



2007  
Lutheran Church MO Synod

July 14 - 18, 2007

Houston George R. Brown  
Convention Center  
Houston, Texas

---

# Exhibitor Service Kit

## Exhibitor Show Information

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007



5015 Fyler Avenue  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

### Booth Equipment:

#### Show Colors: Red/ Gold/ White

Each Booth will be provided with 8' high back wall drape, 3' side dividers, (1) white 6' skirted table, (2) padded side chairs, (1) wastebasket, grey booth carpet and a booth identification sign showing the company name.

**Note: The aisle carpet is red.**

### Advance Deadlines:

In order to receive advance prices, we must receive your order, along with a form of payment Friday, June 29, 2007. If you are shipping to the advance receiving warehouse, your freight must be received by Friday, July 6, 2007, in order to avoid surcharges.

### Installation:

Exhibitors may begin setting up their booths on:

Friday July 13, 2007 8:00 AM – 3:00 PM

**All crates and empty boxes MUST be off of the show floor by the close of installation.**

### Show Hours:

Saturday	July 14, 2007	10:00 AM – 4:00 PM
Sunday	July 15, 2007	12:00 PM – 8:00 PM
Monday	July 16, 2007	10:00 AM – 6:00 PM
Tuesday	July 17, 2007	10:00 AM – 6:00 PM
Wednesday	July 18, 2007	10:00 AM – 3:00 PM

### Dismantling:

Exhibitors must dismantle their booths on:

Wednesday July 18, 2006 3:00 PM – 6:00 PM

- \* All freight carriers must check in at the Paramount Convention Services service desk by Wednesday, July 18, 2007 at 7:00 PM or your freight will be re-consigned onto the show carrier.
- \* PCS will begin returning empty containers as soon as the aisle carpet is removed from the exhibit floor.

### Shipping:

Advance Shipments  
to Warehouse

Name of Exhibitor and Booth #  
c/o Paramount Convention Services  
ABF  
5880 Kelly St  
Houston, Texas 77026  
For: Lutheran Church MO Synod

Advance Receiving Deadline  
Friday, July 6, 2007

Direct Shipments  
to show site

Name of Exhibitor and Booth #  
c/o Paramount Convention Services  
Houston George R. Brown  
1001 Avenida de las Americas  
Houston Texas 70010  
For: Lutheran Church MO Synod

Shipments will be accepted  
during exhibitor installation  
times ONLY! (listed above)  
Any shipment arriving  
outside of the installation  
times above will be refused!

Please feel free to contact your show coordinator, Tricia Krull, at (314) 621-6677 or [tkrull@paramountcs.com](mailto:tkrull@paramountcs.com) with any questions or concerns.

**REMINDER:**  
In order to secure  
advance rates, all  
necessary forms  
must be received  
by the advance  
order deadline  
date.

Paramount Convention Services  
Exhibitor Show Information

# Credit Card Authorization / Payment Policies

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007

All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name : \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

## Payment Policy

1. A Credit Card Authorization form MUST be included with all advance and show site orders. Orders WILL NOT be processed without the Credit Card Authorization form filled out and returned to Paramount Convention Services, Inc. with the requested services.
2. Any additional costs incurred for orders or services placed at show site, including labor and or material handling will be charged to your credit card account. If paying in advance or at show site by check, the credit card authorization must still accompany the payment.
3. Advance rates apply only to orders received with a completed credit card authorization form prior to the advance order deadline, stated on each order form. NO EXCEPTIONS!
4. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
5. If shipping materials to show site or the advance warehouse and other services are not required, Paramount Convention Services, Inc. must receive the Credit Card Authorization form completely filled out. Paramount Convention Services reserves the right to hold any materials shipped in/out without a credit card on file.
6. Purchase orders are not an acceptable form of payment.
7. Any discrepancies must be handled before the close of the show.
8. If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the invoice.
9. If you are tax exempt in the state which you are exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Paramount Convention Services must receive your certificate by the advance order deadline printed on the order forms, otherwise tax will appear on your invoice.

If you have any questions regarding our payment policy, please call Paramount Convention Services at (314) 621-6677 or visit our Service Desk at show site.

Please complete the information and return payment in full with this form and your orders. We require 100% pre-payment of advance orders. Any orders or services placed at show site must be paid at the show or an appropriate form of payment must be on file. Payments may be made by check, drawn on U.S. Funds Account, Travelers Check, Cashier's Check, Discover, MasterCard, American Express, or Visa credit cards.

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 you or your representative or services rendered to your company for this event.

## Credit Card Authorization

MasterCard Visa Discover American Express

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

CC # \_\_\_\_\_

CVV #: \_\_\_\_\_

[THIS NUMBER IS REQUIRED TO PROCESS YOUR CARD.  
The CVV (Card Verification Value) is an important security feature for credit card transactions.  
A three-digit number generally on the back of MasterCard, Visa and Discover; a four-digit number on the front of American Express.]

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

Cardholders Name: \_\_\_\_\_

Cardholders Billing Address: \_\_\_\_\_

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

## Order Summary:

Furniture Rental	\$
Carpet Rental	\$
Rental Unit	\$
Accessories	\$
Priority / Accessible Storage	\$
Material Handling	\$
Exhibit Labor	\$
Sign Service	\$
Floral Service	\$

Total Estimated Advance Order \$ \_\_\_\_\_

This will authorize Paramount Convention Services to charge the amount of your advance/floor orders, material handling charges, and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit card account. I agree in placing this order that I have accepted Paramount Convention Services, Inc. terms and conditions, including Paramount Convention Services payment policy, and "Limits of Liability and Responsibility".

X \_\_\_\_\_  
Cardholder Signature

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services  
Credit Card Authorization / Payment Policies

**Furniture Rental Order Form**  
**Lutheran Church MO Synod**  
**Houston George R. Brown Convention Center**  
**Houston, Texas**  
**July 14-18, 2007**

**Advance Order Deadline**  
**Friday, June 29, 2007**



**All orders MUST have a credit card authorization form on file.**

**Quality Rental Furnishings**

Code	QTY	Description	Advance Rates	Floor Rates
(109)	_____	Padded White Folding Chair	\$26.00	\$36.50
(110)	_____	Arm Chair	\$48.00	\$62.25
(120)	_____	High Stool	\$54.25	\$70.50
(130)	_____	Padded Side Chair	\$37.50	\$48.75
(38)	_____	Secretarial Chair	\$41.75	\$50.00
(100)	_____	Black High Back Executive Chair on Casters	\$83.25	\$104.00

5015 Fyler Avenue  
 St. Louis, MO 63139

(314) 621-6677 phone  
 (314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
 In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

**Miscellaneous Equipment**

Code	QTY	Description	Advance Rates	Floor Rates
(020)	_____	Wastebasket	\$12.50	\$16.25
(030)	_____	Tripod Easel	\$15.75	\$21.00
(060)	_____	Bag Holder	\$60.50	\$78.50
(144)	_____	Literature Rack (5 pocket)	\$81.75	\$99.00
(36)	_____	Stanchion	\$11.50	\$14.75
(37)	_____	Stanchion Rope(Blue)	\$8.50	\$11.00
(39)	_____	22x28 Sign Holder	\$41.75	\$54.25

**Display Tables & Table Draping**

Code	QTY	Draped Tables	Advance Rates	Floor Rates
(124_)	_____	4' Table-30" High	\$65.50	\$85.50
(134_)	_____	42" Counter High	\$76.00	\$99.00
(126_)	_____	6' Table-30" High	\$78.00	\$101.00
(136_)	_____	42" Counter High	\$88.50	\$110.25
(128_)	_____	8' Table-30" High	\$96.75	\$120.75
(138_)	_____	42" Counter High	\$114.50	\$142.50

**6' and 8' draped tables are only draped on 3 sides**  
*\*If color is not indicated, show colors will automatically be provided*

**CIRCLE COLOR**

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

**Round Pedestal Tables – 30" Diameter**

Code	QTY	30" Diameter	Advance Rates	Floor Rates
(170)	_____	30" High	\$71.75	\$92.75
(180)	_____	42" High	\$82.25	\$106.25

**4<sup>th</sup> Side Drape**

(152_)	_____	4 <sup>th</sup> Side Drape-30" Tall	\$26.00	\$36.50
(153_)	_____	4 <sup>th</sup> Side Drape-42" Tall	\$26.00	\$36.50

**CIRCLE COLOR**

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

**Special Drape Background**

*(Drape other than that supplied with booth space is additional in cost.)*

Code	QTY	Description	Advance Rates	Floor Rates
(11_0)	_____	8' H Background per ft	\$10.50	\$13.50
(10_0)	_____	3' H Side Rails per ft	\$5.25	\$7.25

**CIRCLE COLOR**

Red Teal White Black Gold Blue Burgundy Gray Hunter Green Purple Navy Blue  
 (2) (3) (4) (5) (6) (7) (8) (9) (0) (1) (x)

Charges for rental items listed above are for the duration of the show and include delivery, installation, and removal. Cancellation policy: Items cancelled will be charged at 50% of original price after installation begins, and 100% of original price after delivery. All claims or discrepancies must be settled at the Paramount Convention Services service desk prior to show closing.

<b>SUBTOTAL \$</b> _____
<b>TAX 8.25%</b> _____
<b>TOTAL \$</b> _____

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name : \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature) (Please Print)

**Paramount Convention Services**  
**Furniture Rental Order Form**

# Carpet Rental Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14-18, 2007

Advance Order Deadline  
Friday, June 29, 2007

All orders MUST have a credit card authorization form on file.

All orders MUST have a credit card authorization form on file.

Rental includes installation, front edge taping, and pickup at the close of the show. Samples are available upon request. Standard booth carpet is to be used only for booths up to 10' in depth. Area Carpet is required for all booths configured as an island or peninsula. Multiples NOT available, NO EXCEPTIONS!  
\*IF NO COLOR IS INDICATED, SHOW COLORS WILL AUTOMATICALLY BE PROVIDED.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## Standard Carpet

Code	QTY	Description	Advance Rates	Floor Rates
(2__)	___	9' x 10'	\$102.00	\$127.50
(3__)	___	9' x 20'	\$204.00	\$255.00
(4__)	___	9' x 30'	\$306.00	\$382.50

Please Circle Desired Color:

Red (10)	Blue (20)	Seafoam (30)	Burgundy (40)	Gray (50)	Hunter Green (60)	Black (70)	Navy Blue (80)
----------	-----------	--------------	---------------	-----------	-------------------	------------	----------------

## Area Carpet

Code	Booth Size	Advance Rates	Floor Rates
(9__)	____' x ____' = ____ Sq. Ft.	\$2.20 per sq. ft.	\$2.90 per sq. ft.

Please Circle Desired Color:

Red (10)	Blue (20)	Seafoam (30)	Burgundy (40)	Gray (50)	Hunter Green (60)	Black (70)	Navy Blue (80)
----------	-----------	--------------	---------------	-----------	-------------------	------------	----------------

## Deluxe Carpet

Please fill out your choice below. There is a minimum order of 100 square feet required for all deluxe carpet orders. Advance prices only apply to orders received with full payment no later than the advance order deadline date. Any orders received after the deadline cannot be guaranteed. If additional carpet is required to cover steps, skids, or display cases, please send floor plans. Price includes installation and removal.

BOOTH SIZE	Advance Rates	Floor Rates
____' x ____' = ____ sq. ft.	\$3.35 per sq. ft.	\$4.30 per sq. ft.

Please Circle Desired Color:

Charcoal (202)	Red (204)	Black (205)	Navy (207)	Hunter Green (209)	Gray (211)	Seafoam (212)	Burgundy (213)	Blue (214)	Beige (215)
----------------	-----------	-------------	------------	--------------------	------------	---------------	----------------	------------	-------------

## Miscellaneous

Code	Description	Advance Rates	Floor Rates
(200)	Carpet Pad ____' x ____' = ____ Sq. ft.	\$.85 per sq. ft.	\$1.10 per sq. ft.
(201)	Visqueen ____' x ____' = ____ Sq. ft.	\$.45 per sq. ft.	\$.60 per sq. ft.

SUBTOTAL \$ _____
8.25% TAX _____
TOTAL \$ _____

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**REMINDER:**  
In order to secure advance rates, All necessary forms must be received by the advance order deadline date.

Paramount Convention Services  
 Carpet Rental Order Form



These popular, practical configurations simplify your tradeshow participation. Bring your own graphics, add foliage, carpet, furnishings, shelves and lights, to enhance your display. Header graphics are included. Must be ordered ten days prior to move in or a 30% additional charge will apply. On-site availability limited.

Rental Unit Desired \_\_\_\_\_ Name of Convention \_\_\_\_\_

Company Name \_\_\_\_\_ Ordered by \_\_\_\_\_

Choose Panel Color:  White  Grey

Other colors available at an additional \$ 35 per panel

Blue  Teal  Red  Black  Veltex



A. Invite prospects into this 10'x20' booth for an intimate discussion of your products or services.

The storage cabinets let you keep materials or equipment locked away.

\$ 2,400.00



B. This 10'x20' booth makes a big impression as it provides a wide open selling area.

The spacious storage cabinet provides a place to keep extra materials.

\$ 2,500.00



C. This 10'x10' unit is a simple way to get started. Add graphics, a table or a counter and you are ready to sell.  
\$ 800.00



D. This multi-entrance/exit 20'x20' booth allows you to sell your products or services from all sides. There is plenty of room for shelves and graphics.  
\$ 3,300.00



E. This 10'x10' unit adds dimension as it thrusts out to the aisle to capture more attention.  
\$ 1,500.00

# Accessories Rental Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

\*Photographs of these items can be found at [www.paramountcs.com](http://www.paramountcs.com)

## Shelves/Gondolas

Code	QTY	Description	Advance Rates	Floor Rates
(1810)	___	One Sided Free Standing Gondola	\$172.75	\$224.60
(1811)	___	Double Sided Free Standing Gondola	\$231.00	\$300.30
(1801)	___	1 Meter Straight Shelf (for use w/rental unit only)	\$47.50	\$61.75
(1802)	___	1 Meter Angled Shelf (for use w/rental unit only)	\$47.50	\$61.75

## Display Panels

Code	QTY	Description	Advance Rates	Floor Rates
(1813)	___	Velcro Board 38" x 8'	\$140.00	\$182.00
(1819)	___	Poster Board 4' x 8' Horizontal	\$110.00	\$143.00

## Counters

Code	QTY	Description	Advance Rates	Floor Rates
(1820)	___	1 Meter x 1/2 Meter	\$220.00	\$286.00
(1806)	___	2 Meters x 1/2 Meter	\$264.00	\$343.00
(1807)	___	1 Meter Radius x 1/2 Meter	\$286.00	\$371.00

**\*ALL COUNTERS ARE 42" TALL**

Select Standard Panel Colors: (circle one) White Gray

Panel Colors Available at an additional \$40.00 per panel: (circle one) Teal Red Black Blue

## Light Fixtures

Code	QTY	Description	Advance Rates	Floor Rates
(1816)	___	Stem Light	\$38.50	\$50.05
(1817)	___	Track Light (1 Meter)	\$154.00	\$200.00

## Table Top Risers

Code	QTY	Description	Advance Rates	Floor Rates
(1644)	___	4' long table riser	\$28.00	\$36.50
(1664)	___	6' long table riser	\$35.00	\$45.00
(1684)	___	8' long table riser	\$43.00	\$56.00

SUBTOTAL \$	_____
TAX 8.25 %	\$ _____
TOTAL \$	_____

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, and Zip \_\_\_\_\_

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Paramount Convention Services  
Accessories Rental Order Form



# Priority Empty Return & Accessible Storage Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 – 18, 2007

All orders **MUST** have a credit card authorization form on file.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax

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

## Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after the close of the show. This service **must** be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Paramount Convention Services, Inc.

Priority Empty Container Return (3009).....\$100.00 per Container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN TAKEN TO STORAGE.**

## ACCESSIBLE STORAGE

### STORAGE INSTRUCTIONS

A storage area will be available for exhibitors samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Paramount employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, **NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS.** Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders **MUST** be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

**Accessible Storage (3010):** \$100.00 base charge per piece plus one hour (minimum) labor charge per delivery.

### Labor Rates:

Straight Time: (one hour minimum per man).....\$50.00

8:00 a.m. – 4:30 p.m. Monday - Friday

Overtime: (one hour minimum per man).....\$100.00

**YES, I wish to reserve space for accessible storage, I plan on storing \_\_\_\_\_ pallets/boxes/crates/cases.**  
(# of pieces) (circle one)

### Deliveries

To have items placed in or removed from accessible storage, please notify the Paramount Service Desk.

ALL GOODS STORED WITH PARAMOUNT ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act, breach of contract, breach of warranty, water, condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**REMINDER:**  
In order to secure advance rates, All necessary forms must be received by the advance order deadline date.

Paramount Convention Services

Accessible Storage & Priority Empty Return

# Shipping Information

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas

Advance Order Deadline  
Friday, June 29, 2007

July 14 - 18, 2007 All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## Advance Shipments to Warehouse:

Exhibitors desiring to ship materials up to 30 days in advance of the show must label and address all shipping documents/bills of lading as follows:

Exhibitors Firm Name & Booth #  
C/O Paramount Convention Services  
ABF  
5880 Kelly St  
Houston, TX 77026  
For: Lutheran Church MO Synod

**ADVANCE RECEIVING DEADLINE:**  
Friday, July 6, 2007

**ANY SHIPMENT ARRIVING AFTER THIS DATE IS SUBJECT TO A 25% DOCK FEE ON MATERIAL HANDLING CHARGES.**

## Direct Shipment To Show Site:

Exhibitors desiring to ship direct to the convention site FOR DELIVERY DURING EXHIBITOR SET-UP PERIOD ONLY, must label and address all shipping documents/bills of lading as follows:

Exhibitors Firm Name & Booth #  
C/O Paramount Convention Services  
Houston George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, Texas 70010  
For: Lutheran Church MO Synod

**FOR DELIVERY DURING INSTALLATION TIMES AND DATES ONLY. ALL OTHER DELIVERIES WILL BE REFUSED. SHIPMENTS ARRIVING OUTSIDE THE DESIGNATED TIMES OR LABELED INCORRECTLY WILL BE SUBJECT TO A 25% SURCHARGE.**

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

- A credit card authorization form MUST be on file for shipments to be accepted and delivered.
- The ABF warehouse will receive shipments Monday through Friday, during normal business hours.
- All shipping charges MUST be prepaid. PCS will not accept any COD shipments.
- All shipments should be cosigned to Paramount Convention Services, Inc.
- Please use shipping labels provided to ensure accurate shipping, make copies as necessary.
- All shipments must have a bill of lading that shows number of pieces and weight, and or, a certified weight receipt showing the weight of the vehicle before loading as well as after unloading. Drayage charges are based on the total weight of each shipment.
- The warehouse will accept crates, cartons, skids, trunks/cases, and carpets. Loose or pad wrapped materials must be sent directly to show site.
- Please call PCS if you have any questions in regard to shipping procedures. Please read the shipping and material handling information thoroughly.

## OUTBOUND SHIPPING

Please note that any freight being shipped at the close of the show can be handled through our convention carrier, ABF. **If you wish to use another carrier, you must notify them for an appointment to pick up your freight at the close of the show.** All cartons must be properly labeled with your company's account number clearly posted, as well as shipping address. You must fill out a Paramount Bill of Lading and return it to the service desk. If your carrier of choice does not check in by the designated time (posted on Show Information form, pg. 1) for any reason, your freight will be re-consigned onto our convention carrier.

**IF you are shipping freight, please complete the lower portion of this form, acknowledging you have read and understand the above information.**

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

Paramount Convention Services  
Shipping Information

# Material Handling Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas

Advance Order Deadline  
Friday, June 29, 2007



July 14 - 18, 2007      All orders MUST have a credit card authorization form on file.

- A. **Advance Receiving at Warehouse** – Uncrated and loose display shipments will NOT be received at the warehouse. This form of shipment should be sent directly to show site. Paramount Convention Services will receive crated, boxed, or skidded materials at the warehouse up to 30 days in advance and deliver to respective booths at show site. Empty containers will be removed from booth, placed in storage, and returned to the booth at the close of the show. Materials then moved from the booth to the dock and reloaded on designated carriers at the close of the show at the following rates:

5015 Fyler Ave.  
St. Louis, MO 63139  
  
(314) 621-6677 phone  
(314) 621-6416 fax

**REMINDER:**  
  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

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

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs)	X RATE	= Estimated Total
Shipments received at the warehouse before deadline date, then handled in and out of booth on Straight Time / Overtime Time	Lbs/100	CWT	\$62.00 per CWT	\$
Shipments received at the warehouse by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$72.00 per CWT	\$

**Advance Receiving Deadline -**  
**Friday, July 6, 2007** .....Last day for crated shipments to arrive at the advance warehouse without surcharges. A 25% surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

- B. **Direct Shipments to Show Site** – Paramount Convention Services will receive materials at the convention site and deliver to respective booths. Empty containers will be removed from booth, placed in storage, and returned to booth at the close of the show. Materials then moved from booth to dock and reloaded on designated carriers at the close of the show at the following rates:

*ALL FREIGHT CHARGED AT 100 LB INCREMENTS, WITH 200 LB MINIMUM CHARGE PER SHIPMENT	Shipment Weight / 100	CWT = (hundred lbs)	X RATE	= Estimated Total
Shipments received at show site during installation times, then handled in and out of booth on Straight Time / Overtime Time	Lbs/100	CWT	\$62.00 per CWT	\$
Shipments received at show site by an air carrier such as UPS, FedEx, etc. or any shipment received <b>WITHOUT</b> a bill of lading	Lbs/100	CWT	\$72.00 per CWT	\$

**\*Shipments sent directly to show site to arrive during published exhibitor installation times ONLY! All other deliveries will be refused. Shipments arriving outside of the designated times or labeled incorrectly will be subject to a 25% surcharge. Please see the included labels for your reference.**

- C. **Overtime**  
Warehouse and/or convention site shipments moved in or out on overtime, due to scheduling conflicts beyond the control of Paramount will have an additional 25% surcharge to the above rates. Shipments moved in and out on overtime, through no fault of Paramount, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. on weekdays and all hours Saturdays, Sundays, and Holidays.

- D. **Material Handling Rates and Charges**  
Rates apply to each 100-pound increment, with a minimum charge of 200 lbs. per shipment. The weight's rounded off to the next hundred pounds. Multiple shipments received are charged at separate minimums. No cumulative weights will be allowed on minimum, split shipment, UPS, etc. The above services, WHETHER USED COMPLETELY OR IN PART, are offered as a package ROUND TRIP RATE and the charges will be based on the total inbound weight of the shipment.

Freight handling charges are the responsibility of the exhibitor to whom the shipments have been cosigned. Additionally, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

Paramount Convention Services  
Material Handling Order Form

**E. Penalties**

Any warehouse shipment not received by the advance receiving deadline date and any direct shipment received after the show opens; an additional 25% surcharge to the above rates will be included for trucking and unloading services supplied. Any financial penalties incurred because of inappropriate address, collect shipments, and early or late arrival, causing the re-consignment charges, storage, etc. will be the responsibility of the exhibitor.

**F. Van Lines, Uncrated, and Loose Display Shipments**

Add 50% to the quoted rates for van line, uncrated and loose display shipments. UNLESS PRIOR ARRANGEMENTS ARE MADE, VAN LINE, UNCRATED, AND LOOSE DISPLAY MATERIALS WILL NOT BE RECEIVED AT THE ADVANCE WAREHOUSE. Uncrated and loose display shipments are defined as open displays shipped in vans – not in crates, cases, boxes, or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks.

**G. Empty Container Labels**

Empty container labels will be available at the service desk FOR FREIGHT BROUGHT IN BY PARAMOUNT CONVENTION SERVICES ONLY. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous shipping labels should be removed. Paramount Convention Services assumes no responsibility for:

1. Errors to the above procedures.
2. Removal of containers with old empty labels and without Paramount Convention Services empty labels.
3. Improper information on empty labels.
4. Valuables stored in containers with empty labels.

On site container storage for items not handled by Paramount Convention Services will be charged at \$30.00 per piece. (3008)

**H. Inbound Bill of Lading or Delivery Receipt**

All shipments must have a bill of lading or delivery receipt showing number of pieces, weight, and description of merchandise. Trucks arriving without documented weight will be required to go to the nearest weight station and obtain documentation before unloading or a mutual decision between Paramount and the exhibitor as the approximate weight will be agreed upon and will be binding on both parties.

**I. Vehicle Spotting**

Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight. (2190)

**J. Additional Services Available**

All per 100 lb rates quoted in the foregoing do not include any Blocking, Spotting or Bracing in Booth, Local pickups, or deliveries. For such services the following rates apply:

	<u>ST Code</u>	<u>Straight Time</u>	<u>OT Code</u>	<u>Overtime</u>	
Forklift with Operator (Up to 4,000 lbs. Capacity)	(2150)	\$150.00 per hr.	(2155)	\$200.00 per hr.	(One-hour minimum)
Material Handler	(2160)	\$50.00 per hr.	(2165)	\$100.00 per hr.	(One hour minimum)

**Banding (2170)**

Metal Banding will be available for securing outbound shipments at a rate of .50 cents per foot, plus labor (One hour minimum).

**Shrink Wrap**

Shrink wrap will be available for securing outbound shipments at a rate of:

<u>Straight Time (3110)</u>	<u>Overtime (3111)</u>
\$50.00 per skid	\$75.00 per skid

**K. Outbound Shipping**

Each exhibitor will be expected to label his/her exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Paramount Service Desk. Previous shipping labels should be removed. Paramount Convention Services accepts no responsibility for misdirected shipments as a result of old shipping labels, which remain on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS HAVE BEEN MADE. Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day, will be forced onto the show carrier. Paramount Convention Services reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to check in at the service desk by the designated time.

**L. Limits of Liability**

1. After exhibits or materials are placed in the booth, Paramount Convention Services will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the show. Therefore, all materials should be properly insured against fire, theft, and all hazards from the time they leave your office until they return. We do not assume responsibility for outbound shipments until the count is physically verified vs. the bill of lading submitted by the exhibitor.
2. Paramount Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor for concealed damage to materials.
3. All exhibit materials handled by Paramount Convention Services are insured at a value not to exceed twenty-five cents (.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.
4. **Be sure your freight is insured from the time it leaves your place of business until it is returned after the show.**

**Authority to handle and billing instructions. All terms and conditions herein stated are understood and accepted.**

**Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**By:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature) (Please Print)

**Material Handling Order Form Cont'd**

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

5880 Kelley St.

Houston, TX 77026

**WAREHOUSE**

EVENT: Lutheran Church MO Synod

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o: Paramount Convention Services

ABF

5880 Kelley St.

Houston, TX 70026

**WAREHOUSE**

EVENT: Lutheran Church MO Synod

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_



Paramount Convention Services

**R U S H**

*DO NOT DELAY*

CANNOT ARRIVE UNTIL - Friday, July 13, 2007

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services

Houston George R. Brown

Convention Center

1001 Avenida de las Americas

Houston, Texas 70010

For: Lutheran Church MO Synod

**SHOWSITE**

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

Paramount Convention Services

**R U S H**

*DO NOT DELAY*

CANNOT ARRIVE UNTIL - Friday, July 13, 2007

To: \_\_\_\_\_

(Name of Exhibiting Company)

c/o Paramount Convention Services

Houston George R. Brown

Convention Center

1001 Avenida de las Americas

Houston, Texas 70010

For: Lutheran Church MO Synod

**SHOWSITE**

BOOTH # \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PCS

CARRIER: \_\_\_\_\_

# Exhibit Labor Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**All orders MUST have a credit card authorization form on file.**

	Advance Rates	Floor Rates
Exhibit Straight Labor Request:		
Straight Time: (One hour minimum per man).....	\$50.00	\$60.00
8:00 a.m. – 4:30 p.m. Monday through Friday		
Overtime: (One hour minimum per man).....	\$100.00	\$120.00
4:30 p.m. – 8:00 a.m. Monday through Friday, all Saturdays, Sundays, and Holidays.		

**Select the plan that meets your needs and fill in the requested information. (MUST CHECK ONE)**

           **Plan A – Supervision by Paramount**

To save time and personnel supervision, Paramount Convention Services will supervise the installation of your exhibit, upon arrival of your freight. A supervision charge of 25% will be added to your total labor bill for this service. Please note that under the Paramount plan, Paramount Convention Services will set and dismantle your booth at their earliest convenience.

Specific instructions, blueprints, etc. should be provided to facilitate an economical and correct installation. Please note that under the Paramount plan, Paramount will set and dismantle your booth at their earliest convenience. Please be sure to send display and graphic drawings either to our office or with the display. **Please Note: You must supply us with your outbound shipping instructions to facilitate the return of your equipment.**

**INSTALLATION:**

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

**DISMANTLE:**

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

Ladder(s) needed?    \_\_\_\_\_ 8'    \_\_\_\_\_ 12'    \_\_\_\_\_ 14'

           **Plan B – Supervision by Exhibit Personnel**

Starting time can only be guaranteed on those instances where labor is requested for the start of the work day, which is 8:00 a.m., unless the official installation time begins later in the day. It is important that the exhibitor check in at the service desk to pick up laborers ordered. Upon completion of work, exhibitors must also check laborers out at the service desk. All work is to be done under the supervision of the exhibitor or representative. If no date and/or time are indicated below, no men will be available. **IF EXHIBITOR FAILS TO PICK UP MEN ORDERED, A ONE HOUR PER MAN NO SHOW CHARGE WILL BE APPLIED,** unless a 48 hour notification is given.

**INSTALLATION:**

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

**DISMANTLE:**

# of men	approx. hours	Date	Day of week	Time
_____	_____	_____	_____	_____

Supervisor will be: \_\_\_\_\_

Ladder(s) needed?    \_\_\_\_\_ 8'    \_\_\_\_\_ 12'    \_\_\_\_\_ 14'

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

Paramount Convention Service  
Exhibit Labor Order Form

## Key Information

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas

July 14 - 18, 2007 All orders MUST have a credit card authorization form on file.

Advance Order Deadline  
Friday, June 29, 2007



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax

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

**REMINDER:**  
In order to secure  
advance rates, All  
necessary forms  
must be received  
by the advance  
order deadline  
date!

Paramount Convention Services  
Key Information

Please complete and return this page only if you have ordered PCS supervised labor.

### Inbound Freight Information

Carrier: \_\_\_\_\_ Shipped by: \_\_\_\_\_ Date: \_\_\_\_\_

# of Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_ Pro #: \_\_\_\_\_

Description: \_\_\_\_\_

Shipped To: (circle one) Warehouse Show Site

### Outbound Freight Information

\*if you are using a carrier other than the preferred show carrier, you must contact them for an appointment to pick up your freight.

SHIP TO: \_\_\_\_\_ c/o \_\_\_\_\_

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

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

Contact Name & Phone # \_\_\_\_\_

#### OUTBOUND FREIGHT CHARGES GUARANTEED BY:

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

Permanent address of shipper: \_\_\_\_\_

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

Authorized Company Rep Signature: \_\_\_\_\_

Authorized Company Rep Print: \_\_\_\_\_

Circle One: Pre-Paid Collect Bill to: \_\_\_\_\_

Shipping Method: Circle One: Common Carrier Air Freight Van Line Company Truck Customer Pick-Up

Carrier: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

# Hanging Sign Service Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007

All orders **MUST** have a credit card authorization form on file.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**Paramount Convention Services is responsible for the assembly, installation and removal of all hanging signs. Display houses or other exhibitor-appointed contractors will not be allowed to assemble hanging signs. However, they may supervise the assembly and dismantle of the sign. Please fill out this form to request labor to assemble and hang your sign.**

## Labor & Equipment Rates

A crew will be assigned consisting of a foreman, Hi Lift, and 3 workers.

	Times	Hourly Rates
Straight Time	8AM to 4:30PM weekdays	\$275.00 per hour, 1 hour minimum
Overtime	Before 8 AM after 4:30 PM weekdays And all day Saturday, Sunday, & Holidays	\$350.00 per hour, 1 hour minimum

\*Important - All charges for dismantling the sign are taken from the actual time, regardless of the indicated time below.

**The minimum charge for labor is one hour per crew, each way. Gratuities in the form of labor hours for work not actually performed are prohibited and will not be honored. All rates are subject to change if necessitated by increased material costs. Final invoicing will be done by the actual hours worked.**

## Order

Reserve labor below. Starting times cannot be guaranteed. We will attempt to schedule by the requested times. Paramount has the right to dictate installation times based on the needs of the show. Please have a representative pick up the crew at the service desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the service desk and approve the work order.

	DATE	TIME	AM	PM
<b>Installation</b>				
<b>Dismantling</b>				

\* Allow time for return of empty containers and aisle carpet to be removed\*

The exhibitor understands and agrees that if this representative does not check in at the service desk at the date and time stated above that the exhibitor could forfeit the opportunity to have their sign hung.

<b>TOTAL PAYMENT ENCLOSED</b>	= \$
-------------------------------	------

For Office Use ONLY INSTALL ST (2111)    DISMANTLE ST (2112)    INSTALL OT (2122)    DISMANTLE OT (2132)
---

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

**Paramount Convention Services**  
**Hanging Sign Service Order Form**

# INTENT TO USE NON-OFFICIAL CONTRACTOR

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

DUE DATE: June 29, 2007



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**If your company plans to use a firm who is not the official service contractor, as designated by show management, please complete this form and fax to Paramount Convention Services at (314) 621-6416.**

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by Paramount Convention Services no later than Friday, June 29, 2007. **No extensions or exceptions will be granted after the published deadline. For your convenience, this form can be faxed to (314) 621-6416.**
2. The Non-Official Contractor must provide Paramount Convention Services with a copy of their "Certification of Insurance." This certificate must be received no later than **June 29, 2007**. **No extensions or exceptions will be granted after the published deadline. Please note that Certificate must list Paramount Convention Services, 2007 LCMS, Houston George R. Brown Convention Center, and employees of each company as additionally insured. \*See rules and regulations forms.**
3. Failure to provide Paramount Convention Services with the above items, 1 and 2, will result in said firms required to hire installation and dismantle labor from Paramount. Non-Official Contractors will be able to provide supervision only.

All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at our Exhibitor Service Center.

NOTIFICATION DEADLINE: June 29, 2007

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

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

Please Print Name: \_\_\_\_\_

Full Name of Non Official Service Contractor: \_\_\_\_\_

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

phone \_\_\_\_\_ fax \_\_\_\_\_ e-mail \_\_\_\_\_

Non-Official contractor "showsite" representative \_\_\_\_\_ phone # \_\_\_\_\_

Type of Service to be provided \_\_\_\_\_

Paramount Convention Services  
Intent to use Non-Official Contractor



**NON-OFFICIAL CONTRACTORS'  
RULES AND REGULATIONS  
Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July, 14 – 18, 2007**

**DUE DATE: June 29, 2007**



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

Paramount Convention Services has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any Individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site and does not represent one or more of the official contractors.

1. Each representative of a Non-Official Contractor must physically pick-up, in person, an "EXHIBIT CREW" badge at the Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor, he/she must be accompanied to the Exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

**IMPORTANT - It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the required forms to Paramount Convention Services no later than the due date, listed in the heading on this page (June 29, 2007). For your convenience, you may fax the form to (314) 621-6416.**

Liability "Certificate of Insurance" form which names Paramount Convention Services, Inc., 2007 LCMS, The Houston George R. Brown Convention Center, and employees of each company as additionally insured for Each Non-Official Contractor firm being utilized. (\*Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND THEIR "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO PARAMOUNT BY THE DUE DATE LISTED IN THE HEADING ON THIS PAGE (June 29, 2007), THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM PARAMOUNT.

*It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.*

**Paramount Convention Services**  
**Non-Official Contractor Rules & Regs**

# Sign Service Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas  
July 14 - 18, 2007

Advance Order Deadline  
Friday, June 29, 2007



All orders MUST have a credit card authorization form on file.

## QUALITY DIGITAL PRINTING WITH LOGOS AND WORDING AT THESE SPECIAL PRICES

Please forward special logos or graphics to [signshop@paramountcs.com](mailto:signshop@paramountcs.com)

5015 Fyler Ave.  
St. Louis, MO 63139  
  
(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

Code	Size	Advance Rates	Floor Rates
(5010)	7" x 11"	\$25.00	\$38.00
(5020)	11" x 14"	\$30.00	\$45.00
(5030)	7" x 44"	\$32.00	\$48.00
(5040)	14" x 22"	\$40.00	\$60.00
(5050)	22" x 28"	\$48.00	\$72.00
(5060)	28" x 44"	\$77.00	\$105.00
(5070)	40" x 60"	\$150.00	\$195.00
(5100)	39" x 92"	\$225.00	\$292.00

### OPTIONAL SERVICES

(5090) Easel back applied to sign -\$10.00 per sign

Subtotal \$	_____
8.25% Tax \$	_____
Total \$	_____

### PLEASE COMPLETE ALL INFORMATION BELOW WHEN ORDERING:

SIGN SIZE: \_\_\_\_\_ QUANTITY: \_\_\_\_\_

BACKGROUND COLOR: \_\_\_\_\_ LETTERING COLOR: \_\_\_\_\_

SHAPE (Circle One) HORIZONTAL VERTICAL EASEL BACK

SPECIAL INSTRUCTION: \_\_\_\_\_

SIGN TO READ AS FOLLOWS: \_\_\_\_\_  
(Please print or type)

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

Paramount Convention Services  
Sign Service Order Form

# Floral Service Order Form

Lutheran Church MO Synod  
Houston George R. Brown Convention Center  
Houston, Texas

Advance Order Deadline  
Friday, June 29, 2007

July 14 - 18, 2007 All orders MUST have a credit card authorization form on file.



5015 Fyler Ave.  
St. Louis, MO 63139

(314) 621-6677 phone  
(314) 621-6416 fax  
[www.paramountcs.com](http://www.paramountcs.com)

## -PLANT RENTALS

Code	Quantity	Description	Advance Rates	Floor Rates
(9601)	_____	2' - 3' Tropical Plant	\$35.00	\$54.00
(9602)	_____	4' - 5' Tropical Plant	\$55.00	\$88.00
(9603)	_____	6' - 7' Palms/Trees	\$82.00	\$110.00
(9604)	_____	8' - 10' Ficus Trees	\$110.00	\$137.00
(9605)	_____	Hanging Plants	\$42.00	\$61.00
(9606)	_____	Ferns	\$35.00	\$48.00

## -FLOWERING PLANTS AND FLORAL ARRANGEMENTS (PURCHASE ONLY)

Code	Quantity	Description	Advance Rates	Floor Rates
(970_)	_____	**Flowering Mum Plant	\$28.00	\$41.00
(9711)	_____	Cut Flower Arrangement	\$55.00	\$82.00
(9712)	_____	Cut Flower Arrangement	\$77.00	\$99.00

### \*\*COLOR DESIRED (FOR MUMS ONLY)

(1) Yellow    (2) White    (3) Purple    (4) Rust  
Colors may vary depending upon season and location

ORDERS MADE AT SHOW SITE CANNOT BE GUARANTEED!

RENTAL PLANTS NOT IN BOOTH AT CLOSE OF SHOW WILL BE CHARGED AT TWICE THE RENTAL PRICE.

Subtotal \$ _____
8.25% Tax \$ _____
Total \$ _____

**REMINDER:**  
In order to secure advance rates, all necessary forms must be received by the advance order deadline date.

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

By: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature) (Please Print)

Paramount Convention Services  
Floral Service Order Form

## FIRE PREVENTION BUREAU

# EXHIBIT HALL FIRE REGULATIONS

The information contained in this brief outline does not completely cover the ordinances and regulations. The following are basic rules governing concessions, exhibits and shows in any building open to the public.

1. All curtains, drapes and decorations must be constructed of flame proofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of booths, or attached to table skirting facing aisles unless flame proofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public.
5. All sawdust, shavings, hay and straw shall be stored and maintained in a manner approved by the Fire Marshall.
6. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have **no more than two (2) gallons of fuel in the tank**; all fuel tanks shall be locked or effectively sealed and **battery cables shall be disconnected from the ignition system**. The battery can not be connected during the show for any reason. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Keys must be left overnight with security. **You must notify Paramount Convention Services of plans to bring in any vehicle so that appropriate arrangements can be made with the local Fire Marshal.**
7. The use of liquefied petroleum gases inside buildings, tents or areas is strictly prohibited, except for demonstration when approved by the Fire Marshal.
8. "No smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
9. The exhibitor will provide for daily removal and disposal of trash and rubbish from buildings and tents.
10. All electrical wiring shall be installed in a manner approved by the City's Chief Electrical Inspector.



# CITY OF HOUSTON

George R. Brown Convention Center  
 www.houstonconventionctr.com  
 1001 Avenida de las Americas  
 Houston, TX 77010  
 PHONE 713/853-8907 FAX 713/853-8092  
 melisa.fuentes@cityofhouston.net

SHOW NAME: \_\_\_\_\_  
 SHOW DATES: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## BOOTH CLEANING ORDER FORM

**NOTE: The George R. Brown Convention Center is the exclusive cleaning contractor. No other cleaning services will be allowed on the exhibit floor. To better serve you & eliminate any misunderstanding regarding payment, please bring any questions to our immediate attention. Adjustments cannot be made unless deficiencies are reported to the Service Desk at least one hour before show opening.**

**EXHIBITOR IS RESPONSIBLE FOR THE REMOVAL OF ANY FLOOR COVERING (i.e. PLASTIC OR VISQUEEN) BEFORE ORDERED SERVICES WILL BE PERFORMED. THE EMPTYING OF WASTEBASKETS IS INCLUDED WITH ALL CLEANING SERVICES.**

COMPANY _____	BOOTH NO. _____
ADDRESS _____	
(STREET/P.O.BOX)	(CITY)
(STATE)	(ZIP)
ORDERED BY _____	TITLE _____
	PHONE (____) _____
SIGNATURE _____	DATE _____
	FAX (____) _____

### ALL RATES BASED ON GROSS BOOTH AREA – 100 SQUARE FOOT MINIMUM

\*\*\*\*\*

**Advance Rate applies to orders received with payment 15 days prior to the 1<sup>st</sup> EVENT date.**

	<u>ADVANCE RATE</u>	<u>STANDARD RATE</u>	
<b>VACUUMING BOOTH CARPET</b>	<input type="checkbox"/> ONE TIME ONLY..... .18c PER SQ. FT.	.25c PER SQ. FT.	DATE _____
	<input type="checkbox"/> DAILY..... .15c PER SQ. FT.	.22c PER SQ. FT.	DATE _____
<b>SHAMPOOING BOOTH CARPET</b>	<input type="checkbox"/> ONE TIME ONLY... .30c PER SQ. FT.		DATE _____
<b>MOPPING BOOTH</b>	<input type="checkbox"/> ONE TIME ONLY ... .25c PER SQ. FT.		DATE _____
<b>TILE</b>	<input type="checkbox"/> DAILY ..... .20c PER SQ. FT.		DATE _____
<b>QUANTITY</b>	NO. OF SQ. FT. _____ AT _____ c = \$ _____ X NO OF DAYS _____ =		\$ _____
<b>PORTER SERVICE</b>	PERIODIC POLICING OF EXHIBIT AREA DURING SHOW HOURS, INCLUDING EMPTYING WASTEBASKETS. SERVICE PERFORMED AT TWO-HOUR INTERVALS. BOOTHS UP TO 1,000 SQ. FT. @ \$40/DAY; OVER 1,000 SQ. FT. @ \$60/DAY.		\$ _____
	CONTINUOUS PORTER SERVICE DURING SHOW HOURS @ \$18.00 PER HOUR		\$ _____
<b>SPECIAL CLEANING</b>	(i.e.) SPOT CLEANING OF CARPET; WIPE DOWN IF NOT PERFORMED BY DECORATOR; BARREL AND CHIP REMOVAL DURING MACHINE SHOWS @ \$20.00 PER HOUR (1 HOUR MINIMUM) PLEASE PROVIDE INSTRUCTIONS. _____		\$ _____

**PAYMENT POLICY: We accept the following methods of Payment - Credit Cards or Checks made payable to the CITY OF HOUSTON in U.S. dollars drawn on a U.S. bank only.**

CREDIT CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

AMERICAN EXPRESS \_\_\_\_\_ VISA \_\_\_\_\_ MASTER CARD \_\_\_\_\_ DISCOVER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SUBTOTAL \$ _____
8.25% TAX \$ _____
<b>TOTAL \$ _____</b>





SMART CITY ELECTRIC, INC.  
 3720 HOWARD HUGHES PKWY  
 LAS VEGAS, NEVADA 89169  
 888-446-6911  
 702-943-6001 (FAX)

**GEORGE R. BROWN  
 CONVENTION CENTER  
 ELECTRICAL SERVICE CONTRACT**

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: ____ / ____ / ____ To ____ / ____ / ____	
Billing Address		Discount Order Deadline: (see Discount Rate information below)	
City, State/Country, Zip		E-mail	
Contact	Telephone ( ) -	Fax Number ( ) -	
Credit Card No.	Expiration /	Cardholder Signature(*)	Print / Type Cardholder Name

\*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** Mail order with check to address listed above or you may fax your credit card order. Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 21 days prior to the 1<sup>st</sup> day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets ( 120 volts up to 2000 Watts )						Flood Lights on Stand ( Includes power )					
----- Rate -----						----- Rate -----					
Watts	Discount	Standard	Qty	Total	Internal	Configuration	Discount	Standard	Qty	Total	Internal
500	\$ 53.00	\$ 71.00	_____	= \$ _____	0500-WATT	150 Watt, 1spot	\$ 53.00	\$ 72.00	_____	= \$ _____	FLOOD-1
1000	\$ 81.00	\$ 110.00	_____	= \$ _____	1000-WATT	150 Watt, 2spot	\$ 58.00	\$ 78.00	_____	= \$ _____	FLOOD-2
2000	\$ 92.00	\$ 122.00	_____	= \$ _____	2000-WATT	300 Watt, 1spot	\$ 70.00	\$ 87.50	_____	= \$ _____	FLOOD-3
						300 Watt, 2spot	\$ 75.00	\$ 93.75	_____	= \$ _____	FLOOD-4

**A separate outlet must be ordered for each location.**

**120/208/480 Volt Service** (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt		Qty	208 Volt 1phase		Qty	208 Volt 3phase		Qty	480 Volt 3phase		Qty	Total
	Discount	Standard		Discount	Standard		Discount	Standard		Discount	Standard		
15	\$ 92	\$ 122	_____	\$ 131	\$ 177	_____	\$ 168	\$ 227	_____	\$ 325	\$ 420	_____	\$ _____
20	\$ 105	\$ 142	_____	\$ 150	\$ 202	_____	\$ 203	\$ 274	_____	\$ 347	\$ 468	_____	\$ _____
30	\$ 131	\$ 177	_____	\$ 190	\$ 256	_____	\$ 247	\$ 333	_____	\$ 483	\$ 652	_____	\$ _____
40	\$ 170	\$ 220	_____	\$ 226	\$ 305	_____	\$ 315	\$ 425	_____	\$ 641	\$ 800	_____	\$ _____
60			_____	\$ 289	\$ 391	_____	\$ 420	\$ 567	_____	\$ 914	\$ 1254	_____	\$ _____
80			_____	\$ 357	\$ 482	_____	\$ 557	\$ 752	_____	\$ 1181	\$ 1594	_____	\$ _____
100			_____	\$ 433	\$ 585	_____	\$ 893	\$ 935	_____	\$ 1470	\$ 1984	_____	\$ _____
150			_____	\$ 630	\$ 850	_____	\$ 1008	\$ 1360	_____	\$ 2205	\$ 2976	_____	\$ _____
200			_____	\$ 840	\$ 1134	_____	\$ 1355	\$ 1829	_____	\$ 2930	\$ 3955	_____	\$ _____

**120/208/480 Power Total \$ \_\_\_\_\_**

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.

**Electrical Labor** (Contact Smart City Electric, Inc.) \_\_\_\_\_ Hours @ \$ \_\_\_\_\_, \_\_\_\_\_ Hours @ \$ \_\_\_\_\_ **Total: \$ \_\_\_\_\_**  
 Monday – Friday 8am – 4:30pm.....\$52.00/Hr. All other times Sat., Sun., Holidays.....\$ 99.00/Hr (1/2 hour Increments)

**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.**

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 1.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 12.67% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.25% Tax [on Labor]	: \$ _____
<b>e. Grand Total Of Order Due (a + b + c + d)</b>	<b>: \$ _____</b>

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

Indicate location in Booth with an X.  Island <input type="checkbox"/> <span style="margin-left: 100px;">Aisle #</span>  Standard <input type="checkbox"/> <span style="margin-left: 100px;">Aisle #</span> <b>Important!</b> - Rates include bringing service to rear of standard booth or to nearest floor port inside an island booth. Specific location requests will incur additional charges. See item #2 Terms & Cond.	For Smart City Electric, Inc. Use	Type of Service:	Customer No. <b>20076 – 001 -</b>	
	Special Instructions:		Payment Rec'd:	
	Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No		CSR:	Date:

# TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. **\*\*\*\* Credit Card authorization must be on file \*\*\*\***
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is \$52.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a \$50.00 minimum 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 services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

## IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

### Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
<b>120 1Ø</b>	20	30	30	45	-	-	-	-	-	-	-	-	-
<b>208 1Ø</b>	15	15	20	30	45	60	85	-	-	-	-	-	-
<b>208 3Ø</b>	15	15	15	20	30	45	60	60	100	100	-	-	-
<b>480 3Ø</b>	15	15	15	15	15	20	30	30	45	60	60	85	100

## Complete and Return To

\*\*\* ORDERING SERVICES \*\*\*

MAIL CHECK OR FAX PAYMENT W/ORDER TO:



SMART CITY ELECTRIC, INC.  
3720 HOWARD HUGHES PKWY SUITE #190  
LAS VEGAS, NEVADA 89169  
(888) 446-6911 FAX (702) 943-6001

\*\*\* FLOOR PLANS \*\*\*

MAIL OR FAX FLOOR PLANS TO:

SMART CITY ELECTRIC, INC.  
3720 HOWARD HUGHES PKWY SUITE #190  
LAS VEGAS, NEVADA 89169  
(888) 446-6911 FAX (702) 943-6001

VISIT US ON THE WEB AT: [WWW.SMARTCITY.COM](http://WWW.SMARTCITY.COM)



SMART CITY  
 3720 HOWARD HUGHES PKWY  
 LAS VEGAS, NEVADA 89169  
 888-446-6911  
 702-943-6001 (FAX)

**GEORGE R BROWN  
 CONVENTION CENTER  
 CUSTOMER CONTRACT**

**BILLING INFORMATION / PAYMENT FORM**

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

**Terms and Conditions / Payment Options**

**Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunications related cabling. ▶ The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals. ▶ All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. A complete description of all Smart City services, terms and conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.

**Incentive Price** applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.** ▶ To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1<sup>st</sup> day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).

- The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
- Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
- Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.
- There will be a \$25 service charge for all returned checks.
- Any unpaid balance after close of show will incur a 1.5% / month service charge.

Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City**. Indicate method of payment and credit card on file:  American Express  MasterCard / Visa  Check w / Credit Card on File  Cash w / Credit Card on File  Wire Transfer w / Credit Card on file. ▶ Credit Card charges are limited to \$10,000 / order. Orders exceeding \$10,000 must be paid by company check or money order. ▶ Checks must reference Facility and Show Name. ▶ Please contact Smart City for wire transfer instructions. Payer is responsible for all service charges.

**A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**

**Completed Order Check List (Check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Completed Billing Information and Payment Form                     | <input type="checkbox"/> Completed Floor Plan   |
| <input type="checkbox"/> Completed Service Contract for Internet / Network / Telephone      | <input type="checkbox"/> Completed Network Security Declaration (Internet / Network Only) |
| <input type="checkbox"/> Completed Service Contract for Special Quote / SOW (if applicable) | <input type="checkbox"/> Completed Wireless Declaration (Wireless Svc Only)               |

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

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

**Print Authorized Name**

**Authorized Signature**

**Date**

<b>FOR SMART CITY USE:</b>	Payment Rec'd (Amount):	Customer No: <b>2007 - 001 -</b>
Payment Type:	<input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cash <input type="checkbox"/> Wire Transfer <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard / Visa	
Note:	CSR:	Date:

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

**TERMS AND CONDITIONS (continued from page 1)**

6. **Conditions for processing service contract for On-time Installation:** (a) Full payment for service(s) must accompany signed contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of contract. (d) Complete Floor Plan itemizing location of service(s) in Customer's booth must be designated on form or customer provided diagram(s) 5 days prior to the 1<sup>st</sup> day of move-in to avoid additional charges. (e) Customer provided / ordered circuits must be installed and working 2 days before show move-in. Customer(s) must provide Smart City with Circuit Number and Provider's name. (f) Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fee's may apply).
7. **CANCELLATION** – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
8. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
9. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.**
10. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. (c) The Smart City Service Desk will be open to handle equipment rentals during move-in and show.
11. 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.
12. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
13. Prices are based upon current rates and are subject to change without notice.
14. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.

**LIMITATION OF LIABILITY**

**Limited Warranty.** SMART CITY warrants that: (a) it has the right to provide and install all Voice, Data, and Network Services and Applications (the "Services"). In the event that the Services are not performed in accordance with this warranty you agree to inform SMART CITY of such fact, by written notice prior to close of the Show / Event, and, as your sole and exclusive remedy, SMART CITY will either: (a) repair or replace the Services to correct any defects in performance without any additional charge to you, or (b) in the event that such repair or replacement cannot be done within a reasonable time, terminate the Customer Contract and provide you with a pro rata refund of the fees paid to SMART CITY for the Services hereunder with respect to such calendar year.

The foregoing warranties will not apply to the extent that: (a) the Services are used for any purpose other than those set forth in this Customer Contract regardless of whether SMART CITY has terminated this Customer Contract because of such misuse; (b) the cause of a breach of warranty is due to a malfunction in your hardware, software or communications network through which the Services are accessed; or (c) the cause of a breach of warranty is due to any other cause outside of our sole and reasonable control.

**DISCLAIMER OF WARRANTY.** THE FOREGOING CONSTITUTE OUR ONLY WARRANTIES WITH RESPECT TO THE PERFORMANCE OR NONPERFORMANCE OF THE SYSTEMS AND APPLICATIONS AND/OR THE SERVICES WHICH ARE OTHERWISE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. THE FOREGOING LIMITED WARRANTIES ARE IN LIEU OF, AND SMART CITY HEREBY EXPRESSLY DISCLAIMS, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**Indemnification.**

Each party agrees to indemnify, defend, and hold harmless the other party, its affiliates, and their current and former employees and agents, and defend any action brought against same with respect to any claim, demand, cause of action, debt or liability (including reasonable attorneys' fees) brought by a third party arising out of, or in connection with a breach of the other party's representations, warranties, covenants and agreements set forth in this Customer Contract or to the extent attributable to such party's gross negligence or willful misconduct.

In claiming any indemnification hereunder, the indemnified party shall promptly provide the indemnifying party with written notice of any claim which the indemnified party believes falls within the scope of the foregoing paragraphs. The indemnified party may, at its own expense, assist in the defense if it so chooses, provided that the indemnifying party shall control such defense and all negotiations relative to the settlement of any such claim and further provided that any settlement intended to bind the indemnified party shall not be final without the indemnified party's written consent, which shall not be unreasonably withheld.

The terms of these provisions shall survive the expiration or termination of this Customer Contract.

**LIMITATION OF LIABILITY.** EXCEPT FOR OUR WILLFUL MISCONDUCT OR GROSS NEGLIGENCE, YOU AGREE THAT UNDER NO CIRCUMSTANCES IS SMART CITY LIABLE TO YOU FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES OR LOST PROFITS ARISING OUT OF THE SYSTEMS OR OUR SERVICES OR OBLIGATIONS UNDER THIS AGREEMENT EVEN IF SMART CITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, YOUR EXCLUSIVE REMEDY AND OUR ENTIRE LIABILITY TO YOU FOR ANY REASON UPON ANY CAUSE OF ACTION ARISING OUT OF THE SYSTEM OR OUR SERVICES UNDER THIS AGREEMENT SHALL BE THE AMOUNT ACTUALLY PAID BY YOU TO SMART CITY WITH RESPECT TO THOSE DEFICIENT SERVICES. THE LIMITATION OF LIABILITY PROVIDED BY THIS SECTION IS LIMITED TO OUR DUTIES AND LIABILITIES BY REASON OF THIS AGREEMENT ONLY, AND DOES NOT AFFECT ANY OTHER RELATIONSHIP SMART CITY MAY HAVE WITH YOU.

THE FOREGOING LIMITATION IS A FUNDAMENTAL PART OF THE BASIS OF THE BARGAIN HEREUNDER AND IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE BEEN HELD TO BE INVALID OR INEFFECTIVE.

NO ACTION, REGARDLESS OF FORM, ARISING OUT OF OR RELATED TO THE USE OF THE SERVICES PURSUANT TO THIS AGREEMENT MAY BE BROUGHT BY YOU MORE THAN 12 MONTHS AFTER THE CAUSE OF ACTION FIRST AROSE.

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

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

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





SMART CITY  
 3720 HOWARD HUGHES PKWY  
 LAS VEGAS, NEVADA 89169  
 888-446-6911  
 702-943-6001 (FAX)

**GEORGE R BROWN  
 CONVENTION CENTER  
 SERVICE CONTRACT**

**INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT**

Company Name:	Booth / Room	Show Name:
Contact:	If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Authorized Signature:	Phone: ( ) - Date: / /	Incentive Order Deadline: (see Incentive Price & # 8 below)

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

Description of Service	Type	QTY	Incentive	Base	+ Deposit	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>						
a. Shared Ethernet Service (1 Public IP address)	SE		\$ 1,195	\$ 1,495		
b. Additional Public IP Address / Device (Ethernet)	IA-SP		\$ 150	\$ 185		
c. Shared EtherNAT Service (1 Private IP address)	NE		\$ 995	\$ 1,245		
d. Additional Private IP Address / Device (EtherNAT)	IA-SN		\$ 125	\$ 155		
e. Basic EtherNAT (up to 128K / 512K) (1 Private IP address) - Limited Qty	BE		\$ 795	\$ 995		
f. Additional Private IP Address / Device (Basic EtherNAT) (2 Max)	IA-BN		\$ 125	\$ 155		
g. Shared Wireless Internet (Up to 256 Kbps) (802.11) (See T&C 17)	WI		\$ 595	\$ 745		
h. T-1 RapidData@ Internet Services (Includes 29 IP addresses)	TS		\$ 5,900	\$ 7,375		
i. Additional Block of 29 IP addresses / Devices (T-1 Service Only)	IA-29		\$ 995	\$ 1,245		
<b>2. Internet – Networking Services: Equipment</b>						
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	\$ 25	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	\$ 25	
c. Patch Cable (up to 50') – Cat 5	PC		\$ 50	\$ 62		
<b>3. Voice Services: PBX Service – Dial "9" for an outside line</b>						
a. Basic Line (no Instrument) (unrestricted long distance)	LO		\$ 235	\$ 295	\$ 25	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 375	\$ 470	\$ 25	
c. Refundable Multi-Line Instrument Deposit (See T&C 34)	ML-INST				\$ 25	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "9" )</b>						
a. For Modem use (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 375	\$ 470	\$ 25	
<b>5. Voice Services: Special Services</b>						
a. Telephone Instrument (Single Line, Touchtone)	SL / DI		\$ 31.50	\$ 39		
b. Long Distance Restrictions (Local & Credit Card / Local Only )	CC / TLD		\$ 20	\$ 25		
c. ISDN Line 128 K BRI (2B + D) (unrestricted) - Limited Quantity	IP		\$ 500	\$ 625	\$ 200	
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>						
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250		
b. ISDN BRI Extended circuit from Demarc to Booth	IS		\$ 350	\$ 450		
c. DSL Extended circuit from Demarc to Booth	HL		\$ 400	\$ 500		
d. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 19)	T2 / T1		\$ 2,000	\$ 2,500		
e. DS-3 Extended circuit from Demarc to Booth (See T&C 19)	T3		\$ 9,000	\$ 11,250		
f. Labor / Floor Work - Fee per hour (See T&C 22)	FW		\$ 125	\$ 125		
g. Coax Cable Run (See T&C 22)	CX		(Call 888-446-6911 for quote)			
h. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 22)	VP / MI		(Call 888-446-6911 for quote)			
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)			
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>			
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x (number of lines)</b>			
			<b>SUBTOTAL</b>			
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>			
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER.</b> Credit Card users may fax order to 702-943-6001			<b>GRAND TOTAL</b>			

**\*\*\* Incentive Price applies to orders received With Payment 21 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Type of Service	Customer No: <b>2007 - 001 -</b>
Special Instructions:	CSR: _____ Date: _____

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

**TERMS AND CONDITIONS (continued from pages 1 & 2)****INTERNET / NETWORK SPECIFIC:**

15. Up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
16. **Shared Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any** of our **shared** Internet / Network **services**. This includes, but is not limited to, Shared Ethernet, Shared EtherNAT, Shared Wireless and Basic EtherNAT. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
17. **Wireless Specific: (a)** Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). **(b)** The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
18. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
19. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
20. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
21. **Wireless Performance Declaration:** The Customer is responsible for providing a signed Wireless Performance Declaration prior to Smart City activating Wireless Service(s) for each Customer.
22. See "Billing Information / Payment Form" – **Exclusive Voice, Data, Networking and Cabling.**
23. **Use of Network Connection: (a)** Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the 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 its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
24. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
25. **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 Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
26. **VIRUS PROTECTION REQUIREMENT – WARNING –** Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) will be disconnected from the network(s) with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected from the network(s) until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and / or problem resolution. No refunds will be issued Customer(s) as the result of Smart City's actions to disconnect disruptive device(s).

**TELEPHONE / VOICE SPECIFIC:**

27. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL LONG DISTANCE, DIRECTORY ASSISTANCE, OPERATOR ASSISTED AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).**
28. **A \$.95 surcharge per call will be charged on all "1-800, 950" and credit card type calls. An additional \$.95 surcharge per call will apply if duration of call is over 10 minutes. The "1-800, 950" type call surcharge does not apply to Dedicated Lines (item #4a).**
29. **A \$2.00 surcharge per call will be charged on all directory assistance, Information, "0+" and Operator assisted calls.**
30. **Long Distance and Directory Assistance: (a)** Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). **(b)** All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. **(c)** Smart City will provide a detailed listing of all toll / billable type calls made from applicable services.
31. Deposits are required for Long Distance, 800#, and Calling Card usage. Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.
32. The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided,
33. In the case of a billable type call(s) which is not connected, but where the called telephone is allowed to ring for more than 30 seconds, Smart City's automated billing system will automatically place a charge on your account as if the call had been completed. To avoid such charges, we suggest that you observe the time when placing calls.
34. One Multi-Line Instrument Deposit is required for each Multi-Line Circuit ordered.

**Mail or Fax Completed Orders with Payment and Floor Plan To**

SMART CITY  
3720 HOWARD HUGHES PKWY SUITE #190  
LAS VEGAS, NEVADA 89169  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

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



# Network Security Declaration

Center: George R Brown CC (001) - TX

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

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2007 - 001 -

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

## Network Security Policy:

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

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

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

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

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

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

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

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

# Wireless Performance Declaration

Center: George R Brown CC (001) - TX

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

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2007 - 001 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / b / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

## Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

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

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

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

Title: \_\_\_\_\_

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

Contact Phone #: \_\_\_\_\_



# Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX

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

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2007 - 001 -

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

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

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

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

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

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

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

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



# Telephone Services Overview

**A – Z Introduction to Services** – Smart City offers PBX dial “9” service with 1 + direct toll calling, Dedicated Line, non dial “9” service and extension of 3<sup>rd</sup> Party Circuits. Telephone lines provided by Smart City are provisioned and installed with unrestricted long distance access (UNR), which provides dialing capabilities to local, 800# type calls and any U.S. domestic and International calling. PBX telephone lines are restricted from 900 and 976 dialing unless otherwise requested. Upon request PBX service can be restricted to (a) local calls only (TLD) or (b) local and 800# type calls only (CC).

**Basic Line (analog PBX dial “9” access)** – Provides a basic telephone line with a single PBX number (telephone instrument optional). Customer(s) must dial a “9” to access an outside line. Customer(s) purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line with access to long distance, 800# type calls and local toll calls (when applicable). Not recommended for modem use.

**Calling Features / Customized Programming** – Custom calling features are available including intercom, speaker phones, calling restrictions, call waiting, forward no answer, call forwarding, hunt groups and voice mail. Please call customer service at 888-446-6911 to request these special programming features.

**Dedicated Line (analog non dial “9” access)** – Analog circuit that is best for modem and credit card machine usage. Customers purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line as Dedicated Lines CANNOT be toll restricted or restricted from 800 dialing. There is no guaranteed data type speed with the Dedicated Line. Customers requiring a high speed connection should consider one of Smart City’s broadband services.

**Dry Pair** – See “Special Line Services”.

**ISDN Line** – An ISDN BRI circuit (2B + D) and its two SPID numbers (provides up to 128 Kbps of throughput). Standard set up is alternate Voice and / or Data on both B channels. A deposit on both channels is required for long distance services and local calls (when applicable), as ISDN circuits CANNOT be toll restricted.

**Multi-Line Phone Services and Speaker Phones (dial “9” access)** – One Multi-Line telephone instrument with one primary telephone number and one “roll over” number. Multi-Line telephones are programmed exclusively for Smart City and will not work with any other telephone circuit. Must dial “9” to access an outside line. A Multi-Line instrument(s) set can have up to 14 configurable keys (default is 7) in addition to the Hold key, Release key, and Volume control bar. This instrument can also accommodate a key expansion module for additional feature keys. Transfer, conference, and forwarding features are normally included. Speakerphone capability can be added for an additional charge. A deposit must accompany order(s) for each Multi-Line telephone instrument and each line requiring access to long distance, 800# type calls and local toll calls (when applicable).

**Ring Down Line** – Provides a telephone line with a telephone instrument (optional) that is programmed to automatically ring to a pre-determined phone number. Typically does not receive incoming calls.

**Special Line Services (Dry Pair - Extended 3rd Party Circuits)** – Extension of a Customer’s service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc.). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer’s booth. Customer must order a Dry Pair Extension from Smart City. This includes Analog telephone lines, ISDN, DSL, T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for telephone service, Customer(s) will need to obtain the telephone number and / or circuit number from them and provide that information to Smart City. For ISDN service please indicate the SPID #s, for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

# Internet / Networking Overview

## A – Z Introduction to Services

**Important!** Smart City offers a wide variety of bandwidth options; please review to assure that the services you have selected will provide the required functionality for the application(s) you will be utilizing. Smart City provisions services using 10 / 100 Base - T, half / full-duplex, auto-sensing Ethernet protocols. IP Addresses are statically assigned. Throughput is measured in megabits per second (Mbps) and kilobits per seconds (Kbps). Customer's computers must be configured to accept Ethernet. Customer must have their own Electrical Power, Network Interface Card (NIC), Web browser and all other necessary computer equipment / programs. While Smart City supports POP3 and SMTP mail protocols, Smart City does not offer / provide POP3 or SMTP mail server(s) / email account(s).

**Shared Services**, which includes but are not limited to the **Basic EtherNAT**, **Shared EtherNAT**, **Shared Ethernet** and **Shared Wireless** services, do not allow Routers, Streaming Applications, Voice over IP (VoIP), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT) or Proxy Servers with the connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Basic EtherNAT**, **Shared EtherNAT** and **Shared Wireless** are entry level services that are good for surfing the web, showing and checking web based email. They use Static Private IP Addresses or Log-in and Password (with NAT addressing) to provide access to the Internet. The following is a partial list of the basic capabilities and limitations of these services:

### Supported Services

- General web browsing: HTTP and HTTPS
- Outbound services originating from the center: FTP (file transfer), TFTP (file transfer), Telnet, POP3 mail and SMTP mail protocols
- Most outbound remote control applications such as PC Anywhere, Citrix, and Remote Desktop Protocol (RDP)
- Basic Instant Messaging

### Limitations

- Any application or service that requires an outside Internet user to directly access an internal server or service such as a Web server or email server in the booth
- Virtual Private Networks (VPN) will probably not work and cannot be guaranteed or supported
- Inbound Simple Network Management Protocol (SNMP) connections will not work
- Inbound File Transfer Protocol (FTP) connections will not work
- Net Meeting will not work inbound or outbound
- Advanced features of Instant Messaging such as whiteboard sharing will not work
- Inbound remote access / control Applications such as PC Anywhere, Citrix, and Remote Desktop (RDP) Service will not work
- No proxy servers or other NAT devices allowed. This includes Netgear and Linksys Cable / DSL routers. These devices will not function properly because the private IP addresses that we use will overlap with what are generally Linksys, Netgear and DLink

## **Basic EtherNAT – (up to 128 K Up / 512 K Down) (Private IP Address) (Limited Quantity) (10 / 100 Base - T) –**

Provides a shared entry level rate limited service of up to 128 Kbps Upstream and 512 Kbps Downstream that is ideal for basic web surfing and checking web based email. It is up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps or greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Access for the originating connection plus a maximum of two additional devices can be purchased with this service. Basic EtherNAT uses Log-in and Password (with NAT addressing) to provide access to the Internet. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

## **Custom Engineering**

- **Dynamic Host Configuration Protocol (DHCP)** – Provides a mechanism for allocating IP addresses dynamically, so that addresses automatically can be reused when hosts no longer need them. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **LAN / WAN / VPN Construction** – Smart City can customize the network configuration you need to make your event a success. Networking booth-to-booth, to surrounding hotels, or to your home office Intranet? Call Smart City and let us design a network that fits your needs and your budget!
- **Network Address Translation (NAT)** – A method of connecting multiple computers to the Internet using one IP address. Allows customer(s) to have a private internal network separate from the Internet, but can receive information from it. NAT allows customer(s) to have multiple hosts on an internal network and use of the Internet via a single gateway connection. Automatically provides firewall style protection without any special setup by only allowing connections that originate on the inside of the network. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **Special Circuits** – Smart City can provision DS-3s, OC-3s, and larger circuits / bandwidth. Call for availability and pricing.
- **Virtual Local Area Network (VLAN)** – A means of configuring devices (PCs) so that they can communicate as if they were attached to the same wire, when in fact they are located on a number of different LAN segments. Because VLANs are based on logical instead of physical connections they are extremely flexible, provide security through utilizing virtual private networking, and can be used to connect remote locations.



# Internet / Networking Overview

## Custom Engineering (continued)

- **Web Casting** – Live video or recorded videos from the Facility event to the website of choice.

**Cyber Café** – Computers in one or more areas allowing attendees and Facility customer(s) to browse the Internet and access to email.

**Dry Pair (Extended 3rd Party Circuits)** – See “Special Line Services”.

**Hub Rental – 8 Port or 24 Port (10 / 100 Base - T)** – Allows a 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet connection to be distributed for up to 7 other users (8 port hub) or 23 other users (24 port hub). Deposit required for rental. Customer is responsible for the return of the equipment.

**Patch Cable – Up to 50 foot Category 5** - Ethernet standard Category 5 cable terminated with the proper jacks on either end. The default termination is RJ45.

**Shared EtherNAT – (Private IP Address) (10 / 100 Base - T)** – Provides a shared entry level service that is ideal for basic web surfing and checking web based email. It is up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 512 Kbps. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. EtherNAT uses private IP addresses. The private IP's all map to a single “real” public IP address. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Shared Ethernet – (Public IP Address) (10 / 100 Base - T)** – Provides shared access to the Internet via a shared 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

**Shared Wireless** – See “Wireless Internet”.

**Special Line Services (Dry Pair - Extended 3rd Party Circuits)** – Extension of a Customer's service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

**T-1 RapidData® Internet (Dedicated) (10 / 100 Base - T)** – Smart City's RapidData® T-1 provides up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with dedicated Internet access of 1.5 Mbps. Connection programmed for 29 IP addresses / Devices. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

**Wireless Internet (Shared Service) (Private IP Address)** – Provides shared access to the Internet with up to 256 Kbps of throughput via a Wireless Local Area Network connection for a single connection to a single computer. This is an entry level service that is ideal for web surfing and checking web based email. Smart City's wireless network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, please call for availability). The actual maximum bandwidth available is dependent upon how many users are accessing the wireless network simultaneously at any given time. Customer(s) will be issued a unique User ID and Password for each wireless connection ordered. Customer(s) cannot utilize a hub, router, or data switch to distribute to multiple computers with this service.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations and product presentations we highly recommend Customers purchase hard wired services such as Shared Ethernet, Shared EtherNAT, Basic EtherNAT or T-1 service. Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided wireless access points are authorized for use within the Facility without Smart City approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with our Shared Wireless service. **Wireless Access Points Not Authorized By Smart City Are Prohibited.** Smart City can engineer a custom dedicated wireless network(s) to accommodate special requests (WEP Key with 40 or 128 bit encryption, authentication, DHCP, etc). Please call for a quote.





**63rd Regular Convention of  
The Lutheran Church Missouri Synod.  
July 14-19, 2007  
George R. Brown Center  
Houston, Texas**

**Please Return Completed Form to:**  
The Audio Visual Management Group, Inc.  
3310 Matrix Drive, Suite 200  
Richardson, Texas 75082  
Phone: (214) 343-2864  
Fax: (214) 349-4658



**EXHIBIT EQUIPMENT ORDER FORM**

**EXHIBITING COMPANY:** \_\_\_\_\_ **EXHIBIT BOOTH NUMBER:** \_\_\_\_\_

**ORDER PLACED BY:** \_\_\_\_\_ **I & COMPANY: (List If Applicable)** \_\_\_\_\_

**ORDER DATE:** \_\_\_\_\_ **ON-SITE CONTACT:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_ **DELIVERY DATE:** \_\_\_\_\_ **DEL. TIME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

Is company Incorporated?  
 Yes  
 No

(Must be present to accept equipment delivery)

**NOTE: Original invoice/receipt will be mailed upon confirmation.**

Equipment is designed for use in confined spaces such as exhibit booths. This is only a partial listing. Additional items are available upon request.  
**Please call 1-800-283-AVMG (2864) for additional assistance.**

**ADVANCED SHOW RATE EXPIRES July 5, 2007**

**Orders received after the above-listed expiration date will be subject to the applicable STANDARD SHOW RATE.**

VIDEO EQUIPMENT: (Formatted for NTSC Playback)					DATA DISPLAY EQUIPMENT: (For Use with Computer Equipment)				
QTY	DESCRIPTION	ADVANCED SHOW RATE	STANDARD SHOW RATE	SUBTOTAL	QTY	DESCRIPTION	ADVANCED SHOW RATE	STANDARD SHOW RATE	SUBTOTAL
	1/2" VHS w/Auto Repeat	180.00	195.00			15" Flat Panel LCD Monitor	200.00	250.00	
	1/2" SVHS Player	390.00	450.00			18" Flat Panel LCD Monitor	300.00	350.00	
	DVD Player	275.00	325.00			20" Flat Panel LCD Monitor	400.00	450.00	
	20" Color TV Monitor	250.00	300.00			30" Flat Panel LCD Monitor	900.00	950.00	
	27" Color TV Monitor	300.00	325.00			42" Plasma Monitor	1200.00	1400.00	
	35" Color TV Monitor	1050.00	1200.00			37" Plasma Monitor (4:3 ratio)	1400.00	1600.00	
	20" TV/VCR Combo Unit	350.00	375.00			50" Plasma Monitor	2000.00	2200.00	
	27" TV/VCR Combo Unit	400.00	450.00			61" Plasma Monitor	3500.00	3700.00	
<b>AUDIO EQUIPMENT:</b>					<b>COMPUTER EQUIPMENT:</b> (Computer Systems Include: 15" Mon/Keyboard/Mouse/Win 2000 Std) *Laptops not included				
QTY	DESCRIPTION	ADVANCED SHOW RATE	STANDARD SHOW RATE	SUBTOTAL	QTY	DESCRIPTION	ADVANCED SHOW RATE	STANDARD SHOW RATE	SUBTOTAL
	Sound System: (2) Spkrs, (1) Mic	400.00	450.00			P4 2.6 GHz (512Mb/40G/48XCD)	300.00	350.00	
	Wireless Microphone	300.00	350.00			P4 3.0 GHz (512Mb/40G/CD/DVD)	400.00	450.00	
	Self-Powered Speaker w/Stand	100.00	150.00			Pentium Laptop (512Mb/60G/CD)	450.00	500.00	
	CD Player	120.00	150.00			PowerMacG5 (1.8GHZ/1G/80G HDD/D)	500.00	550.00	
	Multimedia Speakers: Set of (2)	60.00	70.00			PowerBookG4 (1.5GHZ/512Mb/80G HDD)	600.00	650.00	
<b>MISCELLANEOUS EQUIPMENT:</b>					<b>OTHER EQUIPMENT:</b> (Please list requirements for a price quotation)				
QTY	DESCRIPTION	ADVANCED SHOW RATE	STANDARD SHOW RATE	SUBTOTAL					
	Flipchart Pad w/Markers	125.00	150.00			Hub: 4-Port 10/100	50.00	60.00	
	Projection Cart: <input type="checkbox"/> 42" or <input type="checkbox"/> 54"	80.00	100.00			HP LaserJet Printer	200.00	250.00	
	LCD Projector (Call for Pricing)					Plain Paper Fax Machine	150.00	200.00	

LABOR:	HOURS	RATE PER HOUR	SUBTOTAL
Special Set Requests will incur additional labor charges. Please list request(s) below:		\$ 46 (ST)	
		\$ 69 (OT)	
		\$ 92 (DT)	

**NOTE: All Operator Labor is Based on a 4-Hour Minimum**

**EQUIPMENT USAGE AGREEMENT:**

**FULL PAYMENT REQUIRED WITH THIS ORDER**

- \*Contact must be present to sign for all booth deliveries
- \*On-site orders require payment in full PRIOR to delivery
- \*Orders canceled pre-show are subject to a 30% Service Charge
- \*Orders canceled on site are subject to a 50% Service Charge
- \*Equipment provided in good condition must be returned the same
- \*Customer will pay for repairs due to damage during use
- \*Customer agrees to pay in full for lost or stolen equipment
- \*Parties agree to equipment usage for above-mentioned dates
- \*There will be no credit card fee on invoices of \$10,000 or less
- \*There will be a 5% fee added to the invoice if over \$10,000

**ACCEPTED BY:** \_\_\_\_\_

**SIGNATURE DENOTES ACCEPTANCE TO AVMG TERMS**

TOTAL CHARGES:	
<b>EQUIPMENT TOTAL</b>	_____
<b>20% SERVICE CHARGE</b>	_____
<b>(Applies to Equipment Only)</b>	<b>(\$84.00 Minimum)</b>
<b>Includes: Delivery, Standard Setup, and Pickup</b>	
<b>LABOR TOTAL</b>	_____
<b>SUBTOTAL</b>	_____
<b>8.25% SALES TAX</b>	_____
<b>TOTAL AMOUNT DUE</b>	_____

A valid Tax ID # must accompany order for exemption in the state of Texas

**METHOD OF PAYMENT:**

**CHECK #** \_\_\_\_\_  
**Please make checks payable to AVMG, INC.**

**AMEX #:** \_\_\_\_\_

**MC #:** \_\_\_\_\_

**VISA #:** \_\_\_\_\_

**EXPIRATION DATE (mo./year):** \_\_\_\_\_

**CARD HOLDER:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_  
**If different from above-listed billing address**

**SIGNATURE:** \_\_\_\_\_