midnight (MID) Iceberg (ICB)
 Seascape (SEA) Black (BLA) Cabernet (CAB) Teal (TEA)
- Electrical Under Carpet**

Yes No

PLEASE NOTE: EXHIBIT HALL IS CARPETED IN A TEAL/TAN/BURGUNDY PATTERN

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

carpet package order form



furniture & accessories order form



**International Disaster
Recovery Symposium**
Disney's Coronado Springs Resort
March 7 - 9, 2004

A-1

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AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
BOOTH FURNITURE			
5401	GES1 Plastic Contour Chair	\$ 31.80	\$ 47.75
5402	GES6 Contemporary Chair	\$ 61.25	\$ 91.45
5403	GES5 Contemporary Arm Chair	\$ 66.45	\$ 98.90
5404	GES8 Contemporary Stool	\$ 57.20	\$ 85.10
5405	GES12 Square Table	\$ 57.75	\$ 86.25
5406	GES13 Rectangular Table	\$ 60.65	\$ 90.30
5407	GES14 Square Table	\$ 64.70	\$ 96.60
5408	GES15 Rectangular Table	\$ 69.30	\$ 103.50
5409	GES16 Round Starbase Table	\$ 115.50	\$ 172.50
DISPLAY TABLES - 30" HIGH			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5804	Skirted 4' Table (Skirted 4 Sides)	\$ 84.90	\$ 126.50
5805	Skirted 6' Table	\$ 94.75	\$ 141.50
5806	Skirted 8' Table	\$ 114.95	\$ 171.30
5807	4th Side Skirted, Optional	\$ 16.50	\$ 24.50
DISPLAY COUNTERS - 42" HIGH			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>			
5808	Skirted 4' Counter (Skirted 4 Sides)	\$ 91.25	\$ 131.10
5809	Skirted 6' Counter	\$ 100.50	\$ 150.65
5810	Skirted 8' Counter	\$ 120.15	\$ 179.40
5811	4th Side Skirted, Optional	\$ 16.50	\$ 24.50
RISERS			
<i>8" Wide</i>			
5812	4' Single Tier, 7" or 15"	\$ 38.50	\$ 58.00
5813	6' Single Tier, 7" or 15"	\$ 66.50	\$ 99.50
5814	4' Double Tier, 7" and 15"	\$ 80.00	\$ 120.00
5815	6' Double Tier, 7" and 15"	\$ 109.50	\$ 164.00

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CUSTOM BOOTH DRAPE			
<i>8' H Back Drape and 36"H Side Drape — 4 feet minimum order</i>			
0501	Linear Ft. of Back Drape per ft.	\$ 11.50	\$ 17.00
0502	Linear Ft. of Side Drape per ft.	\$ 10.00	\$ 15.00
BOOTH ACCESSORIES			
5816	Tackboard, Gray	\$ 121.00	\$ 181.00
5741	Refrigerator	\$ 220.50	\$ 331.00
5817	Wastebasket	\$ 9.85	\$ 13.90
5740	Ticket Tumbler	\$ 66.50	\$ 100.00
5738	Aisle Stanchion w/o Chain	\$ 39.00	\$ 58.50
5739	Plastic Chain <i>Price/Ft.</i>	\$ 1.30	\$ 2.05
5737	Literature Rack	\$ 115.50	\$ 172.50
5803	Small Security Cage w/o Lock	\$ CALL	\$ CALL
5802	Large Security Cage w/o Lock	\$ CALL	\$ CALL
5801	Pegboard, White (1/4" Hole)	\$ 109.50	\$ 164.00
5733	Clothes Tree	\$ 30.05	\$ 44.85
5734	Bag Stand	\$ 49.50	\$ 74.50
5735	Garment Rack	\$ 42.75	\$ 63.80
5736	Waterfall Stand	\$ 60.65	\$ 90.85
5730	Bell Base Sign Holder	\$ 39.00	\$ 58.50
5731	Chrome Sign Holder	\$ 49.50	\$ 74.50
5732	Aluminum Easel	\$ 30.05	\$ 44.85
5820	Display Case 6' Full View	\$ 247.00	\$ 367.50
5823	Display Case 6' Half View	\$ 247.00	\$ 367.50

*Please include Booth Layout form (H-3) for placement of showcases.
Prices include delivery, installation, rental, and removal.*

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

PLACE ORDER HERE

Table / Counter Skirt Color (Gray will be provided if no color is indicated below):

Gray (GRA) Purple (PUR) Red (RED) Teal (TEA) White (WHI)

Beige (BGE) Black (BLA) Blue (BLU) Burgundy (BUR) Forest Green (FGR) Gold (GOL)

Optional 4th Side TABLE Skirt: 6' 8' **Optional 4th Side COUNTER Skirt:** 6' 8'

Tackboard / Pegboard Placement: Vertical Only

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

1. Total All Items Ordered	\$
2. 6.5% Rental Tax	\$
3. Payment Enclosed	\$



furniture & accessories order form



furniture package order form



International Disaster Recovery Symposium
 Disney's Coronado Springs Resort
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X

GES Furniture Packages offer significant savings!
 Rent any furniture package and save 10% off the regular price, if these items were rented separately.

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	1 - 6' Skirted Table, 2 - Plastic Contour Chairs 1 - Wastebasket	\$ 151.40	\$ 225.85	5411	1 - Starbase Table, 4 - Contemporary Arm Chairs 1 - Wastebasket	\$ 352.05	\$ 523.80

Prices include delivery, installation, rental, and removal.
Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

PLACE ORDER HERE

ITEM #	DESCRIPTION	TOTAL PRICE
	Furniture Package	\$
	Furniture Package	\$
1. Total All Items Ordered		\$
2. 6.5% Rental Tax		\$
3. Payment Enclosed		\$



Table / Counter Skirt Color (Gray will be provided if no color is indicated below):
 Gray (GRA) Purple (PUR) Red (RED) Teal (TEA) White (WHI)
 Beige (BGE) Black (BLA) Blue (BLU) Burgundy (BUR) Forest Green (FGR) Gold (GOL)

furniture package order form



computer station order form



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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

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ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5000	Computer Station	\$ 350.00	\$ 425.00

**Color- Black only
Computer Not Included**



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PLACE ORDER HERE

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5000	Computer Station			\$
1. Total All Items Ordered				\$
2. 6.5% Rental Tax				\$
3. Payment Enclosed				\$



specialty furniture order form

Page 1 of 2



International Disaster Recovery Symposium Disney's Coronado Springs Resort March 7 - 9, 2004

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PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
COMFORT SEATING - CHANEL				OFFICE COLLECTIONS - FILES/UTILITY SEATING/WORK STATIONS			
4000	2A - Sofa, Chanel 87x36x34	\$ 346.00	\$ 519.00	4081	7A - File, Vertical - 4 drawer 52x16x27	\$ 169.00	\$ 244.00
4001	2B - Loveseat, Chanel 63x36x34	\$ 302.00	\$ 453.00	4082	7B - File, Vertical - 2 drawer 28x15x27	\$ 128.00	\$ 178.00
4003	2C - Chair, Chanel 39x36x34	\$ 252.00	\$ 378.00	4083	7C - Drafting Stool, Blk, adj. height 25x26	\$ 182.00	\$ 259.00
4004	2D - Coffee Table, Chestnut 48w 26d 18h	\$ 178.00	\$ 267.00	4084	7D - Task Chair, Altura, Blk Crepe 24x25x32	\$ 101.00	\$ 146.00
4005	2E - End Table, Chestnut 23w 27d 22h	\$ 158.00	\$ 237.00	4085	7E - Computer Table, Graphite 42x30x36H	\$ 252.00	\$ 327.50
COMFORT SEATING - VOGUE				4086	7F - Computer Table, Graphite 30x48x29H	\$ 260.00	\$ 382.50
4006	2F - Sofa, Vogue - Burgandy 84x40x30	\$ 438.00	\$ 657.00	CONFERENCE TABLES			
4007	2G - Chair, Monet 37w 36d 37h	\$ 278.00	\$ 417.00	4026	4A - Conf. Table, Grey 42 round x29	\$ 228.00	\$ 330.50
4008	2H - Coffee Table, Visions Maple 48x28x17H	\$ 130.00	\$ 195.00	4027	4B1 - 6' Conf. Table, Grey 42Wx 29 H	\$ 312.00	\$ 457.00
4009	2I - End Table, Visions Maple 22x24x21	\$ 118.00	\$ 177.00	4028	4B2 - 8' Conf. Table, Grey 48 Wx29H	\$ 360.00	\$ 480.00
COMFORT SEATING - ONYX				4029	4B3 - 10' Conf. Table, Grey 48Wx29H	\$ 380.00	\$ 570.00
4010	2J - Sofa, Black Onyx 87x36x34	\$ 330.00	\$ 495.00	4030	4C - Conf. Table, Blk/Glass Rnd 42x29	\$ 190.00	\$ 285.00
4011	2K - Loveseat, Black Onyx 63x36x34	\$ 296.00	\$ 444.00	4033	4E - Conf. Table, Graphite Nebula 42x29	\$ 228.00	\$ 333.50
4012	2L - Chair, Black Onyx 39x36x34	\$ 244.00	\$ 366.00	4031	4D1 - 6' Conf. Table, Graphite Nebula 42x29	\$ 312.00	\$ 457.00
4013	2M - Coffee Table, Chrome (rect.) 50x22x16 H	\$ 148.00	\$ 222.00	4115	4D2 - 8' Conf. Table, Graphite Nebula 48x29	\$ 362.00	\$ 480.00
4014	2N - End Table, Chrome Geo 26x26x20	\$ 138.00	\$ 207.00	4032	4D3 - 10' Conf. Table, Graphite Nebula 48x29	\$ 380.00	\$ 570.00
COMFORT SEATING - LAREDO				4034	4F - Café Table, Maple/blk /chrome base 42x29	\$ 176.00	\$ 264.00
4015	3A - Sofa, Laredo Black Leather 82x35x31	\$ 508.00	\$ 728.00	4035	4G - Conf. Table, Glass/Chrome 42 RND x29H	\$ 166.00	\$ 249.00
4016	3B - Loveseat, Laredo Black Leather 69x35x31	\$ 515.00	\$ 720.00	4036	4H - Conf. Table, Rect. Glass / Chrome 36x60	\$ 307.00	\$ 434.50
4017	3C - Chair, Laredo Black Leather 45x35x31	\$ 399.00	\$ 511.00	4037	4I - 6' Conf. Table, Garbo, Rect. glass 42x72	\$ 276.00	\$ 414.00
4018	3D - Coffee Table, Silverado 36" Rd	\$ 158.00	\$ 237.00	4038	4J - Conf. Table, Rect. Glass / Black 36x60	\$ 272.00	\$ 408.00
4019	3E - End Table, Silverado 24" Rd	\$ 152.00	\$ 228.00	4039	4K - Conf. Table, Round Glass / Black 42x29	\$ 166.00	\$ 249.00
COMFORT SEATING - MONACO				4040	4L - Conf. Table, Round Brandy 42x27x29	\$ 238.00	\$ 343.00
4110	3F - Sofa, Monaco - Suede 88x37x32	\$ 436.00	\$ 654.00	4041	4M1 - 6' Conf. Table, Rect Brandy 36x29	\$ 232.00	\$ 348.00
4020	3G - Chair, Camouflage 48w 33d 35h	\$ 276.00	\$ 414.00	4042	4M2 - 8' Conf. Table, Rect Brandy 44x29	\$ 296.00	\$ 444.00
4004	2D - Coffee Table, Chestnut 48w 26d 18h	\$ 178.00	\$ 267.00	4043	4M3 - 10' Conf. Table, Rect Brandy 46x29	\$ 346.00	\$ 519.00
4005	2E - End Table, Chestnut 23w 27d 22h	\$ 158.00	\$ 237.00	4044	4N - Conf. Table, Round Maple 42x29	\$ 240.00	\$ 360.00
COMFORT SEATING - TAYLOR				4045	4O1 - 6' Conf. Table, Maple 36x29	\$ 260.00	\$ 390.00
4021	3J - Sofa, Taylor - Grey 87x36x34	\$ 330.00	\$ 495.00	4046	4O2 - 8' Conf. Table, Maple 44x29H	\$ 330.00	\$ 495.00
4022	3K - Loveseat, Taylor - Grey 63x36x34	\$ 296.00	\$ 444.00	4047	4O3 - 10' Table, Maple (Spcl order) 46x29H	\$ 380.00	\$ 570.00
4023	3L - Chair, Taylor - Grey 39x36x34	\$ 244.00	\$ 366.00	CONFERENCE OR GROUP SEATING			
4024	3M - Coffee Table, Black Geo (rect.) 50x22	\$ 148.00	\$ 222.00	4048	5A - Side Chair, Taylor Grey Brewer 26x25x34	\$ 94.00	\$ 141.00
4025	3N - End Table, Black Geo 26w 26d 20h	\$ 138.00	\$ 207.00	4049	5B1 - Stack Chair, Group - Red 21w 21d 37h	\$ 80.00	\$ 120.00
OFFICE COLLECTIONS - GREY				4050	5B2 - Stack Chair, Group - Blue 21w 21d 37h	\$ 80.00	\$ 120.00
4065	6A - Desk, Grey 60w 30d 29h	\$ 340.00	\$ 510.00	4051	5C - Side Chair, Black Brewer 26x25x34	\$ 94.00	\$ 141.00
4066	6B - Credenza, Kneespace, Grey 66w 20d 29h	\$ 370.00	\$ 555.00	4052	5D - Exec Chair, Tilt back, Gray 26hx25dx34h	\$ 189.00	\$ 269.00
4067	6C - Lateral File, Grey 36w 20d 29h	\$ 302.00	\$ 453.00	4053	5E - Side Chair, Black/Cherry 18x23x34	\$ 160.00	\$ 240.00
4068	6D - Bookcase, Grey 36w 12d 72h	\$ 202.00	\$ 303.00	4054	5F - Side Chair, Mahog/Taupe 24w 23d 39h	\$ 246.00	\$ 369.00
4076	6M - Guest Chair, Black Fabric 39x20x25	\$ 215.00	\$ 282.00	4055	5G - Exec Chair, Tilt back, Blk 26hx25dx34h	\$ 189.00	\$ 269.00
4077	6N - Exec. Chair, Black Crepe 37x25x25	\$ 235.00	\$ 297.00	4056	5H - Side Chair, Jetson - Black 19x18x31	\$ 122.00	\$ 174.50
OFFICE COLLECTIONS - MAPLE				4057	5I - Side Chair, Blk/Maple/Chrm 44w 23d 32h	\$ 126.00	\$ 189.00
4069	6E - Desk, Honey Maple 60w 30d 29h	\$ 344.00	\$ 516.00	4058	5J - Side Chair, Blk/Multi 34w 22d 26h	\$ 136.00	\$ 204.00
4070	6F - Credenza, Kneespc., Maple 72w 24d 29h	\$ 344.00	\$ 516.00	COUNTER/BAR STOOLS			
4071	6G - Lateral File, Honey Maple 36w 20d 29h	\$ 302.00	\$ 453.00	4059	5K - Barstool, Black 18w 19d 30sh 42oah	\$ 162.00	\$ 234.50
4114	6H - Bookcase, Honey Maple 36w 12d 72h	\$ 206.00	\$ 309.00	4060	5L - Barstool, Blk/Cherry 18w 18d 30sh 43oah	\$ 192.00	\$ 288.00
4078	6O - High Back, Black Fabric 43x25x25	\$ 228.00	\$ 342.00	4061	5M - Barstool, Black/Chrome 31x23x19	\$ 165.00	\$ 240.00
OFFICE COLLECTIONS - BRANDY				4062	5N - Barstool, Maple/Chrome 16x16x29	\$ 116.00	\$ 174.00
4072	6I - Desk, Brandy Cherry 60w 30d 29h	\$ 309.00	\$ 439.00	BAR TABLE			
4073	6J - Credenza, Storage, Cherry 72w 24d 29h	\$ 332.00	\$ 462.00	4116	5O - Bar Table, Maple top, blk base 36x42	\$ 160.00	\$ 240.00
4074	6K - Lateral File, Brandy Cherry 36w 20d 29h	\$ 260.00	\$ 382.50	4117	5P - Bar Table, Grey top, blk base 36x42	\$ 160.00	\$ 240.00
4075	6L - Bookcase, Brandy Cherry 36w 12d 72h	\$ 192.00	\$ 288.00	4063	5Q - Bar Table, Cherry top, blk base 36x42	\$ 160.00	\$ 240.00
4079	6P - Chair, Mesh/leather, Blk 33w 24d 24h	\$ 220.00	\$ 330.00	4064	5R - Bar Table, Graphite top, blk base 36x42	\$ 160.00	\$ 240.00
4080	6Q - High Back, Leather, Blk 27w 19d 47h	\$ 250.00	\$ 375.00				

Continued on Form B-2



specialty furniture order form Page 1 of 2



GEM exhibit system order form

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
 International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

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

X

PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
GEM EXHIBIT SYSTEMS				GEM ACCESSORIES			
5101	GEM1 10' x 10' Tabletop Display <i>Includes (3) Arm Lights, (2) Shelves, (1) 6-ft Skirted Table, (1) Custom ID Sign</i>	\$ 850.00	\$ 1,173.00	5106	1-Meter Information Counter	\$ 325.00	\$ 448.50
5102	GEM2 10' x 10' <i>Includes (2) Arm Lights, (1) Custom ID Sign</i>	\$ 1,738.00	\$ 2,433.75	5107	2-Meter Information Counter	\$ 380.00	\$ 570.00
5103	GEM3 10' x 10' <i>Includes (3) Arm Lights, (5) Shelves, (1) 1-Meter Counter, (1) Custom ID Sign</i>	\$ 2,381.00	\$ 3,285.55	5108	1-Meter Curved Information Counter	\$ 575.00	\$ 879.75
5104	GEM4 10' x 20' <i>Includes (6) Arm Lights, (5) Shelves, (1) 2-Meter Counter, (1) 40" Round Table, (4) Upholstered Chairs, (2) Custom ID Signs</i>	\$ 3,900.00	\$ 5,850.00	5115	Small Light Box	\$ 305.00	\$ 457.50
5105	GEM5 20' x 20' <i>Includes (10) Arm Lights, (1) Locking Office, (4) Shelves, (1) Curved Counter, (2) 1-Meter Counters, (3) Custom ID Signs</i>	\$ 8,300.00	\$ 12,450.00	5116	Medium Light Box	\$ 385.00	\$ 577.50
GEM 2 - 5 Exhibit System Rentals include Standard Booth Carpet.				5117	Large Light Box	\$ 558.00	\$ 837.00
				5114	Ad Board	\$ 160.00	\$ 240.00
				5113	Wire-Wall Panel, Black or White	\$ 280.00	\$ 420.00
				5109	1-Meter Shelf	\$ 48.00	\$ 72.00
				5110	1-Meter x 8' Slatwall	\$ 195.00	\$ 292.50
				5111	Waterfall w/Hooks	\$ 18.00	\$ 27.00
				5112	Armlight, Black or White	\$ 65.00	\$ 97.50

PLACE ORDER HERE

GEM EXHIBIT SYSTEMS — Please see "Custom ID Sign" Information below.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$

Table Skirt Color (Item # 5101 Tabletop Display ONLY — Gray will be provided if no color is indicated below):

- Beige (BGE) Black (BLA) Blue (BLU) Burgundy (BUR) Green (GRE) Gold (GOL)
 Gray (GRA) Purple (PUR) Red (RED) Teal (TEA) White (WHI)

16 oz. Standard Carpet Color -- Items 5102 - 5105, GEM 2 - 5 ONLY (Gray will be provided if no color is indicated):

- Black (BLA) Blue (BLU) Burgundy (BUR) Forest Green (FGR) Gray (GRA)
 Stone Blue (SBL) Purple (PUR) Red (RED) Teal (TEA)



Choose ONE Panel Type and Color (GEM 1, 2, 3, 4, 5, and Information Counters)

- Fabric Panel:* Gray (GRA) Blue (BLU) Black (BLA)
 — OR —

Standard Laminate Panels: Oxford White Prism Blue Black Silver Gray

Standard Metal Choice: Silver (SIL) *Optional Metal Choice (Call for Quote/Availability):* White, Black, or Red

Armlight: White (WHI) Black (BLA) *Wirewall Panel:* White (WHI) Black (BLA)

GEM ACCESSORIES

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Delivery, installation, rental, and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Color signs additional.



If Custom ID is not required, please indicate ID copy. Print or type.

1. Total All Items Ordered	\$
2. 6.5% Rental Tax	\$
3. Payment Enclosed	\$

- For Additional Custom Graphics, please call the GES Graphics Department at (407) 370-6200
- For Custom Exhibits, please call the GEM & Exhibit Design Department at (407) 370-6200



GEM exhibit system order form



hardwall exhibit system order form

International Disaster Recovery Symposium
 Disney's Coronado Springs Resort
 March 7 - 9, 2004



RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DISCOUNT DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

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

PRICE LIST

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
HARDWALL INLINE EXHIBIT SYSTEMS				SLATWALL ACCESSORIES			
5004	Hardwall 1 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (1) Custom ID Sign</i>	\$2,125.00	\$ 2,932.50	5012	1-Meter x 10" Shelf	\$ 49.00	\$ 73.50
5006	Hardwall 2 — 10' x 10' <i>Includes (2) Arm Lights, (3) Grid Panels, (3) Shelves, (1) Custom ID Sign</i>	\$ 2,125.00	\$ 2,932.50	5013	Waterfall	\$ 19.00	\$ 28.50
5007	Hardwall 3 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (2) Slatwall Panels, (1) Custom ID Sign</i>	\$ 2,125.00	\$ 2,932.50	5014	Waterfall w/Hooks	\$ 23.00	\$ 34.50
5008	Hardwall 4 — 10' x 10' <i>Includes (2) Arm Lights, (1) Custom ID Sign</i>	\$ 1,150.00	\$ 1,725.00	5015	Hooks (4", 6", or 8")	\$ 4.50	\$ 6.75
5009	Hardwall 5 — 10' x 10' <i>Includes (2) Arm Lights, (3) Shelves, (3) Grid Panels, (1) Custom ID Sign</i>	\$ 1,600.00	\$ 2,400.00	5016	1-Meter Hangbar	\$ 43.00	\$ 64.50
ACCESSORIES				SMOOTHWALL GRID ACCESSORIES			
5011	Arm Light (Black or White)	\$ 55.00	\$ 82.50	5018	Black Waterfall Hooks	\$ 23.00	\$ 34.50
5028	Grid Panel	\$ 82.00	\$ 123.00	5019	Hooks	\$ 4.50	\$ 6.75
				5020	1-Meter Hangbar	\$ 43.00	\$ 64.50
				5021	2-Meter Hangbar	\$ 95.00	\$ 142.50

All Hardwall Exhibit System Rentals include 16 Oz. Standard Booth Carpet.

PLACE ORDER HERE

HARDWALL EXHIBIT SYSTEMS — Please see "Custom ID Sign" Information below.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$

INDICATE COLORS

16 oz. Standard Carpet Color (Gray will be provided if no color is indicated):
 Black (BLA) Blue (BLU) Burgundy (BUR) Green (GRE) Gray (GRA)
 Stone Blue (SBL) Purple (PUR) Red (RED) Teal (TEA)

Armlight: White (WHI) Black (BLA) *Wirewall Panel:* White (WHI) Black (BLA)

HARDWALL™ ACCESSORIES

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Delivery, installation, rental, and dismantling are included in package price.	1. Total All Items Ordered	\$
Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.	2. 6.5% Rental Tax	\$
	3. Payment Enclosed	\$

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Color signs additional.

CUSTOM ID SIGN

If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please call the GES Graphics Department at (407) 370-6200
- For Custom Exhibits, please call the GES Exhibit Design Department at (407) 370-6200



hardwall exhibit system order form



ExhibitSelect order form

**International Disaster
Recovery Symposium**
Disney's Coronado Springs Resort
March 7 - 9, 2004



S-1
RETURN TO: GES National Servicecenter
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

EARLY-BIRD DEADLINE DATE: February 9, 2004
ADVANCE DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit



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

X

PRICE LIST

ITEM #	DESCRIPTION	EARLY-BIRD PRICE	ADVANCE PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	ADVANCE PRICE	REGULAR PRICE	
10' X 10' EXHIBITS					ACCESSORIES				
1101	10x10 Inline	\$ 3343.00	\$ 4179.00	\$ 5015.00	5106	1-Meter Information Counter	\$ 325.00	\$ 448.50	
1107	10x10 Corner	\$ 3602.00	\$ 4502.00	\$ 5402.00	5107	2-Meter Information Counter	\$ 380.00	\$ 570.00	
1114	10x10 Inline	\$ 3254.00	\$ 4068.00	\$ 4882.00	5108	1-Meter Curved Counter	\$ 575.00	\$ 879.75	
1118	10x10 Inline	\$ 2982.00	\$ 3727.00	\$ 4472.00	5115	Small Light Box	\$ 305.00	\$ 457.50	
1119	10x10 Inline	\$ 1950.00	\$ 2438.00	\$ 2925.00	5116	Medium Light Box	\$ 385.00	\$ 577.50	
10' X 20' EXHIBITS					5117	Large Light Box	\$ 558.00	\$ 837.00	
1206	10x20 Inline	\$ 4552.00	\$ 5690.00	\$ 6827.00	5411	Furniture Package 1	\$ 352.05	\$ 523.80	
1209	10x20 Inline	\$ 4725.00	\$ 5906.00	\$ 7087.00	<i>Includes (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>				
1210	10x20 Inline	\$ 4352.00	\$ 5440.00	\$ 6528.00	5410	Furniture Package 2	\$ 151.40	\$ 225.85	
1215	10x20 Inline	\$ 5878.00	\$ 7347.00	\$ 8817.00	<i>Includes (1) 6-ft Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>				
1216	10x20 Inline	\$ 6520.00	\$ 8150.00	\$ 9780.00	All ExhibitSelect System Rentals include Standard Booth Carpet & Padding.				
20' X 20' EXHIBITS					CARPET UPGRADES				
2202	20x20 Island/Peninsula	\$ 7817.00	\$ 9771.00	\$ 11726.00	5310	26 oz. Plush	price/sq ft	\$ 3.25	\$ 4.85
2211	20x20 Island/Peninsula	\$ 13311.00	\$ 16639.00	\$ 19967.00	5311	50 oz. Ultra Plush	price/sq ft	\$ 3.75	\$ 5.75
2216	20x20 Island	\$ 12134.00	\$ 15168.00	\$ 18201.00	<i>Delivery, installation, rental, and dismantling are included in exhibit package price.</i>				
					<i>Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.</i>				

PLACE ORDER HERE

EXHIBIT SYSTEMS — Please see "Custom ID Sign" Information below.

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$

16 oz. Standard Carpet Color (Gray will be provided if no color is indicated):
 Black (BLA) Blue (BLU) Burgundy (BUR) Green (GRE) Gray (GRA)
 Stone Blue (SBL) Purple (PUR) Red (RED) Teal (TEA)

Choose ONE Panel Type and Color

Fabric Panel: Gray (GRA) Blue (BLU) Black (BLA)
 — OR — **Standard Panels:** Oxford White Prism Blue Black Silver Gray
 — OR — **Optional Panels (Call for Quote/Availability):** Maple or Amber Wood
Standard Metal Choice: Silver (SIL) Black (BLA)
Armlight: White (WHI) Black (BLA) **Plexi:** Clear Smoke

ACCESSORIES

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$

				\$
				\$

Table Skirt Color (Gray will be provided if no color is indicated below):
 Beige (BGE) Black (BLA) Blue (BLU) Burgundy (BUR) Forest Green (FGR) Gold (GOL)
 Gray (GRA) Purple (PUR) Red (RED) Teal (TEA) White (WHI)

CARPET UPGRADES

ITEM #	DESCRIPTION	CALCULATE SIZE	TOTAL SQ FT	X PRICE /SQ FT =	TOTAL PRICE
5310	26 oz. Plush	Width _____ x Length _____ =		\$	\$

26 oz. Plush Carpet Color:
 Taupe (TAP) Rose (ROS) Lava Rock (LRO) Cement (CMT) Spice Teal (STE) Dove (DOV)
 Snow (SNO) Soft Ivory (SIV) Royalty (ROY) Onyx (ONY) Silver (SIL) Bahama (BAH)
 Cobalt (COB) Silky Beige (SBE) Charcoal (CHA) Boysenberry (BOY) Navy (NAV) Ice (ICE)
 Hunter Green (HGR) Sun Gold (SNG) Royal Blue (RBL) Red (RED) Violet (VLT)

5311	50 oz. Ultra Plush	Width _____ x Length _____ =		\$	\$
------	--------------------	------------------------------	--	----	----

50 oz. Ultra Plush Carpet Color:
 Sterling (STR) Bisque (BIS) Graphite (GRP) Midnight (MID) Iceberg (ICB)
 Seascape (SEA) Black (BLA) Cabernet (CAB) Teal (TEA)

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Color signs additional.

<p>If Custom ID is not required, please indicate ID copy. Print or type.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">1. Total All Items Ordered</td> <td style="width:30%; text-align: right;">\$</td> </tr> <tr> <td>2. 6.5% Rental Tax</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>3. Payment Enclosed</td> <td style="text-align: right;">\$</td> </tr> </table> <p><small>Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Orlando - NC</small></p>	1. Total All Items Ordered	\$	2. 6.5% Rental Tax	\$	3. Payment Enclosed	\$
1. Total All Items Ordered	\$						
2. 6.5% Rental Tax	\$						
3. Payment Enclosed	\$						

ExhibitSelect order form



012703 MNC



graphics & signage order form



RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
 International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520



**International Disaster
Recovery Symposium**
 Disney's Coronado Springs Resort
 March 7 - 9, 2004

DISCOUNT DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

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

X

All standard signs are digitally produced on foamcore. Standard sign includes up to 10 words in Helvetica and a selection of colors

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	
5905	7" x 11"	\$ 30.45	\$ 60.90	\$
5906	7" x 44"	\$ 40.95	\$ 81.90	\$
5910	22" x 28"	\$ 91.25	\$ 182.50	\$
5911	28" x 44"	\$ 105.15	\$ 210.30	\$
	Additional Words	<i>Cost per Word</i>	\$ 1.00	\$ 1.00
	Easel Back	\$ 5.00	\$ 5.00	\$
1. Total All Items Ordered				\$
2. 6.5% Rental Tax				\$
3. Payment Enclosed				\$



Background Color:

- White (WHI) Black (BLA) Red (RED)
- Blue (BLU) Green (GRN) Yellow (YEL)

Copy Color:

- White (WHI) Black (BLA) Red (RED)
- Blue (BLU) Green (GRN) Yellow (YEL)



Indicate: Vertical — OR — Horizontal.
 Please print. Attach a layout to this form if necessary.



GES maintains fully-equipped graphics shops that offer:

- Graphic Design • Large Format Printing • Desktop Publishing • POP Displays • Backlit Graphics
- Lamination • Vinyl Graphics • Logo Reproduction • Graphics Presentation • Vinyl Banners

For custom work and quotation, please call GES Graphics at (407) 370-6200.

graphics & signage order form



Orlando

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

IDRJ 52-0403-02023

key information

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
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COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

X

Please complete & return this page only if you are ordering Installation & Dismantling Labor on Page L-1.

Inbound Freight Information

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

Set-up Information for GES Installation

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

Did You Order —

Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Under Carpet	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Drawings	<input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor <input type="checkbox"/> With the Exhibit	Other Items	_____
Booth Cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
A/V Furniture	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Telephone	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

Outbound Freight Information

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

Emergency Contact Information / Showsite Contact

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

012703

key information



**official contractors
information**
**International Disaster
Recovery Symposium**
Disney's Coronado Springs Resort
March 7 - 9, 2004



CONTRACTOR:
GES Exposition Services
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

L-3

GES
®

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

OFFICIAL SERVICE CONTRACTORS

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

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

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

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

EXHIBITOR APPOINTED CONTRACTORS

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

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

official contractors information



Orlando

SAVE TIME • SAVE MONEY • ORDER ONLINE @ gesexpo.com

IDRJ 52-0403-02023

in-booth forklift & labor order form

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit



COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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

X

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE IN-BOOTH FORKLIFT AND LABOR RATES AS FOLLOWS:
 Labor Monday - Friday 8:00 AM to 5:00 PM — \$52.80/hour; All other times, Saturday, Sunday, Holidays — \$105.60/hour
 Forklift w/ operator Monday - Friday 8:00 AM to 5:00 PM — \$93.50/hour; All other times, Saturday, Sunday, Holidays — \$137.50/hour

ON SITE IN-BOOTH FORKLIFT AND LABOR RATES AS FOLLOWS:
 Labor Monday - Friday 8:00 AM to 5:00 PM — \$68.65/hour; All other times, Saturday, Sunday, Holidays — \$137.30/hour
 Forklift w/ operator Monday - Friday 8:00 AM to 5:00 PM — \$121.55/hour; All other times, Saturday, Sunday, Holidays — \$178.75/hour

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling below.
 If you do not require a forklift, order the number of laborers required.
 Invoice will be calculated according to actual hours worked.

SCHEDULE			# OF HOURS	QUANTITY		RATE	TOTAL
DATE(S)	START	END		# OF WORKERS	# OF FORKLIFTS		
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	

Total Labor Ordered _____
 6.5% RENTAL TAX _____
TOTAL PAYMENT ENCLOSED _____

GES IS RESPONSIBLE FOR THE FOLLOWING • PLEASE SPECIFY AS REQUIRED:

Equipment Placement

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Re-crating |
| <input type="checkbox"/> Reskidding | | |

in-booth forklift & labor order form



hanging sign / truss information

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



H-1

RETURN TO:

GES National Servicer
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437

International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

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GES®

HANGING SIGNS

GES is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with the order.

TRUSS & HOISTS

GES is responsible for supervision, assembly, installation, and removal of all truss.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the
Hanging Sign/Truss Order Form
by February 20, 2004**

By sending us this information in advance,
you will help us assure your sign is
properly assembled and installed.

Shipping Instructions

All "OK to Proceed" hanging signs should be received in advance at the GES Warehouse by February 27, 2004

Please ship all hanging signs in a separate container with the special sign label on this sheet. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

See *Material Handling slick* for more information.

RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

BOOTH NUMBER

C/O **GESEXPOSITION SERVICES**
4805 Sand Lake Road
Orlando, Florida 32819 USA

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:
February 27, 2004**

Carrier _____

Number _____ of _____ pieces

GES®

hanging sign / truss information

012703

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Orlando
IDRJ 52-0403-02023



hanging sign / truss order form

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



H-2

RETURN TO:
GES National Servicer
 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
 International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520
DEADLINE DATE: February 20, 2004

GES

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small>	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>

X

GES is responsible for supervision, assembly, installation, and removal of all hanging signs/trusses.

- A crew will be assigned consisting of a lift with two riggers for aerial work.

TYPE OF SIGN (select one sign type per order)

Banner
 Systems
 Structural Signage

SHAPE OF SIGN

Square Rectangle Triangle Circle

DIMENSIONS & WEIGHT OF SIGN

Height _____ Length _____
 Width _____ Weight _____ lbs.
 # _____ Structural Pick Points lbs. _____ at each pick point

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN

_____ Feet (Must be in compliance with Show Rules & Regulations)

IS YOUR SIGN ELECTRICAL Yes No
 If yes, order requirements on *Electrical Services Order Form* and note "For Hanging Sign" on order form.

DOES YOUR SIGN REQUIRE ASSEMBLY Yes No
 If yes, GES will assemble your sign prior to hanging.
 See *Hanging Sign/Truss Information*.

LOCATION OF SIGN / DIMENSION OF TRUSS

Use the **Booth Layout** form to represent your booth, indicate from each boundary how you would like your sign/truss placed.

*Chain hoists, truss, and lighting available.
 Please Call (407) 370-6200 for a Quote*

GES TO PROCEED AND INSTALL. By: ____/____/____

DO NOT PROCEED. Our representative will be on site:
 ____/____/____ Time ____:____ AM PM

Exhibitor Contact *Please fill out regardless of supervision status.*

Contact Name _____
 Phone _____
 Fax _____ Email _____
 Date of Arrival ____/____/____ Time ____:____ AM PM
 Hotel (optional) _____
 Emergency # _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and lift. Equipment and labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE LIFT AND LABOR RATES AS FOLLOWS:
 Labor Monday - Friday 8:00 AM to 5:00 PM — \$52.80/hour; All other times, Saturday, Sunday, Holidays — \$105.60/hour
 Lift Monday - Friday 8:00 AM to 5:00 PM — \$125.00/hour; All other times, Saturday, Sunday, Holidays — \$125.00/hour

ON SITE LIFT AND LABOR RATES AS FOLLOWS:
 Labor Monday - Friday 8:00 AM to 5:00 PM — \$68.65/hour; All other times, Saturday, Sunday, Holidays — \$137.30/hour
 Lift Monday - Friday 8:00 AM to 5:00 PM — \$162.50/hour; All other times, Saturday, Sunday, Holidays — \$162.50/hour

Please estimate the number of lifts and/or workers and hours per lift and/or worker needed for installation and dismantling below. Invoice will be calculated according to actual hours worked.

DATE(S)	SCHEDULE		# OF HOURS	QUANTITY		RATE	TOTAL
	START	END		# OF WORKERS	# OF LIFTS		
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
	AM/PM	AM/PM				HR	
Total Labor Ordered							
6.5% RENTAL TAX							
TOTAL PAYMENT ENCLOSED							

hanging sign / truss order form



cleaning order form

International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004



RETURN TO:
GES National Servicer
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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

X

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming and shampooing will be invoiced on the total area of your booth, 100 square feet minimum.

BOOTH CLEANING SERVICES — Please mark your selections.

VACUUMING Includes emptying your wastebasket nightly. PRICE
 Daily* cost per square foot per day \$.24
 Before Show Opens Only cost per square foot \$.29

SHAMPOOING
 Before Show Opens Only cost per square foot \$.40

MOPPING & WAXING Available upon request.

PERIODIC PORTER SERVICE
GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show.
Vacuuming not included.
Calculate by your booth size.

- 0 - 500 square feet per day \$ 66.00
- 501 - 1500 square feet per day \$ 88.00
- 1501 - 3000 square feet per day \$ 110.00
- 3001 square feet and higher per day Call for Quote

PORTER SERVICE Use for booth wipedown, ice removal, etc. Hourly rates are listed below.

We will require porter service. Please call for quote.

HOURLY RATES AS FOLLOWS:
Monday - Friday 8:00 AM to 5:00 PM — \$52.80p/hour; All other times, Saturday, Sunday, Holidays — \$105.60p/hour

CALCULATION OF ORDER Orders confirmed only upon request. Please make payments in U.S. funds drawn on U.S. bank.

*Calculate days when ordering daily service. Booth Dimensions x = sq. ft.

	SQ. FT.	X	RATE	X	NO. OF DAYS*	TOTAL
Vacuuming						\$
Shampooing						\$
Periodic Porter Service						\$
Total All Lines						\$
6.5% Rental Tax						\$
TOTAL PAYMENT ENCLOSED						\$

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



cleaning order form



International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004

electrical rental information



CONTRACTOR:
GES Exposition Services
7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

All orders are governed by the GES Payment Policy and Limits of Liability and Responsibility as specified in the Exhibitor Kit

ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Plug configuration information is available on this information sheet.
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the advance rate deadline date and save up to one third on your electrical order!
- Payment must be included with your order to secure the advance rate. Include check or credit card authorization.

If you have any questions, please call us at (800) 475-2098

ELECTRICAL CODE

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

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

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

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

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

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

GES

TSE Electrical

electrical rental information



International Disaster Recovery Symposium

Disney's Coronado Springs Resort
March 7 - 9, 2004

electrical rental order form



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 7050 Lindell Road, Las Vegas, NV 89118
 Phone: (800) 475-2098 • FAX: (866) 329-1437
International Exhibitors Only:
 Phone: (702) 515-5970 • FAX (702) 263-1520

DEADLINE DATE: February 20, 2004

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

BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, ALONG WITH FULL PAYMENT, BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.

ITEM #	QUANTITY	*QUANTITY 24 HR/DED.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
MOTOR & EQUIPMENT OUTLETS						
120V	6001		5 Amp/500 Watts	\$ 65.00	\$ 98.00	
	6002		10 Amp/1000 Watts	\$ 110.00	\$ 165.00	
	6003		15 Amp/1500 Watts	\$ 132.00	\$ 198.00	
	6004		20 Amp/2000 Watts	\$ 150.00	\$ 225.00	
208V 1Ø	6006		10 Amp	\$ 178.50	\$ 267.50	
	6007		15 Amp	\$ 198.00	\$ 297.00	
	6008		20 Amp	\$ 250.00	\$ 371.50	
	6009		30 Amp	\$ 292.50	\$ 470.50	
	6010		40 Amp	\$ 325.50	\$ 503.50	
	6012		60 Amp	\$ 446.50	\$ 679.50	
208V 3Ø	6013		10 Amp	\$ 238.00	\$ 356.50	
	6014		15 Amp	\$ 264.00	\$ 396.50	
	6015		20 Amp	\$ 330.00	\$ 495.00	
	6016		30 Amp	\$ 389.50	\$ 627.00	
	6017		40 Amp	\$ 433.50	\$ 671.00	
	6019		60 Amp	\$ 576.50	\$ 869.00	
TRANSFORMER(S) TO BOOST 208V TO 230V						
6020	TOTAL AMPS	TOTAL AMPS		@ \$3.00/AMP (\$75. MIN.)		
FLOODLIGHTS Price includes Outlet & Labor for Light Only.						
			150 Watt ¹	\$ 71.00	\$ 106.00	
			300 Watt ¹	\$ 90.00	\$ 135.00	
			150 Watt Clamp-on	\$ 65.00	\$ 98.00	
			150 Watt Clamp-on	\$ 84.00	\$ 125.00	
				6.5 % Rental Tax		
				Payment Enclosed		

¹ON STANCHION, IN-LINE BOOTHS ONLY.

PLEASE READ CAREFULLY

- ***Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.**
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- **TSE JURISDICTION** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- **ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 20% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$25.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

Orlando

IDR5J-52-0403-02023

GES

TSE Electrical

electrical rental order form



**International Disaster
Recovery Symposium**
Disney's Coronado Springs Resort
March 7 - 9, 2004

**electrical labor
order form**

RETURN TO:
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7050 Lindell Road, Las Vegas, NV 89118
Phone: (800) 475-2098 • FAX: (866) 329-1437
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DEADLINE DATE: February 20, 2004

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COMPANY _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

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

X

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

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

TSE SUPERVISED (OK TO PROCEED)

TSE will supervise labor to:

- Distribute power under carpet (**Requires Floor — See Booth Layout form H-3**).
- A 20% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling

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

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. All rates are subject to change if necessitated by increased labor and material costs.

ELECTRICAL LABOR RATES AS FOLLOWS:

Labor Monday through Friday 8:00 AM to 4:30 PM — \$55.00/hour; All other times, Saturday, Sunday, Holidays — \$110.00

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

TYPE	SCHEDULE			# OF HOURS	QUANTITY	RATE	TOTAL
	DATE(S)	START	END		ELECTRICIANS		
		AM / PM	AM / PM			HR	
		AM / PM	AM / PM			HR	
		AM / PM	AM / PM			HR	
		AM / PM	AM / PM			HR	
		AM / PM	AM / PM			HR	
		AM / PM	AM / PM			HR	

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

Power Distribution

E1 - Concealed wiring in walls, headers, or displays

E2 - In front of hard walls at the back of booth

E3 - Above tile floor

E4 - Distribution from outlets to equipment

Equipment Connections

E5 - Electrical motors and/or controls

E6 - Breaker panels or power distribution panels

E7 - Interconnection between equipment

E8 - Electrical apparatus equipment wiring

Lights

E9 - Separately attached light tracks

E10 - Track light heads

General Lighting

E11 - Fluorescent/Incandescent

E12 - Overhead

E13 - Lighting mounted separate to exhibit structure

E14 - Light boxes

E15 - Neon

Other Electrical

E16 - Co-axial cable runs to booths

E19 - Specify type:

Satellite Dish Installation and/or Assembly

E20 - Exhibitor supplying satellite

Booth to Booth Cable Runs

E25 - Specify type:

Monitors

E26 - Quantities:

E27 - Size:

E28 - Mounted to:

E29 - Counter top

E30 - Suspended Truss

E31 - Wall of structure

Video Antenna Feeds

E34 - Please specify:

Projection Equipment

S1 - Type:

S2 - Quantity:

S3 - Mounted to wall of structure

S4 - Mounted to ground-supported truss

S5 - Mounted to suspended truss

S5 - Other:

Video Walls

S6 - Dimension of completed wall

S7 - Monitor on suspended truss

S8 - Monitor connected to cameras

S9 - Power requirements for wall:

S10 - Forklift required

Lighting - Dimmable Programmable

S11 - Robotic and/or moving lights

S12 - Theatrical Lighting:

S13 - Lekos

S14 - Parcans

S15 - Fresnels

S16 - Studio and motion picture lights *Orlando*

S17 - Other:



DRJ's Spring World 2004
 March 7-10, 2004
 Orlando, FL

Dietze Enterprises, Inc.

Lead Retrieval Order Form DRJspr04-K

Please Read the Rental Terms and Conditions on the Next Page Before Submitting This Form.

Company Information: Order by 2/09/2004 to guarantee your order. *Limited amount of units available at the show site.

Company Name _____ Booth # _____
 Mailing Address _____ Phone # _____
 City/State/Zip _____ Fax # _____
 Contact Name: _____
 Email Address: _____ Web site _____

Lead Retrieval Options:	Early Order Price <u>Before 2/09/04</u>	Standard Price <u>After 2/09/2004</u>	ON-SITE PRICE <u>(after 3/04/04)</u>	<u>Quantity</u>	<u>Total Price</u>
*NOMAD: A handheld, battery powered device with a built-in bar code scanner.					
1. Leads sent to contact via E-Mail	\$210.00 per unit	\$250.00 per unit	\$310.00 per unit	_____	\$ _____
2. Leads sent to contact on data disk via overnight carrier.	\$250.00 per unit	\$290.00 per unit	\$350.00 per unit	_____	\$ _____
Printer: (available only w/ NOMAD rental) Battery operated Printer capable of printing Last record scanned or all records scanned	\$100.00 per unit	N/A	N/A	_____	\$ _____
Custom Lead Qualifiers: NOMAD units can be programmed with up to 20 custom lead qualifiers. Call to have the custom form faxed to you.	\$90.00 per unit	N/A	N/A	_____	\$ _____
Loss/Damage Coverage: No equipment cost if NOMAD unit lost or damaged. Not required if \$600 security deposit is checked/accepted	\$20.00 per unit	\$20.00 per unit	\$20.00 per unit	_____	\$ _____

Apply \$600 credit card deposit:
 Credit card information must be filled in below. This charge will only be processed if NOMAD is lost/damaged.

***NOMAD is INTERACTIVE on our website at:**
www.dietze-inc.com
Easy to use NOMAD captures/qualifies your leads

Amount Due \$ _____

***Prices are good for every day of entire length of show.**

Payment Options: Credit Card: MasterCard Visa American Express
 Check: Checks must be in \$US payable to Dietze Enterprises, Inc.

All orders for NOMAD units require a credit card number as a security deposit or loss/damage coverage payment. Your order cannot be accepted without payment. Security deposit charges WILL NOT be processed UNLESS unit is lost, stolen or damaged. **No refunds after 02/23/2004!** Please provide credit card information below. **Your leads will be sent to you after the show.**

Credit Card Number _____ Exp. Date _____
 Printed Cardholder Name _____
 Authorized Signature _____
 Cardholder Billing Address _____
 Cardholder City/State/Zip _____ Cardholder Phone # _____

Ordering Options: **Mail Completed Form and Payment To:**
 Dietze Enterprises, Inc.
 222 Merchandise Mart Plaza - #1400
 Chicago, IL 60654
 312-329-9073

Fax Completed Form To:
 312-329-9075
Dietze Enterprises, Inc. Tax ID Number:
 36-3643648

NOMAD Lead Retrieval Rental Terms and Conditions

Advance deadlines are stated on the order form. Orders must be completed and payment must be received on or before the deadline date to partake in any special pricing/promotions. If orders are received after the deadline and indicate pre-deadline pricing, Dietze Enterprises, Inc. (DEI) reserves the right to charge the post-deadline price. When placing an order, it is requested that the contact person will not fax and mail the same order. The contact person has been informed by DEI that the NOMAD unit can be used to collect information, provided by attendees on their registration forms, from the registration database such as; Attendee Name, Title, Company, Address, Phone, Fax, E-Mail (if provided to Dietze Enterprises), etc. Information included is subject to the information designated by each event's management to be captured and may vary from event to event. Contact/User person understands and accepts that some badges issued by show management, at on-site registration, may not have bar codes and unique id numbers to allow for expedience during on-site registration. This is at the discretion of show management and is no fault of Dietze Enterprises, Inc. No reimbursement will be given if such matter occurs.

By properly using the NOMAD unit, the user will be able to scan and record bar coded information available on the badges of individuals who are interested in the company's product or service. NOMAD units must be picked up at show site from the "Lead Retrieval" booth. Units not picked up within 4 hours after the start of the show may be re-rented without any refund. At the end of the rental period, the contact person will return the NOMAD unit(s) to DEI personnel. NOMAD units that are not returned within 1 hour of the close of the show will be subject to a late charge beginning the night the show closes. Late charges are not to exceed the amount of \$600.00. Upon return of the NOMAD unit, the user's leads will be sent to the address/e-mail address on this form within 3 business days from the close of the show. This date is subject change at any time without notice. Leads, on a data disk or printout, will be sent via overnight mail carrier. Any time during the hours the show floor is open, exhibitors may take their NOMAD units to the lead retrieval desk to obtain a printout, if a printer is available at the show, of their scanned bar codes and associated lead qualifiers.

Dietze Enterprises is dependant upon show management to provide a complete and full post-show database of all attendees at the show who were assigned a bar coded badge. If that information is not provided to DEI in a timely manner the turnaround time of leads-to-exhibitors will be delayed and is no fault of DEI. Any questions, concerns, or refunds will not be addressed or provided by DEI but instead must be addressed to show management. Renter understands that failure of show management to provide DEI with a complete attendee database within the appropriate time frame may result in missing leads to exhibitors. Show management is responsible for providing DEI with all the attendees who attended the show and were assigned a bar coded badge. Renter understands that failure to provide DEI with that information may result in a loss of some of the exhibitor's leads and is no fault of DEI. Any subsequent questions, concerns, or refunds must be addressed with show management and is no fault of DEI.

As with any technology and equipment, the NOMAD unit must be handled properly and used as directed in order to achieve the desired results. The contact person acknowledges that he/she has been instructed by DEI on the correct use and care of the NOMAD unit and that he/she understands how to operate the NOMAD unit. DEI will provide at no extra cost initial and any additional instruction as requested by the contact person or authorized employee of the named company. DEI will have extra batteries on-site should user's unit run low on battery power. DEI suggests user attain new batteries from the DEI on-site staff person when batteries get to 50% or less, or when "low battery" reading appears on NOMAD screen. Improper use or care of the NOMAD unit can result in the equipment's failure to scan the bar codes and record the desired information. Renter risks losing any/all leads if they allow the NOMAD to run out of batter power and DEI is not responsible for subsequent refunds should such matter occur. Renter risks losing any/all scanned leads by failure to return NOMAD unit after the close of the show. Should renter accidentally take the Dietze NOMAD device with them after the show has ended Dietze Enterprises is not responsible for any lost data if the battery power runs out. **NEVER REMOVE THE SCANNING MODULE OR BATTERIES FROM THE NOMAD. THIS MAY RESULT IN LOSS OF ALL SCANNED DATA FROM THE NOMAD.** The contact person further acknowledges and agrees that, by this agreement, the liability to DEI for the NOMAD unit's failure to record and retain bar coded information, for whatever reason, is limited to the return of the rental costs. The contact person and their company hereby waive all other rights and remedies that they may have against DEI if the NOMAD unit does not scan and record all bar coded information which they attempt to obtain by scanning.

Security Deposit Information: The NOMAD unit was made available to the above named contact person of the above named company at a rental fee. All orders for NOMAD units require the Loss/Damage Coverage payment or a credit card number as a security deposit. Security deposit charges WILL NOT be processed UNLESS the NOMAD unit is lost, stolen, or damaged. A credit card security deposit of \$600.00, or purchase of the loss/damage coverage per NOMAD, is required and must be received when the order is placed.

The \$20.00 non-refundable loss/damage coverage per NOMAD unit covers any NOMAD that is not returned or is returned with damages or alterations. This option protects exhibitors from liability of theft or accidental damage to NOMAD unit. Exhibitors must report loss or defect to the lead retrieval desk before show closes. For units believed to be stolen, exhibitors must file a police/security loss report and forward a copy to Dietze Enterprises, Incorporated (DEI). Without this loss report the loss/damage coverage is void and the credit card on record will be invoiced for \$600. If the \$600 deposit is selected it will be processed on a per NOMAD basis for any NOMAD that is not returned in proper working order (battery-related problems excluded). Force Majeure. DEI shall not be held responsible in the event acts of God, war, government regulations, disaster, terrorism, strikes or threat of strikes, lockouts, civil disorder, curtailment of transportation facilities or services, fires, floods, epidemics, accidents, shortages, acts of any governmental authority or other catastrophic events hinder the ability to provide lead retrieval equipment or services to show site or exhibitors.

Refund/Cancellation Policy Dietze Enterprises will not be held responsible for refunds due to cancellations or delays in programming as a result of acts of God, war, government disorder, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal, or impossible to hold the show. The contact person has expressly informed DEI and herby warrants that he/she has the authority to enter into the agreement on behalf of the above named company.

Dietze Enterprises, Inc.
222Merchandise Mart Plaza – Suite 1400
Chicago, IL 60654

Tel: 312-329-9073
Fax: 312-329-9075
E-Mail: info@dietze-inc.com