

PECORA 18 SYMPOSIUM

EXHIBITORS' KIT

HILTON WASHINGTON DULLES HOTEL, HERNDON, VA, USA
NOVEMBER 14-17, 2011

Conference

Pecora 18 Symposium

Dates

November 14-17, 2011

Location

Hilton Washington Dulles Hotel
13869 Park Center Road
Herndon, VA 20171

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

Red, White & Blue

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

Contents of this Kit

Exhibit Hall Location & Show Schedule

Exhibitor Benefits

Booth Inspection

Guest Passes

Exhibitors' Reception

Dismantling

Important Show Contacts

Exhibitor Checklist of Important Deadlines

Career Postings

Prize Drawings

Important Hotel Reservation Information

Exhibitor & Booth Staff Registration & Form

Intent to Use Non-Official Contractor Information

Rules and Regulations for Non-Official Contractors

Exhibit Hall Rules and Regulations

Exhibit Hall Floor Plan

Hilton Washington Dulles Hotel Floor Plan

Levy Quick Facts

Union Regulations

Levy Payment Authorization Form

Various Levy Forms for Booths (Cleaning, Carpet, Drapes, Compliments, Table
& Chair Rental, Graphics & Signs, Plants, etc.)

Levy Labor Order Form

Shipping & Material Handling Form

Shipping Labels

Fork Lift Order Form

Non-Official Contractor Approval Form

Hilton Washington Dulles Hotel Internet & Electrical Order Form

Audio Visual Order Form

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

Show Schedule

Sunday, November 13

1 pm – 5 pm Exhibit Set-up - Contact Chuck Premone at
cpremone@levyexpo.com, if additional set up information is needed

Monday, November 14

8 am – 5 pm Exhibit Set up

Tuesday, November 15

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, November 16

9 am – 5 pm Exhibit Hall Open
5 pm – 11 pm Exhibit Hall Dismantle

EXHIBIT HALL LOCATION

The Exhibits will be located in the Belmont Ballroom of the Hilton Washington Dulles Hotel

EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases an 8'x10' space:

- ◆ Three exhibitor staff badges
(per 8'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 8'x10' booth)

Exhibiting companies are responsible for furnishing, carpeting and cleaning, their booths. The Belmont Ballroom **IS carpeted**. Additional carpeting 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, November 15. 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 8' 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 Hilton Washington Dulles Hotel, 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, November 15th. This is an excellent opportunity for all exhibitors to meet the Conference attendees

DISMANTLING

Dismantling and removal of displays may not begin before 5 pm on Wednesday, November 16th and must be completed by 11 pm on Wednesday, November 16th. **Note: Exhibitors who select freight carriers other than the official carriers must make arrangements for pick-up by 7 pm on Wednesday, November 16th. 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, Don Cooksey
Phone: 301 215-6710 x117
dcooksey@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,

Registrar – Priscilla Weeks
Phone: 301 493-0290 x109
Fax: 301 493-0208
registrar@asprs.org

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

Hilton Washington Dulles Hotel Services

Exhibitor Services – Internet, electricity, etc.
Amalia Lozet
Phone: 703 834-1989
Fax: 703 478-9286
Amalia.lozet@dulleshilton.com

EXHIBITOR CHECKLIST

IMPORTANT DEADLINES

RETURN TO CONFERENCE REGISTRAR

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

October 14, 2011

HOTEL RESERVATIONS

Hilton Washington Dulles Hotel

October 12, 2011

(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/Pecora18. Room Rate is \$169/nite single/double occupancy.)

SHIPPING AND RECEIVING

Advance Shipping – Please note that advance shipments will be received between October 10 and November 8, 2011 without penalty. Shipments received before October 10th or after November 8th will be assessed a surcharge.

Direct Shipping – Please note that direct shipments to the Hilton Washington Dulles Hotel will be received beginning at 8:00 am on Monday, November 14, 2011. Shipments that arrive before this date will be refused.

EXHIBIT LABOR

Decorator Labor Order Form

October 28, 2011

EXHIBIT FURNISHINGS AND SERVICES

Intent to Use Non-Official Contractor Form

October 28, 2011

Levy Exposition Services Forms

Payment Policy & Authorization

October 28, 2011

Recap of Orders

October 28, 2011

Rental Display

October 28, 2011

Sign Order

October 28, 2011

Booth Cleaning

October 28, 2011

Furniture Order

October 28, 2011

Custom Rental Furnishings Order

October 28, 2011

Convention Foliage Service Order

October 28, 2011

Technology Express Audio Visual Orders

October 31, 2011

www.techexprss.com/quote.asp

Hilton Washington Dulles Hotel Electrical Orders

October 31, 2011

**FOR FURTHER DETAILS, PLEASE SEE THE CONFERENCE PRELIMINARY PROGRAM AVAILABLE
ON LINE AT www.asprs.org/Pecora18**

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, October 14, 2011**. This will allow ASPRS sufficient time to prepare necessary registration materials.

Please make your hotel reservations at the Hilton Washington Dulles, **as soon as possible** in order to take advantage of the special ASPRS room rate of **\$169**. While our room block does not expire until October 12th, 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/Pecora18/Conference_hotel.php or call **1-800-HILTONS** 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 Hilton Washington Dulles, during the Pecora 18 Symposium. 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 Hilton Washington Dulles Hotel between November 13th and November 17th are eligible for a \$50 rebate from ASPRS. This offer is limited to a maximum of four rebates per full price 8' 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 Hilton Washington Dulles Hotel, Herndon, VA bill to the address below with a letter requesting the rebate. All requests must be postmarked on or before **December 16, 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 – October 14, 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 8'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 8'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 HILTON WASHINGTON DULLES HOTEL, DURING REGISTRATION HOURS AS NOTED IN THE PRELIMINARY PROGRAM AT www.asprs.org/pecora18.

Exhibitor Registration Form

For each 8'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 staff 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 an 8'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 Pecora 18 Registration Form. The form can be found at www.asprs.org/pecora18. Completed exhibitor registration forms are due by October 14, 2011. Return contact information is below.

Complimentary Full Conference Registration **(one per 8'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 8'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 October 14, 2011 to:

ASPRS Conference Registrar
5410 Grosvenor Lane, Suite 210
Bethesda, MD 20814
Email: registrar@asprs.org
Phone: 301-493-0290 x109
Fax: 301-493-0208

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 Pecora 18 Symposium, 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 Pecora 18 Symposium who will perform any services within the Pecora 18 Symposium 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 Pecora 18 Symposium 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, November 15, 2011 and dismantled and ready for shipping by 11:00 pm Wednesday, November 16th. 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 **October 28, 2011**, a valid "Certificate of Insurance" naming Levy Exposition Services, Inc., ASPRS, Pecora 18 Symposium and the Hilton Washington Dulles Hotel 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 October 28, 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 October 28, 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 Hilton Washington Dulles Hotel, beginning at 4 pm on Sunday, November 13, 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 Hilton Washington Dulles Hotel 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 11:00 pm on Wednesday, November 16th.

CATERING WITHIN THE EXHIBIT HALL

All food items and catering within the Exhibit Hall must be purchased through the Hilton Washington Dulles Hotel. 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 Hilton Washington Dulles Hotel. 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, November 15, 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 Hilton Washington Dulles Hotel 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 Hilton Washington Dulles Hotel, 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 October 14, 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 Hilton Washington Dulles Hotel 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 Hilton Washington Dulles Hotel. Order forms are included in this kit.

.



Pecora 18 - The 18th William T. Pecora Memorial Remote Sensing Symposium

**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:

Hilton Washington Dulles Hotel
13869 Park Center Road
Herndon, VA 20171

EXHIBITOR MOVE-IN:

Sunday, November 13, 2011	1:00 pm - 5:00 pm
Monday, November 14, 2011	8:00 am - 5:00 pm
Tuesday, November 15, 2011	8:00 am - 9:00 am

EXHIBITION DATES:

Tuesday, November 15, 2011	10:00 am - 7:00 pm
Wednesday, November 16, 2011	9:00 am - 5:00 pm

EXHIBITOR MOVE-OUT:

Wednesday, November 16, 2011	5:00 pm - 11:00 pm
------------------------------	--------------------

BOOTH EQUIPMENT:

each 8' X 10' booth space comes with the following:

- 8' high drapery backwall - Red/White/Blue
- 3' high drapery sidewall - Red
- 1 - 7" x 44" booth identification sign

If you require additional furnishings or services
Please complete and return the appropriate
enclosed order form(s)

**DISCOUNT PRICE
DEADLINE:**

In order to receive the discount rates listed on the
enclosed order forms, your **PAID** order is to be
received by **October 28, 2011**.

SHIPPING:

Please see the Material Handling order form and invoice in this manual
for further information and associated costs.

All **ADVANCE** air and ground shipments should arrive at the
advanced warehouse between October 10 - November 8, 2011
and should be consigned as follows:

ASPRS 2011
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o Liberty CFS / YRC
7600 Preston Drive
Landover, MD 20785

All **DIRECT** air and ground shipments should not arrive prior to 8:00 am on
Monday, November 14, 2011 and should be consigned as follows:

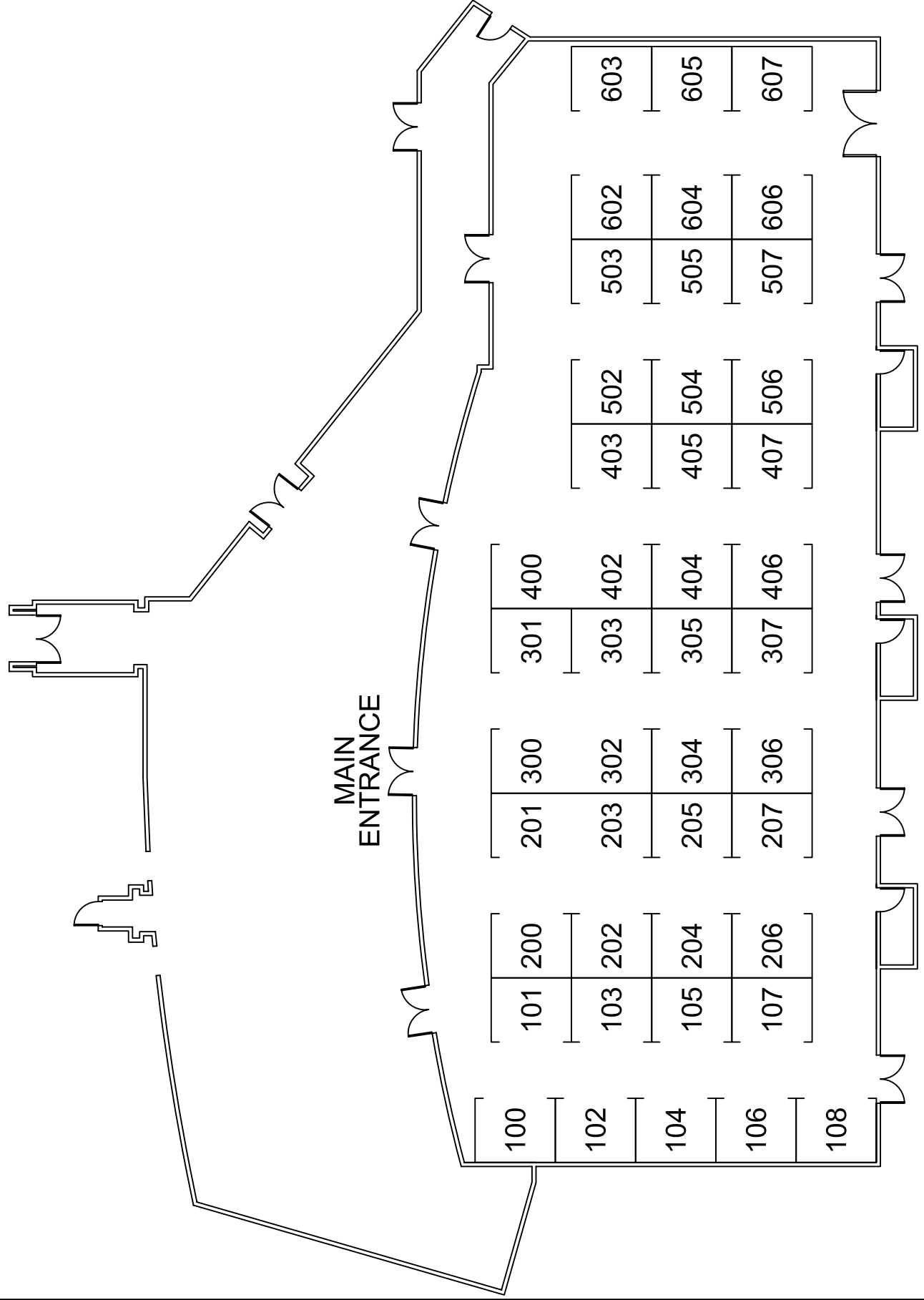
ASPRS 2011
COMPANY NAME & BOOTH #
Hilton Washington Dulles
c/o Levy Exposition Services Inc.
13869 Park Center Road
Herndon, VA 20171

****NOTE:** Shipments that arrive at the advance warehouse after November 8, 2011 will be accepted, however a 30% late fee will be applied. **Any materials not picked up by the exhibitor's freight carrier by 11:00 pm on Wednesday, November 16th will be rerouted via one of the official show carriers at the exhibitor's expense.**

FACTS
QUICK

HILTON HOTEL AT WASHINGTON DULLES AIRPORT
BELMONT BALLROOM
HERNDON, VIRGINIA

DISCLAIMER: EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION OBTAINED FROM THE FLOOR PLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THIS FLOOR PLAN. THE USER SHALL BE SOLELY RESPONSIBLE FOR VERIFYING ALL DIMENSIONS AND LOCATIONS OF THE EXHIBITOR. THE LOCATIONS OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IF THEY ARE TO BE CONSIDERED IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT ARE NOT SHOWN ON THIS FLOOR PLAN.

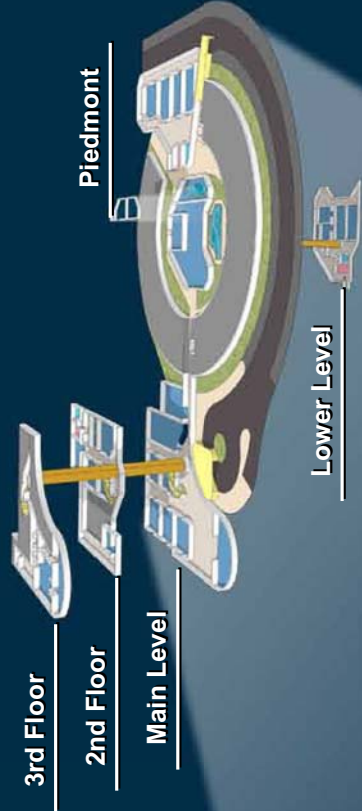


Zoom In

Zoom Out

Reset

Main Level



Piedmont Restrooms

Piedmont I

Colvin Run

Potomac
Ballroom

Front
Office

Front
Desk

Cardinal
Lounge

Hotel
Front
Entrance

Restrooms
Lobby

I
II

I
II
III

Piedmont II

Guest Rooms

Sully

Fitness
Center

Women

Men

Indoor
Pool

Elevator

Belmont Foyer

Belmont

IV
III
II
I

Elevator

Guest Rooms

Outdoor
Pool

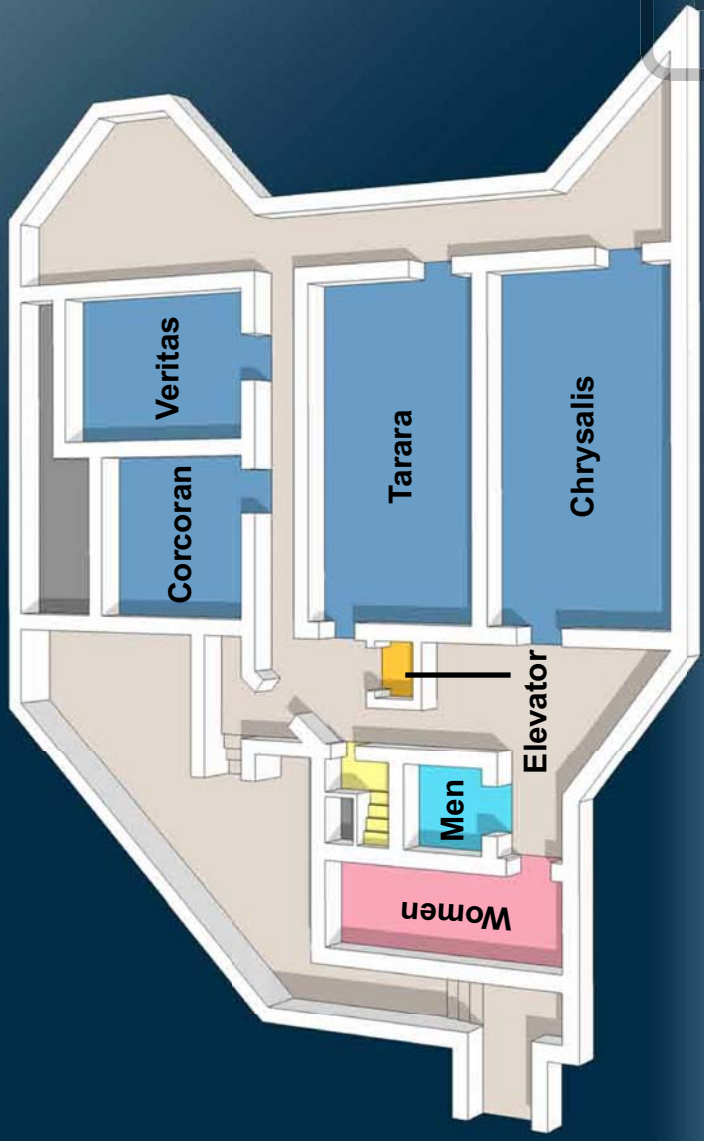
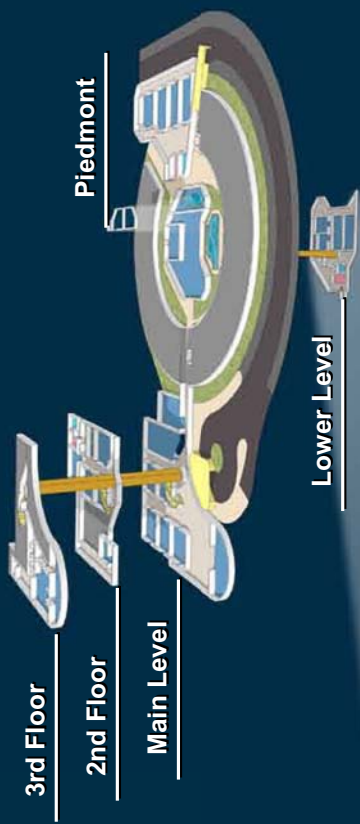
DRAFT

Zoom In

Zoom Out

Reset

Lower Level



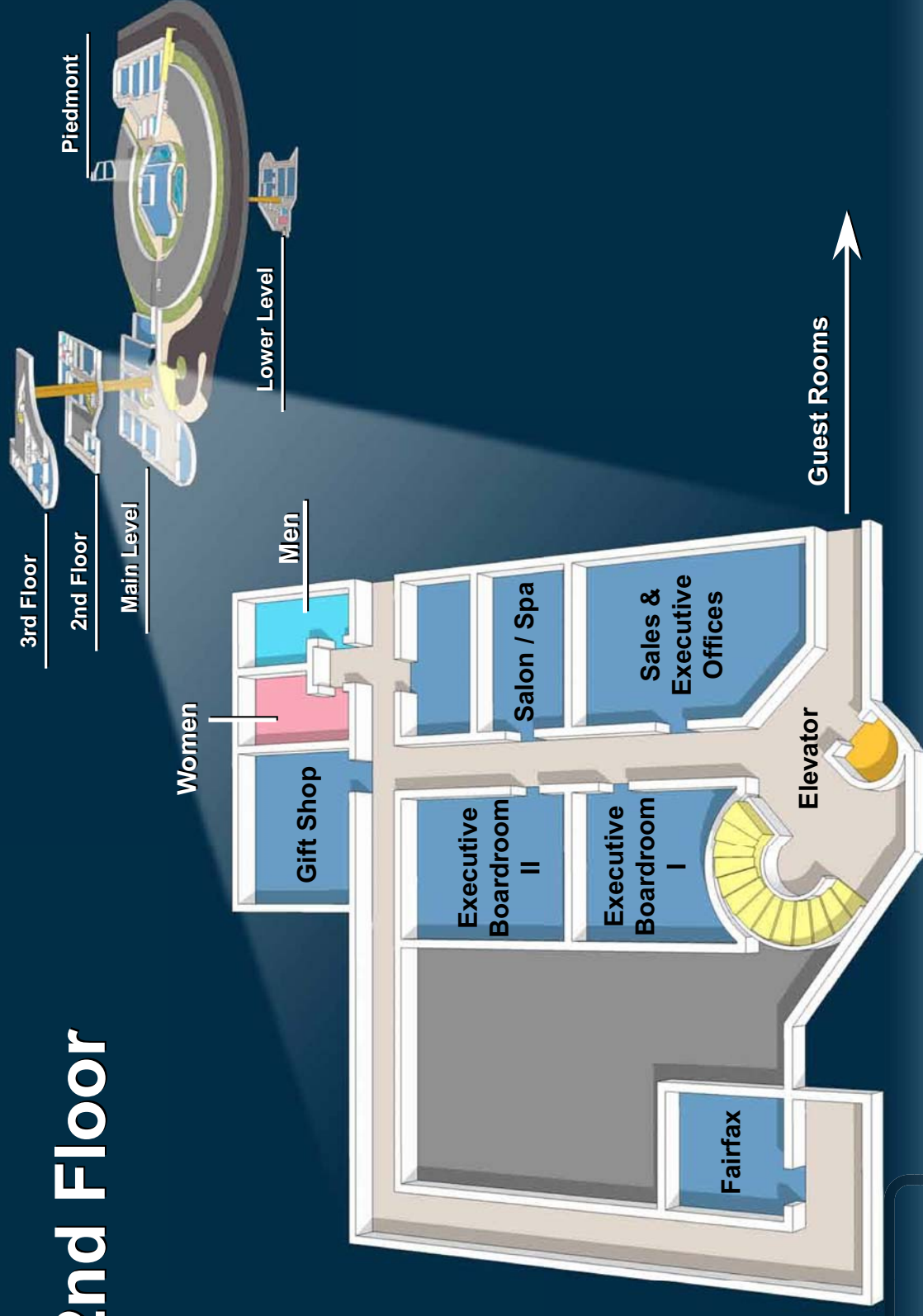
DRAFT

2nd Floor

Zoom In

Zoom Out

Reset

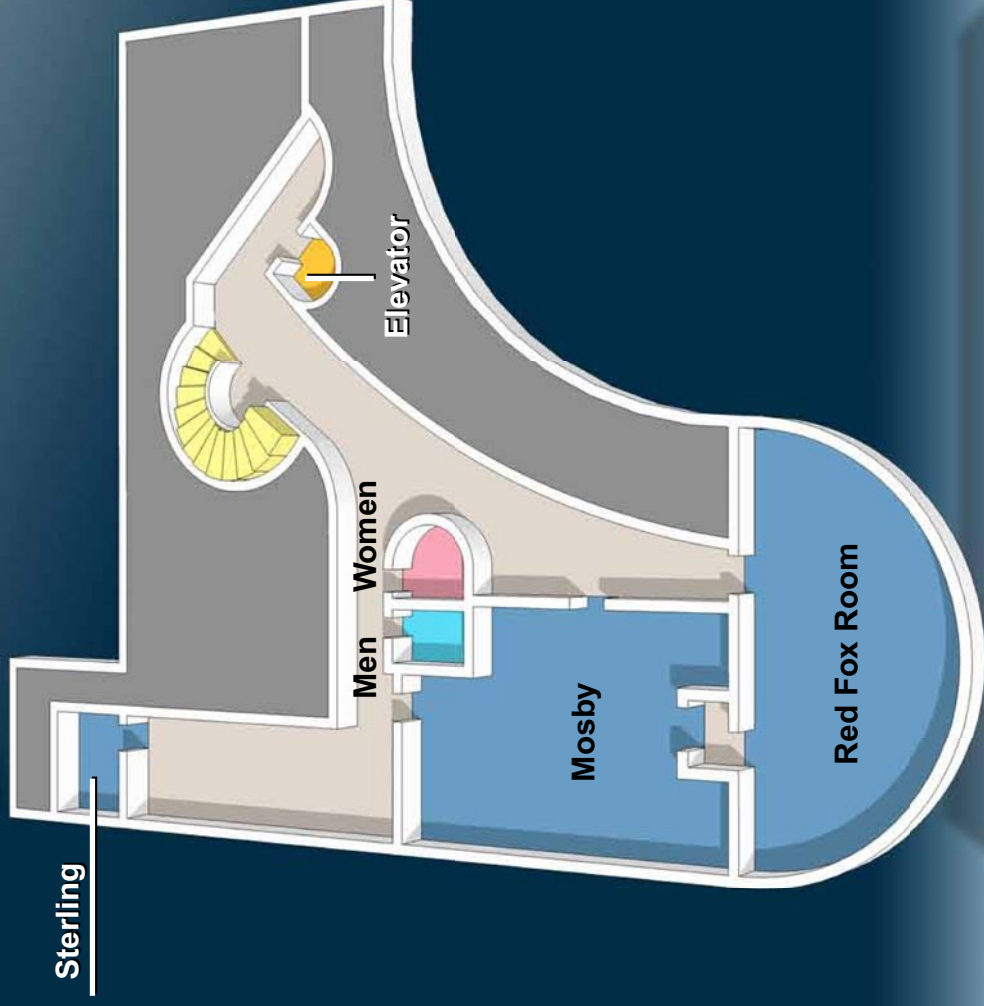


DRAFT

Zoom In

Zoom Out

Reset



UNION REGULATIONS

HERNDON, VIRGINIA 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 Stagehands 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 Stagehands 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.

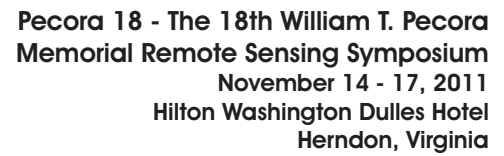
TIPPING

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



XPO/ us credit-card.cdr



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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 Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
_____	X _____	X \$0.48 =	_____
100 Square Feet Minimum Order	Total Number of Days		

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 Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
_____	X _____	X \$0.58 =	_____
100 Square Feet Minimum Order	Total Number of Days		

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.

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.

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

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	

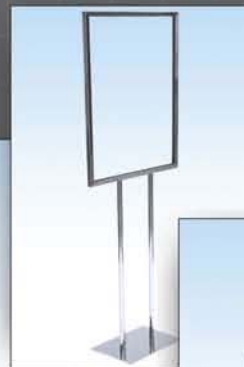
PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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

STANDARD RATE will be applied to all orders not received and paid in full by **October 28, 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.

Furniture & Accessories



~~Table Drape Samples~~



Burgundy



Red



Peach



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Drape Samples~~



Burgundy



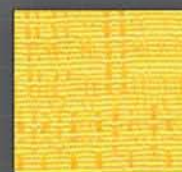
Red



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

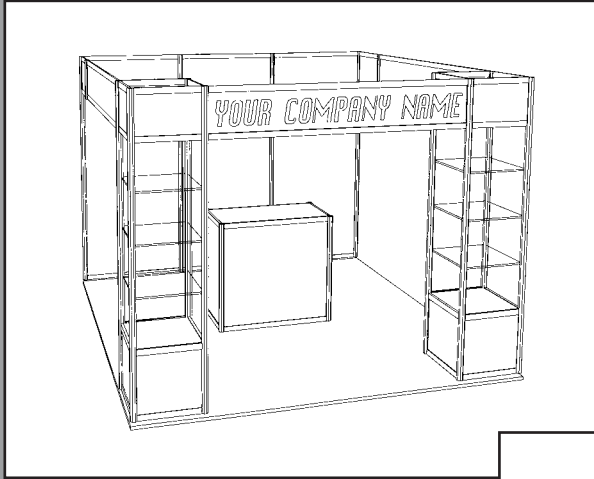
--- Plan D ---

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.



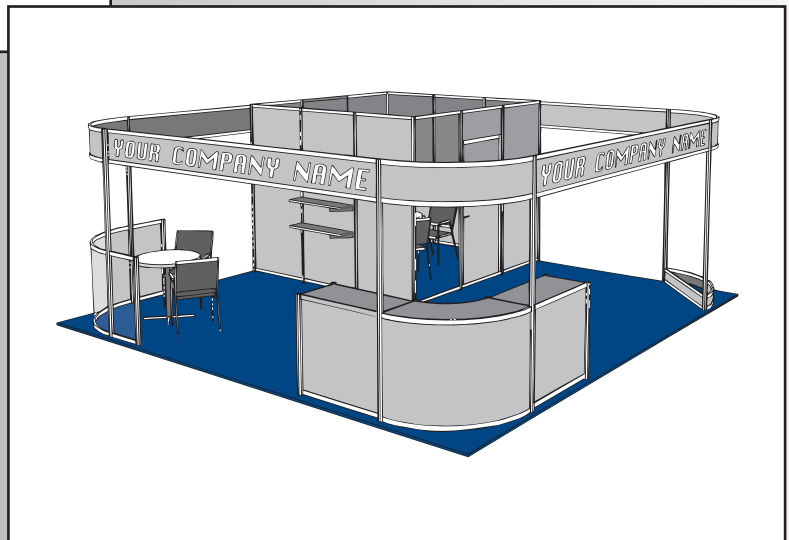
Built to exact specifications, each custom exhibit is:

- 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.

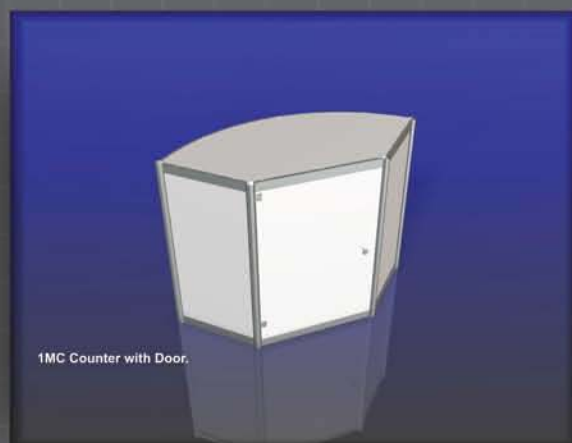
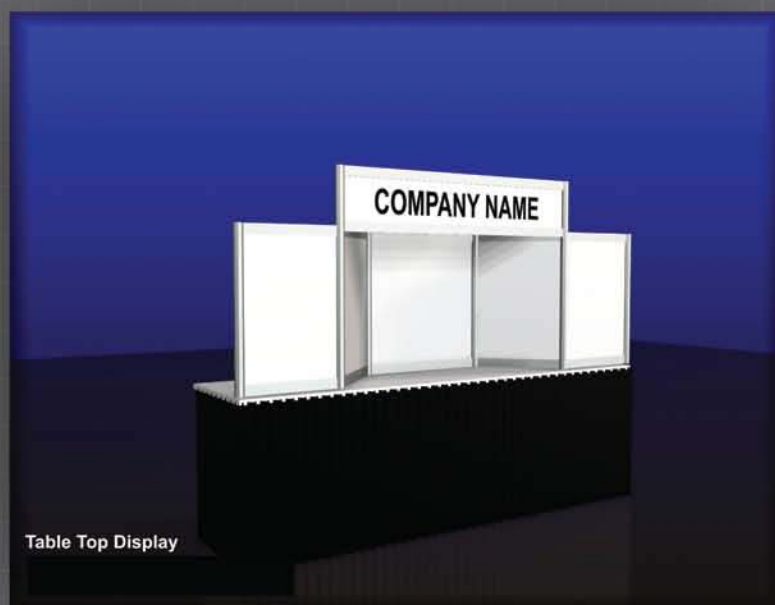
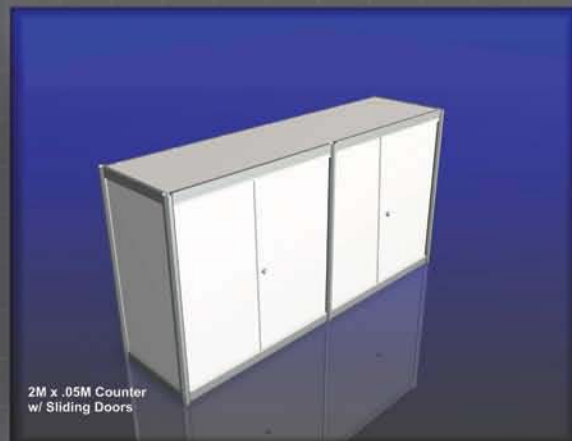
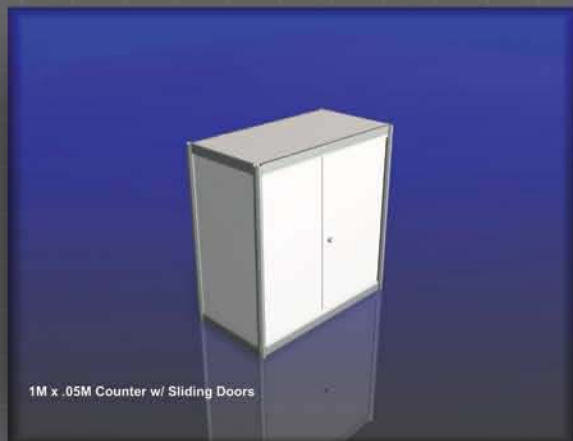


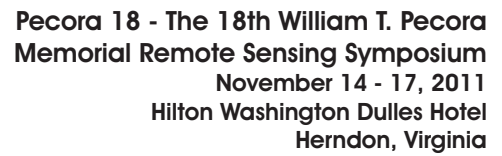
Call our experienced professionals for an innovative and customized approach.

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





2006 XPO/carpet-drape9X10.cdr



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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 **October 28, 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		
5.0 % 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 **October 28, 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.

XPO/carpet-drape-custom100.cdr





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

**Pecora 18 - The 18th William T. Pecora
 Memorial Remote Sensing Symposium**
 November 14 - 17, 2011
 Hilton Washington Dulles Hotel
 Herndon, Virginia

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		
5.0% 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 **October 28, 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.




2006 XPO/table-chair.cdr

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 5.0%		
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 **October 28, 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.

2006 XPO/spec-acces.cdr



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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		
5.0% 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 **October 28, 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.

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		
5.0% 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 **October 28, 2011**. We reserve the right to adjust orders calculated incorrectly.

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

Tabletop & Cabinets



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

**Pecora 18 - The 18th William T. Pecora
 Memorial Remote Sensing Symposium**
 November 14 - 17, 2011
 Hilton Washington Dulles Hotel
 Herndon, Virginia

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



☐ Vertical



☐ Horizontal

Levy Exposition Services Inc.
to design layout
☐

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		
5.0% 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 **October 28, 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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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		
5.0% 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 **October 28, 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.



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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 (½) 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 (½) 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 (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$156.00 per Hour	\$_____ Total	
				\$_____ Total	

INBOUND FREIGHT INFORMATION

Carrier	Date Shipped
Number of Pieces	Weight
Pro Number	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> 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.

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

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 VIRGINIA. 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 labor provided 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
- Local pick-up and delivery



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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

Overtime - 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out. ****

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 74.00	\$ 148.00
Special Handling Shipment.....	98.00	196.00
Uncrated or Pad Wrapped Shipment.....	104.00	208.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 82.00	\$ 164.00
Special Handling Shipment.....	106.00	212.00
Late to Warehouse (In Addition to Base Rate).....	42.00	84.00
Overtime Charge (Inbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 26.00	\$ 52.00
Special Handling Shipment.....	26.00	52.00
Uncrated or Pad Wrapped Shipment.....	26.00	52.00
Overtime Charge (Outbound)(In addition to above rates)		
Crated or Skidded Shipment.....	\$ 26.00	\$ 52.00
Special Handling Shipment.....	26.00	52.00
Uncrated or Pad Wrapped Shipment.....	26.00	52.00

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
Crated or Skidded Shipment	1200 LBS ÷ 100 = 12		\$82.00	\$984.00
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.		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
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyshow.com

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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
7600 Preston Drive
Landover, MD 20785

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 **October 11, 2011** and no later than **November 8, 2011**. **Shipments received before or after these dates will be assessed a \$42.00 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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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.
Hilton Washington Dulles Hotel
c/o Levy Exposition Services Inc.
13869 Park Center Road
Herndon, VA 20171

PLEASE NOTE THAT SHIPMENTS WILL NOT BE RECEIVED AT THE HILTON WASHINGTON DULLES HOTEL PRIOR TO 8:00AM ON MONDAY, NOVEMBER 14, 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 times 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 FLORIDA 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 HERNDON, VA.
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.



ADVANCE WAREHOUSE

To: _____

EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS / YRC
7600 Preston Drive
Landover, MD 20785

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
7600 Preston Drive
Landover, MD

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

Hilton Washington Dulles Hotel
c/o Levy Exposition Services Inc.
13869 Park Center Road
Herndon, VA 20171

EVENT: ASPRS 2011

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____



SHOWSITE

To: _____
EXHIBITOR NAME

Hilton Washington Dulles Hotel
c/o Levy Exposition Services Inc.
13869 Park Center Road
Herndon, VA 20171

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.



1-888-933-4228

Leading Provider of Global Logistics Solutions

ICAT Expo

Official Expedited Carrier
for
ASPRS, Pecora 18 Symposium
November 14-17, 2011 Herndon, VA

Obsessed with quality....

Services Offered

Next day

Second day

Deferred (3-5 day)

International services

Same day / expedite services

Customs brokerage

Warehousing



Committed to results



expo

A Division of ICAT Logistics, Inc.

For rates and scheduling, please contact us at:
www.icatexpo.com or call 1-888-933-4228

One Call, Right Solution...*DONE!*



ICAT Expo OFFICIAL EXPEDITED CARRIER

Schedule your Quote/Pick Up using any of these options:

WEB: www.icatexpo.com

FAX: 1-410-799-0118

E-MAIL: bwiops@icatlogistics.com

CALL: 1-888-933-4228

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 (Subject to change)	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:



LibertyCFS® Inc.

The Liberty Advantage

*Trust the shipping of your exhibit materials
to LibertyCFS® Inc.*

*No agonizing, we do all the organizing
...we deliver peace of mind
...we deliver freedom*

LibertyCFS® Inc.

100% dedicated to the
Convention and Trade Show
Industry

We are.....

... ***service driven*** specialists,
focused on getting you to and from
your event with door-to-door service

... a ***single point*** of contact

... ***all day – every day***

**TEAMWORK
TRUST
ACCOUNTABILITY**

TRANSPORTATION SERVICES...

Overnight / 2nd Day Service

Economy Air

Liberty Saver Express or Ground

Exclusive Use Full Trailer

International Freight Forwarding

Customs Brokerage Services

We design solutions tailored to fit
your shipping and customs needs

Need more information?

T: (905) 338-3993

www.libertycfs.com

F: (905) 338-1092

"Delivering Freedom®"

Philadelphia • Toronto • Montréal

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

We wish to use LibertyCFS Inc. for the following:

☐ Customs & Transportation ☐ Customs Only ☐ Transportation Only ☐ **Return Only**

Pick-up Location	Company			Destination	Exhibitor		Booth
	IRS # Tax ID				Show Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		Address 3		
	Contact				City	State	Zip
	Phone	Fax			On-site Contact		Cell

<input type="checkbox"/> Shipper	Other:			<input type="checkbox"/> Shipper	Other:		
Billing Address	Address 1			Return Freight to	Address 1		
	Address 2				Address 2		
	City	State	Zip		City	State	Zip
	Contact				Contact		
	Phone	Fax			Phone		
				PU Date Arrive by			

Credit Card	Card Number:		Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX	
	Expiry Date:	Security Code:	E-mail Address:	
	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

Pick up	Date	Hours - From	To
Delivery	Date	Time	

Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

☐ Express 2 Day ☐ Economy 5-7 Day
☐ Overseas ☐ Other (Specify below)

Declared Value for Carriage

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 \$ _____

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 _____

***Please note: When shipping to a second conference,
please complete a second form***



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

**Pecora 18 - The 18th William T. Pecora
Memorial Remote Sensing Symposium**
November 14 - 17, 2011
Hilton Washington Dulles Hotel
Herndon, Virginia

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 October 28, 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 Hilton Washington Dulles Hotel.** 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., Pecora 18 Conference and The Hilton Washington Dulles Hotel as additional insured's by October 28, 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 October 28, 2011. If this form and the certificate of insurance from the non-official contractor is not received by October 28, 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)



13869 Park Center Road
Herndon, VA 20171
Ph. 703-478-2900 Fax 703-478-9286

Hilton Washington Dulles Airport
Billing Information/Exhibitor Form
For Phone, High Speed Internet and Electrical Needs.

Payment must accompany form. Check/Money Order or Credit Card. Fill out below.

Event Name : ASPRS Fall 2011

Company Name _____

Contact Name _____

Date(s) of Event _____ Contact Phone _____ Contact Fax _____

Street Address _____ City _____ Zip Code _____

E-Mail Address _____

Credit Card # _____ Expiration Date _____

Cardholder Information if different from above. Please make sure name appears exactly as on Credit Card.

Cardholder Name _____

Street Address _____ City _____ Zip Code _____

Order Information

All orders from the Exhibitor Order Form must be accompanied by a check/money order or credit card authorization. Each submitted order will be billed upon receipt of the order by the Hilton Washington Dulles Airport. No refunds of orders cancelled less than 14 days prior the 1st day of show. Orders received less than 14 days prior to the 1st day of show will be charged a 25% surcharge.

I understand the conditions above and agree to them. I hereby authorize the Hilton Washington Dulles Airport to bill to my Credit Card from the information provided above.

Signed _____ Date _____

EXHIBITOR ORDER FORM **The Hilton Washington Dulles Airport**

ITEM**PRICE PER
DAY****QUANTITY****# OF DAYS****TOTAL****DRAYAGE**

Per Box –(one time charge, due at delivery/paid in advance)	\$35.00					
Crates: –(one time charge, due at delivery/paid in advance)	\$0.50/lbs					
First 20 pounds are complementary						

ELECTRICAL

Single 20 amp outlet	\$35.00					
Dedicated 100 amp outlet	\$250.00					

Any order requiring more than standard 110v outlets (such as the type one would plug a standard electrical appliance into) are custom orders.
Please contact your Convention Services Manager at @ 703-478-2900 to order.

PHONE & INTERNET ACCESS

Dedicated Analog Line	\$100.00					
High Speed Internet LAN	\$250.00					
High Speed Internet - Wireless	\$250.00					
Internal House Phone	\$35.00					

Sub Total
State Sales Tax - 5%

GRAND TOTAL		\$
--------------------	--	-----------

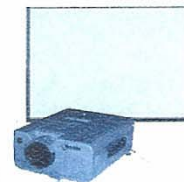
This form must be accompanied by Billing Information/Exhibitor Form and Method of Payment.
All orders received less than 14 days prior to the 1st day of the show will be charged a 25% late fee.

BOOTH NUMBER: _____



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

November 14th – 17th

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	\$ 80.00
		Subtotal:	_____
Contact Name _____		Service Charge	_____
Cell # _____		(5% of Subtotal)	_____
		Grand Total	_____

Orders must be received by November 4th, any orders placed after the 4th 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@techexprss.com