



# Show Information

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

### Official Service Contractor

|   |                      |              |
|---|----------------------|--------------|
| GES Exposition Services   | Phone (in USA):      | 800.475.2098 |
| 7050 Lindell Road   | FAX (in USA):        | 866.329.1437 |
| Las Vegas, NV 89118-4702  | International Calls: | 702.515.5970 |
| Email: <a href="mailto:servicenter@gesexpo.com">servicenter@gesexpo.com</a> | International Faxes: | 702.263.1520 |

### Show Information

|                            |                             |
|----------------------------|-----------------------------|
| Backwall Drape:            | Blue / White / White / Blue |
| Sidewall Drape:            | Blue                        |
| Exhibit Hall Carpet Color: | Multi Teal/ Tan / Burgundy  |

### 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.*

|                  |                    |  |
|------------------|--------------------|--|
| <b>Monday</b>    | <b>February 21</b> | Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in |
| <b>Monday</b>    | <b>February 7</b>  | Advance Shipments may begin arriving at Warehouse                                      |
| <b>Wednesday</b> | <b>March 2</b>     | Last day for Advance Shipments to arrive at Warehouse without surcharges               |
| <b>Sunday</b>    | <b>March 6</b>     | Direct Shipments may begin arriving at Exhibit Site                                    |
| <b>Sunday</b>    | <b>March 6</b>     | Last day for Direct Shipments to arrive at Exhibit Site                                |
| <b>Sunday</b>    | <b>March 6</b>     | Installation 8:00 AM - 3:00 PM   |
| <b>Sunday</b>    | <b>March 6</b>     | Show Hours 5:30 PM - 8:00 PM   |
| <b>Monday</b>    | <b>March 7</b>     | 11:00 AM - 5:00 PM   |
| <b>Tuesday</b>   | <b>March 8</b>     | 11:00 AM - 3:00 PM   |
| <b>Tuesday</b>   | <b>March 8</b>     | Dismantle 3:30 PM - 10:00 PM   |
| <b>Tuesday</b>   | <b>March 8</b>     | Carriers must be checked in by 7:00 PM   |

### Shipping Addresses

#### Advance Shipments to Warehouse

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

**Shipments should arrive on or before:**  
 March 2, 2005

#### Direct Shipments to Exhibit Site

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

**Shipments will be accepted beginning:**  
 March 6, 2005

### GES Servicenter<sup>SM</sup>

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

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

DEADLINE DATE:  
February 21, 2005

### Payment Policy

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

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

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

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

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

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

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

#### Bank wire transfer information:

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

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

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

If you have any questions regarding our payment policy, please call GES National Servicenter<sup>SM</sup> at 800.475.2098 or visit the GES Servicenter<sup>SM</sup> at the show.

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

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

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

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

### Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE**  **EXPIRATION DATE**

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

**Account Number**  -  -  -

CARDHOLDER'S NAME  PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS  CITY

STATE  ZIP  COUNTRY

**PLEASE SIGN**

CARDHOLDER'S SIGNATURE

| Calculation of Orders        | TOTAL |
|------------------------------|-------|
| Exhibit System Rental        | \$    |
| Furniture & Accessories      | \$    |
| Standard Carpet              | \$    |
| Custom-Cut Carpet            | \$    |
| Hanging Sign & Truss         | \$    |
| Cleaning                     | \$    |
| Labor                        | \$    |
| Material Handling            | \$    |
| GES Electrical               | \$    |
| Other GES Services (Specify) | \$    |
| 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 of contract.

**PLEASE SIGN**

CARDHOLDER'S SIGNATURE

COMPANY  EMAIL ADDRESS  BOOTH NUMBER

ADDRESS  STREET  CITY  STATE  ZIP  COUNTRY

PHONE  FAX  PURCHASE ORDER NUMBER

AUTHORIZED CONTACT SIGNATURE  AUTHORIZED CONTACT - PLEASE PRINT  DATE

051004



# 3<sup>rd</sup> Party Billing Request

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

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

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

### Third Party

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PLEASE PRINT) \_\_\_\_\_

### Third Party

EXHIBITING FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PLEASE PRINT) \_\_\_\_\_

### Credit Card Charge Authorization (All Information Must Be Provided)

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

Corporate  
 Personal

**Account Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

### Credit Card Charge Authorization (All Information Must Be Provided)

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

Corporate  
 Personal

**Account Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME \_\_\_\_\_ PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

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

- All Services
- I & D Labor
- Signs
- Rigging / Sign Hanging
- Transportation Charges
- Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out
- Rigging / Forklifts

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

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

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

- All Services
- I & D Labor
- Signs
- Rigging / Sign Hanging
- Transportation Charges
- Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
- Rental Furniture
- Material Handling In & Out
- Rigging / Forklifts

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

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**



# Fax & Email Permission Form

G-4

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

DEADLINE DATE:  
February 21, 2005

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

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

Consent:

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

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

Fax #1: \_\_\_\_\_

Fax #3: \_\_\_\_\_

Fax #2: \_\_\_\_\_

Fax #4: \_\_\_\_\_

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

Email #1: \_\_\_\_\_

Email #3: \_\_\_\_\_

Email #2: \_\_\_\_\_

Email #4: \_\_\_\_\_

**Please return this form to:**

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDRJ

051004



## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

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

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

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

### **Exhibitor loss prevention guidelines at showsite**

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



# Show Site Work Rules

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

### Union Information

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

**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 pre-fabricated 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, ect. 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 Servicerenter. 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

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

### In General

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.

### Always Honest Hotline

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

051004

# GES Terms & Conditions of Contract

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

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

### I. Definitions:

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

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

**Customer:** Exhibitor or other party requesting Services from GES.

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

**Shipper:** Party who tenders Goods to Carrier for transportation.

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

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

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

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

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

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

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

### II. Scope:

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

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

### III. Customer Obligations

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

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

### IV. Mutual Obligations

#### Indemnification:

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

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

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

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

#### VI. GES Liability for Loss or Damage to Goods

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

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

### Benefits of Advance Shipping to the GES Warehouse

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

### How to ship in Advance to the GES Warehouse

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

### How to Ship to Exhibit Site

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

### Freight Carriers

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

### Tracking Shipments

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

### Estimating Material Handling Charges

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

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

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

### Storing Empty Containers

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

### Outgoing Shipments

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

### Machinery Labor and Equipment

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

### Insurance

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

### GES Limits of Liability & Excess Declared Value

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



# Material Handling Order Form

R-2

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

DEADLINE DATE:  
February 21, 2005

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

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

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

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

|                         |       |              |               |  |       |               |               |
|-------------------------|-------|--------------|---------------|--|-------|---------------|---------------|
| <b>Crated Materials</b> | ST/ST | \$ 59.40 cwt | \$ 118.80 min | <b>Materials Requiring Special Handling*</b> | ST/ST | \$ 74.25 cwt  | \$ 148.50 min |
|                         | ST/OT | \$ 77.22 cwt | \$ 154.44 min |  | ST/OT | \$ 96.53 cwt  | \$ 193.06 min |
|                         | OT/OT | \$ 95.04 cwt | \$ 190.08 min |  | OT/OT | \$ 118.80 cwt | \$ 237.60 min |

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

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

|                           |       |               |               |  |       |               |               |
|---------------------------|-------|---------------|---------------|--|-------|---------------|---------------|
| <b>Crated Materials</b>   | ST/ST | \$ 50.60 cwt  | \$ 101.20 min | <b>Materials Requiring Special Handling*</b> | ST/ST | \$ 63.25 cwt  | \$ 126.50 min |
|                           | ST/OT | \$ 65.78 cwt  | \$ 131.56 min |  | ST/OT | \$ 82.23 cwt  | \$ 164.46 min |
|                           | OT/OT | \$ 80.96 cwt  | \$ 161.92 min |  | OT/OT | \$ 101.20 cwt | \$ 202.40 min |
| <b>Uncrated Materials</b> | ST/ST | \$ 75.90 cwt  | \$ 151.80 min |  |       |               |               |
|                           | ST/OT | \$ 98.67 cwt  | \$ 197.34 min |  |       |               |               |
|                           | OT/OT | \$ 121.44 cwt | \$ 242.88 min |  |       |               |               |

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

|                        |          |
|------------------------|----------|
| First Carton           | \$ 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 5:00 PM. Trucks signing in after 2 PM may be charged at the overtime rate.

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

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

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

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

### CALCULATION OF MATERIAL HANDLING CHARGES

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

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

We will be shipping approximately \_\_\_\_\_ number of pieces.

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

### EXCESS DECLARED VALUE OPTION:

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

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

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

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

|                               |    |
|-------------------------------|----|
| 1. Total Estimated Charges    | \$ |
| 2. 30% Late Arrival Surcharge | \$ |
| 3. Excess Declared Value      | \$ |
| 4. 6.5% Rental Tax            | \$ |
| 5. Payment Enclosed           | \$ |

### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

**Advance March 2, 2005** Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

**Direct March 6, 2005** First day for shipments to arrive at the exhibit site.

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDR J

051004



# Pre-Printed Outbound Material Handling Request

**R-3**

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

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

### SHIPPING INFORMATION

**FROM:**

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

#### SHIPPING DESTINATION 1: Number of Labels Needed:

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

#### SHIPPING DESTINATION 2: Number of Labels Needed:

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

### METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

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

#### EXCESS DECLARED VALUE OPTION:

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

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

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

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

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

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

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

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

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label. 051004

**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**ADVANCE SHIPMENT**

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
Yellow Freight System, Inc.  
1265 LaQunita Drive  
Orlando, FL 32809

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
March 2, 2005.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**ADVANCE SHIPMENT**

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
Yellow Freight System, Inc.  
1265 LaQunita Drive  
Orlando, FL 32809

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
March 2, 2005.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**ADVANCE SHIPMENT**

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
Yellow Freight System, Inc.  
1265 LaQunita Drive  
Orlando, FL 32809

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
March 2, 2005.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**ADVANCE SHIPMENT**

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
Yellow Freight System, Inc.  
1265 LaQunita Drive  
Orlando, FL 32809

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:**  
March 2, 2005.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See Hanging Sign / Truss Information (H-1) form for a Hanging Sign shipping label. 051004

# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

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

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*March 6, 2005.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

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

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*March 6, 2005.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

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

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*March 6, 2005.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# RUSH!

## EXHIBITION FREIGHT

FROM:

### DIRECT SHIPMENT

TO: \_\_\_\_\_

EXHIBITING COMPANY

**International Disaster Recovery Symposium**

NAME OF EXHIBITION

BOOTH NUMBER

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

**SHIPMENT WILL BE ACCEPTED BEGINNING:**  
*March 6, 2005.*

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces





# GES Logistics Shipping Order Form

R-8

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

### PICK UP INFORMATION

DATE \_\_\_\_\_ SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED) \_\_\_\_\_

ADDRESS STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PICK UP CONTACT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY) \_\_\_\_\_ WEEKEND  
 Pick Up  Delivery

### DELIVERY INFORMATION

DATE \_\_\_\_\_ RECEIVING HOURS \_\_\_\_\_

DESTINATION \_\_\_\_\_ EXHIBITOR NAME \_\_\_\_\_

SHOW NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

SHOW CONTRACTOR \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

### METHOD OF SHIPMENT

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

### CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARDHOLDER'S NAME (PLEASE PRINT) \_\_\_\_\_ CARDHOLDER'S SIGNATURE \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

MasterCard  VISA  Diners Club  Discover  American Express  Corporate Card  Personal Card

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

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

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

**Note 1:** STOP! You must read form G-7 before going any further...

I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

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

**Note 3:** Declared value \$ \_\_\_\_\_. Excess declared value available from GES, up to \$100,000.00.  
 Excess declared value is not available for items listed on form G-7.

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

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

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

052004  
13



# Skid Accessible Storage Order Form

R-12

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

**International Disaster Recovery Symposium**  
Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

## IMPORTANT INFORMATION & RATES

A secured storage area will be available for exhibitor's literature and samples not requiring refrigeration. The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72". When ready for delivery of material to or from storage, please notify the GES Servicenter<sup>SM</sup>. Standard labor rates apply for each delivery to the booth, or return of material to storage.

**Notice** – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter<sup>SM</sup>.

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.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

|   |   |                    |                    |
|---|---|--------------------|--------------------|
| <b>REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:</b> |   | <b>FORKLIFT</b>    | <b>EXTRA</b>       |
| Straight Time   | Monday through Friday 8:00 AM to 5:00 PM  | <b>LABORER(S)</b>  | <b>W/OPERATOR</b>  |
| Overtime  | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 121.55 per hour | \$ 68.65 per hour  |
|   |   | \$ 178.75 per hour | \$ 137.30 per hour |

## PLEASE INDICATE PLACE ORDER HERE

▶ **Please describe your product:**

---



---



---



---



---



---



---

| SCHEDULE DATE(S) | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF HOURS | TOTAL # OF WORKERS | LABOR RATE | TOTAL |
|------------------|---------------------|-------------------|------------------|--------------------|------------|-------|
|                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |

| ITEM # | DESCRIPTION  | PRICE    | QTY | TOTAL PRICE |
|--------|--------------|----------|-----|-------------|
| 0775   | Storage Skid | \$ 60.00 |     | \$          |

|   |                            |    |
|---|----------------------------|----|
| <b>All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Kit.</b> | 1. Total All Items Ordered | \$ |
|   | 2. 6.5% Rental Tax         | \$ |
|   | 3. Payment Enclosed        | \$ |

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**



# Vehicle Placement Order Form

R-15

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

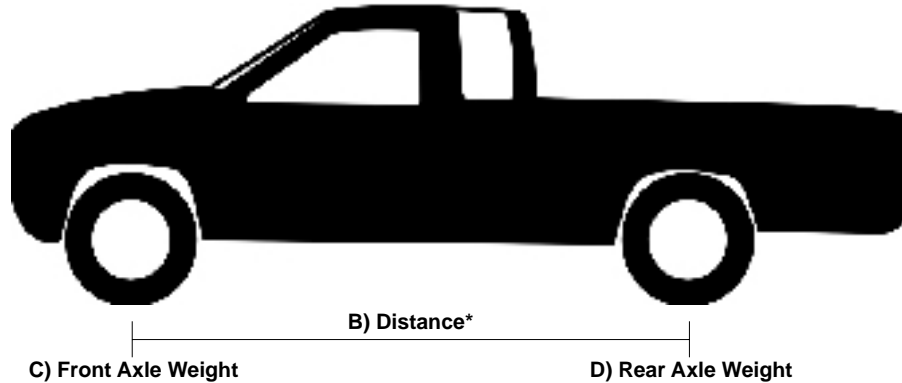
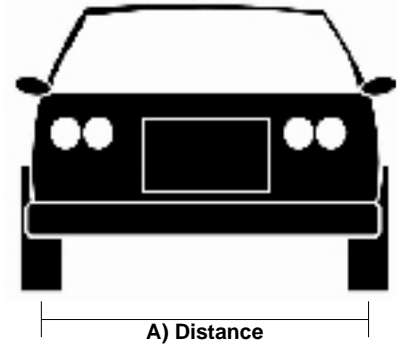
DEADLINE DATE:  
February 21, 2005

GES Exposition Services charges a round-trip fee of **\$150.00** per vehicle to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshal requires disconnecting the battery, taping the gas tank and placing a protective covering under the vehicle.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



| Vehicle Discription   | A Distance | B Distance | C Weight | D Weight | Total Weight               | Total Price |
|---|------------|------------|----------|----------|----------------------------|-------------|
| 1.  |            |            |          |          |                            | \$          |
| 2.  |            |            |          |          |                            | \$          |
| 3.  |            |            |          |          |                            | \$          |
| 4.  |            |            |          |          |                            | \$          |
| 5.  |            |            |          |          |                            | \$          |
| * For dual Axle vehicles measure distance from the front wheel to between the back wheels |            |            |          |          | 1. Total All Items Ordered | \$          |
|   |            |            |          |          | 2. Payment Enclosed        | \$          |

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDRJ

062104







# Furniture & Accessories Order Form

A-1

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DISCOUNT DEADLINE DATE:**  
**February 21, 2005**

### PRICE LIST

| ITEM #  | DESCRIPTION                                | DISCOUNT PRICE | REGULAR PRICE |
|---|--|----------------|---------------|
| <b>SKIRTED TABLES</b>   |  |                |               |
| <i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>   |  |                |               |
| 5804  | Skirted 4' Table, Skirted 4 Sides, 24x30   | \$ 80.85       | \$ 121.00     |
| 5805  | Skirted 6' Table, 24x30                    | \$ 90.20       | \$ 135.30     |
| 5806  | Skirted 8' Table, 24x30                    | \$ 109.45      | \$ 163.90     |
| 5807  | 4th Side Skirted, Optional                 | \$ 15.50       | \$ 23.00      |
| <b>SKIRTED COUNTERS</b>   |  |                |               |
| <i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i> |  |                |               |
| 5808  | Skirted 4' Counter, Skirted 4 Sides, 24x42 | \$ 86.90       | \$ 125.40     |
| 5809  | Skirted 6' Counter, 24x42                  | \$ 95.70       | \$ 144.10     |
| 5810  | Skirted 8' Counter, 24x42                  | \$ 114.40      | \$ 171.60     |
| 5811  | 4th Side Skirted, Optional                 | \$ 15.50       | \$ 23.00      |
| <b>RISERS</b>   |  |                |               |
| 5812  | 4' Single Tier, 7" or 15", 8"w             | \$ 36.50       | \$ 55.00      |
| 5813  | 6' Single Tier, 7" or 15", 8"w             | \$ 63.00       | \$ 94.50      |
| 5814  | 4' Double Tier, 7" or 15", 8"w             | \$ 76.00       | \$ 114.00     |
| 5815  | 6' Double Tier, 7" or 15", 8"w             | \$ 104.00      | \$ 156.00     |
| <b>TABLES</b>   |  |                |               |
| 5407  | Square Table, 24x24x30                     | \$ 61.60       | \$ 92.40      |
| 5408  | Rectangular Table, 24x36x30                | \$ 66.00       | \$ 99.00      |
| 5409  | Round Starbase Table, 40x30h               | \$ 110.00      | \$ 165.00     |
| 5412  | Round Starbase Table, 30x40h               | \$ 110.00      | \$ 165.00     |
| <b>CHAIRS</b>   |  |                |               |
| 5401  | Plastic Contour Chair, 32x18x18.5          | \$ 30.25       | \$ 45.65      |
| 5402  | Contemporary Chair, 31x23x18               | \$ 58.30       | \$ 87.45      |
| 5403  | Contemporary Arm Chair, 31x23x18           | \$ 63.25       | \$ 94.60      |
| 5404  | Contemporary Stool, 48x17x18               | \$ 54.45       | \$ 81.40      |
| 4049  | 5B1 - Stack Chair, Group - Red 21x21x37    | \$ 80.00       | \$ 120.00     |
| 4050  | 5B2 - Stack Chair, Group - Blue 21x21x37   | \$ 80.00       | \$ 120.00     |
| 4062  | 5N - Barstool, Gin Maple 16x16x29          | \$ 116.00      | \$ 174.00     |
| 4058  | 5J - Side Chair, Manhattan 22x26x34        | \$ 136.00      | \$ 204.00     |

Prices include delivery, installation, rental, and removal.

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

| ITEM #                   | DESCRIPTION                            | DISCOUNT PRICE | REGULAR PRICE |
|--------------------------|--|----------------|---------------|
| <b>DISPLAY FURNITURE</b> |  |                |               |
| 4087                     | 7G - Locking Pedestal, w/door 24x24x42 | \$ 266.00      | \$ 399.00     |
| 4088                     | 7H0 - Pedestal, Grey 12x12x42          | \$ 176.00      | \$ 264.00     |
| 4089                     | 7H1 - Pedestal, Graphite 12x12x42      | \$ 176.00      | \$ 264.00     |
| 4090                     | 7H2 - Pedestal, Grey 18x18x30          | \$ 208.00      | \$ 312.00     |
| 4091                     | 7H3 - Pedestal, Graphite 18x18x30      | \$ 208.00      | \$ 312.00     |
| 4092                     | 7H4 - Pedestal, Grey 24x24x36          | \$ 256.00      | \$ 384.00     |
| 4093                     | 7H5 - Pedestal, Graphite 24x24x36      | \$ 256.00      | \$ 384.00     |
| 4094                     | 7H6 - Pedestal, Grey 24x24x42          | \$ 266.00      | \$ 399.00     |
| 4095                     | 7H7 - Pedestal, Graphite 24x24x42      | \$ 266.00      | \$ 399.00     |
| 4096                     | 7H8 - Pedestal, Grey 30x30x42          | \$ 286.00      | \$ 429.00     |
| 4097                     | 7H9 - Pedestal, Graphite 30x30x42      | \$ 286.00      | \$ 429.00     |
| 4098                     | 7L - Etagere, Silver Finish 70x30x16   | \$ 198.00      | \$ 297.00     |
| 4099                     | 7M - Etagere, Black 70x30x16           | \$ 198.00      | \$ 297.00     |
| 5820                     | Display Case 6' Full View              | \$ 235.00      | \$ 350.00     |
| 5823                     | Display Case 6' Half View              | \$ 235.00      | \$ 350.00     |

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

| ITEM #             | DESCRIPTION                  | DISCOUNT PRICE    | REGULAR PRICE |
|--------------------|------------------------------|-------------------|---------------|
| <b>ACCESSORIES</b> |                              |                   |               |
| 5816               | Tackboard, Gray              | \$ 115.00         | \$ 172.00     |
| 5741               | Refrigerator                 | \$ 210.00         | \$ 315.00     |
| 5730               | Bell Base Sign Holder        | \$ 37.00          | \$ 55.50      |
| 5731               | Chrome Sign Holder           | \$ 47.00          | \$ 71.00      |
| 5732               | Aluminum Easel               | \$ 28.60          | \$ 42.90      |
| 5801               | Pegboard, White (1/4" Hole)  | \$ 104.00         | \$ 156.00     |
| 5817               | Wastebasket                  | \$ 9.35           | \$ 13.75      |
| 5802               | Large Security Cage w/o Lock | \$ CALL           | \$ CALL       |
| 5803               | Small Security Cage w/o Lock | \$ CALL           | \$ CALL       |
| 5737               | Literature Rack              | \$ 110.00         | \$ 165.00     |
| 5733               | Clothes Tree                 | \$ 28.60          | \$ 42.90      |
| 5734               | Bag Stand                    | \$ 47.00          | \$ 71.00      |
| 5735               | Garment Rack                 | \$ 40.70          | \$ 61.05      |
| 5736               | Waterfall Stand              | \$ 57.75          | \$ 86.90      |
| 5738               | Aisle Stanchion w/o Chain    | \$ 37.00          | \$ 55.50      |
| 5739               | Plastic Chain                | Price/Ft. \$ 1.25 | \$ 1.95       |
| 5740               | Ticket Tumbler               | \$ 63.00          | \$ 95.00      |

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

### PLEASE INDICATE CHOICE

### PLACE ORDER HERE

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

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

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

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

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

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

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

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDR.J

051004

18



# Furniture Package Order Form

A-2

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DISCOUNT DEADLINE DATE:**  
**February 21, 2005**

### 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 |
|--------|---|----------------|---------------|
| 5410   | Furniture Package 1<br><i>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i> | \$ 144.04      | \$ 216.32     |

| ITEM # | DESCRIPTION  | DISCOUNT PRICE | REGULAR PRICE |
|--------|--|----------------|---------------|
| 5411   | Furniture Package 2<br><i>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i> | \$ 335.12      | \$ 501.44     |

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

Prices include delivery, installation, rental, and removal.

### PLEASE INDICATE CHOICE

### PLACE ORDER HERE

➤ **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

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

| ITEM # | DESCRIPTION         | PRICE | QTY | TOTAL PRICE |
|--------|---------------------|-------|-----|-------------|
| 5410   | Furniture Package 1 |       |     | \$          |
| 5411   | Furniture Package 2 |       |     | \$          |

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

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDRJ



# Computer Station Order Form

A-3

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

**International Disaster Recovery Symposium**  
Disney's Coronado Springs Resort • March 6 - 8, 2005

**DISCOUNT DEADLINE DATE:**  
**February 21, 2005**

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

**Color- Black only**  
**Computer Not Included**



**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 \$**

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DISCOUNT DEADLINE DATE:  
 February 21, 2005**

### PRICE LIST

| ITEM #                            | DESCRIPTION                                 | DISCOUNT PRICE | REGULAR PRICE |
|-----------------------------------|---|----------------|---------------|
| <b>LOUNGE SEATING - MONACO</b>    |   |                |               |
| 4110                              | 3F - Sofa, Monaco 88x37x32                  | \$ 436.00      | \$ 654.00     |
| 4020                              | 3G - Chair, Camouflage 37x36x37             | \$ 276.00      | \$ 414.00     |
| 4004                              | 2D - Coffee Table, Chestnut 48x26x18        | \$ 178.00      | \$ 267.00     |
| 4005                              | 2E - End Table, Chestnut 27x23x22           | \$ 158.00      | \$ 237.00     |
| <b>LOUNGE SEATING - ONYX</b>      |   |                |               |
| 4010                              | 2J - Sofa, Onyx 87x36x34                    | \$ 330.00      | \$ 495.00     |
| 4011                              | 2K - Loveseat, Onyx 63x36x34                | \$ 296.00      | \$ 444.00     |
| 4012                              | 2L - Chair, Onyx 39x36x34                   | \$ 244.00      | \$ 366.00     |
| 4013                              | 2M - Coffee Table, Geo 50x22x16             | \$ 148.00      | \$ 222.00     |
| 4014                              | 2N - End Table, Geo 26x26x20                | \$ 138.00      | \$ 207.00     |
| <b>LOUNGE SEATING - LAREDO</b>    |   |                |               |
| 4015                              | 3A - Sofa, Laredo 78x35x31                  | \$ 508.00      | \$ 728.00     |
| 4016                              | 3B - Loveseat, Laredo 62x35x31              | \$ 515.00      | \$ 720.00     |
| 4017                              | 3C - Chair, Laredo 45x35x31                 | \$ 399.00      | \$ 511.00     |
| 4018                              | 3D - Coffee Table, Silverado 36 Rd x 17     | \$ 158.00      | \$ 237.00     |
| 4019                              | 3E - End Table, Silverado 24 Rd x 24        | \$ 152.00      | \$ 228.00     |
| <b>LOUNGE SEATING - VOGUE</b>     |   |                |               |
| 4006                              | 2F - Sofa, Vogue 84x40x30                   | \$ 438.00      | \$ 657.00     |
| 4007                              | 2G - Chair, Monet 37x36x37                  | \$ 278.00      | \$ 417.00     |
| 4008                              | 2H - Coffee Table, Maple 48x28x17           | \$ 130.00      | \$ 195.00     |
| 4009                              | 2I - End Table, Maple 22x24x21              | \$ 118.00      | \$ 177.00     |
| <b>LOUNGE SEATING - CHAMPAGNE</b> |   |                |               |
| 4000                              | 2A - Sofa, Chanel 87x36x34                  | \$ 346.00      | \$ 519.00     |
| 4001                              | 2B - Loveseat, Chanel 71x36x34              | \$ 302.00      | \$ 453.00     |
| 4003                              | 2C - Chair, Chanel 39x36x34                 | \$ 252.00      | \$ 378.00     |
| 4004                              | 2D - Coffee Table, Chestnut 48x26x18        | \$ 178.00      | \$ 267.00     |
| 4005                              | 2E - End Table, Chestnut 27x23x22           | \$ 158.00      | \$ 237.00     |
| <b>LOUNGE SEATING - TAYLOR</b>    |   |                |               |
| 4021                              | 3J - Sofa, Taylor 80x36x32                  | \$ 330.00      | \$ 495.00     |
| 4022                              | 3K - Loveseat, Taylor 56x36x32              | \$ 296.00      | \$ 444.00     |
| 4023                              | 3L - Chair, Taylor 35x36x32                 | \$ 244.00      | \$ 366.00     |
| 4024                              | 3M - Coffee Table, Geo Black 50x22x16       | \$ 148.00      | \$ 222.00     |
| 4025                              | 3N - End Table, Geo Black 26x26x20          | \$ 138.00      | \$ 207.00     |
| <b>OFFICE FURNITURE - BRANDY</b>  |   |                |               |
| 4072                              | 6I - Executive Desk, Brandy 60x30x29        | \$ 309.00      | \$ 439.00     |
| 4073                              | 6J - Credenza, Brandy Storage 72x24x29      | \$ 332.00      | \$ 462.00     |
| 4074                              | 6K - Lateral File, Brandy 2 Drawer 36x20x29 | \$ 260.00      | \$ 382.00     |
| 4075                              | 6L - Bookcase, Brandy 36x13x71              | \$ 192.00      | \$ 288.00     |
| 4079                              | 6P - Guest Chair, ISO Mesh 26x24x38         | \$ 220.00      | \$ 330.00     |
| 4080                              | 6Q - High Back, Luxor Leather 27x23x47      | \$ 250.00      | \$ 375.00     |
| <b>OFFICE FURNITURE - GREY</b>    |   |                |               |
| 4065                              | 6A - Executive Desk, Grey 60x30x29          | \$ 340.00      | \$ 510.00     |
| 4066                              | 6B - Credenza, Grey Kneespace 66x20x29      | \$ 370.00      | \$ 555.00     |
| 4067                              | 6C - Lateral File, Grey 2 Drawer 36x20x29   | \$ 302.00      | \$ 453.00     |
| 4068                              | 6D - Bookcase, Grey 36x12x72                | \$ 202.00      | \$ 303.00     |
| 4076                              | 6M - Guest Chair, Altura Black 25x20x34     | \$ 215.00      | \$ 282.00     |
| 4077                              | 6N - Exec. Chair, Altura Black 25x25x37     | \$ 235.00      | \$ 297.00     |
| <b>OFFICE FURNITURE - MAPLE</b>   |   |                |               |
| 4069                              | 6E - Executive Desk, Maple 60x30x29         | \$ 344.00      | \$ 516.00     |
| 4070                              | 6F - Credenza, Maple Kneespace 72x24x29     | \$ 344.00      | \$ 516.00     |

| ITEM #                   | DESCRIPTION                                | DISCOUNT PRICE | REGULAR PRICE |
|--------------------------|--|----------------|---------------|
| 4114                     | 6G - Lateral File, Maple 2 Drawer 36x24x29 | \$ 302.00      | \$ 453.00     |
| 4071                     | 6H - Bookcase, Maple 33x13x66              | \$ 206.00      | \$ 309.00     |
| 4078                     | 6O - High Back, Altura Black 25x25x43      | \$ 228.00      | \$ 342.00     |
| <b>UTILITY SEATING</b>   |  |                |               |
| 4083                     | 7C - Drafting Stool, Altura Black 25x26    | \$ 182.00      | \$ 259.00     |
| 4084                     | 7D - Task Chair, Altura Black 25x20x28     | \$ 101.00      | \$ 146.00     |
| <b>CONFERENCE TABLES</b> |  |                |               |
| 4026                     | 4A - Round Conf. Table, Nebula 42x29       | \$ 228.00      | \$ 330.50     |
| 4027                     | 4B1 - 6' Conf. Table, Nebula 72x42x29      | \$ 312.00      | \$ 457.00     |
| 4028                     | 4B2 - 8' Conf. Table, Nebula 96x48x29      | \$ 360.00      | \$ 480.00     |
| 4030                     | 4C - Conf. Table, Manhattan 42x29          | \$ 199.00      | \$ 285.00     |
| 4033                     | 4E - Round Conf. Table, Graphite 42x29     | \$ 228.00      | \$ 333.50     |
| 4031                     | 4D1 - 6' Conf. Table, Graphite 72x42x29    | \$ 312.00      | \$ 457.00     |
| 4115                     | 4D2 - 8' Conf. Table, Graphite 96x48x29    | \$ 362.00      | \$ 480.00     |
| 4034                     | 4F - Café Table, Round Maple 42x29         | \$ 176.00      | \$ 264.00     |
| 4035                     | 4G - Conf. Table, Chrome Geo 42x42x29      | \$ 166.00      | \$ 249.00     |
| 4036                     | 4H - Conf. Table, Rec.ChromeGeo60x36x29    | \$ 307.00      | \$ 434.50     |
| 4037                     | 4I - 6' Conf. Table, Garbo 60x42x29        | \$ 276.00      | \$ 414.00     |
| 4038                     | 4J - Conf. Table, Rec.BlackGeo60x36x29     | \$ 272.00      | \$ 408.00     |
| 4039                     | 4K - Conf. Table, Black Geo 42x42x29       | \$ 166.00      | \$ 249.00     |
| 4040                     | 4L - Conf. Table, Round Brandy 42x29       | \$ 238.00      | \$ 343.00     |
| 4041                     | 4M1 - 6' Conf. Table, Brandy 72x36x29      | \$ 232.00      | \$ 348.00     |
| 4042                     | 4M2 - 8' Conf. Table, Brandy 96x44x29      | \$ 296.00      | \$ 444.00     |
| 4043                     | 4M3 - 10' Conf. Table, Brandy 120x46x29    | \$ 346.00      | \$ 519.00     |
| 4044                     | 4N - Conf. Table, Round Maple 42x29        | \$ 240.00      | \$ 360.00     |
| 4045                     | 4O1 - 6' Conf. Table, Maple 72x36x29       | \$ 260.00      | \$ 390.00     |
| 4046                     | 4O2 - 8' Conf. Table, Maple 96x44x29       | \$ 330.00      | \$ 495.00     |
| 4047                     | 4O3 - 10' Conf. Table, Maple 120x46x29     | \$ 380.00      | \$ 570.00     |
| <b>SEATING</b>           |  |                |               |
| 4048                     | 5A - Side Chair, Grey Brewer 20x20x32      | \$ 94.00       | \$ 141.00     |
| 4051                     | 5C - Side Chair, Black Brewer 20x20x32     | \$ 94.00       | \$ 141.00     |
| 4052                     | 5D - Exec Chair, Grey Tulip 26x25x34       | \$ 189.00      | \$ 269.00     |
| 4053                     | 5E - Side Chair, Garbo 23x18x34            | \$ 160.00      | \$ 240.00     |
| 4054                     | 5F - Side Chair, Continental 23x24x39      | \$ 246.00      | \$ 369.00     |
| 4055                     | 5G - Exec Chair, Black Tulip 26x25x34      | \$ 189.00      | \$ 269.00     |
| 4056                     | 5H - Side Chair, Jetson 18x19x31           | \$ 122.00      | \$ 174.50     |
| 4057                     | 5I - Side Chair, New York 23x32x33         | \$ 126.00      | \$ 189.00     |
| 4102                     | 7P - Chair, Black Occasional 29x31x32      | \$ 170.00      | \$ 255.00     |
| 4103                     | 7Q - Chair, Gala Occasional 30x37x32       | \$ 170.00      | \$ 255.00     |
| 4104                     | 7R - Chair, Gray Occasional 29x31x32       | \$ 170.00      | \$ 255.00     |
| <b>BAR STOOLS</b>        |  |                |               |
| 4059                     | 5K - Barstool, Jetson 18x19x43             | \$ 162.00      | \$ 234.50     |
| 4060                     | 5L - Barstool, Garbo 18x18x43              | \$ 192.00      | \$ 288.00     |
| <b>LAMPS</b>             |  |                |               |
| 4111                     | 7I - Lamp, Pewter 28"                      | \$ 90.00       | \$ 135.00     |
| 4112                     | 7J - Lamp, Maple/Chrome 24"                | \$ 90.00       | \$ 135.00     |
| 4113                     | 7K - Lamp, Rosewood 24"                    | \$ 90.00       | \$ 135.00     |
| <b>UTILITY FURNITURE</b> |  |                |               |
| 4100                     | 7N - Writing Table, Graphite 48x24x30      | \$ 186.00      | \$ 279.00     |
| 4101                     | 7O - Kiosk, Walk up, Black&Sand 24x21x42   | \$ 296.00      | \$ 444.00     |
| 4105                     | 8A - Café Table, Maple Top 36" Rd x 29     | \$ 150.00      | \$ 225.00     |
| 4107                     | 8C - Café Table, Cherry Top 36" Rd x 29    | \$ 150.00      | \$ 225.00     |
| 4108                     | 8D - Café Table, Graphite Top 36" Rd x 29  | \$ 150.00      | \$ 225.00     |

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**











# Installation & Dismantling Order Form

L-1

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

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

- Please refer to the Show Site Work Rules Form (Form G-6)
- Exhibitor may unpack and place merchandise.

### IMPORTANT INFORMATION & RATES

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

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

#### ADVANCE DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

|               |   |                    |
|---------------|---|--------------------|
| Straight Time | Monday through Friday 8:00 AM to 5:00 PM  | \$ 52.80 per hour  |
| Overtime      | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 105.60 per hour |

#### REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

|               |   |                    |
|---------------|---|--------------------|
| Straight Time | Monday through Friday 8:00 AM to 5:00 PM  | \$ 68.65 per hour  |
| Overtime      | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 137.30 per hour |

### PLEASE INDICATE SERVICE PLACE ORDER HERE

- GES SUPERVISED (OK TO PROCEED)**  
*Please complete "Key Information" form (L-2)*  
GES will supervise labor to:
- Unpack and install display before exhibitor arrival at show site.
  - Dismantle, pack, and arrange to ship display after show closing.
  - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
  - GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.
- GES is responsible for the following type of booth:**
- Pop-up       Two Story       Custom  
 Other: \_\_\_\_\_

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

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

|                                  |    |
|----------------------------------|----|
| 1. Total Labor Ordered           | \$ |
| 2. 30% (\$50.00) GES Supervision | \$ |
| 3. 6.5% Rental Tax               | \$ |
| <b>4. Payment Enclosed</b>       | \$ |

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

Orlando  
52-0503-02024 - IDRJ

051004  
26



# Key Information

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

### Inbound Freight Information

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

### Set-up Information for GES Installation

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

### Did You Order —

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

### Outbound Freight Information

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

### Emergency Contact Information / Showsite Contact

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

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**



# Official Contractors Information

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

### OFFICIAL SERVICE CONTRACTORS

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

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

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

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

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

### EXHIBITOR APPOINTED CONTRACTORS

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

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

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE

**PRODUCER**  
YOUR INSURANCE AGENT'S NAME AND ADDRESS

**INSURED**  
YOUR COMPANY NAME AND ADDRESS

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURERS AFFORDING COVERAGE**

INSURER A: National Union Fire Ins. Co. of Pittsburgh 19445-001  
 INSURER B: Travelers Indemnity Company  
 INSURER C: Hartford Underwriters Ins. Co.  
 INSURER D:  
 INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INBR LTR | TYPE OF INSURANCE   | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS  |
|----------|---|---------------|----------------------------------|-----------------------------------|---|
| B        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br>Incl. Blanket<br>Contractual Coverage<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | TJXYZ1234567  | 01/01/03                         | 01/01/04                          | EACH OCCURRENCE \$ 1,000,000<br>FIRE DAMAGE (Any one fire) \$ (If any)<br>MED EXP (Any one person) \$ (If any)<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   | TJMLM7895432  | 01/01/03                         | 01/01/04                          | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | <b>GARAGE LIABILITY</b><br><input type="checkbox"/> ANY AUTO  |               |                                  |                                   | AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN EA ACC \$<br>AUTO ONLY: AGG \$   |
| A        | <b>EXCESS LIABILITY</b><br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br><input type="checkbox"/> RETENTION \$   | 4005871132TB  | 01/01/03                         | 01/01/04                          | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000<br>\$<br>\$<br>\$  |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  | 83ABCDE8077   | 01/01/03                         | 01/01/04                          | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                    |
| A        | <b>OTHER CARGO</b>  | 4005116486TB  | 07/31/02                         | 07/31/03                          | \$250,000 Per Shipment  |

SAMPLE COPY

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 GES Exposition Services, Inc. is hereby named as Additional Insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor is included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory.

|  |  |  |
|--|--|--|
| <b>CERTIFICATE HOLDER</b>  | <b>ADDITIONAL INSURED; INSURER LETTER:</b> | <b>CANCELLATION</b>  |
| GES EXPOSITION SERVICES, INC.<br>A VIAD CORP COMPANY<br>950 GRIER DRIVE<br>LAS VEGAS, NV 89119 |  | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.<br>AUTHORIZED REPRESENTATIVE |



# Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

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

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

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

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

### Rules & Regulations

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

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

|            |          |                |                 |
|------------|----------|----------------|-----------------|
| Electrical | Plumbing | Booth Cleaning | Decorator Labor |
| Telephone  | Drayage  | Rigging        | Millwright Work |

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

Orlando  
52-0503-02024 - IDR J



# In-Booth Forklift & Labor Order Form

T-1

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

**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.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. 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.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

#### ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

|               |   |
|---------------|---|
| Straight Time | Monday through Friday 8:00 AM to 4:30 PM  |
| Overtime      | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays |

| FORKLIFT<br>W/OPERATOR | EXTRA<br>LABORER(S) |
|------------------------|---------------------|
| \$ 93.50 per hour      | \$ 52.80 per hour   |
| \$ 137.50 per hour     | \$ 105.60 per hour  |

#### REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

|               |   |
|---------------|---|
| Straight Time | Monday through Friday 8:00 AM to 4:30 PM  |
| Overtime      | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays |

|                    |                    |
|--------------------|--------------------|
| \$ 121.55 per hour | \$ 68.65 per hour  |
| \$ 178.75 per hour | \$ 137.30 per hour |

### PLEASE INDICATE SERVICE

➤ **GES is responsible for the Following:**

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

### PLACE ORDER HERE

| SCHEDULE<br>DATE(S) | SCHEDULE<br>START TIME | SCHEDULE<br>END TIME | TOTAL # OF<br>HOURS | TOTAL # OF<br>FORKLIFTS | LABOR<br>RATE | TOTAL |
|---------------------|------------------------|----------------------|---------------------|-------------------------|---------------|-------|
|                     | AM<br>PM               | AM<br>PM             |                     |                         |               | \$    |
|                     | AM<br>PM               | AM<br>PM             |                     |                         |               | \$    |
|                     | AM<br>PM               | AM<br>PM             |                     |                         |               | \$    |
|                     | AM<br>PM               | AM<br>PM             |                     |                         |               | \$    |

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

|                        |    |
|------------------------|----|
| 1. Total Labor Ordered | \$ |
| 2. 6.5% Rental Tax     | \$ |
| 3. Payment Enclosed    | \$ |

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)

Orlando  
52-0503-02024 - IDRJ



# Hanging Sign / Truss Labor Information

H-1

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

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

DEADLINE DATE:  
February 21, 2005

### 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 exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.**

### 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 21, 2005.**

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 **March 2, 2005**.

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.

**RUSH!**

**EXHIBITION FREIGHT**

FROM:

**ADVANCE SHIPMENT**

TO: \_\_\_\_\_

EXHIBITING COMPANY

International Disaster Recovery Symposium

NAME OF EXHIBITION

\_\_\_\_\_

BOOTH NUMBER

C/O GES EXPOSITION SERVICES  
Yellow Freight System, Inc.  
1265 LaQuinita Drive  
Orlando, FL 32809

SHIPMENT SHOULD ARRIVE ON OR BEFORE:  
March 2, 2005.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



# Hanging Sign / Truss Labor Order Form

H-2

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

**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.

### IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. 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.

|  |   |                    |                         |
|--|---|--------------------|-------------------------|
| <b>ADVANCE DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:</b> |   | <b>LIFT W/CREW</b> | <b>EXTRA LABORER(S)</b> |
| Straight Time  | Monday through Friday 8:00 AM to 5:00 PM  | \$ 177.80 per hour | \$ 52.80 per hour       |
| Overtime   | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 230.60 per hour | \$ 105.60 per hour      |

|   |   |                    |                    |
|---|---|--------------------|--------------------|
| <b>REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:</b> |   |                    |                    |
| Straight Time   | Monday through Friday 8:00 AM to 5:00 PM  | \$ 231.15 per hour | \$ 68.65 per hour  |
| Overtime  | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 299.80 per hour | \$ 137.30 per hour |

### PLEASE INDICATE SERVICE

- GES SUPERVISED (OK TO PROCEED)**
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
*Exhibitor will supervise.*
- ▶ **Type of Sign** (Select one sign type per order)
  - Banner       Structural Signage     Systems
- ▶ **Shape of Sign** (Select one sign type per order)
  - Square       Rectangle       Triangle
  - Circle       Other \_\_\_\_\_
- ▶ **Dimensions & Weight of Sign**

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_ lbs.

# \_\_\_\_\_ Structural Pick Points

lbs. \_\_\_\_\_ at each point
- ▶ **Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet
- ▶ **Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"
  - Yes       No
- ▶ **Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign / Truss Information.
  - Yes       No

### PLACE ORDER HERE

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

|   |                               |    |
|---|-------------------------------|----|
| <b>All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Kit.</b> | <b>1. Total Labor Ordered</b> | \$ |
|   | <b>2. 6.5% Rental Tax</b>     | \$ |
|   | <b>3. Payment Enclosed</b>    | \$ |

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.

**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.

#### Exhibitor Contact (Please fill out regardless of supervision status)

CONTACT NAME \_\_\_\_\_ PLEASE PRINT

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF ARRIVAL \_\_\_\_\_ TIME OF ARRIVAL \_\_\_\_\_

HOTEL (OPTIONAL) \_\_\_\_\_ EMERGENCY # \_\_\_\_\_

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

Orlando  
82-0503-02024 - IDR J





# Cleaning Order Form

J-1

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

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**DISCOUNT DEADLINE DATE:**  
**February 21, 2005**

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, mopping & waxing will be invoiced on the total area of your booth, 100 square feet minimum.**

### PRICE LIST

ITEM # DESCRIPTION

#### VACUUMING

*Includes emptying your wastebasket nightly.*

|      |                                      |                               |    |      |
|------|--------------------------------------|-------------------------------|----|------|
| 9071 | Vacuuming Daily.....                 | price per square foot per day | \$ | 0.24 |
| 9072 | Vacuuming Before Show Open Only..... | price/sq ft                   | \$ | 0.29 |

#### SHAMPOOING

|      |  |             |    |      |
|------|--|-------------|----|------|
| 9073 | Shampooing Before Show Open Only ..... | price/sq ft | \$ | 0.40 |
|------|--|-------------|----|------|

#### MOPPING & WAXING

|      |  |             |                        |  |
|------|--|-------------|------------------------|--|
| 9074 | Mopping & Waxing Before Show Open Only ..... | price/sq ft | 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.

|      |                           |         |                |        |
|------|---------------------------|---------|----------------|--------|
| 9075 | 0-500 sq ft .....         | per day | \$             | 66.00  |
| 9076 | 501-1500 sq ft .....      | per day | \$             | 88.00  |
| 9077 | 1501-3000 sq ft .....     | per day | \$             | 110.00 |
| 9078 | 3001 sq ft and above..... | per day | Call For Quote |        |

#### PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

|               |   |                    |
|---------------|---|--------------------|
| Straight Time | Monday through Friday 8:00 AM to 4:30 PM  | \$ 52.80 per hour  |
| Overtime      | All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays | \$ 105.60 per hour |

### PLEASE INDICATE SERVICE

#### Calculate Total Square Footage

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

#### Would you like us to call you and give you a quote for hourly porter service?

Yes  No

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter<sup>SM</sup>. GES will be unable to adjust invoices after the close of the show.

### PLACE ORDER HERE

| ITEM # | DESCRIPTION     | TOTAL SQ FT X PRICE/SQ FT X NO. OF DAYS = TOTAL PRICE |
|--------|-----------------|---|
| 9071   | Vacuuming Daily | 3 \$  |

| ITEM # | DESCRIPTION                 | TOTAL SQ FT X PRICE/SQ FT = TOTAL PRICE |
|--------|-----------------------------|---|
| 9072   | Vacuuming Before Show Only  | \$                                      |
| 9073   | Shampooing Before Show Only | \$                                      |
| 9074   | Mop/Wax Before Show Only    | \$                                      |

| ITEM # | DESCRIPTION             | PRICE | X NO. OF DAYS = TOTAL PRICE |
|--------|-------------------------|-------|-----------------------------|
|        | Periodic Porter Service |       | \$                          |

|   |                            |    |
|---|----------------------------|----|
| <b>All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Kit.</b> | 1. Total All Items Ordered | \$ |
|   | 2. 6.5% Rental Tax         | \$ |
|   | 3. Payment Enclosed        | \$ |

COMPANY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

AUTHORIZED CONTACT SIGNATURE \_\_\_\_\_ AUTHORIZED CONTACT - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

Orlando  
52-0503-02024 - IDRJ

051004

34

# Electrical Rental Information

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

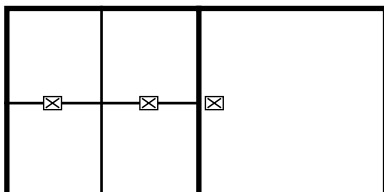
### ELECTRICAL ORDER CHECKLIST:

- 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.

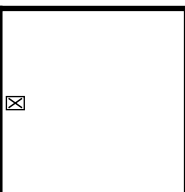
**If you have any questions, please call us at 800.475.2098**

### Where will my outlet be located?

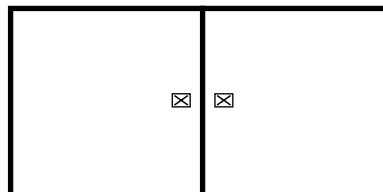
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



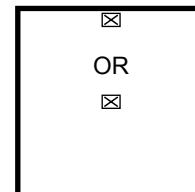
Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths



Island Booths

One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1  120 Volt Single Phase  
 Hz60  60 Cycle  
 W1000  1000 Watts

V230  230 volts  
 A30  30 Amps  
 PH3  3 Phase

### 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!**

## International Disaster Recovery Symposium Disney's Coronado Springs Resort • March 6 - 8, 2005

**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.**

### IMPORTANT INFORMATION

- **\*Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under Please Indicate Choice at bottom 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 3:30 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.

### PRICE LIST

| ITEM #                                       | DESCRIPTION         | DISCOUNT PRICE | REGULAR PRICE |
|--|---------------------|----------------|---------------|
| <b>120V MOTOR &amp; EQUIPMENT OUTLETS</b>    |                     |                |               |
| 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     |
| <b>1Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b> |                     |                |               |
| 6006   | 10 Amp              | \$ 178.50      | \$ 267.50     |
| 6007   | 20 Amp              | \$ 198.00      | \$ 297.00     |
| 6008   | 30 Amp              | \$ 250.00      | \$ 371.50     |
| 6009   | 60 Amp              | \$ 292.50      | \$ 470.50     |
| 6010   | 100 Amp             | \$ 325.50      | \$ 503.50     |
| 6012   | 200 Amp             | \$ 446.50      | \$ 679.50     |
| <b>3Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b> |                     |                |               |
| 6013   | 10 Amp              | \$ 238.00      | \$ 356.50     |
| 6014   | 20 Amp              | \$ 264.00      | \$ 396.50     |
| 6015   | 30 Amp              | \$ 330.00      | \$ 495.00     |
| 6016   | 60 Amp              | \$ 389.50      | \$ 627.00     |
| 6017   | 100 Amp             | \$ 433.50      | \$ 671.00     |
| 6019   | 200 Amp             | \$ 576.50      | \$ 869.00     |

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

| ITEM #  | DESCRIPTION                     | DISCOUNT PRICE | REGULAR PRICE |
|---|---------------------------------|----------------|---------------|
| <b>TRANSFORMER(S)</b>   |                                 |                |               |
| <i>Used to boost 208V to 230V – Circle outlets requiring boost.</i> |                                 |                |               |
| 6020  | Boost Amp (\$75 min.) Price/Amp | \$ 3.00        | \$ 3.00       |
| <b>LIGHTS</b>   |                                 |                |               |
| <i>Price includes outlet and labor for light only.</i>              |                                 |                |               |
|   | 150 Watt <sup>1</sup>           | \$ 71.00       | \$ 106.00     |
|   | 300 Watt <sup>1</sup>           | \$ 90.00       | \$ 135.00     |
|   | 150 Watt Clamp on <sup>1</sup>  | \$ 65.00       | \$ 98.00      |
|   | 300 Watt Clamp on <sup>1</sup>  | \$ 84.00       | \$ 125.00     |
| <b>ACCESSORIES</b>  |                                 |                |               |
| 6060  | Plug Strip / 6 way              | \$ 25.00       | \$ 25.00      |
| 6061  | Extension Cord                  | \$ 15.00       | \$ 15.00      |

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

<sup>1</sup>On Stanchion, In-line Booths Only.

<sup>2</sup>May require labor and/or lift at additional charge not available at some locations.

### PLEASE INDICATE CHOICE

▷ **Do you need dedicated and 24 hour power?**  
 Yes                       No

### PLACE ORDER HERE

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

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

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

**SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)**

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

## International Disaster Recovery Symposium

Disney's Coronado Springs Resort • March 6 - 8, 2005

**DEADLINE DATE:**  
**February 21, 2005**

**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.

### IMPORTANT INFORMATION & RATES

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

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

**REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

Straight Time Monday through Friday 8:00 AM to 4:30 PM \$ 55.00 per hour  
Overtime All other times Monday through Friday, and all day on Saturdays & Sundays \$ 110.00 per hour

**PLEASE INDICATE SERVICE**

- TSE SUPERVISED (OK TO PROCEED)**  
*Please complete "Booth Layout" form (H-3)*  
TSE will supervise labor to:
- Distribute power under carpet.
- A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
- **TSE is responsible for the Following:**
- 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
  - S17 - Other:

**PLACE ORDER HERE**

| SCHEDULE DATE(S)                 | SCHEDULE START TIME | SCHEDULE END TIME | TOTAL # OF HOURS | TOTAL # OF WORKERS | LABOR RATE | TOTAL |
|----------------------------------|---------------------|-------------------|------------------|--------------------|------------|-------|
|                                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
|                                  | AM<br>PM            | AM<br>PM          |                  |                    |            | \$    |
| 1. Total Labor Ordered           |                     |                   |                  |                    |            | \$    |
| 2. 20% (\$25.00) GES Supervision |                     |                   |                  |                    |            | \$    |
| 3. 6.5% Rental Tax               |                     |                   |                  |                    |            | \$    |
| 4. Payment Enclosed              |                     |                   |                  |                    |            | \$    |

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

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

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

**X**

SAVE TIME WITH GES ONLINE AT: [gesexpo.com](http://gesexpo.com)



Smart City Solutions  
 866-288-2321 (Order Inquiry)  
 407-828-8099 (Fax)  
 407-828-6900 (Local)

# Walt Disney World Resort Property

(List the WDW Convention Center where your Show is located)

|                          |                 |                                      |                      |
|--------------------------|-----------------|--------------------------------------|----------------------|
| Company Name             |                 | Room Name/Booth#                     | Show Name            |
| Billing Name             |                 | Show Dates<br>____/____ To ____/____ |                      |
| Billing Address          |                 |                                      |                      |
| City, State/Country, Zip |                 |                                      | E-Mail               |
| Contact (On Site)        |                 | Telephone Number<br>( ) -            | Fax Number<br>( ) -  |
| Credit Card No.          | Expiration<br>/ | Print/Type Cardholder Name           | Cardholder Signature |

| Description of Service   | Type  | QTY    | ( Price + Deposit )                   | Total  |
|--|-------|--------|---------------------------------------|--|
| <b>1. Internet Access Service ( 10-Base-T ):</b>   |       |        |                                       |  |
| A. Dedicated T-1 Internet Service (Includes 29 IP addresses)   | TS    |        | ( \$ 5,500 )                          |  |
| B. Shared T-1 Service/Ethernet Drop (Single IP address)  | SE    |        | ( \$ 1,300 )                          |  |
| C. ISDN BRI Internet Access- Modem included.   | IP-IN |        | ( \$ 1000 + \$ 400 )                  |  |
| D. Additional IP Addresses   | IA    |        | ( \$ 125 )                            |  |
| E. Inter Room Connectivity   |       |        | ( \$ 700 per Room )                   |  |
| <b>2. Equipment Rental</b>   |       |        |                                       |  |
| A. 8 Port Hub Rental – 10 Base T   | H8    |        | ( \$ 150 + \$ 150 )                   |  |
| B. 24 Port Hub Rental – 10 Base T  | H4    |        | ( \$ 225 + \$ 150 )                   |  |
| C. 50 foot Patch cable – Cat 5   | PC    |        | ( \$ 50 )                             |  |
| D. PC/Internet Terminal  | CT-I  |        | (Call 866-288-2321 for quote)         |  |
| <b>3. Special Line services</b>  |       |        |                                       |  |
| A. Point to Point Networking   | MI    |        | (Call 866-288-2321 for quote)         |  |
| B. Point to Multi-Point Networking   | MI    |        | (Call 866-288-2321 for quote)         |  |
| C. Special Configurations / Engineering / VPN / Web Casting  | VP/MI |        | (Call 866-288-2321 for quote)         |  |
| D. ISDN BRI Line – No Equipment Included.  | IP    |        | ( \$ 500 + \$ 400 )                   |  |
| E. Labor / Floor Work Fee per hour ( minimum 2 hours )   | FW    | __Hrs. | ( \$ 100 )                            |  |
| <b>4. Distance Fee of \$500 for each line outside the convention venue.</b>  |       |        | <b>( \$ 500 ) x (number of lines)</b> |  |
| <b>5. Expedite Charge \$250 per Line (if ordered less than 14 days prior to 1<sup>st</sup> day of show move-in).</b> |       |        | <b>x (number of lines)</b>            |  |
| <b>6. On Site – Order fee of \$500 per line (if ordering service after show move-in has started</b>                  |       |        | <b>) . x (number of lines)</b>        |  |
| <b>SUBTOTAL</b>  |       |        |                                       |  |
| <b>All unused portions of deposits returned with final billing.</b>  |       |        |                                       | <b>ESTIMATED 0% TAX / FEES DEPOSIT = SUBTOTAL x 0%</b> |
| <b>PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 407-828-8099</b>                                 |       |        |                                       | <b>GRAND TOTAL</b>                                     |

**Notes:**

- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- Smart City Solutions "Smart City" Federal ID is 22-3810189.
- Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: Smart City Solutions.*
- Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide Smart City with circuit Number and provider's name.
- Attach any required additional floor plans / diagrams
- Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, nic card, TCP/IP software or power to the booth.
- Due to the nature of the Internet, Smart City cannot guarantee any level of performance or accessibility beyond our gateway.
- The choice of Internet Service Provider (ISP) is at the sole discretion of Smart City.
- 10Mbps and less service are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.
- T-1 / DS-3 orders must be placed with Carrier 45 days prior to move in date.

\*\*\*\*\* **Credit card authorization must be on file for all Services and applicable Taxes / Fees.** \*\*\*\*\*

**Customer Acceptance of Terms and Conditions:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|  |                       |                  |                |                        |
|--|-----------------------|------------------|----------------|------------------------|
| Indicate location in Booth with an X.<br>Island <input type="checkbox"/><br>Standard <input type="checkbox"/><br><b>Important!!</b><br>Include floor plan w/orientation. A move fee starting at \$ 200 per line may apply to relocate the circuit after it is installed. | FOR SMART CITY USE:   | Type of Service: | Exhibitor No.  |                        |
|  | Special Instructions: |                  | Payment Rec'd: |                        |
|  | IP Address            | Subnet           | Gateway        | CSR: _____ Date: _____ |
|  |                       |                  | Primary DNS    | Secondary DNS          |

Smart City Solutions-77N 1/08/02

**NETWORK SERVICE CONTRACT**



## Walt Disney World Resort Property Exhibitor Telephone Request Form

|                                       |      |
|---------------------------------------|------|
| Name of Convention-                   |      |
| Convention Hotel /<br>Room Location - |      |
| Booth # / Name-                       |      |
| Installation Date-                    | Time |
| Disconnect Date-                      | Time |

### **RATES / Requirements**

|                               |           |                |
|-------------------------------|-----------|----------------|
| 10-Digit Dedicated Phone Line | \$200.00  | Quantity _____ |
| Telephone Instrument          | No Charge | Quantity _____ |

### **BILLING INFORMATION**

A **\$200.00** deposit is required for Long Distance, 800# and Calling Card usage. Payment must accompany order. Smart City accepts payment in US dollars drawn on a US Bank or credit card (AMEX, VISA, MC). Make all checks payable to **Smart City Solutions**. Orders received within (14) days of show will incur a **\$75.00** expedite fee.

### **BILLING ADDRESS**

|                    |  |
|--------------------|--|
| Name of Company    | Telephone #  |
| Attention          |  |
| Street Address     |  |
| _____              |  |
| _____              |  |
| City               | State                      Zip                       |
| Credit Card Number | Expiration                      Cardholder Signature |
| _____              | _____  |

For more information, please call 866-288-2321 or (407) 828-6900. **Fax completed form to (407) 828-8099 or mail to Smart City Solutions P.O. Box 22856 Lake Buena Vista, FL 32830-2856.**

## LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City Solutions "Smart City" and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

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

## TERMS AND CONDITIONS

1) The customer will not access or permit access to any adult, pornographic or objectionable websites through Smart City's Internet services (2) Customer acknowledges that Smart City will use its reasonable efforts to stop this access and such efforts may hinder or prevent the Customer's access to legitimate websites. (3) Smart City will terminate the internet services of Customers who provide access to adult or objectionable websites and will not provide a credit or refund for Smart City services (4) Adult or objectionable websites shall be defined to include any website that contains material that would not be suitable for children of any age or any website deemed objectionable by Smart City or Walt Disney World Co.

1. **Payment** and order must be received no later than 14 days prior to first day of show move-in or a **\$250.00 per circuit expedite charge** will be applied. If ordering on site or after show move-in has started there is a **\$500.00 per circuit** charge applied.
2. The prices listed on this contract do not include Federal, State or Local Taxes. Taxes will be included on your final bill.
3. Please provide all information requested on the form for speedy processing of your contract.
4. **Conditions for processing service contract / On-time Installation:**
  - a. Payment for service must accompany contract.
  - b. Incomplete contract forms will delay processing.
  - c. Booth number(s) must be identified on face of form.
  - d. Location of circuit in booth must be designated on form or customer provided diagram 2 days before move-in date.
  - e. Customer provided /ordered circuits must be installed and working 2 days before show move-in.
  - f. Orders /changes received within 3 days of show move-in will be worked after other orders are complete.
5. Any problems should be reported to the Smart City @ 866-288-2321 or 407-828-6900.
6. The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show.
7. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.
8. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide may be billed to the Exhibitor at the prevailing rate.**
9. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
10. **Use of Network Connection:** (A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, it's guests and it's agents and consultants while performing service for the company. The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (B) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. (C) All devices for which the Smart City Network provides primary Internet connectivity shall be required to obtain a Smart City assigned IP address.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
12. **Internet Security Disclaimer:** Smart City does not provide security, such as but not limited to firewalls etc... for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Exhibitors are to agree to hold Smart City; it's agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
13. There will be a \$25.00 service charge for all returned checks.
14. **CANCELLATION** - There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

## Complete and Return To

MAIL (US Postal) OR FAX ORDER

**W/PAYMENT TO:**

Smart City Solutions  
P.O. BOX 22856  
LAKE BUENA VISTA, FL 32830-2856  
(866) 288-2321 FAX (407) 828-8099

FED EX or UPS ONLY

Smart City Solutions  
3100 BONNET CREEK ROAD  
LAKE BUENA VISTA, FL 32830  
(866) 288-2321 FAX (407) 828-8099

BILLING INQUIRIES

(888)-446-6911  
(702)-943-6001 (FAX)



# F L O R I S T

## ORGANIZED JUNGLE, INC.

**P. O. BOX 126, WINTER PARK, FL 32790**  
**823 N PENNSYLVANIA AVE**  
**WINTER PARK, FL 32789**  
**PHN (407) 599-9880 FAX (407) 599-9885**  
**EMAIL: INFO@ORGANIZEDJUNGLE.COM**

# GES EXPO

Show: \_\_\_\_\_

Venue: \_\_\_\_\_

Dates: \_\_\_\_\_

| DESCRIPTION<br>FOR RENTAL                                     | COST<br>EACH | QUANTITY | TOTAL<br>COST |
|---|--------------|----------|---------------|
| Table Top Green Plant   | 18.00        |          |               |
| 2-3 Foot Green Plant  | 38.00        |          |               |
| 4 Foot Green Plant  | 48.00        |          |               |
| 5 Foot Green Plant  | 58.00        |          |               |
| 6 Foot Green Plant  | 68.00        |          |               |
| 7-8 Foot Green Plant  | 78.00        |          |               |
| Over 8' Green Plant = Call For Pricing                        |              |          |               |
| Mums: Wh ___ Yel ___ Lav ___                                  | 18.00        |          |               |
| Azaleas: Wh ___ Pink ___ Red ___                              | 28.00        |          |               |
| Bromeliads  | 28.00        |          |               |
| Live Orchid   | 35.00        |          |               |
| Fern - Large  | 28.00        |          |               |
| Vine  | 28.00        |          |               |
| Bubble Bowl   | 18.00        |          |               |
| <b>FRESH CUT FLORALS</b>                                      |              |          |               |
| Cut Flower Arrangements 12" high<br>(Shape _____ Color _____) | 50.00        |          |               |
| Cut Flower Arrangements 24" high<br>(Shape _____ Color _____) | 75.00        |          |               |
| SUBTOTAL.....   |              |          |               |
| ADD 6.5% SALES TAX .....                                      |              |          |               |
| TOTAL - INCLUDING SALES TAX .....                             |              |          |               |

**Visit our website**  
**ORGANIZEDJUNGLE.COM**

**IF ORDER IS NOT MAILED**  
**30 DAYS PRIOR TO SHOW,**  
**PLEASE FAX ORDER TO**  
**407-599-9885**

ALL PRICES INCLUDE  
 DELIVERY, CONTAINERS,  
 SERVICING & REMOVAL  
 AT SHOWS END.

OUR DESIGNERS  
 WILL BE GLAD TO MAKE  
 SUGGESTIONS  
 FOR YOUR EXHIBIT  
 AT NO EXTRA CHARGE.

WITH ADVANCE NOTICE  
 SPECIAL FLORAL DESIGNS  
 AND FOLIAGE PLANTS  
 ARE AVAILABLE.

◀ PLEASE PAY THIS AMOUNT

Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ ext \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Booth Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Circle one: Check# \_\_\_\_\_ VISA-MC-AMEX Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Print Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**RETURN COPY WITH PAYMENT TO ORGANIZED JUNGLE, INC.**

# DRJ Spring World 2005®

March 6 – 9, 2005

Disney's Coronado Springs Resort  
Orlando, FL

OFFICIAL CONTRACTOR

# Rentsys®

800.955.5171

979.595.2711 fax

www.rentsys.com

Official Computer & Audio Visual Rental Order Form

| <b>LCD &amp; Plasma Display</b>  | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
|--|--|-------------|--------------|
| 17" NEC OR DELL FLAT PANEL DISPLAY (1280 x 1024) Black                                 | \$ 165.00                                |             |              |
| 17" SAMSUNG FLAT PANEL DISPLAY (1280 x 1024)   | Call for pricing & availability          |             |              |
| 18" NEC LCD FLAT PANEL DISPLAY (1280 x 1024) White or Black (circle one)               | \$ 245.00                                |             |              |
| 19" DELL LCD FLAT PANEL DISPLAY (1280 x 1024) Black                                    | \$ 295.00                                |             |              |
| 20" NEC LCD FLAT PANEL DISPLAY (1280 x 1024) White or Black (circle one)               | \$ 325.00                                |             |              |
| 30" NEC LCD FLAT PANEL DISPLAY (1280 x 768) Black                                      | \$ 845.00                                |             |              |
| 37" HITACHI PLASMA DISPLAY (1024 x 768) Black  | \$ 995.00                                |             |              |
| 40" NEC LCD FLAT PANEL DISPLAY (1280 x 768) Black                                      | \$ 1,395.00                              |             |              |
| 42" NEC PLASMA DISPLAY (1024 x 768) Black  | \$ 895.00                                |             |              |
| 50" PIONEER PLASMA DISPLAY (1280 x 1024) Black   | \$ 995.00                                |             |              |
| 61" PLASMA DISPLAY (1365 X 768) Black  | Call for pricing & availability          |             |              |
| WALL MOUNT FOR 15", 17", 18" & 20" FLAT PANEL Tilt or Flat (circle one)                | \$ 35.00                                 |             |              |
| WALL MOUNT FOR 30", 37", 40", 42", 50" & 61" FLAT PANEL Tilt or Flat (circle one)      | \$ 50.00                                 |             |              |
| COBRA OR TUBE FLOOR STAND FOR 37", 42", 50" & 61" FLAT PANEL                           | \$ 150.00                                |             |              |
| <b>Computer Monitors</b>   | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| 17" NEC SVGA MONITOR (1024 x 768)  | \$ 75.00                                 |             |              |
| 21" NEC SVGA MONITOR (1280 x 1024)   | \$ 175.00                                |             |              |
| 29" NEC SVGA MONITOR (1280 x 1024)   | \$ 365.00                                |             |              |
| 37" NEC SVGA MONITOR (1024 x 768)  | \$ 465.00                                |             |              |
| MONITOR CART WITH SKIRT (Supports Up to 29" Monitor)                                   | \$ 45.00                                 |             |              |
| <b>Desktop Computers (choose operating system below)</b>                               | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| COMPAQ EVO D300v 1.7GHz, 256MB, 40GB, CD (PENTIUM IV)                                  | \$ 275.00                                |             |              |
| DELL OPTIPLEX GX1/733 MHz, 128MB, 13.6GB, CD (PENTIUM III)                             | \$ 175.00                                |             |              |
| DELL OPTIPLEX GX150/1GHZ, 256MB, 40GB (PENTIUM III) Black                              | \$ 225.00                                |             |              |
| DELL OPTIPLEX GX240/2.0 GHZ, 256MB, 40GB (PENTIUM IV) Black                            | \$ 325.00                                |             |              |
| DELL OPTIPLEX GX270/3.0 GHZ, 512MB, 40GB (PENITUM IV) Black                            | \$ 395.00                                |             |              |
| <b>Notebook Computers (choose operating system below)</b>                              | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| DELL LATITUDE CPxJ/650MHz, 128MB, 18GB, CD, ACTIVE MATRIX (PENTIUM III)                | \$ 275.00                                |             |              |
| DELL C610/ 1.2GHz, 256MB, 40GB, CD, ACTIVE MATRIX (PENTIUM III)                        | \$ 495.00                                |             |              |
| DELL C640/ 1.8GHz, 256MB, 30GB, CD, ACTIVE MATRIX (PENTIUM IV)                         | \$ 525.00                                |             |              |
| DELL C640/ 2.0GHz, 256MB, 30GB, CD, ACTIVE MATRIX (PENTIUM IV)                         | \$ 595.00                                |             |              |
| IBM THINKPAD/800MHz, 128MB, 20GB, CD ACTIVE MATRIX (PENTIUM III)                       | \$ 425.00                                |             |              |
| <b>Computer Operating Systems</b>  | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| WINDOWS 98 WINDOWS 2000 WINDOWS XP OS9.0(MAC) (circle one)                             | No Charge                                |             |              |
| NORTON ANTI-VIRUS (must be added for each computer and/or laptop ordered on this form) | \$ 15.00                                 |             |              |
| OFFICE 97 OFFICE 2000 OFFICE XP (circle one)   | \$ 45.00                                 |             |              |
| <b>Audio &amp; Video Equipment</b>   | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| PROXIMA 6860 DATA PROJECTOR (2400 LUMENS)  | \$ 995.00                                |             |              |
| 20" VIDEO/TELEVISION MONITOR (not for computer use)                                    | \$ 150.00                                |             |              |
| 25" - 27" VIDEO/TELEVISION MONITOR (not for computer use)                              | \$ 195.00                                |             |              |
| 20" VIDEO/TELEVISION MONITOR WITH 1/2" VHS COMBO PLAYER WITH AUTO REPEAT               | \$ 250.00                                |             |              |
| 1/2" VHS PLAYER WITH AUTOREPEAT  | \$ 95.00                                 |             |              |
| DVD PLAYER WITH S-VIDEO OUTPUT OR CD PLAYER  | \$ 125.00                                |             |              |
| WIRED MICROPHONE HANDHELD LAVALIER (circle one)  | \$ 75.00                                 |             |              |
| UHF WIRELESS MICROPHONE HEADSET LAVALIER (circle one)                                  | \$ 350.00                                |             |              |
| POWERED SPEAKER WITH STAND VOLUME CONTROL  | \$ 255.00                                |             |              |
| SOUND SYSTEMS WITH (2) SPEAKERS/STANDS, (1) 4 CHANNEL MIXER                            | \$ 425.00                                |             |              |
| <b>Printers &amp; Computer Accessories</b>   | <b>Show Rate</b>                         | <b>Qty.</b> | <b>Total</b> |
| HP 4000 LASERJET PRINTER (16PPM)   | \$ 195.00                                |             |              |
| YAMAHA STEREO COMPUTER SPEAKERS (for PC)   | \$ 15.00                                 |             |              |
| ETHERNET NETWORK INTERFACE CARD (for PC)   | \$ 25.00                                 |             |              |
| 56K INTERNAL MODEM (for PC)  | \$ 40.00                                 |             |              |
| <b>Additional Item:</b>  |  |             |              |
| <b>Notes:</b>  |  |             |              |
|  | <b>Subtotal</b>                          |             |              |
|  | * Show Rate is for entire length of show |             |              |
|  | <b>PLEASE COMPLETE BOTH PAGES</b>        |             |              |

**Early Order Cut-Off Date is 02/25/05.**

**Show Name: DRJ Spring World 2005®**

**Location: Orlando, FL**

**Exhibitor Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

On-Site Contact Cell Phone: \_\_\_\_\_

On-Site Contact E-mail: \_\_\_\_\_

**Show Information**

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

**Delivery Date\***: (please specify) \_\_\_\_\_

**Delivery Time**:  8A-12P  1P-5P  Anytime

\*Equipment can not be delivered to an empty booth. An authorized representative must sign for all equipment.

**Pick-up Date**: (please specify) \_\_\_\_\_

**Pick-up Time\*\***: (please specify) \_\_\_\_\_

\*\* Please allow a three hour window for equipment pick-up.

**Payment Information**

For your convenience, we will use this authorization to charge your credit card account for your advance order, and any additional amount incurred as a result of show site orders placed by your representative. These charges may include applicable sales tax, labor, material handling, freight and/or delivery. Please complete the requested information below.

**Circle One:** VISA    MasterCard    American Express

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Charge Summary**

Subtotal Previous Page: \$ \_\_\_\_\_

Delivery Charge:            + \$ \_\_\_\_\_  
(1 to 3 items: \$75.00, 4 items and above ask sales associate)\*Items ordered after early order deadline are subject to \$150.00 minimum delivery fee.

Sales Tax (6.5%):            + \$ \_\_\_\_\_

**Total Charges:**            \$ \_\_\_\_\_

\* Items ordered after the deadline are subject to availability; any orders placed on-site may be subject to additional charges.

**Freight & Drayage Charges**

In the event that freight and drayage charges are incurred, all expenses will be billed directly to your account.

**Terms and Conditions**

Full payment, including applicable sales tax is due in advance. Purchase orders are not considered payment unless otherwise approved and accepted in advance by Rentsys.

**Rentals**

All equipment rentals are based on a "per show" rental unless otherwise specified. Equipment delivered 1 to 2 days prior to the show will be at no additional charge. Rental prices do not include labor, delivery and removal of equipment from your booth unless otherwise specified. Rentsys reserves the right to substitute like equipment.

**Rental Agreement**

It is understood and agreed that the customer is renting Rentsys equipment for a specified period of time and is responsible for its safe return. Customer agrees to be billed for any damages or loss of the equipment other than caused by normal operation.

**Credits**

It is your responsibility to advise our service center representative of any problems with any of your equipment, and to check your invoice for accuracy prior to the close of the exhibition.

**Cancellations**

1. Cancellations of equipment and services must be received 2 weeks prior to show start.
2. If equipment and services have already been provided at the time of cancellation, original charges will apply.

**Unpaid Balances**

Should there be any unpaid balances at the close of the show, terms will be net, due and payable in Houston, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will accrue a finance charge of 1.5% per month, which is an annual interest rate of 18%, and future orders will be on a pre-payment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge shall either be applied to reduce the principal unpaid balance or refunded to the payer. This terms and condition agreement shall be governed and construed with the laws of the State of Texas.

**Rental Rate**

The rental rate charge is valid for the entire show.

**Authorized Signature**

I have read and understand the above policies.

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

**Fax Back:**                    **979.595.2711**  
**Questions?**                 **800.955.5171**  
**E-mail:**                      **sales@rentsys.com**

**If paying by check, please mail to:**  
**Rentsys Tradeshow Division**  
**200 Quality Circle**  
**College Station, TX 77845**

# Christie's Photographic Studios

OFFICE (407) 345-1100 FAX (407) 345-1304  
5422 CARRIER DRIVE SUITE 307 ORLANDO, FLORIDA 32819

Special Instructions:

Show Name: \_\_\_\_\_ Show Site/Facility: \_\_\_\_\_

Show Dates/Times: Example Tue 11/25/05 10a-3p

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_  
Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Booth# \_\_\_\_\_  
Decorating Co \_\_\_\_\_ GES \_\_\_\_\_  
Exhibiting Co. \_\_\_\_\_  
Contact:(Show Floor) \_\_\_\_\_

Ordered By: \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Send Photos & Bill to:  
Name: \_\_\_\_\_  
Company \_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Exhibit Photography

QUANTITY



**Each 8x10 Color View \*\$95.00**  
(Includes 1 8x10 print and shipping)



**Additional 8x10 Reprint \*\$30.00**  
(Per view includes shipping)



**Surrender of Negative \*\$100.00**  
(Includes FEDEX / Must be prepaid)



**Digital Hi Res Image on CD \*\$195.00**  
**includes 1-8x10 print**  
(Per view includes shipping)--

\*All orders not prepaid subject to a \$10.00 per view/print charge.

## Candid/Event Photography

Digital Candid/Event Photography is \$95.00 per hour w/two hour minimum.  
Please call for more info or scheduling.

Sub Total \$ \_\_\_\_\_ AMEX/VISA/MC # \_\_\_\_\_ Exp. \_\_\_\_\_  
Name on Card \_\_\_\_\_ Approval Code \_\_\_\_\_  
Check# \_\_\_\_\_

Non-Prepay Charges\* \$ \_\_\_\_\_  
\*All Orders not prepaid subject to a \$10.00 per view/print charge.

Total \$ \_\_\_\_\_

All orders must be paid in U.S. Funds - Please allow 20 working days for delivery....Thank you.

Exhibitor Photographic Services

DRJ's Spring World 2005  
 March 6-9, 2005  
 Orlando, FL

# Dietze Enterprises, Inc.

**Lead Retrieval Order Form**      DRJspr05-K

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

**Company Information:** Order by 2/07/2005 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<br><u>Before 2/07/05</u> | Standard Price<br><u>After 2/07/2005</u> | ON-SITE PRICE<br><u>(after 2/25/05)</u> | <u>Quantity</u> | <u>Total Price</u> |
|--|--|--|---|-----------------|--------------------|
| <b>*NOMAD:</b> 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                       | _____           | \$ _____           |
| <b>Printer:</b> (available only w/ NOMAD rental)<br>Battery operated Printer capable of printing<br>Last record scanned or all records scanned         | \$100.00 per unit                          | N/A                                      | N/A                                     | _____           | \$ _____           |
| <b>Custom Lead Qualifiers:</b><br>NOMAD units can be programmed with up to<br>20 custom lead qualifiers. Call to have the<br>custom form faxed to you. | \$90.00 per unit                           | N/A                                      | N/A                                     | _____           | \$ _____           |
| <b>Loss/Damage Coverage:</b><br>No equipment cost if NOMAD unit lost<br>or damaged. Not required if \$600 security<br>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.

**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 02/18/2005!** 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 # \_\_\_\_\_

|                                 |  |   |
|---------------------------------|--|---|
| <p><b>Ordering Options:</b></p> | <p><b>Mail Completed Form and Payment To:</b><br/>         Dietze Enterprises, Inc.<br/>         222 Merchandise Mart Plaza - #1400<br/>         Chicago, IL 60654<br/>         312-329-9073</p> | <p><b>Fax Completed Form To:</b><br/>         312-329-9075<br/><br/> <b>Dietze Enterprises, Inc. Tax ID Number:</b><br/>         36-3643648</p> |
|---------------------------------|--|---|

## 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