

ASPRS 2011 ANNUAL CONFERENCE

EXHIBITORS' KIT

FRONTIER AIRLINES CENTER, MILWAUKEE, WISCONSIN, USA

MAY 1 – 5, 2011

Conference
ASPRS 2011 Annual Conference

Dates
May 1 – 5, 2011

Location
Frontier Airlines Center
400 West Wisconsin Avenue
Milwaukee, WI 53203

Official Decorator
Levy Exposition Services, Inc.
14900 Interurban Ave. South, Suite 271
Seattle, Washington 98168
Ph: 253 437-0031
Fax: 253 437-0032
Chuck Premone, President
Cpremone@levyexpo.com

Official Show Colors
Black & Orange
*(In Honor of Harley-Davidson, a Milwaukee
Cultural icon)*

Official Show Carrier
ICAT expo
877-ICAT expo (877-422-8397)
Direct: 800-572-1324 x112
Matt Campbell
matt.campbell@icatexpo.com
www.icatexpo.com

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Designer Furniture Options & Forms – in 2nd Exhibitors' Kit PDF

Show Schedule

Sunday, May 1

4 pm – 6 pm Exhibit Set up - Contact Chuck Premone at cpremone@levyexpo.com, if additional set up information is needed

Monday, May 2

8 am – 5 pm Exhibit Set up

Tuesday, May 3

8 am – 9 am Exhibit Set up
9 am – 10 am Exhibit Hall Inspection (Please see page 2 for details)
10 am – 7 pm **Exhibit Hall Open**
5:30 – 7:00 pm Exhibitors' Reception (See page 2 for details)

Wednesday, May 4

9 am – 5 pm Exhibit Hall Open

Thursday, May 5

8 am – 11 am Exhibit Hall Open
8:30 am – 9 am Breakfast in Exhibit Hall
11 am – 7 pm Exhibit Hall Dismantle

EXHIBIT HALL LOCATION

The Exhibits will be located on the 3rd floor of the Frontier Airlines Center in Exhibit Hall C.

EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases an 10'x10' space:

- ◆ Three exhibitor personnel badges (per 10'x10' booth)
- ◆ Post-conference attendee mailing list
- ◆ Draped back wall and side rails (linear booths only)
- ◆ A 7" x 44" booth identification sign
- ◆ One full conference registration (per 10'x10' booth)

Exhibiting companies are responsible for furnishing, carpeting and cleaning, their booths. The Exhibit Hall at the Frontier Airlines Center is **NOT carpeted**. Carpet for individual booths may be obtained through Levy Exposition Services.

BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 9 am on Tuesday, May 3. Displays will be checked by ASPRS between 9 am and 10 am. A company representative **must** be on hand during this inspection in case booth adjustments are necessary.

GUEST PASSES

Nine complimentary Guest Exhibit Hall passes per 10' x 10' booth are available upon request. Please contact Heather Staverman at hstaverman@asprs.org at least ten days before the conference opening to request them.

Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. Please instruct your clients to take the completed pass to the ASPRS Registration Desk in the Frontier Airlines Center, to exchange them for an official name badge.

EXHIBITORS' RECEPTION

Drinks and light hors d' oeuvres will be served from 5:30 pm until 7 pm on Tuesday, May 3. This is an excellent opportunity for all exhibitors to meet the Conference attendees

DISMANTLING

Dismantling and removal of displays may not begin before 11 am and must be completed by 7 pm on Thursday, May 5th. **Note: Exhibitors who select freight carriers other than the official carriers must make arrangements for pick-up by 5pm on Thursday, May 5th. Failure to remove all materials on the date and time specified will constitute authority of ASPRS to remove the exhibit at the expense of the exhibitor.**

IMPORTANT SHOW CONTACTS

Exhibit Sales/Contracts & Advertising

The Townsend Group, Jim Perrus

Phone: 410 788-1735

jperrus@townsend-group.com

Exhibit Decorator

Levy Exposition Services, Inc., Chuck Premone

Phone: 253 437-0031

Fax: 253 437-0032

Cpremone@levyexpo.com

Show Freight Carrier

ICAT expo, Matt Campbell

Phone: 877-422-8397 (Toll Free)

Fax: 410-691-7706

matt.campbell@icatexpo.com

Conference Registration,

Annapolis Management Partners, LLC, Jane

Ramsey

Phone: 410 798-0705

888 233-2864 (Toll Free)

Fax: 443 926-9631

jane@annapolismgmt.com

Audio Visual Rentals

Technology Express, Mike Coultas

Phone: 800-704-3655 (Toll Free)

mikec@techexprss.com

Conference Organizer

ASPRS Meetings Manager, Heather Staverman

Phone: 301-493-0290 x 106

Fax: 301-493-0208

hstaverman@asprs.org

Frontier Airlines Center Services

Catering

Mary Kay Linari

Levy Restaurants

Phone: 414 908-6156

mlinari@wcd.org

Exhibitor Services – Internet, electricity, etc.

Karen Hopp

Phone: 414 908-6073

khopp@wcd.org

Audio Visual

Ben Swope

United Audio Visual

Phone: 414 908-6180

bswope@unitedvisual.com

EXHIBITOR CHECKLIST

IMPORTANT DEADLINES

RETURN TO CONFERENCE REGISTRATION COMPANY

Exhibitor Staff & Full Registration Forms
(Please use enclosed form)

April 1, 2011

HOTEL RESERVATIONS

Hyatt Regency Milwaukee
(Please note: Only a limited number of rooms are reserved in the ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be made in the ASPRS block directly through our web site at www.asprs.org/milwaukee2011. Room Rate is \$150/nite single occupancy & \$170/nite double occupancy.)

March 28, 2011

SHIPPING AND RECEIVING

Advance Shipping – Please note that advance shipments will be received between March 28 and April 25, 2011 without penalty. Shipments received before March 28th or after April 25th will be assessed a surcharge.

Direct Shipping – Please note that direct shipments to the Frontier Airlines Center will be received beginning at 8:00 am on Sunday, May 1, 2011. Shipments that arrive before this date will be refused.

EXHIBIT LABOR

Decorator Labor Order Form

April 16, 2011

EXHIBIT FURNISHINGS AND SERVICES

Intent to Use Non-Official Contractor Form

April 16, 2011

Levy Exposition Services Forms

Payment Policy & Authorization

April 16, 2011

Recap of Orders

April 16, 2011

Rental Display

April 16, 2011

Sign Order

April 16, 2011

Booth Cleaning

April 16, 2011

Furniture Order

April 16, 2011

Custom Rental Furnishings Order

April 16, 2011

Convention Foliage Service Order

April 16, 2011

Technology Express Audio Visual Orders

April 22, 2011

www.techexprss.com/quote.asp

Frontier Airlines Center Electrical Orders

April 16, 2011

FOR FURTHER DETAILS, PLEASE SEE THE CONFERENCE PRELIMINARY PROGRAM AVAILABLE ON LINE
AT www.asprs.org/milwaukee2011

CAREER POSTINGS

Poster boards will be available outside the Exhibit Hall area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

PRIZE DRAWINGS

Drawings within your booth for appropriate prizes are encouraged and winners may be announced in the Exhibit Hall. For permission to make announcements within the Hall, please contact the Exhibit Hall Manager in the ASPRS booth.

IMPORTANT

All exhibitors and booth staff should register for the conference no later than **Friday, April 1, 2011**. This will allow ASPRS sufficient time to prepare necessary registration materials.

Please make your hotel reservations at the Hyatt Regency Milwaukee, **as soon as possible** in order to take advantage of the special ASPRS room rate of **\$150/\$170**. While our room block does not expire until March 28th, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the ASPRS block, please see the web page link at www.asprs.org/milwaukee2011/hotel.html or call **414-276-1234** and refer to the ASPRS Conference. A very limited number of rooms are reserved in the room block at this special rate.

As a courtesy to ASPRS and all conference attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the conference headquarters hotel.

SPECIAL REBATE ANNOUNCEMENT

ASPRS is offering a rebate to all exhibitors who stay for a minimum of three nights at the Hyatt Regency Milwaukee, Milwaukee, WI during the ASPRS 2011 Annual Conference. This is the headquarters hotel for this conference.

Exhibitors who book within the ASPRS room block and stay a minimum of three nights at the Hyatt Regency Milwaukee Hotel between April 30 and May 6 are eligible for a \$50 rebate from ASPRS. This offer is limited to a maximum of four rebates per full price 10' x 10' booth. This rebate is an expression of our appreciation for your patronage of the conference hotel, and enables us to contain meeting costs.

To claim this rebate from ASPRS, exhibitors must fax or mail a copy of his/her paid Hyatt Regency Milwaukee Hotel, Milwaukee, WI bill to the address below with a letter requesting the rebate. All requests must be postmarked on or before **June 3, 2011**. Please indicate to whom the rebate check should be made payable within the letter.

Heather Staverman
ASPRS
5410 Grosvenor Lane
Bethesda, Maryland 20814
Fax: 301 493-0208

EXHIBITOR CONFERENCE REGISTRATION

Deadline for Registration – April 1, 2011 - Registration is required for all exhibitors and booth staff.

Registration Procedures - Each exhibiting company will receive one complimentary full conference registration and three booth staff registrations per 10'x10' booth. Please complete the "Exhibitor Registration Form" included in this packet, for your full conference registrant and booth staff. Additional copies of this form may be made and must be submitted if purchased booth space is larger than 10'x10' standard and more than one complimentary full registration & three booth staff registrations apply.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the conference) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

Outside Contractors/Crew Passes - If an outside contractor will be used to set up your booth, please fill out the enclosed "Intent to Use Non-Official Contractor" form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

BADGES MAY BE PICKED UP ON-SITE AT THE ASPRS REGISTRATION DESK IN THE FRONTIER AIRLINES CENTER, DURING REGISTRATION HOURS AS NOTED IN THE PRELIMINARY PROGRAM AT www.asprs.org/milwaukee2011.

Exhibitor Registration Form

For each 10'x10' area purchased, the exhibitor is entitled to one complimentary full conference registration (admits bearer to all non-fee sessions and social functions) and three exhibitor badges (allowing booth staff access to the show floor, and Exhibitors' Reception only). Please use this form to register your full conference attendee and booth staff. If you have purchased space larger than a 10'x10' area, please make the appropriate number copies of this form. If you would like to purchase additional full conference registrations or register your employees for additional events held in conjunction with this ASPRS Conference that are not included in the complimentary registration, please use the official ASPRS Conference Registration Form. The form can be found at www.asprs.org/milwaukee2011. Completed exhibitor registration forms are due by April 1, 2011. Return address information is below.

Complimentary Full Conference Registration (one per 10'x10' booth)

Last Name _____ First Name _____

First Name on badge _____ Birth Country _____

Company _____ Street Address _____

City _____ State/Province _____ Zip/Postal Code: _____ Country _____

Business Phone _____ Fax _____ E-mail _____

Emergency Contact Name & Phone (Optional) _____

Exhibitor Booth Staff Badges
(three per 10'x10' booth)

#1 Last Name _____ First Name _____
First Name on badge _____ Birth Country _____
Company _____ Street address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone _____ Fax _____ E-mail address _____
Emergency Contact Name & Phone (Optional) _____

* * * * *

#2 Last Name _____ First Name _____
First Name on badge _____ Birth Country _____
Company _____ Street address _____
City _____ State/Province _____ Zip/Postal Code: _____ Country _____
Phone _____ Fax _____ E-mail address _____
Emergency Contact Name & Phone (Optional) _____

* * * * *

#3 Last Name _____ First Name _____
First Name on badge _____ Birth Country _____
Company _____ Street address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Phone _____ Fax _____ E-mail address _____
Emergency Contact Name & Phone (Optional) _____

Return no later than April 1, 2011 to:

**ASPRS Conference Registration
Annapolis Management Partners, LLC
626 C Admiral Drive, Suite 723
Annapolis, MD 21401
Phone: 410-798-0705
Fax: 443-926-9631**

Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while at this ASPRS Annual Conference, please read and complete the following information.

Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the ASPRS 2011 Annual Conference who will perform any services within the ASPRS 2011 Annual Conference designated exhibit area for an exhibitor and are approved by ASPRS will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the ASPRS 2011 Annual Conference rules and regulations. Contractor must agree to abide by all applicable union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by 9 am on Tuesday, May 3, 2011 and dismantled and ready for shipping by 5:00 pm Thursday, May 5, 2011. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply Conference Organizer and Levy Exposition Services of the names and addresses of the personnel who will be working within the Exhibit Hall.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by **April 16, 2011**, a valid "Certificate of Insurance" naming Levy Exposition Services, Inc., APRS, ASPRS 2011 Annual Conference and the Frontier Airlines Center as the additional insured's with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than \$100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.

The Exhibitor must submit a "**Request for Set-Up By Non-Official Contractor**" form to the ASPRS Meetings Manager and Levy Exposition Services by April 16, 2011. The Non-Official Contractor must also submit a list of employees and a valid Certificate of Insurance to the ASPRS Meetings Manager and Levy Exposition Services by April 16, 2011. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

RULES AND REGULATIONS

ADMITANCE POLICY

ASPRS will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Frontier Airlines Center in Milwaukee, WI, beginning at 4 pm on Sunday, May 1, 2011. Badges and exhibitor ribbons must be worn to gain access to the Exhibit Hall.

AISLE OBSTRUCTION

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by ASPRS.

BADGE SYSTEM

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS to allow, at the appropriate times, only those with exhibitor badges in the Exhibit Hall. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Exhibit Hall without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

BOOTH ACTIVITIES

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulation, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

BOOTH SPECIFICATIONS

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

BUILDING PROTECTION

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

CUSTOM DISPLAYS

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of these rules are available from Levy Expo. ASPRS may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

DECORUM OF EXHIBITS

ASPRS reserves the right to restrict exhibits, which because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature

ELECTRICAL

All electrical orders will be filled directly by the Frontier Airlines Center Electrical Department. Order forms are included in this kit.

EXHIBITORS' RESPONSIBILITY

Exhibitors have the right to escort their goods and merchandise from the receiving point at the hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 5:00 pm on Thursday, May 5, 2011.

CATERING WITHIN THE EXHIBIT HALL

All food items and catering within the Exhibit Hall must be purchased through Levy Restaurants, official caterer of the Frontier Airlines Center. Order forms and contact information are included in this kit.

HALL ACCESS AFTER SHOW HOURS

All attendees will be required to leave the show within ½ hour after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS. Security will ask for proper identification before allowing anyone into the hall. Every consideration will be made to accommodate you and still have an effective security program.

INSURANCE

Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, removal and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of \$1,000,000. ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Exhibits cannot be installed until such certificate has been provided. *It is recommended that exhibitor's insurance policies cover the shipment of merchandise to the exhibition, the exhibition period and the return to their offices.* ASPRS will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage.

LABOR

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used. Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Exhibit Hall area at the Frontier Airlines Center. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Exhibit Hall. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by the ASPRS.

OCCUPANCY

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. **If booth space is not occupied by 9:00 am on Tuesday, May 3, 2011, the ASPRS may take possession of said space. Exhibitors will not be allowed access to the Exhibit Hall until all outstanding invoices have been paid.**

SAFETY DEVICES

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the ASPRS may suspend the demonstration.

SECURITY

Every effort has been made by ASPRS to ensure the safety of your property. The Frontier Airlines Center will provide general security on a 24-hour basis. ASPRS objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Wisconsin Center District Frontier Airlines Center, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Heather Staverman at 301-493-0290 ext.106. Orders must be placed by April 15, 2011.

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to ASPRS.
- Hire a security officer to be assigned to your booth during non-show hours.

Shipping

All shipping and drayage should be coordinated through the official show carrier, ICAT Expo or an approved non-official contractor. Shipments sent directly to the Frontier Airlines Center should arrive no earlier than three (3) days prior to the show and will be subject to receiving and delivery charges. Each exhibitor is responsible for their shipping expenses.

SIGNS

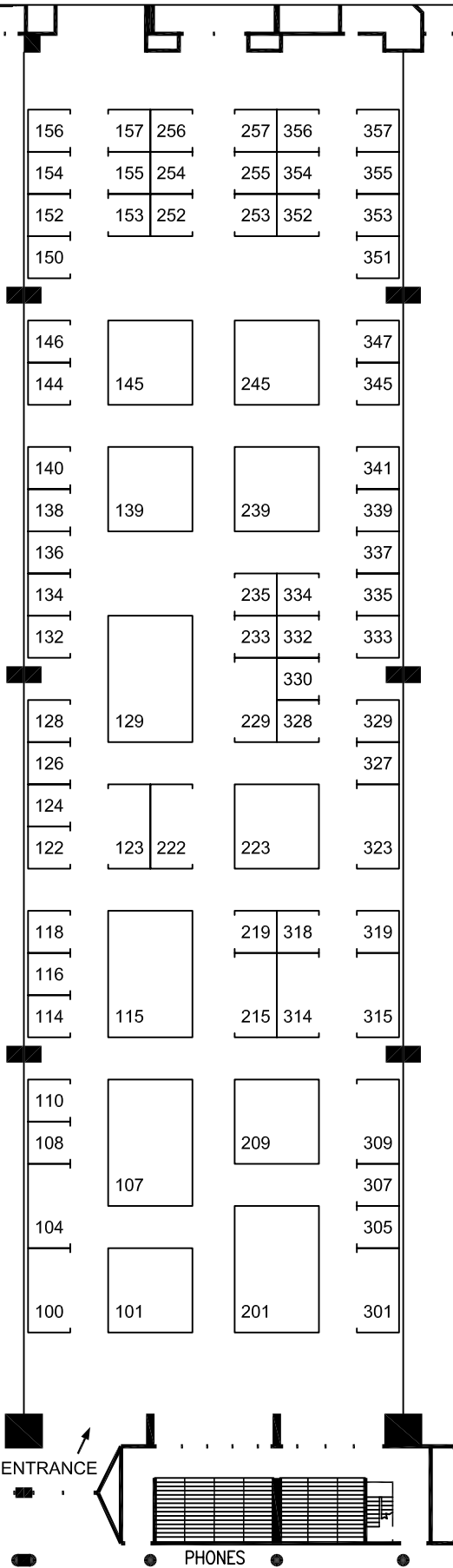
A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

SOUND DEVICES AND LIGHTING

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

TELEPHONES/INTERNET SERVICE

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Frontier Airlines Center. Order forms are included in this kit.



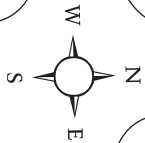
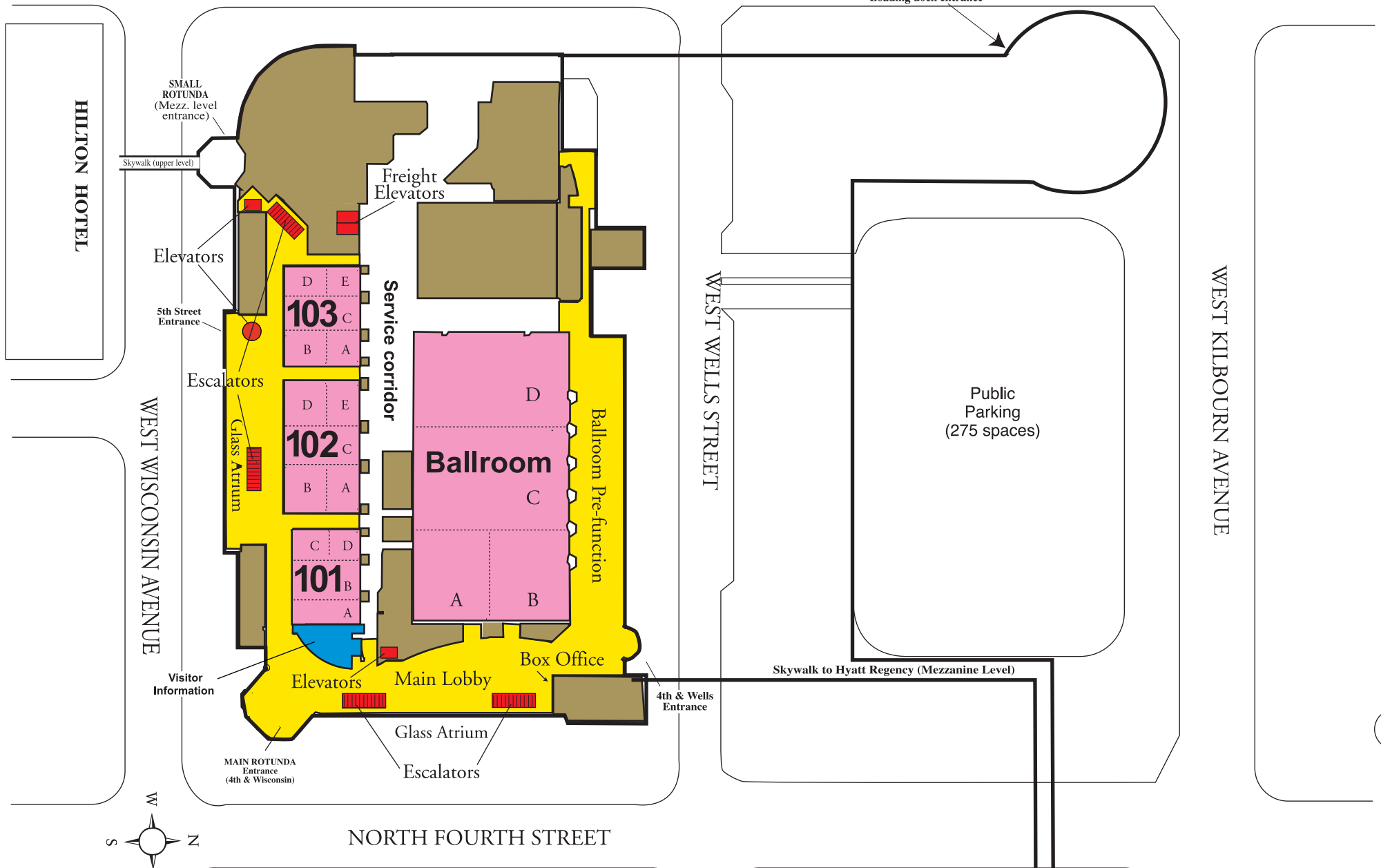
ASPRS 2011 ANNUAL CONFERENCE
MAY 1 - 5, 2011
MIDWEST EXPRESS CENTER
HALL C
MILWAUKEE, WI



FRONTIER AIRLINES CENTER

NORTH SIXTH STREET

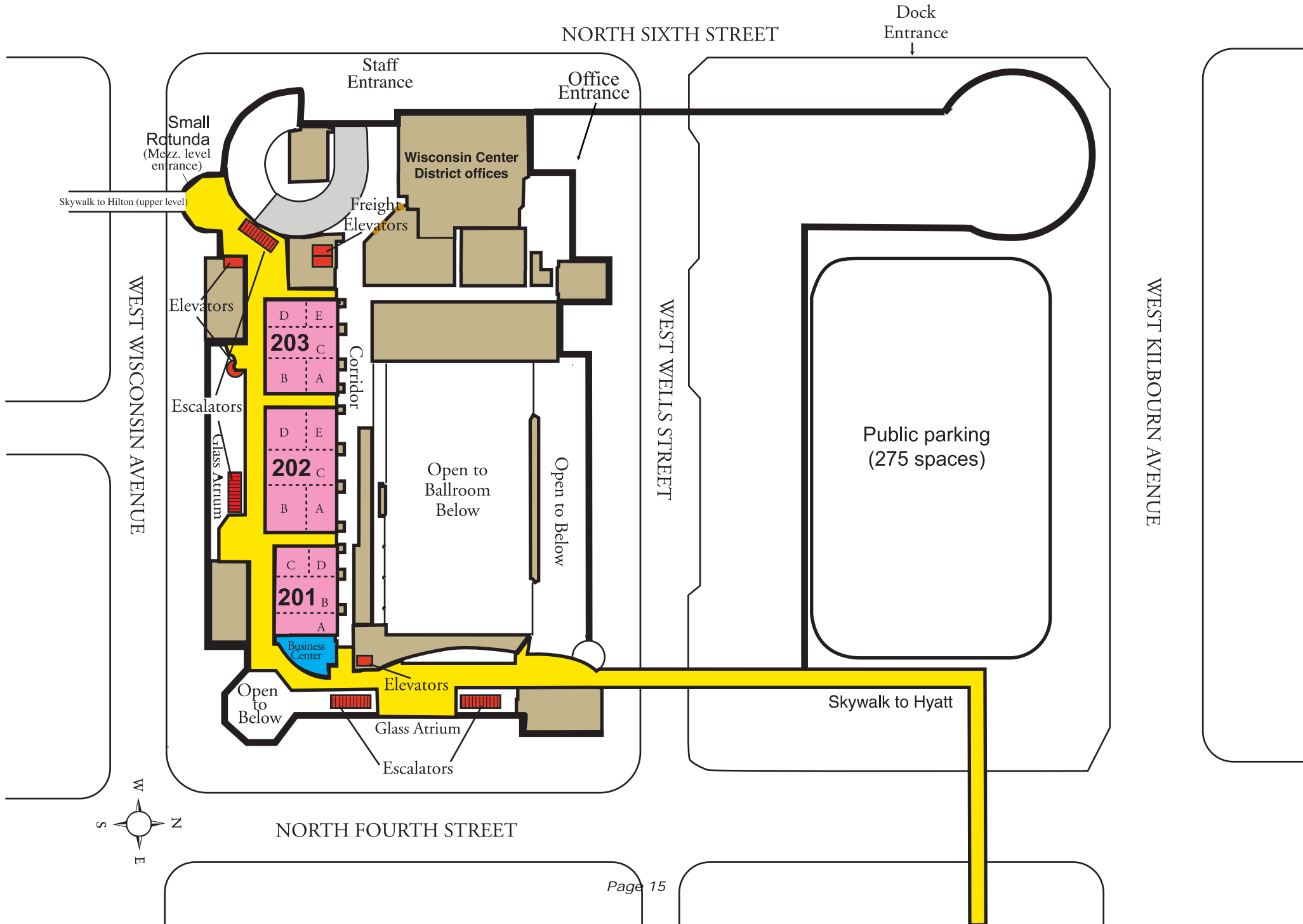
(not to scale)



NORTH FOURTH STREET

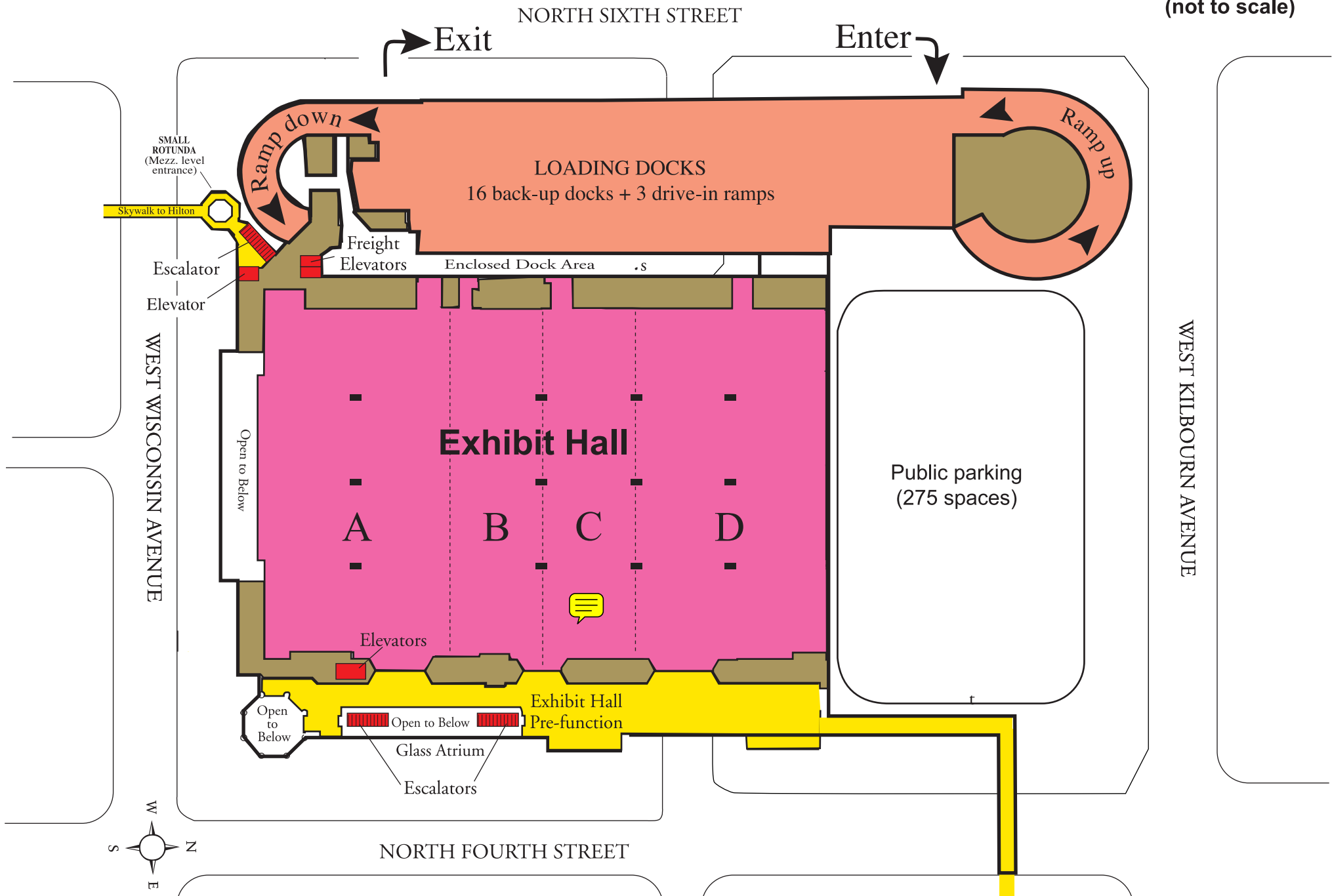
FRONTIER AIRLINES CENTER

(not to scale)



FRONTIER AIRLINES CENTER

(not to scale)



**SERVICE
CONTRACTOR
CONTACTS:**

LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S, Suite 271
Seattle, WA 98168
tel: 253 437 0031
fax: 253 437 0032

LOCATION:

Frontier Airlines Center
400 W. Wisconsin Avenue
Milwaukee, WI 53203

BOOTH EQUIPMENT:

each 10' X 10' booth space comes with the following:

- 8' high drapery backwall - orange / black
- 3' high drapery sidewall - orange
- 1 - 7" x 44" booth identification sign

AISLE CARPET

The aisles will be carpeted in black.

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 16, 2011, unless otherwise noted.**

**SHOW SCHEDULE
INSTALLATION HOURS:**

| | |
|----------------------|-------------------|
| Sunday, May 1, 2011 | 4:00 pm - 6:00 pm |
| Monday, May 2, 2011 | 8:00 am - 5:00 pm |
| Tuesday, May 3, 2011 | 8:00 am - 9:00 am |

SHOW HOURS:

| | |
|------------------------|--------------------|
| Tuesday, May 3, 2011 | 10:00 am - 7:00 pm |
| Wednesday, May 4, 2011 | 9:00 am - 5:00 pm |
| Thursday, May 5, 2011 | 8:00 am - 11:00 am |

DISMANTLE HOURS:

| | |
|-----------------------|--------------------|
| Thursday, May 5, 2011 | 11:00 am - 5:00 pm |
|-----------------------|--------------------|

SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 5:00 pm on Friday, April 30th. If your carrier is not checked in by this time, the shipment (s) will be re-routed via the official show carrier, Liberty Convention Freight.

SHIPMENTS:

All **ADVANCE** air and ground shipments should arrive at the advanced warehouse between March 28 - April 25, 2011 and should be consigned as follows:

ASPRS 2011
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
6880 S. Howell Road
Oak Creek, WI 53154

All **DIRECT** shipments should not arrive prior to 8:00am on Sunday, May 1, 2011 and should be consigned as follows:

ASPRS 2011
COMPANY NAME & BOOTH #
Frontier Airlines Center
c/o Levy Exposition Services Inc..
400 W. Wisconsin Avenue
Milwaukee, WI 53203

FACTS
EFFECTS
QUICK

UNION REGULATIONS

MILWAUKEE, WISCONSIN UNION JURISDICTIONS

To assist you in planning for your participation in this event, we're certain that you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling and erection. To help you understand the jurisdictions that the local unions have, we ask that you please read the following:

EXHIBIT INSTALLATION AND DISMANTLING

We currently have an agreement with the local Decorators Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Decorators Union as long as the exhibit can be installed and dismantled utilizing no more than one (2) full time company employees in one hour or less without the use of tools or ladders. Labor required in excess of this must be ordered thru Levy Exposition Services. It is recommended that all display labor required be ordered in advance from the Levy Exposition Services Labor Order Form located in your exhibitor service manual. Proof of full time employment status must be carried at all times.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Levy Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Levy Exposition Services.

TIPPING

Levy Exposition Services requests that exhibitors refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Levy Exposition Services should be brought to the attention of a Levy Exposition Services representative at the exhibitor service desk. We thank you in advance for your cooperation in this matter.

SAFETY

Standing on tables, chairs or other rental furniture is strictly prohibited. Our furniture rental items are not engineered to support your standing weight. Levy Exposition Services cannot and will not be held responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling or dismantling your exhibit, please order labor on the Labor Order Form and the necessary tools and ladders will be provided.

LABOR & CONDITIONS



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
 May 3 - 5, 2011
 Frontier Airlines Center
 Milwaukee, WI

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

| | | | | | | | |
|--|-----|--------|-----------------------------------|----------------|-----------------|---------|--|
| COMPANY | | | | BOOTH NUMBER | | | |
| ADDRESS | | street | city | state/province | zip/postal code | country | |
| PHONE | FAX | | PO # | E-MAIL | | | |
| AUTHORIZED CONTACT SIGNATURE X | | | AUTHORIZED CONTACT - PLEASE PRINT | | | DATE | |

All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.

CREDIT CARD AUTHORIZATION

| | | | | | | | | | | | |
|------------------------------------|--|-------------------------------------|--|---|--|-----------------|--|---------|--|--|--|
| <input type="checkbox"/> VISA | | <input type="checkbox"/> MASTERCARD | | <input type="checkbox"/> AMERICAN EXPRESS | | EXPIRY DATE | | | | | |
| ACCOUNT NUMBER | | | | | | | | | | | |
| CARDHOLDER'S BILLING ADDRESS | | city | | state/province | | zip/postal code | | country | | | |
| CARDHOLDER'S SIGNATURE X | | | | CARDHOLDER'S NAME - PLEASE PRINT | | | | | | | |

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

| | | |
|---|----|--|
| Exhibit Booth Cleaning Order Form | \$ | |
| Carpet, Drape, & Complements Rental Order Form..... | \$ | |
| Custom Carpet Order Form..... | \$ | |
| Table and Chair Rental Order Form | \$ | |
| Specialty Accessories Rental Order Form..... | \$ | |
| Rental Exhibits Order Form..... | \$ | |
| Table Top Exhibit & Cabinet Order Form..... | \$ | |
| Graphics & Sign Order Form | \$ | |
| Plant & Flower Rental Order Form | \$ | |
| Labor Order Form | \$ | |
| Material Handling Order Form | \$ | |
| In-Booth Forklift Order Form..... | \$ | |
| FULL PAYMENT IN US FUNDS | \$ | |

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$

Check no. Dated in the amount of \$



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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

| TOTAL SQUARE FEET OF BOOTH SPACE | DAYS REQUIRED | RATE | TOTAL |
|---|----------------------|------------|-------|
| <input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day | | | |
| _____ X _____ | Total Number of Days | X \$0.48 = | _____ |
| 100 Square Feet Minimum Order | | | |

STANDARD RATE & ON-SITE ORDERS

| TOTAL SQUARE FEET OF BOOTH SPACE | DAYS REQUIRED | RATE | TOTAL |
|---|----------------------|------------|-------|
| <input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day | | | |
| _____ X _____ | Total Number of Days | X \$0.58 = | _____ |
| 100 Square Feet Minimum Order | | | |

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

| | | |
|----------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| TOTAL | US DOLLARS | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

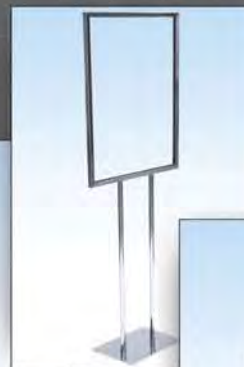
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **April 16, 2011**. We reserve the right to adjust orders calculated incorrectly.

Page 20

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

Furniture & Accessories



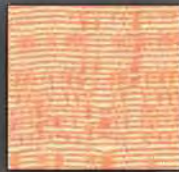
~~Table Drape Samples~~



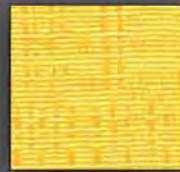
Burgundy



Red



Peach



Gold



Teal



Green



Blue



Purple



Black



Grey



White

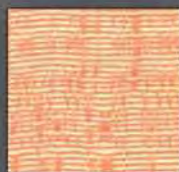
~~Drape Samples~~



Burgundy



Red



Peach



Light Beige



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Custom Carpet Samples~~



Peony



Red



**French
Beige**



Jade



Emerald



**Colony
Blue**



Blue Mist



Black



Charcoal



**Grey
Pearl**

~~Standard Carpet Samples~~



Burgundy



Red



Teal



Blue



Purple



Black



Grey

LEVY RENTAL EXHIBITS

Plan A



Plan B



Plan C



Plan D



--- Plan A ---

10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---

20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---

20' N-Line

Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

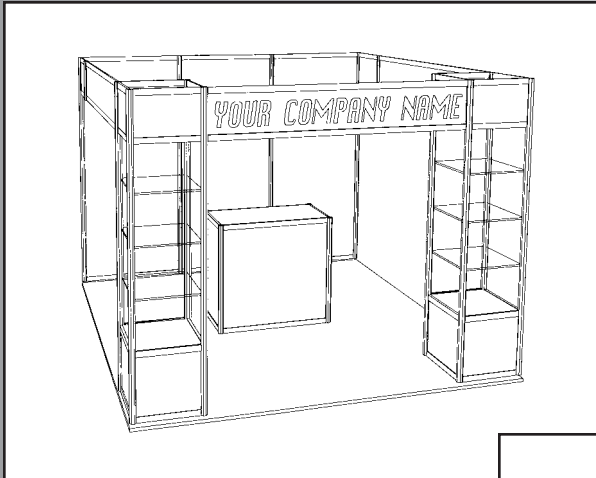
--- Plan D ---

20' x 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



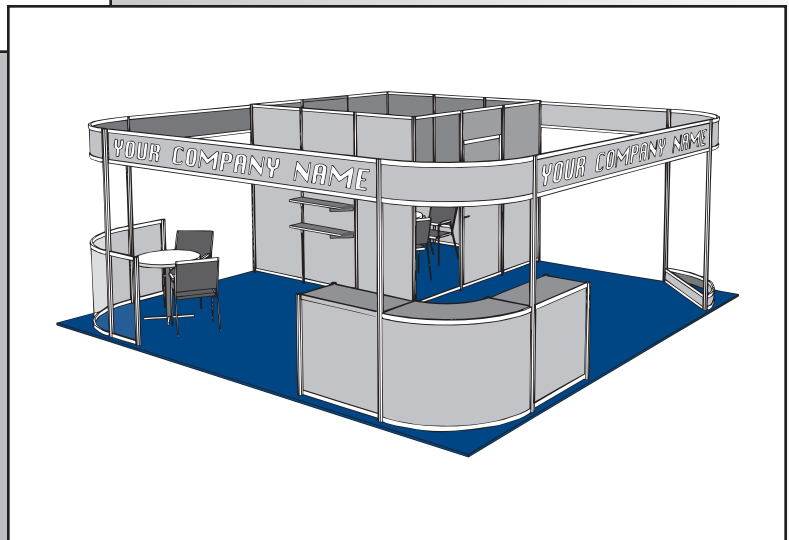
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

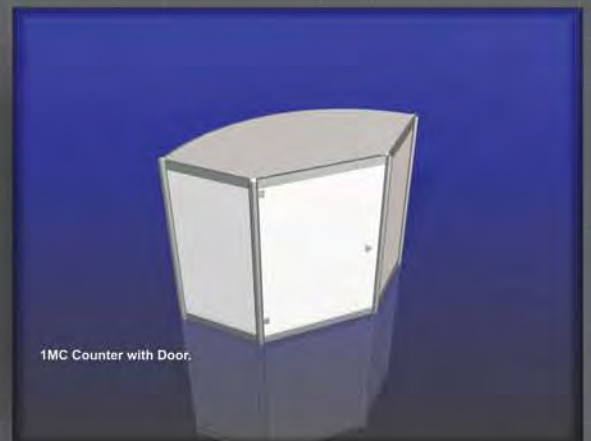
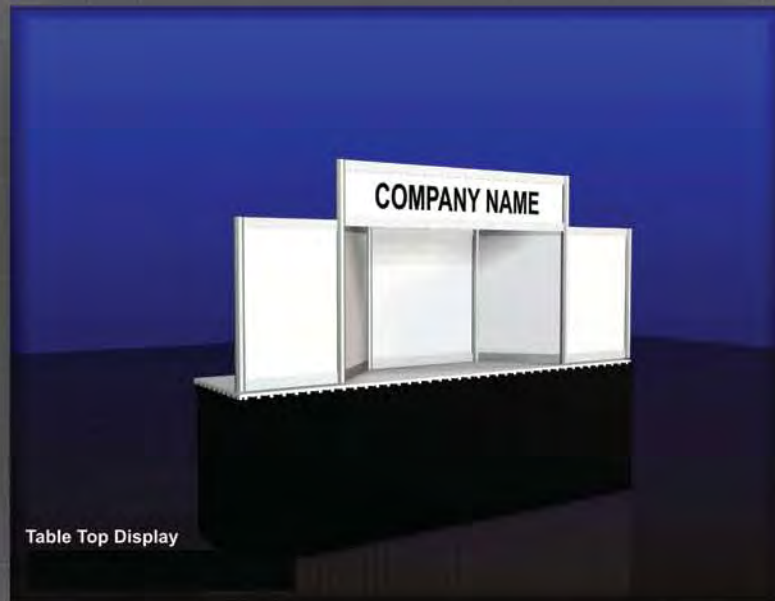
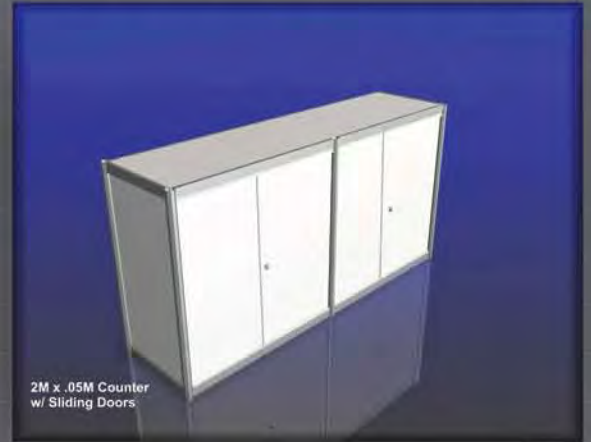
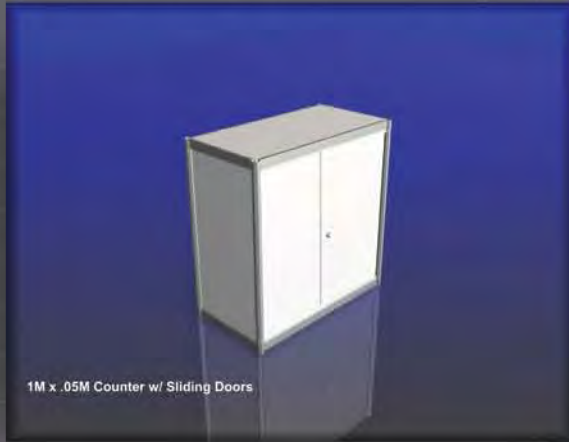


Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj 1: made or performed according to personal order
2: specializing in custom work or operation

LEVY
EXPOSITION SERVICES INC.

Counters & Displays





Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

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CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> French Beige |
| <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Jade |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> Peony |
| <input type="checkbox"/> Emerald | <input type="checkbox"/> Red |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **April 16, 2011** to guarantee availability.

| | | DISCOUNT PRICE | STANDARD PRICE (late order) |
|------------|--|--------------------|-----------------------------------|
| Booth Size | _____ ft. x _____ ft. = _____ sq. Ft. at | \$4.85 per sq. ft. | \$6.30 per sq. ft. =\$_____ |
| Carpet Pad | _____ ft. x _____ ft. = _____ sq. Ft. at | \$1.50 per sq. ft. | \$1.95 per sq. ft. =\$_____ |

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

| | | |
|------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6 % SALES TAX | | |
| TOTAL | US DOLLARS | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****


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Page 22 XPO/carpet-drape-custom100.cdr

TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
|  TABLES 30" HEIGHT | | | | |
| 8' x 2' Skirted | | 176.00 | 228.80 | |
| 6' x 2' Skirted | | 146.00 | 189.80 | |
| 4' x 2' Skirted | | 116.00 | 150.80 | |
| Fourth side of table skirted | | 52.00 | 67.60 | |
| Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' | | 78.00 | 101.40 | |
| <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Peach | | | | |

| | | | | |
|---|--|--------|--------|--|
|  TABLES 40" COUNTER HEIGHT | | | | |
| 8' x 2' Skirted | | 201.00 | 261.30 | |
| 6' x 2' Skirted | | 171.00 | 222.30 | |
| 4' x 2' Skirted | | 155.00 | 201.50 | |
| Fourth side of table skirted | | 52.00 | 67.60 | |
| Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4' | | 91.00 | 118.30 | |
| <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Peach | | | | |

| | | | | |
|--|--|--------|--------|--|
|  GREY PEDESTAL TABLE - 30" DIAMETER | | | | |
| 30" Table height | | 118.00 | 153.40 | |
| 40" Counter height | | 142.00 | 184.60 | |

| | | | | |
|---|--|-------|--------|--|
| TABLE RISERS DRAPED IN WHITE VINYL | | | | |
| 4' L X 8" W X 8" H | | 68.00 | 88.40 | |
| 6' L X 8" W X 8" H | | 81.00 | 105.30 | |




EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

CHAIRS

| Description | Qty. | Discount Rate | Standard Rate | Total |
|---|------|---------------|---------------|-------|
|  FABRIC SLED BASE CHAIR - GREY | | 68.00 | 88.40 | |
|  FABRIC SLED BASE ARMCHAIR - GREY | | 76.00 | 98.80 | |
|  PADDED HIGHBACK STOOL - GREY | | 88.00 | 114.40 | |

COST SUMMARY

| | | |
|-------------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL US DOLLARS | | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM







ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **April 16, 2011**. We reserve the right to adjust orders calculated incorrectly.




A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

| | | | | |
|--|---|----------|----------|--|
|  | FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical | 142.00 | 184.60 | |
|  | POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black | 1,599.00 | 2,079.00 | |
|  | BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material | 91.00 | 118.30 | |
|  | PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount | 42.00 | 54.60 | |
|  | ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44" | 48.00 | 62.40 | |
|  | CHROME SIGN HOLDER 22" x 28" | 99.00 | 128.70 | |

ACCESSORIES

| | | | | |
|---|---|-------|--------|--|
|  | TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall | 92.00 | 119.60 | |
|  | CHROME BAG HOLDER OR CLOTHING STAND | 88.00 | 114.40 | |
|  | CHROME COAT TREE | 88.00 | 114.40 | |

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

| | | |
|-------------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| SALES TAX 5.6% | | |
| TOTAL US DOLLARS | | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **April 16, 2011**. We reserve the right to adjust orders calculated incorrectly.

Page 2 of 2

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RENTAL EXHIBITS ORDER FORM & INVOICE

RENTAL INCLUDES: (Electricity NOT included)
 Hardwall Panels (choose color below)
 Standard Expo Carpeting (choose color below)
 Standard Counter - 20" X 40" X 41" high
 Header - One line black block letters (logos, special lettering & color available at additional cost - call for quote)
 Labor to install and dismantle

| HARDWARE PANELS | Quantity | Discount Rate | Standard Rate | Total |
|-----------------------------|----------|---------------|---------------|-------|
| PLAN "A" 10' Exhibit | | \$1,699.50 | \$2,209.00 | |
| PLAN "B" 20' Exhibit | | \$3,605.00 | \$4,686.50 | |
| PLAN "C" 20' N-Line Exhibit | | \$3,863.00 | \$5,022.00 | |
| PLAN "D" 20' Island Exhibit | | \$6,200.00 | \$8,060.00 | |

COLOR CHOICES (please complete)

HARDWALL PANEL

Grey White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (one line, block characters, black lettering)

Header One

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT **BOOTH#**

ACCESSORY OPTIONS

| Description | Qty. | Discount Rate | Standard Rate | Total |
|--|------|-----------------------|-----------------------|-------|
| 1 M Angeled Shelves | | 41.50 | 54.00 | |
| 1 M Shelves | | 41.50 | 54.00 | |
| Spot Lights (For use with rental unit) | | 47.50 | 62.00 | |
| Literature Pockets 8 1/2" X 11" | | 19.50 | 25.00 | |
| Nylon Loop Fabric Panel | | 119.00 (per panel) | 155.00 (per panel) | |

COST SUMMARY






| | | |
|------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL | US DOLLARS | |

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TABLE TOP EXHIBIT & CABINETS ORDER FORM & INVOICE

| | | Quantity | Discount Rate | Standard Rate | Total |
|--|--|----------|---------------|---------------|-------|
|  | Tabletop Display Includes 8' draped table, please check color choice <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Peach <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> Gold | | \$685.00 | \$890.50 | |
|  "A" | Cabinet "A" 20" x 40" x 41" High | | \$325.00 | \$422.50 | |
|  "B" | Cabinet "B" 20" x 80" x 41" High | | \$495.00 | \$643.50 | |
|  "C" | Cabinet "C" 20" x 61" x 41" High | | \$410.00 | \$533.00 | |
|  "D" | Cabinet "D" 20" x 61" x 41" High with locking doors | | \$399.00 | \$519.00 | |

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

| | | |
|------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL | US DOLLARS | |

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|-------------|---------------|---------------|-------|
| | 7" x 11" | 44.00 | 57.20 | |
| | 7" x 44" | 52.00 | 67.60 | |
| | 11" x 14" | 66.00 | 85.80 | |
| | 14" x 22" | 84.00 | 109.20 | |
| | 22" x 28" | 99.00 | 128.70 | |
| | 28" x 44" | 142.00 | 184.60 | |

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|--------------------------------------|-------------------|---------------|-------|
| | Over 10 words (Add per word) | 3.62 | 4.70 | |
| | Easel back on sign (Up to 22" x 28") | 4.83 | 6.23 | |
| | Logo sign | Quoted on Request | | |
| | Banner | Quoted on Request | | |

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|--|---------------|---------------|-------|
| | Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate) | \$17.25 | \$25.90 | |

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

- Levy Exposition Services Inc.
to design layout
- Vertical Horizontal

LETTER COLOR SELECTIONS

- Blue Red Green Teal Black Purple
- Black lettering will be provided unless otherwise specified.

COST SUMMARY

| | | |
|-----------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| 100% CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL | US DOLLARS | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **April 16, 2011**. We reserve the right to adjust orders calculated incorrectly.

A 100% CANCELLATION FEE will be applied to all orders received then cancelled.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
 May 3 - 5, 2011
 Frontier Airlines Center
 Milwaukee, WI

PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|---------------------|---------------|---------------|-------|
| | Potted flowers | 40.00 | 52.00 | |
| | Boston fern | 46.00 | 60.00 | |
| | Hanging green plant | 46.00 | 60.00 | |

LIVE TROPICAL PLANTS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|--------------------------|---------------|---------------|-------|
| | 3' - 4' tall floor plant | 69.00 | 90.00 | |
| | 4' - 5' tall floor plant | 86.00 | 112.00 | |
| | 6' tall floor plant | 113.00 | 147.00 | |

COLORFUL FRESH CUT FLOWERS

| Quantity | Description | Discount Rate | Standard Rate | Total |
|----------|--------------------------|---------------|---------------|-------|
| | Small floral arrangement | 69.00 | 90.00 | |
| | Large floral arrangement | 109.00 | 142.00 | |

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____
 CONTACT _____ **BOOTH#** _____

COST SUMMARY

| | | |
|----------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL | US DOLLARS | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

STANDARD RATE will be applied to all orders not received and paid in full by **April 16, 2011**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



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LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

| | | |
|---------------------|--|-------------------|
| REGULAR TIME | 8:00 AM - 4:30 PM Monday to Friday | \$78.00 per Hour |
| OVER TIME | 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and holidays | \$156.00 per Hour |

ESTIMATED INSTALLATION REQUIREMENTS

| | | | | | |
|---------------------|---------------|------------|-------------------|----------------|--|
| REGULAR TIME | ____ Laborers | ____ Hours | \$78.00 per Hour | \$ _____ Total | A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____ |
| OVER TIME | ____ Laborers | ____ Hours | \$156.00 per Hour | \$ _____ Total | |
| | | | | | |

ESTIMATED DISMANTLE REQUIREMENTS

| | | | | | |
|---------------------|---------------|------------|-------------------|----------------|--|
| REGULAR TIME | ____ Laborers | ____ Hours | \$78.00 per Hour | \$ _____ Total | A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____ |
| OVER TIME | ____ Laborers | ____ Hours | \$156.00 per Hour | \$ _____ Total | |
| | | | | | |

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

| | | |
|--------------------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| SUPERVISION 35% (\$50.00 min.) | | |
| TOTAL US DOLLARS | | |

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly. *Page 43*

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



Fax: 253 437 0032 Tel: 253 437 0031
 14900 Interurban Avenue South, Ste. 271
 Seattle, WA
 USA 98168

Order On-Line at:
 www.levyshow.com

Outbound Shipping Instructions

Show Name ASPRS 2011 ANNUAL CONFERENCE
Show Dates May 3 - 5, 2011

| | | |
|------------------|-----------|--------------|
| Exhibitor Name: | Tel. #: | Booth Number |
| Billing Address: | Fax #: | |
| City/State/Zip: | Auth. by: | |

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

| | |
|-----------------|----------|
| Company/Show: | Booth #: |
| Address: | |
| City/State/Zip: | |
| Attention: | |

■ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of **exhibitor's choice**.

Name of Carrier: _____

Ship via **official show freight carrier**.

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

| | |
|---|-----------------------|
| Shipper (signature): | Shipper (print name): |
| Freight Charges Billed To (Company/Show): | |
| Address: | |
| City/State/Zip: | |
| Telephone: | Attention: |

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR'S booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WISCONSIN. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage



1 - 8 8 8 - 9 3 3 - 4 2 2 8

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ASPRS 2011

May 1-5, 2011

Milwaukee, WI



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Quote / Shipping Request

Shipper Contact

Phone # / Fax #

E-mail

| FROM | | TO | |
|-----------------------|-------|--------------------|-------|
| Company: | | Company: | |
| Event Name: | | Event Name: | |
| Facility Name: | | Facility Name: | |
| Booth #: | | Booth #: | |
| Address: | | Address: | |
| City, St., Zip | | City, St., Zip | |
| Contact: | | Contact: | |
| Phone: | Fax: | Phone: | Fax: |
| Pick Date: / / | Time: | Delivery Date: / / | Time: |
| Special Instructions: | | | |

| Pieces | Description of Articles, Special Marks and Exceptions | Weight <i>(Subject to change)</i> | Length x Width x Height | All Risk Insurance |
|--------|--|--------------------------------------|-------------------------|-----------------------|
| | Crates | | | |
| | Cartons | | | |
| | Fiber Cases/Trunks | | | |
| | Skids (Please provide piece count per skid) | | | |
| | Carpet | | | |
| | Carpet Padding | | | |
| | | | | |
| | TOTALS | | | |

Important Insurance Information PLEASE READ NOW! Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.

Service Requested

Check One:

- Next Day
- Second Day
- 3-5 Day Deferred
- Van Line Service
- Other:
- Request pre-printed address
- Labels and shipping form
- Schedule return shipment

Comments:



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 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
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 Milwaukee, WI

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.
Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express, UPS and all Van Line carriers are included in this category due to their delivery procedures.
Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.
Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.
Straight Time - 8:00 A.M. To 4:30 pm Monday through Friday

| DESCRIPTION | CWT Price | Minimum |
|--|-----------|-----------|
| Showsite Shipment | | |
| Crated or Skidded Shipment..... | \$ 92.00 | \$ 184.00 |
| Special Handling Shipment..... | 115.00 | 230.00 |
| Uncrated or Pad Wrapped Shipment..... | 120.00 | 240.00 |
| Small Package shipment (shipments less than 30 lbs - per piece)..... | 25.00 | 25.00 |
| Advance Shipment | | |
| Crated or Skidded Shipment..... | \$ 102.00 | \$ 204.00 |
| Special Handling Shipment..... | 127.00 | 254.00 |
| Late to Warehouse (In Addition to Base Rate)..... | 44.00 | 88.00 |
| Small Package shipment (shipments less than 30 lbs - per piece)..... | 30.00 | 30.00 |

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

| Description | Weight | CWT | Unit Price | Estimated Total Charges |
|--|-----------------|-------------------|----------------------|-------------------------|
| <i>Crated or Skidded Shipment</i> | <i>1200 LBS</i> | <i>÷ 100 = 12</i> | <i>\$92.00</i> | <i>\$1,104.00</i> |
| EXAMPLE | | | | |
| <p>PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.</p> | | | | |
| RATE ADJUSTMENT | | | (OFFICE USE ONLY) | |
| SUBTOTAL | | | | |
| TOTAL | | | U. S. DOLLARS | |

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
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SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ASPRS 2011
COMPANY NAME & BOOTH NO.
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
6880 S. Howell Road
Oak Creek, WI 53154

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **March 28, 2011** and no later than **April 25, 2011**. **Shipments received before or after these dates will be assessed a \$44.00 per hundred pound surcharge.**

Shipments must include an official weight ticket or bill of lading.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
May 3 - 5, 2011
Frontier Airlines Center
Milwaukee, WI

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ASPRS 2011
COMPANY NAME & BOOTH NO.
Frontier Airlines Center
c/o Levy Exposition Services Inc.
400 W. Wisconsin Avenue
Milwaukee, WI 53203

PLEASE NOTE THAT SHIPMENTS WILL NOT BE RECEIVED AT THE FRONTIER AIRLINES CENTER PRIOR TO 8:00AM ON SUNDAY, MAY 1, 2011.

Shipments must include an official weight ticket or bill of lading.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR
- ~ WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR
- ~ WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WISCONSIN WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN MILWAUKEE, WISCONSIN.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS / YRC
6880 S. Howell Road
Oak Creek, WI 53154

EVENT: ASPRS 2011

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____



ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS / YRC
6880 S. Howell Road
Oak Creek, WI 53154

EVENT: ASPRS 2011

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.



SHOWSITE

To: _____

EXHIBITOR NAME

**Frontier Airlines Center
c/o Levy Exposition Services Inc.
400 W. Wisconsin Avenue
Milwaukee, WI 53203**

EVENT: ASPRS 2011

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----



SHOWSITE

To: _____

EXHIBITOR NAME

**Frontier Airlines Center
c/o Levy Exposition Services Inc.
400 W. Wisconsin Avenue
Milwaukee, WI 53203**

EVENT: ASPRS 2011

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

Official Transportation and Customs Service Provider

The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc., the *Official Transportation and Customs Service Provider*, is there to help you with any of your logistical needs. Let our team of customs and transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide land, sea and air freight forwarding and customs services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent

Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Overnight / 2nd Day Service*
- *Economy Air*
- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*

Customs Solutions

Whether you are shipping to Canada, the United States or anywhere around the world, the experts at LibertyCFS Inc. will make your customs experience as transparent as possible.

- *Documentation*
- *On-site Canadian Customs Clearance*
- *On-site Representation at the Show*
- *Return Documentation*
- *Seamless Freight Management*
- *Canadian & US Customs Clearance*

Exhibitor Services

Pre-Show Support

- Liberty will help you choose the most effective customs and shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight and customs professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight and customs experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the reverse side of this page or download it at www.libertycfs.com to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS Inc. for the following: (Pick One)

Customs & Transportation

Customs Only

Transportation Only

| | | | | | | | | | | | | | | | |
|----------------|--------------|--|--|-----------|--|--|-----------|--|--|-----------|--|--|-------|--|--|
| Shipper | Company Name | | | Exhibitor | | | Booth | | | | | | | | |
| | IRS # | | | Booth | | | Show Name | | | | | | | | |
| | Address 1 | | | | | | Address 1 | | | | | | | | |
| | Address 2 | | | | | | Address 2 | | | | | | | | |
| | City | | | State | | | Zip | | | Address 3 | | | | | |
| | Contact | | | | | | City | | | State | | | Zip | | |
| | Phone | | | Fax | | | Contact | | | | | | Phone | | |

| | | | | | | | | | | | | | | | | | | |
|----------------|--------------|--|--|-------|--|--|----------------|--|--|------|--|--|-------|--|--|-----|--|--|
| Bill to | Company Name | | | | | | Company Name | | | | | | | | | | | |
| | Address 1 | | | | | | Address 1 | | | | | | | | | | | |
| | Address 2 | | | | | | Address 2 | | | | | | | | | | | |
| | City | | | State | | | Zip | | | City | | | State | | | Zip | | |
| | Contact | | | | | | Contact | | | | | | Phone | | | | | |
| | Phone | | | Fax | | | Arrive by Date | | | | | | | | | | | |

| | | | | | | | | | | | | |
|--------------------|---|-------------------------------|--|--|--------------------------------------|--|------------------|-------------------------------|--|--|--|--|
| Credit Card | Charge to: | <input type="checkbox"/> Visa | | | <input type="checkbox"/> Master Card | | | <input type="checkbox"/> AMEX | | | | |
| | Card Number | | | | | | Expiry Date | | | | | |
| | I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge. | | | | | | Card Holder Name | | | | | |
| | | | | | | | Signature | | | | | |

| | | | | | | | | | | | |
|----------------------------------|--|----------------------|--|------|--|---|--|--|--|--|--|
| Transportation Info | | | | | | Service Requested: | | | | | |
| Pick up | | Date | | Time | | <input type="checkbox"/> Express 2 Day <input type="checkbox"/> Economy 3-5 Day <input type="checkbox"/> Other (Specify below) | | | | | |
| Delivery | | Date | | Time | | | | | | | |
| Description of Packages/Contents | | | | | | Declared Value for Carriage | | | | | |
| Cartons or Boxes | | Dimensions | | | | The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. Enter Amount \$ _____ | | | | | |
| Vinyl Cases | | | | | | | | | | | |
| Wooden Crates | | | | | | | | | | | |
| Flat Pieces | | Description of Goods | | | | | | | | | |
| Skids or Pallets | | | | | | | | | | | |
| Trunks | | | | | | | | | | | |
| Tubes | | Weight | | | | FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT Signature _____ | | | | | |
| Other | | | | | | | | | | | |
| Total | | | | | | | | | | | |

Transportation & Customs Services



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
 May 3 - 5, 2011
 Frontier Airlines Center
 Milwaukee, WI

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity. The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc. **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT**

RATES

| DESCRIPTION | STANDARD RATE |
|--|-------------------|
| STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator) | \$184.00 per Hour |
| STRAIGHT TIME (Foreman) 8:00 AM - 4:30 PM Monday to Friday | \$78.00 per Hour |
| OVERTIME (Includes 5000 lb Forklift and operator) 4:30 PM - Midnight Monday to Friday, Saturday 8:00 AM - Midnight | \$265.00 per Hour |
| OVERTIME (Foreman) 4:30 PM - Midnight Monday to Friday, Saturday 8:00 AM - Midnight | \$156.00 per Hour |

ESTIMATED INSTALLATION REQUIREMENTS

| DESCRIPTION | STANDARD RATE | TOTAL | There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. |
|---|-------------------|----------------|--|
| STRAIGHT TIME _____ Forklift _____ Hours | \$184.00 per Hour | \$ _____ Total | |
| OVERTIME _____ Forklift _____ Hours | \$265.00 per Hour | \$ _____ Total | Date Required _____ Start Time _____ |

ESTIMATED DISMANTLE REQUIREMENTS

| DESCRIPTION | STANDARD RATE | TOTAL | There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. |
|---|-------------------|----------------|--|
| STRAIGHT TIME _____ Forklift _____ Hours | \$184.00 per Hour | \$ _____ Total | |
| OVERTIME _____ Forklift _____ Hours | \$265.00 per Hour | \$ _____ Total | Date Required _____ Start Time _____ |

SPECIAL INSTRUCTIONS

COST SUMMARY

| | | |
|----------------------|-------------------|--|
| RATE ADJUSTMENT | (OFFICE USE ONLY) | |
| 25% CANCELLATION FEE | (OFFICE USE ONLY) | |
| SUBTOTAL | | |
| 5.6% SALES TAX | | |
| TOTAL | US DOLLARS | |

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then Page 5 100% of original fee will be applied.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2011 Annual Conference
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REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than April 16, 2011.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with **the Frontier Airlines Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., ASPRS, ASPRS 2011 Annual Conference and the Frontier Airlines Center as additional insured's by April 16, 2011.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than April 16, 2011. If this form and the certificate of insurance from the non-official contractor is not received by April 16, 2011, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____

(Sign & Print Name)

WISCONSIN CENTER DISTRICT

Owners and operators of the Midwest Airlines Center • U.S. Cellular Arena • Milwaukee Theatre

Mailing Address: Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203 • Attn: Exhibitor Services
www.wcd.org • Main Tel. 414.908.6000 • Fax 414.908.6010 • Exhibitor Services 414.908.6073 • Email: khopp@wcd.org

2011 Order Form - (Information Technology, Electrical and Mechanical)

GENERAL INFORMATION

Please familiarize yourself with the enclosed materials to avoid service installation delays. Your signature at the bottom of the order form indicates your understanding of all the terms and policies for your ordered service(s). If you have any questions please call our Exhibitor Services Department at 414-908-6073.

PAYMENT

Full payment of service order must accompany order. We should receive your order and payment *at least fourteen (14) days before the first move-in day*. **ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO FLOOR PRICES.** All Labor, changes to your order, as well as long-distance toll call charges will be billed after the end of the show. For your convenience The Wisconsin Center District accepts Visa, MasterCard, American Express, check or money order.

The Information Technology Staff provides telecommunications, data networking, video & Internet connectivity solutions



Telecommunications: The Wisconsin Center District maintains a digital PBX (Private Branch Exchange) telephone switch manufactured by Avaya Technologies—a world leader in communications technology. Both our PBX and Internet Service are provided through a SONET ring from our local service provider, tw telecom. From analog service used for modems, fax and credit card machines, to Avaya Technologies custom digital line service for multi-line, multi-party conferencing and extended system features we can accommodate any of your communications needs. The Wisconsin Center District also offers ISDN-BRI (Basic Rate Interface) service that provides flexible data & voice service for high-speed video conferencing, crystal clear radio broadcasting, and more!

Internet Access: The WCD boasts 100mb connection to our local Internet Service Provider, tw telecom. tw telecom's IP backbone architecture consists of multiple, diverse, high-speed optical circuits ranging from OC-48c to OC-12c with the lowest network capacity being OC-3c rate in a limited number of markets. tw telecom's metropolitan SONET and DWDM infrastructure of fiber, equipment and on-net facilities are configured to create redundant local transport to our local Internet points of presence (POPs). The local Internet POPs are connected via diverse-routing Packet-over-SONET circuits through our core routers to form regional IP networks. Each regional network is then interconnected with each other to form the tw telecom national IP backbone. Additional local/regional circuits are for private and public peering arrangements for redundant IP traffic management. Why use a dial-up connection when you can connect at LAN speeds? Our Internet & Data Services require a PC or Macintosh with an operating system that supports the TCP/IP protocol (such as Windows 98/XP/Vista or Mac OS) as well as a 10/100MB Ethernet Network Interface Card with RJ-45 jack, and an Internet Browser.

Data Networking: The Midwest Airlines Center's data network architecture consists of a Nortel Gigabit backbone and switched fast Ethernet on high-speed copper or fiber optic cable to any port in the building. The Nortel solution delivers Internet service with outstanding speed and reliability.

I.T. Specialty Services: Fiber-Optic Ethernet, computer and equipment rentals, custom video services, including InfoCaster Digital Signage available to showcase events, schedules and sponsors, HD plasma screen rentals, video taping, advertising packages, consulting, available upon request.

Electrical: The Midwest Airlines Center Electrical Department offers 120v, 208v and 480v service in the Exhibit Hall. Standard services are located on the attached worksheet. Specialty services such as 480v and overhead power have limited availability due to location restrictions in the hall. To reserve 480v power to your booth; contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

Mechanical: The Midwest Airlines Center Engineering Department offers Gas, Water and Air services. Standard services are located on the attached worksheet. For water requests in excess of 1000 gallons, gas and water requests which require specific connections not listed on the attached worksheet, contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

CALL EXHIBITOR SERVICES AT 414.908.6073 TO ASK ABOUT SERVICES:

Satellite Communication • Sign Hanging • Video Advertising • Internet • Gas, Water, Air
Cable TV • Audio-Visual • PC/Internet/Phone Packages • Cyber Café • Telecommunications

OTHER SERVICE CONTACTS:

Food & Beverage Services: call Levy Restaurants, Inc. 414.908.6150
Hospitality Suites / Meeting Rooms: Call 414.908.6085
United Audio-Visual 414.908.6180

CALL VISIT MILWAUKEE at 800.554.1448 TO ASK ABOUT

Milwaukee area accommodations, attractions, transportation, tours etc. or go to www.visitmilwaukee.org

1. PAYMENT INFORMATION

- a. Company checks, money orders, Master Card, American Express and Visa are accepted for payment, and subject to fund verification.
- b. To receive advance price, submit your order with full payment a minimum of fourteen (14) days prior to the first scheduled event move-in date. Orders submitted without full payment or received after the 14-day cut-off date are subject to floor prices.
- c. Arrangements for payment of Services must be made before service is installed. Payment IN FULL must be rendered before end-of-show unless prior arrangements have been made with Exhibitor Services. Exception: labor, long distance toll charges, damaged and/or missing equipment and other services/items may be billed after the event.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered for such services before the close of the event unless prior arrangements have been made with Exhibitor Services.
- c. Services ordered late (ie. during the event move-in), WCD does not guarantee services will be working before the event opens; discounts will not be given.
- d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION / DISCONNECTION OF SERVICES

- a. All order form information must be completed in full to avoid processing and installation delays.
- b. Orders will be processed and installations completed on a first-come, first-serve basis, or as we determine most convenient. Earliest orders will normally receive higher priority.
- c. All materials and equipment installed and provided by WCD for any of the services ordered shall remain WCD property and shall be disconnected and removed ONLY by WCD authorized personnel.
- d. Generally, Service is up and running ½ hour before show start and turned off each night ½ hour after show close. Service will be working during show hours, and will not be working during the event move out. Special arrangements can be requested through WCD for early connect and/or late disconnect.
- e. Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. Rental period starts when requested service or equipment is delivered/installed and ends when requested service or equipment is removed/disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.
- f. Client agrees not to resell, extend, bridge or otherwise misuse utilities / services. WCD reserves the right to disconnect any client, if they are found to have violated this usage agreement, or are deemed unsafe by WCD personnel.

4. CANCELLATIONS

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

(SECTION A) INFORMATION TECHNOLOGY

- Telephone Service: All telephone lines ordered will be provided with long distance dialing capabilities unless specifically noted on the order form.
- Digital Telephone Service & Equipment
 - * 8 button digital phone: Our Avaya 6408D+ Digital Phone Sets provide eight programmable key button features that analog service cannot provide, i.e. - Multiple lines with the ability to transfer calls, call appearances, call forwarding, conference calling, speaker phone, etc.
 - * 24 button digital phone: Our Avaya 6424D+ Digital Phone Sets provide everything that the 6408D+ can offer, plus twenty-four programmable key button features that analog service cannot provide. This device is ideal for customers looking to set up a sophisticated Call-center within WCD's facilities.
 - * A Digital Line & Desktop Set must be ordered together as a package.
- Custom Video Services

If you would like to have your event videotaped, have some video edited or have other special video service needs, contact Tom Paul at 414-908-6090.
- Equipment: ONLY the Wisconsin Center District's digital phone sets can be used with digital telephone lines due to signal, device, and system compatibility. Equipment ordered is for RENTAL ONLY. You are responsible for full retail value for any equipment that is stolen, not returned, damaged etc..
- Computers: If you would like some guidance configuring your computer equipment, a WCD IT Technician can be of assistance for a nominal labor charge. WCD does not take any responsibility for the re-configuration or incidental damage internally or externally to your personal or rented computer equipment.
- Prohibited: The purchase of an IP address is for **ONE DEVICE ONLY** (1-IP address per device). The use of routers, switches / hubs, DHCP, wireless LANs or other applications that allow the sharing of an IP address between multiple devices is **PROHIBITED** unless approved by the Wisconsin Center District Information Technology Department. Individuals in violation of this policy will be subject to the **DISCONNECTION** of their service.
- WI-FI Wireless Internet access (Wi-Fi) is available in all public areas of the Midwest Airlines Center (NOT in meeting rooms, ballroom or exhibit halls). WI-FI is available for attendee-use ONLY. Exhibitors in violation of this policy will be subject to the **DISCONNECTION** of their service.

SERVICE CONDITIONS AND REGULATIONS

(SECTION A) INFORMATION TECHNOLOGY – CONTINUED

- **NOTICE:** The Wisconsin Center District is not responsible for damaged personal equipment and / or personal injury caused by the misuse of provided telecommunication and / or data service(s). Any tampering whatsoever with IT equipment (including but not limited to exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s) and or additional charges. The Wisconsin Center District is not responsible for personal injuries and/or equipment damage(s) that may occur as a result of this tampering.

(SECTION B) ELECTRICAL

- **Special voltage** and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical Services Available: **120 volt**, A.C., 1 Phase 60 cycle, **208 volt**, A.C., 1 Phase & 3 Phase 60 cycle, and **480 volt**, A.C., 3 Phase 60 cycle.
- **24-hour power** will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on 1/2 hour prior to each day's event opening and turned off 30 minutes after closing. Only WCD house electricians are permitted to service connections and overload protection to equipment.
- **Electrical Connections** - Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department.
- **Electrical Connections (Continued)**...Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- **Prohibited usage** - Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- **Equipment** - All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Exhibitors are responsible for all their displays and equipment conforming and meeting National Electric Code and are UL listed. WCD reserves the right to refuse connection to any exhibitor whose equipment does not meet the National Electric, Federal, State and Local Safety codes. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians.
- **NOTICE:** We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than by WCD house electricians.

(SECTION C) MECHANICAL

- **WCD Engineers (Only):** Under NO circumstances shall anyone other than WCD engineers make service connections, alter lines, install fittings, add branch connections, disconnect airlines, to the original termination in booth, etc. Exhibitors who do not conform to this request are compromising the safety of others and will be charged labor fees or equipment and material loss fees accordingly.
- **Fittings/regulator:** Exhibitors must furnish necessary fittings to connect to 1/4", 1/2" or 3/8" female (NPT) thread for water and air connections. NOTE: Pressure may vary. If pressure is critical, exhibitors are to supply their own drier, regulator and/or pump and arrange for installation. For your protection we advise that WCD Engineers install the appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.
- **Location:** Services requiring crossing aisles will not be installed unless approved by show management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed. Most airlines will be installed from floor ports, minimal airlines will be flown above booth (contact exhibitor services for more information).
- **Equipment:** All equipment must comply with all Federal, State and local Safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WCD for this service order shall remain WCD property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- **NOTICE:** Exhibitor assumes responsibility for any damage to Wisconsin Center District facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than house engineers.
- Removal of toxic waste or non-biodegradable waste is not permitted in drains. Removal of such waste is at exhibitor's expense.
- Portable air compressors and portable air tanks are not permitted.

WISCONSIN CENTER DISTRICT 2011 EXHIBITOR SERVICES ORDER FORM

Owners and operators of the Midwest Airlines Center • U.S. Cellular Arena • Milwaukee Theatre
 Mailing Address: Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203-2104 •
www.wcd.org • Main Tel. 414.908.6000 • Fax 414.908.6010 • Exhibitor Services 414.908.6073 • Email: khopp@wcd.org

SUBMIT FULL PAYMENT WITH YOUR ORDER. Advance prices apply only to orders received by the WCD at least 14 days prior to the 1st day of the event scheduled Exhibitor move-in. Any consultant labor will be billed at the end of the event. Prices good 1/1/11 – 12/31/11.

Name of Event _____ Date(s) of Event _____

Firm Name _____ Location / Booth # _____

Address, City State, Zip _____

Contact: _____ Phone: (____) _____ Fax: _____ Email: _____

A. Information Technology (I.T.) **C. Mechanical**

Patch cable & cable installation is included for ordered voice, video, and data/internet services. Digital Phone sets have 8 or 24 programmable buttons. Prior authorization is required to use hubs, routers etc. other than WCD equipment. Prices: per event cost.

| Qty | Description | Advance | Standard | Amount | Long Dist. |
|--|---|------------------|-----------|--------|-------------|
| _____ | Phone Line-Analog (local & 800) | \$285.00 | \$310.00 | _____ | |
| _____ | Phone Line-Analog (local, 800 and **) | \$325.00 | \$350.00 | _____ | |
| ** free 300 Continental US Long Distance minutes, see long distance rates below. | | | | | |
| _____ | Phone Set-Analog | \$ 50.00 | \$ 65.00 | _____ | |
| _____ | Multi-Line Set with 3 lines (Digital) | \$295.00 | \$330.00 | _____ | Y N |
| _____ | Polycom Teleconferencing unit w/line | \$345.00 | \$375.00 | _____ | Y N |
| _____ | ISDN (Radio Broadcast, video conf.) | \$525.00 | \$590.00 | _____ | Rates Below |
| _____ | Internet (512k) (first 4 - per device) | \$425.00 | \$475.00 | _____ | |
| _____ | Internet (512k) (after 4 - per device) | \$215.00 | \$275.00 | _____ | |
| _____ | Internet (768Kb) - (ea-High Speed) | \$790.00 | \$820.00 | _____ | |
| _____ | Internet (T1) 29 IP's - 1 location only | \$5100.00 | \$5800.00 | _____ | |
| _____ | Internet Bandwidth (1.5Mb to 20Mb+) | CALL FOR PRICING | | _____ | |
| _____ | Extended Circuit (T1, DS3, Video) | CALL FOR PRICING | | _____ | |
| _____ | Internal Networking (per device) | \$155.00 | \$180.00 | _____ | |
| _____ | Hub, Router, Switches, Cable, etc | CALL FOR PRICING | | _____ | |
| _____ | Satellite, Video Conferencing, other | CALL FOR PRICING | | _____ | |
| _____ | IT Labor (VLANs, Firewalls, Assistance) | \$100.00 hour | | _____ | No Tax |

Compressed Air: Supply your own drier or regulator Labor, lift and/or material charges may apply for some installs - (see attached Service Conditions & Regulations). Portable Air Compressors not allowed on site. WCD does not have metric fittings. Prices: per event cost.

| Qty | Description | Advance | Standard | Amount |
|--|--|------------------------|----------|--------|
| _____ | 1/4" Compressed Air | \$150.00 | \$175.00 | _____ |
| _____ | 3/8" Compressed Air | \$170.00 | \$195.00 | _____ |
| _____ | 1/2" Compressed Air | \$190.00 | \$215.00 | _____ |
| _____ | Fitting, Shut off valve, Manifold Call for pricing | _____ | | |
| _____ | Branch Air Line connections size: ___ call for pricing | _____ | | |
| _____ | Gas Line | \$160.00 | \$180.00 | _____ |
| _____ | Gas Lines (Add'l) | \$85.00 | \$95.00 | _____ |
| _____ | Water/Drain (Running water) | \$290.00 | \$330.00 | _____ |
| _____ | Water (Add'l Running) | \$85.00 | \$95.00 | _____ |
| _____ | Water Only (No Drain) | \$185.00 | \$210.00 | _____ |
| _____ | 1 1/4" Drain Only | \$150.00 | \$175.00 | _____ |
| *Water/Drain (Fill): Each One time water fill & drain up to 500 gallons. | | | | |
| _____ | *Water/Drain(1 Fill-500 gal) | \$290.00 | \$330.00 | _____ |
| _____ | Add'l Fill – Each 50 gallons | \$45.00 | \$55.00 | _____ |
| _____ | Engineering Labor | \$87.00 hr/\$130.50 OT | | |

Subtotal Mechanical _____

D. Request for Installation

Install before: Date/Time: _____ AM/PM

Remove after: Date/Time: _____ AM/PM

E. Services Grand Total

F. WCD Payment Information

Mail or fax order with payment to:
 Wisconsin Center District; 400 W. Wisconsin Ave;
 Milwaukee, WI 53203; Attn: Exhibitor Services.
 Fax: 414-908-6010, Phone: 414-908-6073
 Email: khopp@wcd.org

1. Check, M.O., Visa, Master Card, American Express, Discover Card #:

2. Credit Card Expiration Date: _____ 3. Required Security Code: _____

4. Name on Credit Card: _____

5. Authorized Signature _____

WCD Use Only _____ Version 01/01/11-multi2011.doc

Date _____ Total _____

Initials _____ Other _____

Subtotal I.T. _____

5.6% Sales Tax or Exempt # _____

B. Electrical

****Custom Service Labor/Materials:** male plug conversions, hard wiring connections, 3 or more outlets, booth to booth cable runs, 3 phase, overhead power, relocation of installed cables, re-tapping transformer from foreign to domestic, lift rental, material charges or Electrician's discretion. Limited availability: 480v and other amps/volts call for pricing. Prices are per event cost.

| Qty | Description | Advance | Standard | Amount | 24 hr |
|-------|--|----------|----------|--------|--------------------------|
| _____ | 1000w (10 amp 120v) | \$120.00 | \$170.00 | _____ | <input type="checkbox"/> |
| _____ | 2000w (20 amp 120v) | \$160.00 | \$210.00 | _____ | <input type="checkbox"/> |
| _____ | Cube Tap (3 plug-order with electric) | \$15.00 | \$20.00 | _____ | |
| _____ | Power Strip (6 plug-order with electric) | \$32.00 | \$42.00 | _____ | |
| _____ | Extension Cord (25 ft) | \$32.00 | \$42.00 | _____ | |

Order 208v/480v power below. Plug conversions furnished by WCD is \$50.00 for 10-30 amps, 208v, 1 or 3 phase, and no additional cost when you bring in a standard male NEMA L21-30P on your equipment pigtail. Hard wired connections using WCD pigtails will cost an additional \$110.00. All 480v connections will be hard wired by the WCD. Items not returned will be billable.

| | | | | | |
|-------|---|------------------------|----------|-------|--------------------------|
| _____ | 10 amp 208v 1 phase | \$170.00 | \$195.00 | _____ | <input type="checkbox"/> |
| _____ | 20 amp 208v 1 phase | \$190.00 | \$235.00 | _____ | <input type="checkbox"/> |
| _____ | 30 amp 208v 1 phase | \$230.00 | \$270.00 | _____ | <input type="checkbox"/> |
| _____ | 10 amp 208v 3 phase | \$190.00 | \$235.00 | _____ | <input type="checkbox"/> |
| _____ | 20 amp 208v 3 phase | \$230.00 | \$270.00 | _____ | <input type="checkbox"/> |
| _____ | 30 amp 208v 3 phase | \$315.00 | \$355.00 | _____ | <input type="checkbox"/> |
| _____ | _____Amps _____Volts _____Phase | Call for Pricing | | _____ | <input type="checkbox"/> |
| _____ | Electrical Labor | \$87.00 HR/\$130.50 OT | | | _____ |
| _____ | 24 Hour Power outlet cost _____ x .50 = | _____ | | | _____ |

For other amps / volts not listed call 414-908-6073 for pricing.

Subtotal Electrical _____

WISCONSIN CENTER DISTRICT INDOOR SIGN & BANNER HANGING ORDER

Owners and Operators of the Frontier Airlines Center (formerly Midwest Airlines Center)

· U.S. Cellular Arena · Milwaukee Theatre

400 W. Wisconsin Avenue · Milwaukee, WI 53203-2104

414-908-6073 · Fax: 414-908-6010 · www.wcd.org · **Attn: Exhibitor Services Department**

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage. One month prior to event, please call the Exhibitor Services Department to inform them of your need to have a sign/banner hung. At least Two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations listed below. A 15% surcharge will be placed on all orders received less than 14 days before the event move in date.

Billing Information

A cost estimate will be faxed to you, after form is received. Sign hanging is billed after the event on a time/materials basis.

of Signs/Banners _____ Booth Number _____

Event Name _____ Event Date _____

Company Name _____ Contact Name _____

Address _____ Phone Number: _____

City _____ State _____ Zip _____ Fax Number: _____

Freight/Delivery Information

To make sure your banner will be available for the scheduled sign hanging, contact Exhibitor Services for shipping arrangements (414)908-6073. Special Note: Sending your package via the decorator does not guarantee your banner will be available for the scheduled sign hanging. Use the following address to send your banner package directly to our facility: Wisconsin Center District; 400 W. Wisconsin Ave; Milwaukee, WI 53203. Attn: Exhibitor Services Supervisor- Event Name & Booth number

Your Sign/Banner Delivery is Scheduled to arrive at Wisconsin Center District on (Date) _____ (Time) _____

Name of Shipping Company _____

Note: Banner needs to be picked up

Supervision of Sign Hanging Request

Do you need to be present to have the sign/banner hung? (circle) YES or NO

On-Site Contact Name: _____ Phone: _____

Sign/Banner Information

If you have a diagram and or floorplan for your sign hanging needs, please attach it to this order. Installation and removal will be determined based on the show schedule. (WCD has limited rigging equipment; please provide any hanging materials you may have)

Sign Specifications: Height _____ Width _____ Depth: _____ Material _____ Weight _____

Circle the Shape of your Sign: Square / Rectangle / Triangle / Other (describe): _____

Does Your Sign Require power? YES or NO Power needs: _____ (Fill out Electrical Service Form).

Special Requests: _____

Signage Diagram

Signage Regulations:

| |
|---------------|
| Rear of booth |
|---------------|

1. All sign requests need to be approved by Wisconsin Center District. WCD reserves the right to refuse to hang signs deemed unsafe.
2. All signs are to be properly constructed (frames & grommets for hanging.) Banners need to have top and bottom pocket for pipe.
3. All materials must comply with state and local building codes.
4. All sign will be hung at uniform distance from floor to bottom of sign, usually 12' – 14'.
5. All signs must be hung and removed by approved personnel.
6. WCD reserves the right to determine exact location of signage based upon structural limitation of the building.
7. WCD is not liable for any accidents or damage caused by the banner.

I authorize billing at time and material basis: Name: _____ Date _____

A cost estimate, schedule of sign hanging, and other details will be faxed to you as a confirmation of your order. Signhof10.doc



Technology Express

A nationwide leader in audiovisual and computer rental
(636) 978-1005 Phone • (800) 704-3655 • (636) 978-1079 Fax • www.techexprss.com



ASPRS Equipment Order Form May 1st – 5th

| Equipment | Price | Qty | Total |
|---|---------------------|------------|--------------|
| LCD PROJECTOR | \$295.00 Per Day | ___ | _____ |
| OVERHEAD PROJECRTOR | \$ 55.00 Per Day | ___ | _____ |
| TRIPOD SCREEN/AV STAND/AV SKIRT | \$ 75.00 Per Day | ___ | _____ |
| 26" LCD MONITOR/DVD-VCR/CART | \$175.00 Per Day | ___ | _____ |
| Blu-Ray/DVD Player | \$ 75.00 Per Day | ___ | _____ |
| WIRLESS LAPEL/MIXER/SOUND | \$235.00 Per Day | ___ | _____ |
| WIRELESS HAND HELD/MIXER/SOUND | \$235.00 Per Day | ___ | _____ |
| PC Speakers (NO DELIVERY CHARGE) | \$ 25.00 Per Day | ___ | _____ |
| Flipchart (NO DELIVERY CHARGE) | \$ 40.00 Per Day | ___ | _____ |
| LAPTOP PIV 2.0Ghz, Office 03, Win XP | \$199.00 Show Price | ___ | _____ |
| 17" FLAT PANEL MONITOR (WHITE) | \$ 65.00 Show Price | ___ | _____ |
| 19" FLAT PANEL MONITOR (BLACK) | \$ 95.00 Show Price | ___ | _____ |
| 26" LCD MONITOR w/CART | \$199.00 Show Price | ___ | _____ |
| 32" LCD MONITOR w/CART | \$299.00 Show Price | ___ | _____ |
| 42" Plasma Display/with Dual Post Stand | \$599.00 Show Price | ___ | _____ |

Call for pricing on any equipment not listed

| | | | |
|--------------------------------|--------------------|------------------------|-----------------|
| Delivery Date: _____ | Time: _____ | Equipment Total | _____ |
| Pickup Date: _____ | Time: _____ | Tax @ 7.95% | _____ |
| Room Name/Number: _____ | | Delivery/Pickup | \$ 75.00 |
| | | Subtotal: | _____ |
| Contact Name _____ | | Service Charge | _____ |
| Cell # _____ | | (5% of Subtotal) | _____ |
| | | Grand Total | _____ |

Orders must be received by April 22nd, any orders placed after the 22nd will be subject to a \$75.00 late fee.

Contact: Mike Coultas • Voice: (636) 978-1005 • Email: Mikec@techexprss.com

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

ASPRS Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

Please provide the information below exactly as it appears on the card.

Credit Card Number _____

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

Phone Number _____

Fax Number _____

Company Name _____

**EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL
BE SUBJECT TO 100% FEE.**

**Technology Express, Inc.
820 Midpoint Drive
O Fallon, MO 63366
Phone 636-978-1005
Fax 636-978-1079**

mikec@techexrss.com

WISCONSIN CENTER DISTRICT AUDIO VISUAL REQUEST FORM

Equipment provided by: United Visual, Inc. 414-908-6180

At least fourteen (14) days prior to the move-in of the event, mail form and payment to Wisconsin Center District; Attn: Exhibitor Services; 400 W. Wisconsin Ave; Milwaukee, WI 53203, or fax orders to Exhibitor Services: Fax #: 414-908-6010. Phone #: 414-908-6073. E-mail any questions to: bswope@unitedvisual.com

COMPANY INFORMATION (Must match billing address of credit card)

Event _____ Event Dates _____ Booth or Mtg Rm # _____


Company _____ Contact _____ Phone _____

Address _____ City _____

State _____ Zip _____ Install Date/Time _____ Remove Date/Time _____

Order Utilities separate: Electricity is not included in the rental equipment price.

| Qty | Equipment Description | Advance Daily Rate | Advance Week Rate | Floor Daily Rate | Floor Week Rate | Amount |
|-----|---|--------------------|-------------------|------------------|-----------------|--------|
| | 50" XGA Plasma Display | \$500.00 | \$1500.00 | \$600.00 | \$1800.00 | |
| | 42" XGA Plasma Display | \$325.00 | \$975.00 | \$425.00 | \$1275.00 | |
| | Plasma Mount/Floor Stand, wall mount is client responsibility | \$50.00 | \$150.00 | \$75.00 | \$225.00 | |
| | 32" LCD Flat Panel | \$250.00 | \$750.00 | \$300.00 | \$900.00 | |
| | 22" LCD Flat Panel | \$125.00 | \$375.00 | \$150.00 | \$450.00 | |
| | **27" TV/Video Monitor | \$100.00 | \$300.00 | \$120.00 | \$360.00 | |
| | DVD Deck, VHS Deck or DVD/VHS Combo | \$40.00 | \$120.00 | \$60.00 | \$180.00 | |
| | Laptop Computer- Confirm specs with UV | \$130.00 | \$390.00 | \$150.00 | \$450.00 | |
| | Desktop Computer w/ Monitor, Keyboard and Mouse | \$100.00 | \$300.00 | \$150.00 | \$450.00 | |
| | Distribution Amplifier(VGA or NTSC) | \$40.00 | \$120.00 | \$60.00 | \$180.00 | |
| | Wireless RF Remote with Laser Pointer | \$25.00 | \$75.00 | \$30.00 | \$90.00 | |
| | ** XGA 3,000 Lumen LCD Projector | \$350.00 | \$1050.00 | \$450.00 | \$1350.00 | |
| | 6' or 8' Tripod Screen | \$20.00 | \$60.00 | \$30.00 | \$90.00 | |
| | AV Cart with Skirt | \$20.00 | \$60.00 | \$30.00 | \$90.00 | |
| | Lighting Tree-(3) fixtures, Tree, Dimmer, Controller | \$175.00 | \$525.00 | \$200.00 | \$600.00 | |
| | Speaker Portable Powered-450 watt | \$75.00 | \$225.00 | \$100.00 | \$300.00 | |
| | Speaker Portable Powered-250 watt | \$55.00 | \$165.00 | \$65.00 | \$195.00 | |
| | Speaker Tabletop-75 watt | \$25.00 | \$75.00 | \$30.00 | \$90.00 | |
| | Microphone-Handheld w/ Stand | \$20.00 | \$60.00 | \$24.00 | \$72.00 | |
| | Microphone- Wireless Lavalier or Handheld w/ stand | \$99.00 | \$297.00 | \$118.00 | \$356.00 | |
| | Wireless Headset Microphone Elements | \$25.00 | \$75.00 | \$30.00 | \$90.00 | |
| | CD Player | \$50.00 | \$150.00 | \$70.00 | \$180.00 | |
| | Easel | \$15.00 | \$45.00 | \$18.00 | \$54.00 | |
| | Cable TV | \$100.00 | \$300.00 | \$144.00 | \$360.00 | |
| | Technician Labor Rate per hour (4 hour minimum) | \$50.00 | N/A | \$60.00 | N/A | |

| | | | |
|---|---|---|--|
|  | Volume discounts and many additional items are available: lighting, truss structures, and more, call United Visual for Quote. | Subtotal | |
| | | 15% Service Charge (Add to all Orders) | |
| | | Subtotal | |
| | | Tax of 5.6% | |
| PAYMENT INFORMATION - Visa, MC, Am Ex, Discover | | Grand Total | |

**AV Carts are supplied with Monitor and Projector orders. -- Sound System also needed.
 Make checks payable to United Visual, Inc.; Attn: Exhibitor Services; 400 W Wisconsin Ave, Milwaukee, WI 53203.
 Please indication Payment method: Cash, Check, Credit Card: Visa, Mastercard, American Express, Discover
 Card Number _____ Exp. Date _____ V Code# _____ ***
 ***Required 3/4 digit on back of card.

Full Name on Card _____ Authorized Signature _____

| | | | | |
|----------|----------------|------------|-------------------------|-------------------|
| In-House | Initials _____ | Date _____ | Total \$ Received _____ | Payment by: _____ |
| Use only | Notes: _____ | | | |

Booth Menu

Frontier Airlines Center (formerly Midwest Airlines Center) — Levy Restaurants

Let us help you create a unique booth experience!

Action Station

| | |
|---------------------------|------------------|
| Quesadilla Action Station | Call for Pricing |
| Pizza Action Station | Call for Pricing |

From the Bakery

| | |
|---|---------------|
| Danish-Muffins-Croissants-Bagels (or any combination of above) | \$34.00/dozen |
| Cookies, Brownies, Blondies | \$30.00/dozen |
| Assorted French Pastries | \$38.00/dozen |
| Sheet Cake | \$3.75/person |

Snacks

| | |
|------------------------|---------------|
| Whole Fresh Fruit | \$36.00/dozen |
| Tortilla Chips & Salsa | \$15.00/pound |
| Potato Chips & Dip | \$15.00/pound |
| Pretzels | \$12.00/pound |
| Mixed Nuts | \$26.00/pound |
| Hard Candy-bulk | \$15.00/pound |
| Candy Bars | \$27.00/dozen |

Trays & Hors d'oeuvres

| | |
|---------------------------|--------------------|
| Cheese Tray | \$125.00/serves 25 |
| Fresh Fruit Tray | \$120.00/serves 25 |
| Vegetable Crudite Tray | \$115.00/serves 25 |
| Antipasto Tray | \$200.00/serves 25 |
| Layered Guacamole w/Chips | \$200.00/serves 75 |
| Deli Trays | \$95.00/serves 10 |
| Cocktail Sandwiches | \$26.00/dozen |
| Hot Hors d'oeuvres | \$200.00/50 pieces |
| Cold Hors d'oeuvres | \$175.00/50 pieces |

(Call for Hors d'oeuvres Selection)

To place an order please contact:

Mary Kay Linari
Senior Catering Sales Manager
Levy Restaurants
400 W. Wisconsin Avenue
Milwaukee, WI 53203

Phone 414/908-6156
Fax 414/908-6151
mkinari@wcd.org

Hot & Cold Beverages

| | |
|---|------------------|
| Coffee, Decaf, Hot Tea | \$40.00/gallon |
| Hot Chocolate | \$40.00/gallon |
| Iced Tea, Lemonade, Fruit Punch | \$36.00/gallon |
| Assorted Soda (Diet & Regular 7-up, RC Cola, Diet Rite & Dr. Pepper) | \$2.50/can |
| Bottled Water | \$3.50/bottle |
| Bottled Juice | \$3.25/bottle |
| Half Pints 2% Milk | \$2.00/half pint |
| Water Cooler-4 day minimum | \$20.00/day |
| 5 gallon Water Tanks | \$25.00/tank |
| Logo Bottled Water | Call for pricing |

Grab & Go Boxed Lunches

| | |
|---|---------|
| The Classic G&G (Ham or Turkey w/Chips, Fruit) | \$14.25 |
| Creative Croissant (Turkey or Ham & Cheddar, Fruit Cup, Brownie) | \$15.25 |
| Herb Encrusted Roast Beef (Roast Beef w/Onions & Cheddar on Pretzel Bread with Grilled Vegetable Antipasto) | \$18.75 |

Specialty Services

| | |
|---|------------------|
| Smoothie Bar | Call for pricing |
| Cappuccino & Latte Bar | Call for pricing |
| Popcorn Machine Rental | \$100.00/day |
| Popcorn Packets (apprx. 10 servings) | \$10.00/packet |
| Attendant-4 hour minimum | \$75.00 |
| Bar Service (permission of Show Mgr required) | Call for pricing |

General Information

Please call to arrange for catering services at least 21 days prior to event date. Payment may be made by check or credit card. Full payment and signed contract is due 7 business days prior to service. All Pricing is subject to 20% Service Charge & 5.85% Sales Tax.

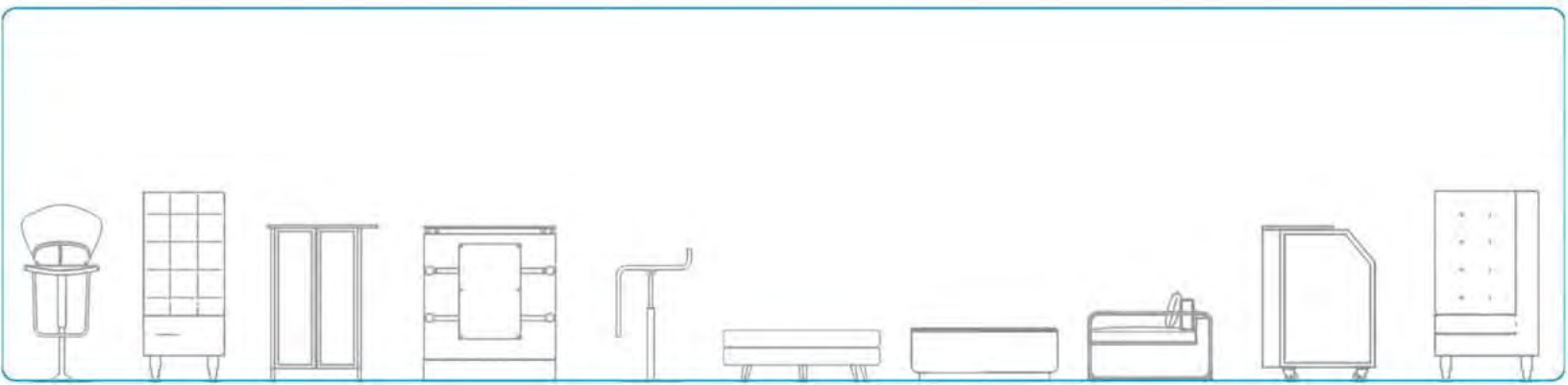
Each delivery valued at less than \$100.00 will be subject to a \$25.00 delivery fee. Decreases/Cancellations must be received & confirmed at least 72 hours in advance of service.

Levy Restaurants is the exclusive caterer for the Frontier Airlines Center (formerly Midwest Airlines Center). **No food and/or beverages are to be brought into the Convention Center.** Please contact our sales team regarding additional menu options.

For electric needs please contact: Karen Hopp at 414-908-6073



AGILE
TRADE SHOW & EVENT FURNISHINGS, INC.
your vision. our focus.





Miami - Right Arm Unit

White Leather
LC 8001
77"l x 35.5"w x 30"h

Large Pillow
25"l x 17"w
Small Pillow
25"l x 9"w



Miami-Chaise

White Leather
LC 8003
71"l x 34.5"w



Miami-Tail Ottoman

White Leather
LC 8004
71"l x 34.5"w



Miami-Armless

White Leather
LC 8002
71"l x 34.5"w



Miami-Round Ottoman

White Leather
LC 8006
40"(round) x 17"h



Boca Corner Unit

.....
White Leather
LC 6004
22"l x 30.7"h x 28"w
Black Leather
LC 6004B
22"l x 30.7"h x 28"w
Seating: 22"d x 17.3"h



Boca Armless Unit

.....
White Leather
LC 6002
22"l x 30.7"h x 28"w
Black Leather
LC 6002B
22"l x 30.7"h x 28"w
Seating: 22"d x 17.3"h



Vero-White High Back Corner

.....
White Leather
LC 6001
28"l x 52.3"h x 28"w



Vero-White High Back Armless

.....
White Leather
LC 6000
22"l x 52.3"h x 28"w



Malibu - Sofa

Leather
White LC 800
Red LC 803
77"w x 34"d x 32"h



Malibu - Chair and Half

Leather
LC 801 White
LC 804 Red
53"w x 34"d x 32"h



Malibu - Bench

Leather
White LC 802
Red LC 805
53"w x 27"d x 16"h

Barcelona - Club Chair

Leather
LC 603 White
LC 601 Red
LC 605 Black
30.5"w x 35"d x 18"h



Ottoman

Leather
LC 604 White
LC 602 Red
LC 606 Black
24"w x 24"d x 17"h



Paloma - Swivel Chair

Leather
LC 612 Red
LC 613 Charcoal
39"w x 30"d x 17"h



St. Tropez Arm Chair

All Weather Rattan Canvas Cushions

LC 9031B Black

LC 9031W White

LC 9031Y Yellow

LC 9031R Red

44"l x 21-1/2"h x 36"w



St. Tropez Armless chair

All Weather Rattan Canvas Cushions

Red LC 9030R

White LC 9030W

Yellow LC 9030Y

Black LC 9030B

29"l x 21-1/2"h x 36"w



Sausalito - Sofa

Black Microfiber
LC 611
83"w x 32"d x 32"h



Sausalito - Club Chair

Black Microfiber
Black ■ LC 609
Cobalt Blue ■ LC 618
39"w x 32"d x 32"h



Sausalito - Loveseat

Black Microfiber
LC 610
59"w x 32"d x 32"h



Princeton - Sofa

Black Leather
LC 303
77"w x 34"d x 32"h



Princeton - Club Chair

Black Leather
LC 301
34"w x 34"d x 32"h



Princeton - Loveseat

Black Leather
LC 302
54"w x 34"d x 32"h



Tribeca - Sectional

Black Microfiber
LC 614
34"w x 24"d x 18"h



Tribeca - Corner

Black Microfiber
LC 615
35"w x 24"d x 18"h



Tribeca - Bench

Black Microfiber
LC 616
61"w x 20"d x 17"h



Cambridge - Sofa

Champagne Velour
LC 403
76"w x 30"d x 30"h



Cambridge - Club Chair

Champagne Velour
LC 401
32"w x 30"d x 30"h



Cambridge - Loveseat

Champagne Velour
LC 402
66"w x 30"d x 30"h



Westchester - Sofa

Cognac Leather
LC 103
88"w x 38"d x 37"h



Westchester Club Chair

Cognac Leather
LC 101
47"w x 38"d x 37"h

Ottoman

Cognac Leather
LC 705
24"w x 24"d x 19"h



Westchester - Loveseat

Cognac Leather
LC 102
67"w x 38"d x 37"h



Manhattan - Sofa

Pewter Velour
LC 203
86"w x 36"d x 30"h



Manhattan - Club Chair

Pewter Velour
LC 201
47"w x 36"d x 30"h



Manhattan - Loveseat

Pewter Velour
LC 202
65"w x 36"d x 30"h



Pacifica - Sofa

Soft Plum Velour
LC 608
77"w x 30"d x 17"h



Pacifica - Club Chair

Soft Plum Velour
LC 607
39"w x 30"d x 17"h



Pacifica - Bench

Soft Plum Velour
LC 617
61"w x 20"d x 17"h



Floor Lamp

Black-Chrome
FL 102
65"h



Cubes

| | | |
|-----------------------------|---|--------|
| Black Micro Suede | ■ | LC 703 |
| Titan White | ■ | LC 712 |
| Red Micro Suede | ■ | LC 702 |
| Sunflower Fabric | ■ | LC 704 |
| Concentric Print Red Fabric | ■ | LC 701 |

17"w x 17"d x 17"h



Kobe

| | | |
|--------|---|-----------------------|
| LC 708 | ■ | Citrus Micro Suede |
| LC 706 | ■ | Black Micro Suede |
| LC 707 | ■ | Soft Plum Micro Suede |
| LC 709 | ■ | Tangerine Micro Suede |

34"w x 21"d x 17"h



Sterling-Coffee Table

Silver/Glass
TO 601
36" d x 16" h

Sterling-End Table

Silver/Glass
TO 602
25" d x 21" h

Hampton-Coffee Table

Maple/Silver
TO 501
48" w x 24" d x 17" h

Hampton-End Table

Maple/Silver
TO 502
24" d x 21" h



Westchester-Coffee Table

Antique Silver/Gold/Smoked Glass
TO 101
52" w x 26" d x 18" h

Westchester-End Table

Antique Silver/Gold/Smoked Glass
TO 102
24" w x 24" d x 22" h

Hamilton-Coffee Table

Cherry Wood/Black-Glass
TO 401
50" w x 28" d x 18" h

Hamilton-End Table

Cherry Wood/Black-Glass
TO 402
24" w x 26" d x 21" h



Princeton-Coffee Table

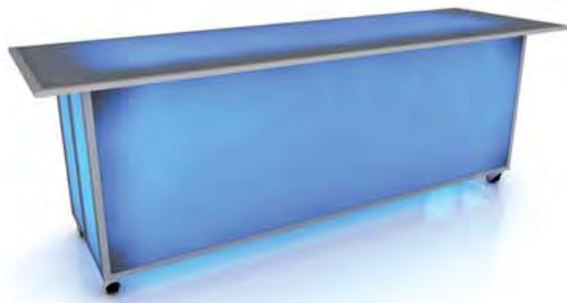
Black Metal-Glass Top
TO 201
45" w x 21" d x 16" h

Princeton-End Table

Black Metal-Glass Top
TO 202
21" w x 22" d x 21" h

Cube Tables

Table Black
TO 605
24" w x 24" d x 21" h
Table Black
TO 603
24" w x 24" d x 16" h
TO 604
30" w x 30" d x 16" h



LED Buffet Table

.....

LB 3005
Open 96"l x 34"h x 30"w
Closed 96"l x 34"h x 6-3/8"w



LED Communal Table

.....

LB 3003
Open 96"l x 42-3/8"h x 30"w
Closed 96"l x 49-3/4"h x 6-3/8"w



LED Light Bar

.....

LB 3000
Open 60"l x 47-1/4"h x 35-1/4"w
Closed 60"l x 55-1/2"h x 6-1/2"w



High Bar Table

.....

LB 3001
Open 30"l x 42-3/8"h x 30"w
Closed 30"l x 50-5/16"h x 6-3/8"w



Bar

.....

Black Bar
AC 112B
48"w x 16"d x 42"h
White Bar
AC 112W
48"w x 16"d x 42"h



Extension Bar

.....

AC 201
33"l x 39"h x 25-1/2"w



Corner Bar

.....

AC 200
30-1/2"l x 39"h x 25-1/2"w



Silk Black-Bar Stool

Clear/Black/Chrome Fame
SB 202
50"w x 28"d x 18"h



Bombe-Bar Stool

Black/Chrome
SB 203
18.5"d x 34"h



Trave-Bar Stool

Red Leather/Chrome
SB 208
18.5"w x 18.5"d x 32.5"h



Lennox-Bar Stool

Mahogany Wood-Cream
SB 201
19"w x 17"d x 45.5"h



Euro Black-Bar Stool

Black Vinyl
SB 204
21"w x 23"d x 43"h



Park Ave.-Bar Stool

Maple/Chrome
SB 209
16"w x 19"d x 43"h



Hourglass Barstool

White
SB 505W
18"l x 42-1/2h x 20"w
Black
SB 505B
18"l x 42-1/2h x 20"w



Napa Stool

White
SB 501W
16"l x 35"h x 17"w



Drafting Stool

Black Fabric/Casters w/Arm
SD 100
24"w x 24"d x 36"h
Black Fabric/Casters w/out Arm
SD 101



Panton Chair

White
CH 800W
19.75"w x 23.5"d x 32.5"h
Black
CH 800B
19.75"w x 23.5"d x 32.5"h



Silk Black-Chair

Clear/Black/Chrome w/out Arms
CH 307
17"w x 17"d x 34"h



Silk Black-Chair

Clear/Black/Chrome w/Arms
CH 308
20.5"w x 17"d x 34"h



Euro Black-Chair

Black Fabric w/out Arms
CH 301
19"d x 17"h



Euro Black-Chair

Black Fabric w/Arms
CH 302
22"d x 17"h



Euro Maple-Chair

Maple/Black/Chrome
CH 309
20"w x 20"d x 30"h



Park Ave.-Cafe Chair

Maple/Chrome
CH 311
16"w x 18"d x 31"h



Queen Anne-Chair

Mahogany/Cream
CH 900
18"w x 19"d x 37"h



Traditional Mahogany-Chair

Guest
CH 904
25"w x 22.5"d x 31"h
Guest w/Casters
CH 905
25"w x 22.5"d x 31"h



Parson Chair

Black Fabric
CH 907
25"w x 18.5"d x 39"h



Lennox-Bar Table

Mahogany Wood

TB 103

36" w x 36" d x 41" h



Bombe-Bar Table

Two Tier Black/Chrome

TB 102

28" d x 42" h



Silk Bar Table

30" Black/Chrome Base

TB 206

30" d x 42" h

36" Black/Chrome Base

TB 207

36" d x 42" h



Trave Bar Table

Glass/Chrome

TB 100

26" d x 42" h



Euro Chrome-Bar Table

30" Black/Chrome Base

TC 504

30" d x 29" h

36" Black/Chrome Base

TC 505

36" d x 29" h

42" Black/Chrome Base

TC 108

42" d x 29" h



Euro Black-Cafe Table

30" Black/Black Base

TC 502

30" d x 29" h

36" Black/Black Base

TC 503

36" d x 29" h

42" Black/Black Base

TC 107

42" d x 29" h



Euro Black-Bar Table

30" Black/Black Base

TB 204

30" d x 42" h

36" Black/Black Base

TB 205

36" d x 42" h



Park Ave.-Cafe Table

30" Maple/Chrome Base

TC 500

30" d x 29" h

36" Maple/Chrome Base

TC 501

30" d x 29" h



Park Ave.-Bar Table

30" Maple/Chrome Base

TB 200

30" d x 42" h

36" Maple/Chrome Base

TB 201

36" d x 42" h



Euro Maple-Cafe Table

42" Maple/Chrome Base

TC 102

42" d x 29" h



Carmel-Etagere

Maple/Silver 4 Glass Shelves

BC 121

26" w x 22" d x 58" h



Conference Chair

Mid-Back Executive/Black Fabric
CH 200
25"w x 27"d x 39"h



Conference Chair

High Back Executive Black Fabric
CH 201
25"w x 27"d x 45"h



Conference Chair

Guest Black Fabric/Sled Base
CH 202
25"w x 22"d x 36"h



Conference Chair

Mid-Executive Black Leather
CH 100
26"w x 25"d x 35"h



Conference Chair

High Back Executive Black Leather
CH 101
26"w x 25"d x 46"h



Conference Chair

Guest Black Leather-Sled Base
CH 102
24"w x 25"d x 36"h



Task Chair

Black/Casters w/Arms
CH 400
24"w x 24"d x 36"h
Black/Casters w/out Arms
CH 401
22"w x 24"d x 36"h



Conference Chair

High Back Executive Grey Fabric
CH 203
25"w x 23"d x 46"h



Traditional Mahogany-Chair

High Back Burgundy Leather
CH 908
29"w x 30"d x 44.5"h



Conference Table

6' Maple Rectangle
TC 600
72" w x 36" d
8' Maple Rectangle
TC 601
96" w x 48" d



Conference Table

6 Black Racetrack Oval Special T
TC 312
72" w x 36" d



Conference Table

6' Mahogany Racetrack Oval
TC 307
6' Black Racetrack Oval
TC 309
72" w x 36" d
8' Mahogany Racetrack Oval
TC 302
8' Black Racetrack Oval
TC 303
96" w x 48" d
10' Grey Racetrack Oval
TC 300
10' Black Racetrack Oval
TC 301
120" w x 40" d



Queen Anne-Table

42" Mahogany
TC 104
42" d x 29" h



Queen Anne-Writing Desk

Mahogany 1 Drawer
DE 601
42" w x 21" d x 29" h



Chrome & Glass Table

5'Chrome/Glass
TG 400
60"w x 36"d x 29"h



Chrome & Glass Table

42"Chrome/Glass
TG 403
42"d x 29"h



Trestle Table

4'Chrome/Glass
TG 401
48"w x 32"d x 29"h
32"Chrome/Glass
TG 402
32"w x 32"d x 29"h



Storage Pedestal

Black ■ PE 100
Grey ■ PE 105
White ■ PE 110
24"w x 24"d x 42"h



Computer Counter

Graphite
TC 700
48"w x 24"d x 42"h



Computer Desk

Graphite
TC 701
48"w x 24"d x 29"h



Contemporary Grey-Bookcase

5 Shelves
BC 103
36"w x 12"d x 72"h



Contemporary Grey-Credenza

Storage
CR 100
60"w x 20"d x 29"h



Grey-Desk

Double Pedestal
DE 102
60"w x 30"d x 29"h



Maple-Credenza

Storage
CR 212
72"w x 20"d x 29"h



Maple-Desk

Single Pedestal
DE 136
60"w x 30"d x 29"h
Double Pedestal
DE 131
60"w x 30"d x 29"h



Maple-Lateral File

2 Drawer w/Lock
LF 206
36"w x 20"d x 29"h



Walnut-Credenza

Storage
CH 205
72"w x 20"d x 29"h



Walnut-Desk

Double Pedestal
DE 206
60"w x 30"d x 29"h
Executive Double Pedestal
DE 201
72"w x 36"d x 29"h



Walnut-Lateral File

2 Drawer w/Lock
LF 204
36"w x 20"d x 29"h



Bookcase

Mahogany/5 Shelves
BC 107
36"w x 12"d x 72"h
Walnut/5 Shelves
BC 109
36"w x 12"d x 72"h



Mahogany-Credenza

Storage
CR 301
72"w x 21"d x 29"h



Mahogany-Desk

Double Pedestal
DE 300
72"w x 36"d x 29"h



Lateral File

 2 Drawer Grey
 LF 101
 36"w x 20"d x 29"h



Lateral File

 2 Drawer Black
 LF 106
 36"w x 20"d x 29"h



Refrigerator

 Compact 4 cu ft
 AC 111
 19"w x 21"d x 33.5"h



Pedestal

■ Black
 PE 101
 14"w x 14"d x 42"h
 PE 102
 14"w x 14"d x 36"h
 PE 103
 14"w x 14"d x 30"h

■ Grey
 PE 106
 14"w x 14"d x 42"h
 PE 107
 14"w x 14"d x 36"h
 PE 108
 14"w x 14"d x 30"h
 □ White
 PE 111
 14"w x 14"d x 42"h
 PE 112
 14"w x 14"d x 36"h
 PE 113
 14"w x 14"d x 30"h



Pedestal

PE 104 ■ Black
 PE 109 ■ Grey
 PE 114 □ White
 24"w x 24"d x 36"h



Stanchion

 Chrome
 SR 100
 36"h

Stanchion Rope

 Red Velour
 SR 101
 6"w



Coat Tree

 Black
 AC 100
 70"h



Easel

 Wood/Oak
 ES 100
 36"w x 72"h



Literature Rack

 Black/Metal
 AC 104
 9"w x 14"d x 54.5"h

These items available in limited quantities. Please call for availability



Metropolitan - Console Table

Cherry / Brushed Nickel
TO 303
52"w x 17"d x 30"h



Metropolitan-End Table

Cherry / Brushed Nickel
TO 302
26"w x 22"d x 24"h



Metropolitan - Coffee Table

Cherry / Brushed Nickel
TO 301
48"w x 30"d x 19"h



Literature Stand

Aluminum
AC 108
9.5"w x 10.5"d x 57"h



Lateral File

Black VF 202
Grey VF 203
Black VF 200
Grey VF 201
26"wx 18" d x 52"/29"h



Corona - Floor Lamp

Brushed Nickel / White Fabric
FL 100
65" h



Corona - Table Lamp

Brushed Nickel / White Fabric
TL 100
24" h



Rialto - Table Lamp

Brushed Chrome
TL 101
24" h



Up Light

Chrome/ Frosted Glass
FL 101
65" h



AGILE

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(212) 736-4205 Fax

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New Orleans, LA 70119
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(212) 736-4205 Fax

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Toronto, Ontario M1J 1A4
(877) 244-5357 Phone
(212) 736-4205 Fax

VANCOUVER
2461 Beta Ave
Burnaby, BC V5C 5N1
(877) 244-5357 Phone
(212) 736-4205 Fax

AGILE 2011 PRICE LIST

| Pg | Code | Item Description | Price |
|----------|---------|------------------------------|-------|
| 2 | LC 8001 | Miami Right Arm Unit - White | \$395 |
| | LC 8003 | Miami Chaise - White | \$395 |
| | LC 8004 | Miami Tail Ottoman - White | \$295 |
| | LC 8002 | Miami Armless - White | \$395 |
| | LC 8006 | Miami Round Ottoman - White | \$295 |

| | | | |
|----------|----------|--------------------------------|-------|
| 3 | LC 6004 | Boca Corner Unit - White | \$295 |
| | LC 6004B | Boca Corner Unit - Black | \$295 |
| | LC 6002 | Boca Armless Unit - White | \$249 |
| | LC 6002B | Boca Armless Unit - Black | \$249 |
| | LC 6001 | Vero High Back Corner - White | \$345 |
| | LC 6000 | Vero High Back Armless - White | \$295 |

| | | | |
|----------|--------|--------------------------------|-------|
| 4 | LC 800 | Malibu Sofa - White | \$595 |
| | LC 803 | Malibu Sofa - Red | \$595 |
| | LC 801 | Malibu Chair & Half - White | \$475 |
| | LC 804 | Malibu Chair & Half - Red | \$475 |
| | LC 802 | Malibu Bench - White | \$400 |
| | LC 805 | Malibu Bench - Red | \$400 |
| | LC 603 | Barcelona Club Chair - White | \$365 |
| | LC 601 | Barcelona Club Chair - Red | \$365 |
| | LC 605 | Barcelona Club Chair - Black | \$365 |
| | LC 604 | Barcelona Ottoman - White | \$175 |
| | LC 602 | Barcelona Ottoman - Red | \$175 |
| | LC 606 | Barcelona Ottoman - Black | \$175 |
| | LC 612 | Paloma Swivel Chair - Red | \$210 |
| | LC 613 | Paloma Swivel Chair - Charcoal | \$210 |

| | | | |
|----------|---------|------------------------|-------|
| 5 | LC 9031 | Outdoor Arm Chair * | \$350 |
| | LC 9030 | Outdoor Armless Chair* | \$325 |

***Available in White, Red, Yellow, Black**

| | | | |
|----------|--------|-------------------------------------|-------|
| 6 | LC 611 | Sausalito Sofa - Black | \$405 |
| | LC 609 | Sausalito Club Chair - Black | \$260 |
| | LC 618 | Sausalito Club Chair - Cobalt Swirl | \$305 |
| | LC 610 | Sausalito Loveseat - Black | \$370 |
| | LC 303 | Princeton Sofa - Black | \$470 |
| | LC 301 | Princeton Club Chair - Black | \$340 |
| | LC 302 | Princeton Loveseat - Black | \$415 |
| | LC 614 | Tribeca Sectional - Black | \$260 |
| | LC 615 | Tribeca Corner - Black | \$285 |
| | LC 616 | Tribeca Bench - Black | \$260 |

| | | | |
|----------|--------|------------------------|-------|
| 7 | LC 403 | Cambridge Sofa | \$455 |
| | LC 401 | Cambridge Club Chair | \$305 |
| | LC 402 | Cambridge Loveseat | \$400 |
| | LC 103 | Westchester Sofa | \$520 |
| | LC 101 | Westchester Club Chair | \$350 |
| | LC 705 | Westchester Ottoman | \$175 |
| | LC 102 | Westchester Loveseat | \$455 |
| | LC 203 | Manhattan Sofa * | \$460 |
| | LC 201 | Manhattan Club Chair* | \$310 |
| | LC 202 | Manhattan Loveseat* | \$400 |

***Available in CH-Chocolate/CN-Cimmaron/CM-Camel**

| Pg | Code | Item Description | Price |
|----------|------------------|-----------------------------|-------|
| 8 | LC 608 | Pacifica Sofa Plum* | \$500 |
| | LC 607 | Pacifica Club Chair - Plum* | \$365 |
| | LC 617 | Pacifica Bench - Plum* | \$260 |
| | FL 102 | Floor Lamp - Black Chrome | \$130 |
| | LC 703 | Cube - Black | \$85 |
| | LC 712 | Cube - Titan White | \$85 |
| | LC 702 | Cube - Red | \$85 |
| | LC 704 | Cube - Sunflower | \$85 |
| | LC 701 | Cube - Concentric Print Red | \$85 |
| | LC 708 | Kobe - Citrus | \$155 |
| LC 706 | Kobe - Black | \$155 | |
| LC 707 | Kobe - Plum | \$155 | |
| LC 709 | Kobe - Tangerine | \$155 | |

Available in, Oyster, Merlot, Black

| | | | |
|----------|--------|------------------------------------|-------|
| 9 | TO 601 | Sterling Coffee Table | \$165 |
| | TO 602 | Sterling End Table | \$155 |
| | TO 501 | Hampton Coffee Table | \$170 |
| | TO 502 | Hampton End Table | \$165 |
| | TO 101 | Westchester Coffee Table | \$175 |
| | TO 102 | Westchester End Table | \$160 |
| | TO 401 | Hamilton Coffee Table | \$185 |
| | TO 402 | Hamilton End Table | \$180 |
| | TO 201 | Princeton Coffee Table | \$170 |
| | TO 202 | Princeton End Table | \$165 |
| | TO 605 | Cube Table - Black (24 x 24 x 21)* | \$235 |
| | TO 603 | Cube Table - Black (24 x 24 x 16)* | \$190 |
| | To 604 | Cube Table - Black (30 x 30 x 16)* | \$220 |

***Cube Table available in White**

| | | | |
|-----------|---------|--------------------|---------|
| 10 | LB 3005 | LED Buffet Table | \$999 |
| | LB 3003 | LED Communal Table | \$1,199 |
| | LB 3000 | LED Light Bar | \$995 |
| | LB 3001 | High Bar Table | \$695 |
| | AC 112B | Bar - Black | \$270 |
| | AC 112W | Bar - White | \$270 |
| | AC 201 | Extension Bar | \$345 |
| | AC 200 | Corner Bar | \$345 |

| | | | |
|-----------|------------------------|-----------------------------|-------|
| 11 | SB 202 | Silk Black Bar Stool | \$150 |
| | SB 203 | Bombe Bar Stool | \$170 |
| | SB 208 | Trave Bar Stool | \$170 |
| | SB 201 | Lennox Bar Stool | \$170 |
| | SB 204 | Euro Black Bar Stool | \$150 |
| | SB 209 | Park Ave Bar Stool | \$160 |
| | SB 505W | Hourglass Bar Stool - White | \$165 |
| | SB 505B | Hourglass Bar Stool - Black | \$165 |
| | SB 501W | Napa Stool | \$160 |
| | SD 100 | Drafting Stool w/Arms | \$175 |
| SD 101 | Drafting Stool no Arms | \$170 | |

continued on page 2

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| Pg | Code | Item Description | Price |
|----|---------|---|-------|
| 12 | CH 800W | Panton Chair - White | \$125 |
| | CH 800B | Panton Chair - Black | \$125 |
| | CH 307 | Silk Black Chair - no arms | \$95 |
| | CH 308 | Silk Black Chair - with arms | \$100 |
| | CH 301 | Euro Black Chair - no arms | \$85 |
| | CH 302 | Euro Black Chair- with arms | \$90 |
| | CH 309 | Euro Maple Chair | \$120 |
| | CH 311 | Park Ave. Cafe Chair | \$140 |
| | CH 900 | Queen Anne Chair | \$130 |
| | CH 904 | Traditional Mahogany Chair | \$190 |
| | CH 905 | Traditional Mahogany Chair with casters | \$195 |
| | CH 907 | Parson Chair | \$130 |

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|----|--------|--------------------------------|-------|
| 13 | TB 103 | Lennox Bar Table | \$205 |
| | TB 102 | Bombe Bar Table | \$235 |
| | TB 206 | Silk Bar Table - 30"d | \$170 |
| | TB 207 | Silk Bar Table - 36"d | \$175 |
| | TB 100 | Trave Bar Table | \$235 |
| | TC 504 | Euro Chrome Cafe Table - 30"d* | \$170 |
| | TC 505 | Euro Chrome Cafe Table - 36"d* | \$175 |
| | TC 108 | Euro Chrome CafeTable - 42"d* | \$180 |
| | TC 502 | Euro Black Cafe Table - 30"d* | \$170 |
| | TC 503 | Euro Black Cafe Table - 36"d* | \$175 |
| | TC 107 | Euro Black Cafe Table - 42"d* | \$180 |
| | TB 204 | Euro Black Bar Table - 30"d* | \$170 |
| | TB 205 | Euro Black Bar Table - 36"d* | \$175 |
| | TC 500 | Park Ave. Cafe Table - 30"d | \$170 |
| | TC 501 | Park Ave. Cafe Table - 36"d | \$175 |
| | TB 200 | Park Ave. Bar Table - 30"d | \$170 |
| | TB 201 | Park Ave. Bar Table - 36"d | \$175 |
| | TC 102 | Euro Maple Cafe Table | \$195 |
| | BC 121 | Carmel Etagere | \$415 |

***Euro Café/Bar Tables available in White**

| | | | |
|----|--------|--------------------------------------|-------|
| 14 | CH 200 | Conference Chair - Mid Back | \$170 |
| | CH 201 | Conference Chair - High Back | \$180 |
| | CH 202 | Conference Chair - Sled Base | \$160 |
| | CH 100 | Conference Chair - Mid Bk Leather | \$190 |
| | CH 101 | Conference Chair - High Bk Leather | \$225 |
| | CH 102 | Conference Chair - Sled Base Leather | \$185 |
| | CH 400 | Task Chair - with arms | \$130 |
| | CH 401 | Task Chair - no arms | \$135 |
| | CH 203 | Conference Chair - High Back Grey | \$180 |
| | CH 908 | Traditional Mahogany Chair - Leather | \$235 |

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|----|--------|--------------------------------|-------|
| 15 | TC 600 | Conference Table - 6' Maple | \$415 |
| | TC 601 | Conference Table - 8' Maple | \$450 |
| | TC 312 | Conference Table - 6' Black | \$415 |
| | TC 307 | Conference Table - 6' Mahogany | \$415 |
| | TC 309 | Conference Table - 6' Black | \$415 |
| | TC 302 | Conference Table - 8' Mahogany | \$450 |
| | TC 303 | Conference Table - 8' Black | \$450 |
| | TC 301 | Conference Table- 10'-Black | \$520 |
| | TC 104 | Queen Anne Conference Table | \$375 |
| | DE 601 | Queen Anne Writing Desk | \$290 |

| Pg | Code | Item Description | Price |
|----|--------|-----------------------------|-------|
| 16 | TG 400 | Chrome & Glass Table - 5' | \$380 |
| | TG 403 | Chrome & Glass Table - 42"d | \$275 |
| | TG 401 | Trestle Table - 4' | \$280 |
| | TG 402 | Trestle Table - 32"d | \$260 |
| | PE 100 | Storage Pedestal - Black | \$365 |
| | PE 105 | Storage Pedestal - Grey | \$365 |
| | PE 110 | Storage Pedestal - White | \$365 |
| | TC 700 | Computer Counter | \$175 |
| | TC 701 | Computer Desk | \$165 |
| | BC 103 | Bookcase - Grey | \$325 |
| | CR 100 | Credenza - Grey | \$370 |
| | DE 102 | Desk - Grey | \$375 |

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|----|--------|----------------------------------|-------|
| 17 | CR 212 | Credenza - Maple | \$450 |
| | DE 136 | Single Pedestal Desk - Maple | \$470 |
| | DE 131 | Double Pedestal Desk - Maple | \$475 |
| | LF 206 | Lateral File - Maple | \$315 |
| | CR 205 | Credenza - Walnut | \$450 |
| | DE 206 | Double Pedestal Desk - Walnut | \$420 |
| | DE 201 | Exec Dble Pedestal Desk - Walnut | \$460 |
| | LF 204 | Lateral File - Walnut | \$310 |
| | BC 107 | Bookcase - Mahogany | \$450 |
| | BC 109 | Bookcase - Walnut | \$340 |
| | CR 301 | Credenza - Mahogany | \$495 |
| | DE 300 | Double Pedestal Desk - Mahogany | \$495 |

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|----|----------|---------------------------------|-------|
| 18 | LF 101 | File - 2 Drawer Lateral Grey | \$285 |
| | LF 106 | File - 2 Drawer Lateral Black | \$285 |
| | AC - 111 | Refrigerator Small | \$290 |
| | PE 101 | Pedestal - Black (14 x 14 x 42) | \$240 |
| | PE 102 | Pedestal - Black (14 x 14 x 36) | \$205 |
| | PE 103 | Pedestal - Black (14 x 14 x 30) | \$185 |
| | PE 106 | Pedestal - Grey (14 x 14 x 42) | \$240 |
| | PE 107 | Pedestal - Grey (14 x 14 x 36) | \$205 |
| | PE 108 | Pedestal - Grey (14 x 14 x 30) | \$185 |
| | PE 111 | Pedestal - White (14 x 14 x 42) | \$240 |
| | PE 112 | Pedestal - White (14 x 14 x 36) | \$205 |
| | PE 113 | Pedestal - White (14 x 14 x 30) | \$185 |
| | PE 104 | Pedestal - Black (24 x 24 x 36) | \$290 |
| | PE 109 | Pedestal - Grey (24 x 24 x 36) | \$290 |
| | PE 114 | Pedestal - White (24 x 24 x 36) | \$290 |
| | SR - 100 | Stanchion - Chrome | \$60 |
| | SR - 101 | Stanchion Rope 6' | \$50 |
| | AC - 100 | Coat Tree | \$90 |
| | ES - 100 | Easel Wood | \$90 |
| | AC - 104 | Literature Rack-Black | \$130 |

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|----|--------|-----------------------------------|-------|
| 19 | TO 303 | Metropolitan - Console Table | \$195 |
| | TO 302 | Metropolitan - End Table | \$160 |
| | TO 301 | Metropolitan - Coffee Table | \$175 |
| | AC 108 | Literature Stand-Silver | \$140 |
| | VF 202 | Verical File - 4 Drawer Black | \$285 |
| | VF 203 | Vertical File - 4 Drawer Grey | \$285 |
| | VF 200 | Verical File - 2 Drawer Black | \$145 |
| | VF 201 | Verical File - 2 Drawer Grey | \$145 |
| | FL 100 | Corona - Floor Lamp | \$140 |
| | TL 100 | Corona - Table Lamp | \$80 |
| | TL 101 | Rialto - Table Lamp | \$80 |
| | FL 101 | Floor Lamp - chrome/frosted glass | \$140 |

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