



Brede-Boston • 100 Industrial Park Rd. • Hingham, MA 02043-4313 • (781) 741-5900 • Fax (781) 741-5902

Oceans Americas

Hynes Convention Center

Boston, MA

September 18-22, 2006

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Oceans Americas* event. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service kit are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Customer Service at csboston@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer your questions and assist with any last minute requirements.

We look forward to working with you and your company towards a successful show.

Thank you.



GENERAL INFORMATION

BREDE CUSTOMER SERVICE

- (781) 741-5900 • Fax (781) 741-5902 • e-mail: csboston@brede.com
- Office Hours: 8:00 AM - 4:30 PM (eastern time)
- Questions regarding table & drape, booth furnishings, carpet, labor, material handling, Brede rental exhibits, signs, hanging signs, and forklift.
- No telephone orders accepted; please fax your order and credit card information to Brede.
- No orders will be accepted until August 1, 2006.

ASSOCIATION CONTACT

Mike Stewart (781) 934-0790

EACH BOOTH INCLUDES

- 8' high back drape
- 3' high side drape
- (1) one-line booth ID sign with booth number

SHOW COLORS

Show Colors: Silver Aisle Carpet Color: Blue

MATERIAL HANDLING

- All shipments received at the warehouse after **September 8, 2006** are subject to additional late shipment charges.
- A credit card is required for Material Handling Services. Please complete on the "Recap of Services" form.
- Refer to the Estimated Material Handling Order Form for shipping addresses.
- A Brede Bill of Lading is required for all outbound shipments. Please turn in at the Brede Service Desk on show site.
- Exhibitors are urged to carry ALL-RISK INSURANCE to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be done by riders to existing policies. Please read our Limits of Liability.

INSTALLATION & DISMANTLE INFORMATION

Exhibitor Move-In:	Sunday	September 17, 2006	12:00 noon - 5:00 PM
	Monday	September 18, 2006	8:00 AM - 5:00 PM
Show Hours:	Tuesday	September 19, 2006	10:00 AM - 5:00 PM
	Wednesday	September 20, 2006	9:00 AM - 5:00 PM
	Thursday	September 21, 2006	9:00 AM - 3:00 PM
Exhibitor Move-Out:	Thursday	September 21, 2006	3:00 PM - 7:00 PM

* Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **5:00 PM on Thursday, September 21, 2006.**

BOOTH UTILITIES & ADDITIONAL SERVICES

For electrical, telephone and booth cleaning, please contact the Hynes Convention Center using the forms included in this manual.

For floral, audio visual, and computers please contact the individual contractors from the enclosed order forms.

EXHIBITOR SAFETY

Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

PAYMENT & PRICING POLICIES

Please make your Show Site Representative aware of the following policies:

DISCOUNT & STANDARD PRICING

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:

Custom Exhibits	August 18, 2006
Rentals	September 1, 2006
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

Advance to Warehouse Discount	September 8, 2006
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PAYMENT SCHEDULE

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

METHOD OF PAYMENT

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- No adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy
- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor. See Third Party Payment Policy form.

MISCELLANEOUS

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to third parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met:

1. The credit card information below MUST be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the invoice(s) to the credit card number provided.
2. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party PRIOR TO THE LAST DAY OF THE SHOW, charges will revert back to the exhibitor and must be paid prior to the close of the show.
3. If the 3rd Party Payor requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

The exhibiting firm is ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment prior to the close of the show, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING FIRM PRIOR TO THE CLOSE OF THE SHOW.

THIRD PARTY COMPANY NAME:

COMPLETE ADDRESS:

AUTHORIZED BY:

SIGNATURE:

PHONE #:

FAX #:

E-MAIL ADDRESS:

CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my representative at show site, including material handling and labor charges. If credit card is denied, Standard - Floor pricing prevails and a \$25.00 service charge will be added.

ZIP CODE IS REQUIRED FOR
ALL CREDIT CARD PURCHASES

Cardholder's Name _____ Cardholder's Signature _____

Cardholder's Address _____ City _____ State _____ Zip _____

Visa MC AmEx ACCT. #

[illegible]

Exp. Date

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name	Contact Person	Booth No.
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Address _____ City/State _____ Zip _____

Phone () Fax () e-mail address

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

RECAP OF SERVICES ORDERED / BILLING AUTHORIZATION

This form must be returned to Brede with your completed order forms and payment in full.

BOOTH #

CARPET ORDER..... \$ _____
TABLE & DRAPE ORDER..... \$ _____
BOOTH FURNISHINGS ORDER..... \$ _____
ESTIMATED MATERIAL HANDLING ORDER..... \$ _____
LABOR ORDER..... \$ _____
FORKLIFT ORDER - BOOTHWORK ONLY..... \$ _____
BREDE RENTAL EXHIBITS ORDER..... \$ _____
SIGN ORDER..... \$ _____
HANGING SIGN ORDER..... \$ _____

TOTAL ESTIMATED CHARGES..... \$ _____

☐ Please check here if you are tax exempt and include a copy of your exemption certificate.
No adjustments for tax exempt status will be made after close of the show.

PAYMENT METHOD

Our Federal ID # is 04 -1157600

☐ **CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard - Floor pricing prevails and a \$25.00 service charge will be added.

**ZIP CODE IS REQUIRED FOR
ALL CREDIT CARD
PURCHASES**

Cardholder's Name _____ Cardholder's Signature _____

Cardholder's Address _____ City _____ State _____ Zip _____

Visa MC AmEx

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date

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☐ **ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES:**

Check Number _____ Dated _____ In the Amount of \$ _____

Note: International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee \$25.00.

Please put Oceans Americas & booth number on all payments.

Purchase Orders are not considered payment, therefore, a check or credit card is required.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.
ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW.
Orders received without full payment or credit card information will not be processed.
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

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CARPET ORDER FORM

CARPET COLORS: *Black, Blue, Burgundy, Forest Green, Gold, Grey, Red, Purple and Teal*
(If no color is selected, show colors prevail.)

QTY	STANDARD EXPO CARPETING (includes taping on front edge)		DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____	9' X 10' CARPET (510)	Color: _____	\$ 146.25	\$ 194.00	\$ _____
_____	9' X 20' CARPET (520)	Color: _____	\$ 292.50	\$ 388.00	\$ _____
_____	9' X 30' CARPET (530)	Color: _____	\$ 438.75	\$ 582.00	\$ _____
_____	9' X 40' CARPET (540)	Color: _____	\$ 580.00	\$ 776.00	\$ _____
<u>SPECIAL CUT STANDARD CARPETING</u>					
_____	FULL COVERAGE CARPET (570)	Color: _____ Size: _____ ft. X _____ ft.	\$ 4.90 per sq. ft. (100 sq. ft. minimum)	\$ 6.50 per sq. ft. (100 sq. ft. minimum)	\$ _____
<u>OPTIONS</u>					
_____	CARPET PAD (580)	Size _____ ft. X _____ ft.	\$ 1.50 per sq. ft.	\$ 2.00 per sq. ft.	\$ _____
_____	VISQUEEN COVERING (599)	Size _____ ft. X _____ ft.	\$ 2.00 per sq. ft.	\$ 3.00 per sq. ft.	\$ _____

PLUSH CUSTOM CARPETING (595)

Colors: *French Beige, Black, Gray Pearl, Charcoal, Emerald, Jade, Red, Blue Mist, Colony Blue, Cabernet, Misty Mauve, and White*

Booth Size _____ ft. X _____ ft. = _____ sq. ft. at \$ 5.50 per sq. ft. \$ 7.50 per sq. ft. \$ _____
(100 sq. ft. minimum)

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

PLEASE NOTE:

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

SEPTEMBER 1, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

5% MA State Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

Orders received without full payment or credit card information will not be processed.

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # _____

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

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TABLE & DRAPE ORDER FORM

DRAPE COLORS: Black, Blue, Burgundy, Forest Green, Grey, Plum, Red, Teal, White and Gold
(If no color is selected, show colors prevail.)

QTY		DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
	30" EXPO TABLES ~ DRAPED (30" high with white vinyl top)			
_____	2' X 2' DRAPED TABLE (20) Color: _____	\$ 87.50	\$ 107.50	\$ _____
_____	4' X 2' DRAPED TABLE (40) Color: _____	\$ 99.50	\$ 129.50	\$ _____
_____	6' X 2' DRAPED TABLE (60) Color: _____	\$ 121.00	\$ 158.50	\$ _____
_____	8' X 2' DRAPED TABLE (80) Color: _____	\$ 142.00	\$ 184.50	\$ _____
_____	FOURTH SIDE DRAPING ____ 4' X 2' (960) ____ 6' X 2' (961) ____ 8' X 2' (962)	\$ 43.50	\$ 56.50	\$ _____
	42" EXPO TABLES ~ DRAPED (42" high with white vinyl top)			
_____	2' X 2' DRAPED TABLE (24) Color: _____	\$ 118.00	\$ 138.00	\$ _____
_____	4' X 2' DRAPED TABLE (44) Color: _____	\$ 125.00	\$ 162.50	\$ _____
_____	6' X 2' DRAPED TABLE (64) Color: _____	\$ 152.00	\$ 197.00	\$ _____
_____	8' X 2' DRAPED TABLE (84) Color: _____	\$ 170.00	\$ 220.50	\$ _____
_____	FOURTH SIDE DRAPING ____ 4' X 2' (963) ____ 6' X 2' (964) ____ 8' X 2' (965)	\$ 51.00	\$ 66.00	\$ _____
	EXPO TABLE RISERS ~ DRAPED (12" high with white vinyl drape)			
_____	4' X 12" DRAPED RISER (744)	\$ 60.50	\$ 78.50	\$ _____
_____	6' X 12" DRAPED RISER (746)	\$ 70.00	\$ 90.50	\$ _____
	30" EXPO TABLES ~ UNDRAPED (30" high with white vinyl top)			
_____	2' X 2' UNDRAPED TABLE (220)	\$ 58.00	\$ 78.00	\$ _____
_____	4' X 2' UNDRAPED TABLE (240)	\$ 63.75	\$ 82.00	\$ _____
_____	6' X 2' UNDRAPED TABLE (260)	\$ 74.50	\$ 96.25	\$ _____
_____	8' X 2' UNDRAPED TABLE (280)	\$ 85.00	\$ 110.00	\$ _____
	42" EXPO TABLES ~ UNDRAPED (42" high with white vinyl top)			
_____	2' X 2' UNDRAPED TABLE (224)	\$ 70.00	\$ 90.00	\$ _____
_____	4' X 2' UNDRAPED TABLE (244)	\$ 78.50	\$ 102.00	\$ _____
_____	6' X 2' UNDRAPED TABLE (264)	\$ 89.00	\$ 115.75	\$ _____
_____	8' X 2' UNDRAPED TABLE (284)	\$ 97.50	\$ 126.50	\$ _____
	EXPO SPECIAL DRAPING (Other than provided booth draping)			
_____	3' HIGH/PER LINEAR FOOT (686) Color: _____	\$ 13.25	\$ 17.25	\$ _____
_____	8' HIGH/PER LINEAR FOOT (688) Color: _____	\$ 17.00	\$ 22.00	\$ _____

PLEASE NOTE:

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

SEPTEMBER 1, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

5% MA State Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

Orders received without full payment or credit card information will not be processed.

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # _____
















Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

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(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

BOOTH FURNISHINGS ORDER FORM

QTY			DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____		Padded Side Chair - Grey Fabric (420)	\$ 54.75	\$ 71.00	\$ _____
_____		Padded Arm Chair - Grey Fabric (440)	\$ 67.75	\$ 88.25	\$ _____
_____		Counter Stool with Back - Grey Fabric (450)	\$ 75.25	\$ 107.50	\$ _____
_____		Pedestal Table - 30" h <input type="radio"/> 30"d <input type="radio"/> 36"d	\$ 96.00	\$ 124.75	\$ _____
_____		Pedestal Table - 42" h <input type="radio"/> 30"d <input type="radio"/> 36"d	\$ 104.25	\$ 135.50	\$ _____
_____		Coffee Table 30"l x 20"w x 16"h' (602)	\$ 77.50	\$ 100.00	\$ _____
_____		Waste Basket (600)	\$ 20.75	\$ 26.75	\$ _____
_____		Floor Easel (605)	\$ 29.25	\$ 38.00	\$ _____
_____		Sign Stand - 22" x 28" (620)	\$ 69.00	\$ 89.00	\$ _____
_____		Coat Tree (610)	\$ 42.00	\$ 50.00	\$ _____
_____		Bag Rack (611)	\$ 53.00	\$ 74.00	\$ _____
_____		Literature Rack (614)	\$ 97.50	\$ 126.75	\$ _____
_____		Garment Rack (612)	\$ 75.00	\$ 97.50	\$ _____
_____		Tackboard 4' x 8' (640) (All tackboards are horizontal & double-sided)	\$ 147.00	\$ 181.75	\$ _____
_____		Perfboard 4' x 8' <input type="checkbox"/> Horizontal (644) <input type="checkbox"/> Vertical (642)	\$ 159.00	\$ 206.75	\$ _____

Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:
SEPTEMBER 1, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

5% MA State Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.
Orders received without full payment or credit card information will not be processed.
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

JOB # _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

IMPORTANT! PLEASE READ!

LIMITS OF LIABILITY

Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

LIMITATIONS OF BREDE EXPOSITION SERVICE'S LIABILITY AND RESPONSIBILITY

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

MATERIAL HANDLING RATE SCHEDULE

- All shipments received at the warehouse after **September 8, 2006**, are subject to additional late shipment charges.*
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Advance shipments received at the warehouse will be stored for up to 30 days prior to the move-in.
- Direct Shipments will be accepted **during exhibitor move-in hours only**. Early Shipments will be refused.
- Rates include: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (get empty labels from on-site Brede Service Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.
- Shipments must be sent prepaid. Collect Shipments will be refused.
- Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Straight Time
both move-in & move-out on ST
per 100 lbs.

O/T
One Way**
Show move-out on OT
per 100 lbs.

200 lb. MINIMUM per shipment

SHIPMENTS ~ CRATED

Includes shipments that can be unloaded at the dock with no additional handling required.

ADVANCE TO WAREHOUSE

\$78.00

\$105.50

DIRECT TO SHOW

\$76.00

\$110.75

SHIPMENTS ~ SPECIAL HANDLING

Includes shipments that are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without delivery receipts, such as Fed-EX, UPS, or POV (personally owned vehicles).

ADVANCE TO WAREHOUSE

\$97.50

\$146.00

DIRECT TO SHOW

\$95.00

\$143.00

SHIPMENTS - UNCRATED, UNSKIDDED OR WRAPPED

Includes shipments that are not in crates, cases, or boxes and/or unskidded machinery without proper lifting bars or hooks.

DIRECT TO SHOW ONLY

\$114.00

\$175.00

SMALL PACKAGES ~ ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE

- Receive cartons/envelopes weighing less than 25 lbs. per shipment without documentation.
- Deliver to booth (without guarantee of piece count or condition).

SMALL PACKAGES

\$45.00

*LATE SHIPMENTS

- Freight received at the warehouse **AFTER September 8, 2006** add an additional
- Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)

LATE SHIPMENTS

\$27.00
per 100 lbs.

SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE ~ VEHICLE SPOTTING

• Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$250.00 minimum. • Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees ~ prior to 30 days before show, or after 3 days following the show \$1.25 per 100 lbs. per day ~ (\$35.00 minimum). • On-Site container storage for freight brought in by exhibitors - \$16.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.

*** Freight handled BOTH into and out of the exhibit area on overtime will be charged overtime rates both ways.

SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. 200 lb. minimum charge applies to each shipment Brede receives. Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this **entire** shipment will result in the minimum 200 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in **TWO** 200 lb. minimum charges. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

OVERTIME CHARGES: Please see box above for detailed description.

Overtime charges apply on INBOUND shipments if:

1. Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
2. Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
3. A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Overtime charges apply on OUTBOUND shipments if:

1. Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
2. Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Inbound Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments.

Empty Container Labels: Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels.

*If you have any questions regarding the above information, please call Brede Exposition Services
at (781) 741-5900 • Fax (781) 741-5902 e-mail: csboston@brede.com*

ESTIMATED MATERIAL HANDLING ORDER FORM**INBOUND SHIPPING INFORMATION****ADVANCE SHIPMENTS:****Please use provided freight labels
Receiving hours: M - F 8:00 a.m. to 4:00 p.m.*TO: Your Company Name / Booth #
FOR: **Oceans Americas**
Brede Exposition Services*
c/o Yellow Freight Systems
1555 Bedford Street
N. Abington, MA 02351**DIRECT SHIPMENTS:****Received ONLY during exhibitor move-in hours
NOT BEFORE September 17, 2006*TO: Your Company Name / Booth #
FOR: **Oceans Americas**
c/o Brede Exposition Services
Hynes Convention Center via
Cambria St. Loading Dock
900 Bolyston Street
Boston, MA 02115

*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	EST. DATE OF ARRIVAL	EST.COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS <i>Warehouse</i>						
DIRECT SHIPMENTS <i>Showsite/ Exhibit Hall</i>						

What is the weight of the single heaviest piece being shipped (if greater 3,000 pounds)? _____

Please provide a contact name and phone number for the person in charge of your move-in:

CONTACT NAME _____ PHONE #: _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND BILLS OF LADING** must be completed and turned in at the Brede Service Desk.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.
- Local cartage and storage services are available ~ rates furnished upon request.

JOB # _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth No. _____
Address _____ City/State _____ Zip _____
Phone () _____ Fax () _____ e-mail address _____**MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313**
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

ADVANCE WAREHOUSE

SHIP TO:

Brede EXPOSITION SERVICES
c/o Yellow Freight Systems
1555 Bedford Street
N. Abington, MA 02351

Oceans Americas
Hynes Convention Center
Boston, MA
September 18-22, 2006

Exhibitor _____

Booth No(s): _____

Must be received by:
September 8, 2006

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

ADVANCE WAREHOUSE

SHIP TO:

Brede EXPOSITION SERVICES
c/o Yellow Freight Systems
1555 Bedford Street
N. Abington, MA 02351

Oceans Americas
Hynes Convention Center
Boston, MA
September 18-22, 2006

Exhibitor _____

Booth No(s): _____

Must be received by:
September 8, 2006

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

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
If more labels are needed, copies are acceptable.

ATTENTION!
HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

DIRECT TO SHOW SITE

SHIP TO:

Brede EXPOSITION SERVICES

Hynes Convention Center
via Cambria St. Loading Dock
900 Bolyston Street
Boston, MA 02115

Oceans Americas

*Hynes Convention Center
Boston, MA
September 18-22, 2006*

Exhibitor _____

Booth No(s): _____

*No shipments accepted before:
September 17, 2006*

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

DIRECT TO SHOW SITE

SHIP TO:

Brede EXPOSITION SERVICES

Hynes Convention Center
via Cambria St. Loading Dock
900 Bolyston Street
Boston, MA 02115

Oceans Americas

*Hynes Convention Center
Boston, MA
September 18-22, 2006*

Exhibitor _____

Booth No(s): _____

*No shipments accepted before:
September 17, 2006*

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

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to SHOW-SITE.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT SHOW-SITE.

EXHIBIT SERVICES

THE SHOW MUST GO ON. AND WE'LL MAKE SURE IT DOES.



We Get Your

Show On The Road.

Or In The Air.

Your Choice.



Brede Exposition Services

has selected **Yellow®** as the recommended **Ground and Air Transportation Provider** for your Trade Show. To insure prompt handling of your exhibit shipments both *to* and *from* the Trade Show, please route all Ground shipments via **Yellow** and all Air shipments via **Yellow Exact Express®**.

Shipping Your Trade Show Exhibit

- Specify the name of your Trade Show and Booth Number on your shipping documents and labels.
- Ship prepaid to the Trade Show as the show contractor does not accept collect shipments.
- When you are ready to ship to your Trade Show, call the Yellow Customer Service Center at **1-800-610-6500** to arrange your pick-up via Yellow **Exact Express**, **Definite Delivery®**, or **Standard Ground™**.

When the Trade Show is Over

- Specify on your shipping documents which service you prefer: Yellow **Exact Express**, **Definite Delivery**, or **Standard Ground** to deliver your exhibit to its next destination.



YELLOW

The recommended **Ground and Air Transportation Provider** for your Trade Show

Yellow Exhibit Services

We get your show on the road. Or in the air. Your choice.

Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your Trade Show materials need to be and whenever they need to be there, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed.

On-Site Representation

Yellow Exhibit Services has on-site representation available at most major Shows to ensure your special shipping needs are handled efficiently.

Award Winning Customer Service Center And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to www.myyellow.com to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada, and Mexico provides prioritized handling of your valuable Trade Show shipments. Anywhere and Any Time – Yellow Exhibit Services delivers for you.

Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, Yellow Exhibit Services can manage your Show on the road or in the air.

Specializing In Expedited Solutions

Exact Express®

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**

Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.

- **Proactive Notification**

If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

Definite Delivery®

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground™ Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust Yellow Exhibit Services for on-time deliveries.

Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – Yellow Exhibit Services says Yes We Can.

Proud to be members of:



YES WE CAN.®

myyellow.com



HYNES CONVENTION CENTER EXHIBITOR MOVE IN PROCEDURES

EXHIBITOR MOVE IN PROCEDURES

ALL Exhibitor Move In is restricted to the Hynes Convention Center Loading Dock.

No exhibitor will be allowed access with any move in materials, via the Boylston Street or Prudential Mall Entrance.

BOSTON AREA LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this, please address them to Brede Exposition Services or to Show Management directly.

The unpacking, erection, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company who will be staffing the exhibit. The official labor contractor for the exposition will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for temporary labor can be made through the official service contractor. Official labor order forms are included in the exhibitor service manual.

MATERIAL HANDLING

Exhibitors are allowed to perform their own drayage, provided that their freight is delivered in their *personal automobile* and they use their own bonafide company employees and *hand carry* the freight into the building and to the booth.

In addition to common carriers and van lines, shipments can be delivered to the dock in any private vehicle - rental trucks, autos, station wagons, company trucks, etc. Please note that exhibitors delivering to the dock in their personal automobiles are limited to hand carrying their freight via the passenger elevators with a 200 pound maximum. ***Freight being delivered to the loading dock in any vehicle other than a personal automobile must be unloaded and delivered by the official drayage contractor.*** There is a charge for this service. No fork trucks, pallet jacks, or dollies may be used by anyone other than the official drayage contractor.

BOOTH LABOR

Exhibitors are allowed to set-up and or dismantle their own booths, provided they use their own bonafide company employees who will be staffing the exhibit. Please advise them not to bring outside labor of any kind. Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, unless they are members in good standing of Teamsters Local 82.

I. Exhibitors must use their own bonafide personnel or union personnel hired from Brede Exposition Services for installation and dismantling of exhibits.

OR

II. Non-official installation and dismantling contractors may provide supervision. Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- A. Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The Intent to Use Non-Official Contractor forms must be completed and returned no less than thirty (30) days prior to setup.
- B. Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- C. Non-Official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- D. All personnel must display proper identification at show site.

This statement and insurance rider are not required by the exhibitors who plan to setup and dismantle their own booths or equipment with their own employees.

All non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

GRATUITIES

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink wrapping and banding of materials.

	Per Person - Per Hour	Labor Hours
STRAIGHT TIME	\$ 92.00	Monday through Friday, 8:00 a.m. to 4:30 p.m.
OVERTIME	\$138.00	Monday through Friday, 4:30 p.m. to 8:00 a.m. All day Saturday
DOUBLE TIME	\$ 184.00	All day Sunday and observed union holidays

- **ONE HOUR MINIMUM PER PERSON** ~ Labor thereafter is charged in 1/2 hour increments per person.
- All orders must be received by **September 1, 2006**. A 20% surcharge will be assessed on all Late/ Floor orders.
- **Labor cancellations** must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested.
- **A credit card is required for all labor orders.**

LABOR FOR	DATE	TIME	# OF LABORERS REQUESTED	EST. TIME PER PERSON	TOTAL EST. HRS.	SUPERVISION OPTION (circle one)	
SET-UP						A <input type="checkbox"/> Brede Supervised	B <input type="checkbox"/> Exhibitor Supervised
DISMANTLE						A <input type="checkbox"/> Brede Supervised	B <input type="checkbox"/> Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Work is performed under Brede supervision; and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for installation and \$45.00 for dismantle. **Please provide the following information:**

Set Up Information:

Booth display being shipped to:

- ☐ Warehouse
☐ Showsite

Scheduled to be delivered on: _____

Special Tools/ equipment required:

- ☐ _____

Shipment consists of:

Crates _____
 Carpets/pads _____
 Cartons/boxes _____

Carpet, if not shipped:

- ☐ Ordered from Brede
☐ None

Blue Prints & Exhibit Instructions:

- ☐ Attached
☐ Shipped with display, in crate # _____

Electrical Placement is required under carpet:

- ☐ Yes
☐ No

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: _____

Attn: _____

Address: _____

City, ST Zip: _____

Official Show Carrier: ☐ Ground ☐ Air

Other Carrier: _____

(Showsite Bill of Lading prevails)

Telephone Number: _____

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Phone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5902 • FAX (781) 741-5902 • e-mail: csboston@brede.com

FORKLIFT ORDER FORM - BOOTH WORK ONLY

Forklifts with operators and helpers are available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. Do not order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

- Forklifts need to be ordered in advance for more than 5,000 lbs. capacity.
Please call your Brede Customer Service Representative to schedule and for a quote.
- All orders must be received by **SEPTEMBER 1, 2006**. A 20% surcharge will be assessed on all Late/ Floor orders.
- If cage is required, please call your Brede Customer Service Representative to schedule and for a quote.
- If crane is required, please call your Brede Customer Service Representative to schedule and for a quote.
- One hour will be charged on orders cancelled without 48 hours notice.
- Payment is due when services are rendered.
- A credit card is required for forklift services. Please complete credit card information on the "Recap of Services" form.

	Up to 5,000 lb. Capacity per forklift & operator	Helper (to spot machinery) per hour - per person	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$130.00	\$ 92.00	Monday through Friday, 8:00 a.m. to 4:30 p.m.
OVERTIME	\$170.00	\$138.00	Monday through Friday, 4:30 p.m. to 8:00 a.m. All day Saturday
DOUBLE TIME	\$210.00	\$184.00	All day Sunday and observed union holidays

	# of Forklifts up to 5,000 lbs. (w/Operator)	Weight of Heaviest piece	# of Helpers	DATE	TIME	APPROX. HOURS
Install						
Dismantle						

Describe Work to be Done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please Specify Other Equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required:

- ☐ Yes
☐ No

Please provide a contact name and phone number for the person in charge of your move-in:

CONTACTNAME _____ PHONE #: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address:

Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. Non-Official contractors must **submit** proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied.

If the exhibiting company fails to comply with any or all of the above, the Non-Official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The Non-Official contractor will be able to provide supervision only.

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

CELL PHONE /PAGER #:
(In case of emergency) _____

CONTACT IN BOOTH: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

B RENTAL EXHIBITS D E

--- 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

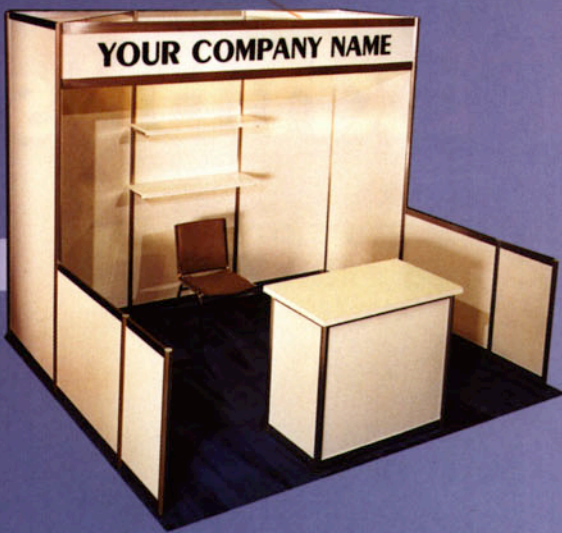
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---

20' X 20' Island

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

Plan A



Plan B



Plan C

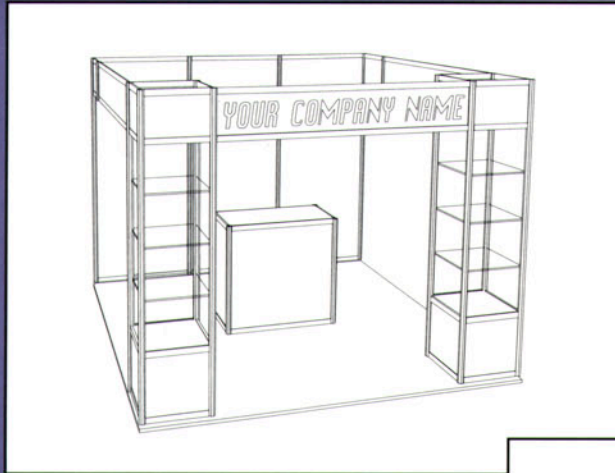


Plan D



Brede Custom Exhibits

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



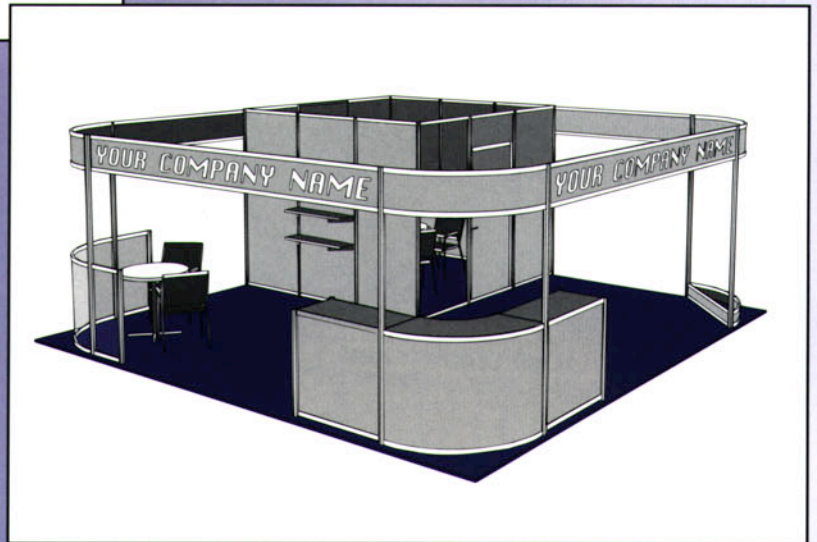
Built to exact specifications, each custom exhibit is:

- 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, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and customized approach.

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

Brede EXPOSITION SERVICES

BREDE RENTAL EXHIBITS ORDER FORM

	QTY.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
White Hardwall Panels				
Plan A ~ 10' exhibit (1000)	_____	\$ 1,935.00	\$ 2,515.00	\$ _____
Plan B ~ 20' exhibit (1010)	_____	\$ 3,710.00	\$ 4,825.00	\$ _____
Plan C ~ 20' exhibit (1020)	_____	\$ 4,247.00	\$ 5,525.00	\$ _____
Plan D ~ 20' x 20' exhibit (1030)	_____	\$ 6,640.00	\$ 8,630.00	\$ _____

Color Hardwall Panels				
Plan A ~ 10' exhibit (1001)	_____	\$ 2,205.00	\$ 2,870.00	\$ _____
Plan B ~ 20' exhibit (1011)	_____	\$ 4,247.00	\$ 5,525.00	\$ _____
Plan C ~ 20' exhibit (1021)	_____	\$ 4,810.00	\$ 6,255.00	\$ _____
Plan D ~ 20' x 20' exhibit (1031)	_____	\$ 7,633.00	\$ 9,925.00	\$ _____

• Choice of panel color (circle one): Black, Blue, Grey

Velcro Compatible Panels				
Plan A ~ 10' exhibit (1005)	_____	\$ 2,450.00	\$ 3,180.00	\$ _____
Plan B ~ 20' exhibit (1015)	_____	\$ 4,650.00	\$ 6,050.00	\$ _____
Plan C ~ 20' exhibit (1025)	_____	\$ 5,300.00	\$ 6,885.00	\$ _____
Plan D ~ 20' x 20' exhibit (1035)	_____	\$ 8,310.00	\$ 10,795.00	\$ _____

• Choice of panel color (circle one): Black, Blue, Grey

RENTAL INCLUDES:

- Standard Expo Carpeting ~ Choice of color: (circle one): *Black, Blue, Burgundy, Gold, Hunter Green, Grey, Purple, Red and Teal*
- Movable Counter ~ 18" x 39" x 40"
- Header ~ One line with black block letters
COPY: _____
(logos, color and special lettering available at an additional cost - call for quote)
- Labor to install and dismantle exhibit
- Material handling for rental exhibit where Brede is the official show contractor

ADDITIONAL OPTIONS:

	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
• Standard Counter 18" x 39" x 40" (1050)	_____	\$ 265.00 each	\$ 342.50	= \$ _____
• Adjustable Shelves (1060)	_____	\$ 46.00 each	\$ 59.50	= \$ _____
• Spot Lights (for use with rental unit only) (1070)	_____	\$ 40.00 each	\$ 52.00	= \$ _____

Additional booth furnishings can be found throughout this service kit.

Look for upgraded carpet, carpet pad, graphics, couches, chairs, etc. . .

PLEASE CALL FOR ADDITIONAL CUSTOM RENTAL DESIGNS

Please note:

Electricity is not included with rental.

Rental exhibits and panel colors are subject to availability. Please order early to assure colors and units desired.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

AUGUST 18, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

5% MA State Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

CANCELLED ORDERS WILL BE CHARGED 100%

Orders received without full payment or credit card information will not be processed.

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # _____

Company Name _____ Contact Person _____ Booth No. _____

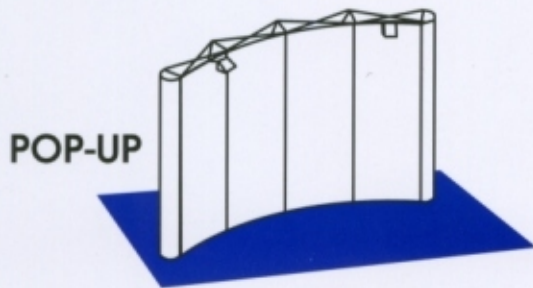
Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

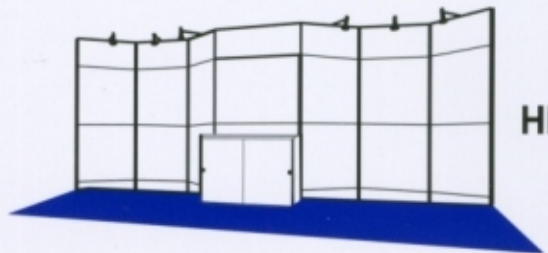
MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

Brede[®] EXPOSITION SERVICES

Dress up your Presentations with...

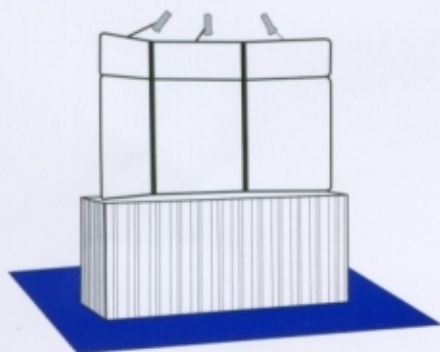


POP-UP

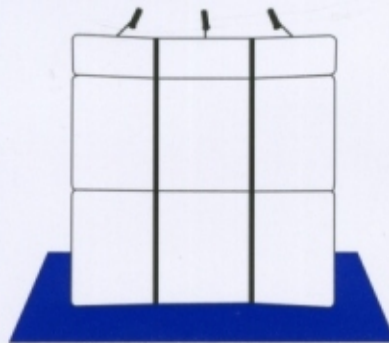


HP-20

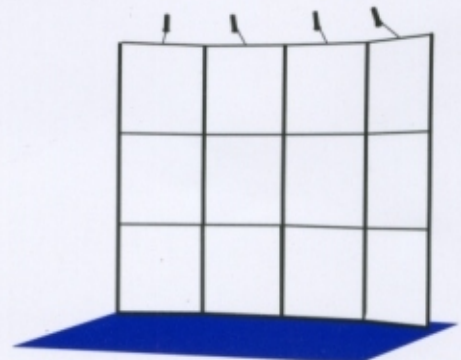
radius[®]
Rentals



FS TABLE TOP



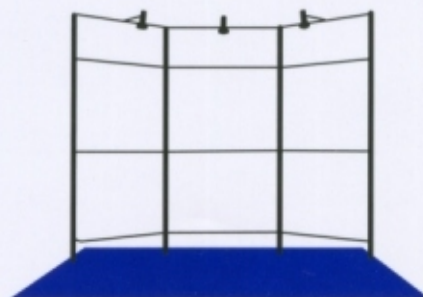
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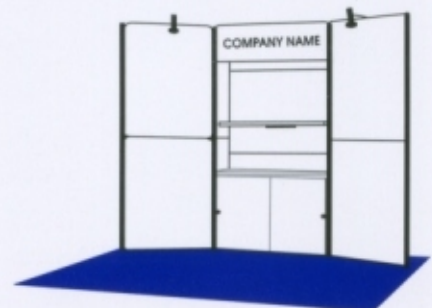
PS



VP



HP



BAY

RADIUS RENTAL ORDER FORM

Rental includes set-up and dismantle. All orders are subject to availability.
For custom exhibits and graphics call (301) 937-8600.

QTY	Description	Color Choose one	Discount Price	Standard Price	Total
	Pop-Up unit with lights. (1220)	Grey	\$ 850.00	\$ 1,020.00	
	HP-20 unit with lights. (1230)	Charcoal/Silver	\$ 2,250.00	\$ 2,700.00	
	FS Table top unit with lights. (1240)	Charcoal/Silver or Blue/Silver	\$ 475.00	\$ 570.00	
	FS Full unit with lights. (1250)	Charcoal/Silver or Blue/Silver	\$ 575.00	\$ 690.00	
	PS unit with lights. (1260)	Charcoal/Silver, Wine/Plat., or Blue	\$ 970.00	\$ 1,164.00	
	VP unit with lights. (1270)	Black/Silver or Blue	\$ 1,040.00	\$ 1,248.00	
	HP unit with lights. (1280)	Blue/Silver	\$ 990.00	\$ 1,188.00	
	Bay unit with lights. (1285)	Charcoal/Silver	\$ 1,200.00	\$ 1,440.00	

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

AUGUST 18, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

5% MA Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

Orders received without full payment or credit card information will not be processed.

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # [JOB NUMBER]

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043
(781) 741-5900 • Fax (781) 741-5902 • e-mail: csboston@brede.com

SIGN ORDER FORM

Special or custom signs can be made. Prices listed are for one color copy, ten words or less, on white card stock. We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	Additional Options	TOTAL
_____	7" X 44" <small>(1609)</small>	\$ 60.25	\$ 99.50	_____	\$ _____
_____	11" X 14" <small>(1611)</small>	\$ 65.75	\$ 104.00	_____	\$ _____
_____	14" X 22" <small>(1614)</small>	\$ 74.50	\$ 120.75	_____	\$ _____
_____	22" X 28" <small>(1622)</small>	\$ 89.25	\$ 151.50	_____	\$ _____
_____	28" X 44" <small>(1628)</small>	\$147.00	\$ 201.00	_____	\$ _____
_____	40" X 60" <small>(1607)</small>	\$153.00	\$ 209.50	_____	\$ _____

Additional Options

- Over 10 words, add \$2.00 per word (1680)
- Cardboard Easelback ~ \$8.00 (1670)
- Border (one color), add \$11.25 (1655)
Specify color: _____
- Colored Background, add \$17.00 (1665)
Specify color: _____
- Simple black & white logo, add 50% (1675)
- Color logo, add 50% for each color (1685)
- Schedule or menu sign, add 100% (1695)
- Directional Arrow (loose) ~ \$4.50 each (1690)

Sign Copy: _____ ☐ Vertical _____ ☐ Horizontal Color Ink _____ Additional Option(s) _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL MUST BE RECEIVED IN OUR OFFICE BY:

SEPTEMBER 1, 2006

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.
Orders received less than 48 hours prior to show opening and on Saturday, Sunday and
Holidays will be billed at DOUBLE the "Standard-Floor" price.

Sub Total \$ _____

5% MA State Tax \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

Orders received without full payment or credit card information will not be processed.

A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB # _____

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone (_____) _____ Fax (_____) _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com

HANGING SIGNS ORDER FORM

GENERAL INFORMATION

- Brede is responsible for assembly, installation and removal of all hanging signs.
- All orders must be received by **SEPTEMBER 1, 2006**. A 20% surcharge will be assessed on all Late/ Floor orders.
- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- All signs must have approved rigging points with the exception of cloth banners. Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- There will be a charge of \$65.00 per point for signs weighing over 50 pounds.**
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place electrical order on the appropriate form.
- Detailed diagram must be forwarded to our office with this completed form prior to the show.

	Lift & Crew per hour	HOUR MINIMUM
STRAIGHT TIME	\$350.00	Monday through Friday, 8:00 a.m. to 4:30 p.m.
OVERTIME	\$425.00	Monday through Friday, 4:30 p.m. to 8:00 a.m. All day Saturday
DOUBLE TIME	\$475.00	All day Sunday and observed union holidays

Installation Date	Time	# Hrs to Hang Sign	Weight lbs	Height ft	Length ft	Number of Pick Pts	Assembly Required	# Hrs to Assemble	Supervision
									<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> Brede Supervised <small>(30% supervision charge applies)</small>

All hanging signs must be assembled, installed, and removed by Brede Exposition Services. Exhibitors, display companies and/or I&D representatives may supervise, but will not be allowed to assemble, install and remove the hanging sign. Set up instructions must be provided with your order. The charge for Brede Supervision of Sign Hanging is 30% of the total bill.

Type

- ☐ Fabric - Cloth Banner
☐ Metal
☐ Wood
☐ Truss

Shape

- ☐ Circle
☐ Square
☐ Triangle

Electrical

- ☐ Yes
☐ No

Chain Motor

- ☐ Yes
☐ No

- The minimum crew consists of an operator, one additional laborer, and the equipment.
- One-hour minimum per laborer and equipment ~ 1/2 hour increments thereafter.
- Cancellation policy - 24-hour notice required to avoid a one-hour cancellation fee per crew and equipment.
- Materials will be priced as needed.
- There will be a one-hour minimum charge for the removal of all hanging signs.

Please provide a contact name and phone number for the person in charge of your move-in:

CONTACT NAME _____
PHONE NUMBER: _____

_____ ft. from top aisle
 (booth # _____)

_____ ft. from left side
 (booth # _____)

_____ ft. from right side
 (booth # _____)

_____ ft. from bottom aisle
 (booth # _____)

_____ ft. from top of sign to the floor.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

JOB #

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede Exposition Services • 100 Industrial Park Road • Hingham, MA 02043-4313
(781) 741-5900 • FAX (781) 741-5902 • e-mail: csboston@brede.com



1/2003

Bloomin' Exhibits

FEDERAL ID # 05-0463830

237 NEW MEADOW ROAD
BARRINGTON, RI 02806-3748
TEL (401) 247-0590 • FAX (401) 245-7719

NAME OF SHOW _____ DATE _____ LOCATION _____

EXHIBITING COMPANY* _____ CONTACT PERSON _____ BOOTH # _____

STREET _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED SIGNATURE _____ PHONE _____ FAX _____

E-MAIL _____

RENTAL

QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	\$40				Ivy, Pothos—MEDIUM	\$26		
	4' Green Plant	\$50				Ferns—MEDIUM	\$30		
	5' Green Plant	\$60				Ferns—LARGE	\$36		
	6' Green Plant	\$75				Bromeliad	\$30		
	Taller	PRICE ON REQUEST				Fish Bowl 8" GLASS	\$30		

PURCHASE (FLOWERING)

QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL
	Potted Mums (Yellow, White, Lavender)		\$25	
	Potted Seasonal Plant		\$30	
	Floral Arrangement/Seasonal	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$60 & up	
	Floral Arrangement/Tropical	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$65 & up	
	<input type="checkbox"/> Other			

PLEASE INCLUDE ORDER FORM WITH CHECK

TOTAL _____

TAX _____

GRAND TOTAL _____
ON SITE ORDERS 25% HIGHER

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: ☐ Basket ☐ White☐ Special Instructions/Requests: _____☐ Please have a designer see us at our exhibit. Date/Time: _____ Representative _____

PAYMENT PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT. A CHECK OR CREDIT CARD IS REQUIRED.

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: ☐ CHECK ☐ MC ☐ VISA ☐ AMEX CARD#

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER NAME _____ EXP DATE _____

CARDHOLDER ADDRESS _____ CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery, in U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. **Adjustments can not be made after the close of the show.** Cancellations must be received **in writing** 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

PLEASE NOTE: THIS ORDER FORM IS YOUR INVOICE. NO STATEMENT TO FOLLOW UNLESS SPECIFICALLY REQUESTED.***IF YOU ARE A 3RD PARTY VENDOR PLACING THE ORDER, PLEASE ATTACH A 2ND PAGE WITH YOUR NAME, ADDRESS, PHONE, FAX AND EMAIL.**



Massachusetts Convention Center Authority

Request for Exhibitor Electrical Services

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____@_____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT										
DESCRIPTION	REGULAR SERVICE			ADDITIONAL SERVICES AVAILABLE AS ADD-ONS						TOTAL DUE
	QTY	DISCOUNT RATE	STANDARD RATE	QTY	24-HOUR SERVICE	QTY	OVERHEAD SERVICE*	QTY	COMBINED 24-HOUR & OVERHEAD	
0-500 Watt Single Outlet		\$95.00	\$119.00		+50% rate		+100% rate		+150% rate	
501-1000 Watt Duplex Outlet		\$120.00	\$150.00		+50% rate		+100% rate		+150% rate	
1001-2000 Watt Quad Box		\$145.00	\$181.00		+50% rate		+100% rate		+150% rate	
2001-4000 Watt Quad Box		\$170.00	\$212.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 30 Amp		\$240.00	\$300.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 60 Amp		\$420.00	\$525.00		+50% rate		+100% rate		+150% rate	
208V Single Phase 100 Amp		\$700.00	\$875.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 30 Amp		\$420.00	\$525.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 60 Amp		\$690.00	\$862.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 100 Amp		\$1,100.00	\$1,375.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 200 Amp		\$2,100.00	\$2,625.00		+50% rate		+100% rate		+150% rate	
208V Three Phase 400 Amp		\$4,150.00	\$5,187.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 30 Amp		\$725.00	\$906.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 60 Amp		\$1,050.00	\$1,312.00		+50% rate		+100% rate		+150% rate	
480V Three Phase 100 Amp		\$2,400.00	\$3,000.00		+50% rate		+100% rate		+150% rate	
30' Round Extension Cord		\$30.00	\$37.00							
TOTAL DUE \$ _____										

*Overhead service is limited. Contact the MCCA Customer Service Center, 617-954-2230, for additional information.

Note: Electricians bring power to the nearest column or floor box. Requests for distribution of power to specific areas of the booth or under the carpet should be directed to your preferred setup personnel. The price of the outlet includes labor for installation in a convenient manner only. Materials, specific connection requirements and any other necessary labor will be billed onsite at the prevailing rates.

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
 MASSACHUSETTS CONVENTION CENTER AUTHORITY
 415 SUMMER STREET
 BOSTON, MASSACHUSETTS 02210
 617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF ELECTRICAL SERVICE

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of electrical services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor electrical requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given to services installed and not used.
14. All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel at the close of the show.
15. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
16. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Monday – Friday 8am-4pm (Except Holidays) \$60.00
 - b. All other times including Holidays \$90.00
17. Standard wall outlets and other permanent building outlets are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
18. Service connection must be made by MCCA personnel or designated service provider.
19. Rates quoted for all connections cover the installation of the service to the booth area in the most convenient manner to the MCCA. Rates quoted do not include connecting of equipment, tracing of malfunctions, special wiring or repairs.
20. All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
21. Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.
22. Electrical power to booths will be turned on ½ hour prior to show opening and turned off 1 hour after show closing. Twenty-four hour power must be requested.
23. All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
24. If using specific NEMA connector for single and three phase application, please enclose NEMA number, sketch and/or connector NEMA # _____.
25. The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
26. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
27. Electrical service available is:
 - a. 120v, A.C. single phase, 60 cycle
 - b. 208v, A.C. single phase, 60 cycle
 - c. 208v, A.C. three phase, 60 cycle
 - d. 480v, A.C. single phase, 60 cycle
 - e. 480v, A.C. three phase, 60 cycle
28. MCCA cannot be responsible for voltage for variations of Power Company.
29. Overhead electrical service is available in Halls A, B, C of the John B. Hynes Veterans Memorial Convention Center and under the low mechanical roof of the Boston Convention & Exhibition Center. Please contact the MCCA Customer Service Center, 617-954-2230, for availability in other areas of our Convention Centers.



Massachusetts Convention Center Authority
Request for Exhibitor Telephone and Internet Services

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

TELEPHONE SERVICE*		QTY.	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Single Line Phone Service (Analog)			\$250.00	\$312.50	
Multi-Line Phone Service (Digital)			\$385.00	\$481.25	
Call Waiting (per phone)			\$50.00	\$62.50	
Voice Mail (per phone)			\$50.00	\$62.50	
Speaker Phone (per phone)	For use with Analog only		\$50.00	\$62.50	
Polycom Speaker Phone (per phone)			\$100.00	\$125.00	
TOTAL TELEPHONE DUE \$					

* The telephone instruments may be picked up at the MCCA Customer Service Center. At that time you will be required to leave a credit card imprint for the telephone calls made on your line. All calls will be billed at the prevailing rates. All multi-line phones, polycom, and speaker phones must be returned to the MCCA or you may be charged a replacement fee.

DIGITAL AND INTERNET SERVICE	QTY.	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
200 Kbs Shared Service (2 private IP addresses. Users receive pre-paid access codes that enable this service on two machines. Gateway and other NAT devices will not function properly.)		\$700.00	\$875.00	
300 Kbs Managed Service (1 public IP address)		\$1,150.00	\$1,437.50	
500 Kbs Managed Service (11 public IP address, private VLAN and subnet)		\$1,700.00	\$2,125.00	
1.54 Mbps Managed Service (27 public IP address, private VLAN and subnet)		\$5,000.00	\$6,250.00	
5 Mbps Managed Service (250 public IP address, private VLAN and subnet)		\$10,000.00	\$12,500.00	
Additional Public IP Address (not available with 200kbs service)		\$110.00	\$137.50	
Hub Rental		\$65.00	\$81.25	
Fiber Patch/Booth to Booth Connection		\$450.00	\$562.50	
Copper Patch/Booth to Booth Connection		\$300.00	\$375.00	
25' Internet Cable		\$30.00	\$37.50	
50' Internet Cable		\$45.00	\$56.25	
Digital Cable TV Service		\$150.00	\$187.50	
Wireless Internet access is available onsite but is not recommended for exhibitor displays. For Additional Information on Internet Services and Features please call our Customer Service Center at 617-954-2230.		TOTAL DIGITAL AND INTERNET DUE \$ _____		
		GRAND TOTAL DUE \$ _____		

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com
Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF TELEPHONE & INTERNET SERVICES

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of telephone and Internet services.
2. All payment must be in U.S. currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor telephone and internet requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given for services installed and not used.
14. All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel at the close of the show.
15. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
16. Labor rates are based on current wage rates and are subject to change without notice.
 - a. Telephone Tech Monday – Friday 8am-4pm (Except Holidays) \$80.00
 - b. Telephone Tech All other times including Holidays \$120.00
 - c. Tech Rep Monday – Friday 8am-4pm (Except Holidays) \$100.00
 - d. Tech Rep All other times including Holidays \$150.00
 - e. Network Engineer Monday – Friday 8am-4pm (Except Holidays) \$130.00
 - f. Network Engineer All other times including Holidays \$195.00
17. Standard wall outlets and other permanent building outlets are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
18. Service connection must be made by MCCA personnel or designated service provider only.
19. Rates quoted for all connections cover the installation of the service to the booth area in the most convenient manner to the MCCA. Rates quoted do not include connecting of equipment, tracing of malfunctions, special wiring or repairs.
20. All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
21. Unless otherwise directed, MCCA technicians are authorized to cut floor coverings to permit installation of services.

Specific Internet Connection Regulations and Conditions

22. The Order Form on the opposite side of this page, together with these terms and conditions, shall form an agreement between the entity named on the Order Form ("Company") and the Massachusetts Convention Center Authority (MCCA), if Company has submitted the Order Form to MCCA, along with full payment, and the Order Form and full payment have been received and accepted by MCCA. As detailed below, MCCA will provide an Ethernet connection to a shared data network attachment at the John B. Hynes Convention Center and Boston Convention & Exhibition Center for the use of Company's directors, officers, employees and guests during the official dates of the specified show. Company will be responsible for providing all the hardware, software and other equipment and facilities needed to connect to the Ethernet and to use the network attachment.
23. The network attachment to be provided by MCCA may be used only by the directors, officers and employees of Company, its guests at the John B. Hynes Convention Center and Boston Convention & Exhibition Center, and its agents and consultants while performing services for Company. The MCCA network will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MCCA network services shall use reasonable efforts to promote efficient use of the networks to minimize and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
24. Users of MCCA network services shall not disrupt any of the MCCA or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, on in connection with any of the MCCA or other associated networks. MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be "broadcast" or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. However, when requested by a user of the networks, product information and other commercial messages are permitted to be transmitted over the network. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products, may be made available over the MCCA networks. Interpretation, application, and possible modification of this Section shall be within the sole discretion of MCCA. Questions about any issue arising under this Section should be directed to MCCA by attaching Company when it first arises.
25. MCCA DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OR ANY KIND, SPECIFICALLY. THERE IS NO EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocol used on the MCCA network (TCP/IP) call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the Company. Similarly, these protocols provide for end to end verification of the receipt of all of the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at Company's own risk. Company is solely responsible for (a) the accuracy and or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message Company sends or receives and has been received.
26. MCCA shall not be liable to Company for any damage arising from any event that is out of the control of the MCCA. Neither shall MCCA be liable to Company for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
27. In no event shall liability exceed a refund of amounts actually paid to MCCA by Company for this network attachment.
28. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Massachusetts applicable to contract to be performed entirely within the State.
29. The network attachment shall be made available by MCCA to Company before the beginning through the end of the specified conference.
30. MCCA shall provide a network attachment via an Ethernet connection at the booth at Company. At its own expense, Company shall be responsible for providing the computer, the attachment to the Ethernet, electric power and all other hardware, software (including TCP/IP software) required to use the network attachment.
31. This agreement represents the complete agreement and understanding of the parties with respect to the subject matter herein, and supersedes any other agreement or understanding, written or oral. The agreement may only be modified by a writing signed by both parties.



Massachusetts Convention Center Authority
Request for Exhibitor Cleaning Services

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.
Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

CLEANING SERVICES – SELECT ONLY ONE OF THE SERVICE BELOW

SERVICE DESCRIPTION	DISCOUNT RATE (PER SQ FT PER DAY)	STANDARD RATE (PER SQ FT PER DAY)
1. INITIAL vacuum/ mopping before first event day	\$0.25	\$0.31
2. DAILY vacuum/ mopping all event days (includes nightly waste-basket pick-up)	\$0.17	\$0.21
3. DAILY PLUS PORTER service (includes periodic wastebasket pick up & sweep of booth during event hours)	\$0.40	\$0.50
4. SHAMPOO before first event day (additional service)	\$0.35	\$0.44

PLEASE COMPUTE COST BELOW. NOTE: Amount must be based on a minimum of 90 Sq. Ft. per single booth.

SERVICE (CHECK ONE)	TYPE (CHECK ONE)	LENGTH	SIZE OF BOOTH WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Vacuum <input type="checkbox"/> Mop	_____	X _____	= _____	X _____	X _____	= \$ _____

ADDITIONAL SERVICE	LENGTH	SIZE OF BOOTH WIDTH	TOTAL SQ. FT. (90 MIN.)	RATE PER SQ. FT.	# OF DAYS	TOTAL DUE
Shampooing	_____	X _____	= _____	X _____	X <u>1</u>	= \$ _____

GRAND TOTAL DUE \$ _____

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF CLEANING SERVICES

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of cleaning services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor cleaning requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given to services installed and not used.
14. Exhibitor booths will not be vacuumed unless the service is ordered through the MCCA prior to the show opening.
15. The MCCA does not provide wastebaskets for exhibitors.



Massachusetts Convention Center Authority
Request for Exhibitor Water, Air, Drain & Compressed Gas Services

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

SERVICE	DESCRIPTION	QTY.	SIZE	DISCOUNT RATE	STANDARD RATE	TOTAL DUE
Water Approx 60 PSI Up to ¾" line	Single Connection			\$250.00	\$312.50	
	Additional Connection			\$125.00	\$156.25	
Drain Up to ¾" line	Single Connection			\$250.00	\$312.50	
	Additional Connection			\$125.00	\$156.25	
Fill & Drain	0-100 Gallons			\$130.00	\$162.50	
	Each additional 500 gallons			\$75.00	\$93.75	
Air Approx 110 PSI	Single Connection			\$300.00	\$375.00	
	Additional Connection			\$95.00	\$118.75	
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$600.00	\$750.00	
Hot & Cold Water Sink Rental	Includes: hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$800.00	\$1,000.00	
Please note: A single connection is for one device.					TOTAL DUE: \$ _____	

COMPRESSED GAS* (DESCRIPTION)	QTY.	SIZE	RATE QUOTED BY	RATE	TOTAL DUE
The MCCA can provide a variety of compressed gases to exhibitors. Please call the MCCA Customer Service Center at 617-954-2230 to receive a quote and include rate information with your order. Orders received less than 7 days prior to the event cannot be guaranteed.			TOTAL DUE: \$ _____		
			GRAND TOTAL DUE: \$ _____		

*NOTE: ALL COMPRESSED GAS MUST BE ORDERED THROUGH THE MCCA. NO INDIVIDUAL COMPRESSORS MAY BE USED.
All fill & drain work must be completed by MCCA Personnel. Exhibitors must supply their own regulators, filters and hoses.

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF PLUMBING SERVICE

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of plumbing services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number(s) MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor plumbing requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. Credit will not be given to services installed and not used.
14. All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel at the close of the show.
15. Services other than those listed in unit price schedule on reverse side will be charged an hourly rate. The minimum charge is one hour.
16. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - a. Monday – Friday 8am-4pm (Except Holidays) \$60.00
 - b. All other times including Holidays \$90.00
17. Standard wall outlets and other permanent building outlets are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
18. Under no circumstances shall anyone other than MCCA personnel make water, drain, and air connections or install fixtures. All fill and drain work must be completed by MCCA personnel or MCCA designated service provider.
19. Rates quoted for all connections cover the bringing of the service to the booth area in the most convenient manner to the MCCA. Additional labor charges may be incurred for the service connection.
20. All equipment must comply with state and local safety and plumbing codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
21. Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.



Massachusetts Convention Center Authority

Request for Exhibitor Security Services

Effective October 1, 2005

To qualify for discount rate, request and payment must be received 21 days prior to show/ event opening.

Payment in U.S. currency only. MasterCard, Visa, and American Express welcome onsite and online.

To order online, visit us at www.massconvention.com

PLEASE PRINT OR TYPE: Incomplete information will delay processing.

EVENT OR SHOW: _____

EVENT OR SHOW DATE(S): _____

EXHIBITING FIRM: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE: (____) _____ EMAIL: _____ @ _____

ORDERED BY/TITLE: _____ DATE: _____

BOOTH NO. (s)

DATE	# OF OFFICERS	SCHEDULED HRS (4 Hr. Min.)	TOTAL MAN HRS.	DISCOUNT RATE (PER MAN HR.)	STANDARD RATE (PER MAN HR.)	TOTAL DUE
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
				\$26.00	\$32.50	
			TOTAL MAN HOURS: _____	TOTAL DUE: \$ _____		

Send a check payable to Massachusetts Convention Center Authority and the top three copies of this form to:

CUSTOMER SERVICE CENTER
MASSACHUSETTS CONVENTION CENTER AUTHORITY
415 SUMMER STREET
BOSTON, MASSACHUSETTS 02210
617-954-2230 • customerservice@massconvention.com

Tax ID#: 042768982

FOR MCCA USE ONLY			
DATE RECEIVED:	RECEIVED BY:	CHECK NUMBER:	MC/VISA/AMEX:

REGULATIONS AND CONDITIONS ON REVERSE SIDE

REGULATIONS AND CONDITIONS OF SECURITY SERVICES

1. The Massachusetts Convention Center Authority is the EXCLUSIVE provider of security services.
2. All payment must be in U.S currency only.
3. To qualify for the discount rate, the request and payment must be received 21 days prior to show/event opening. The Authority cannot guarantee to fill any security personnel request made with less than 48 hours notice.
4. Conditions for processing service order forms are:
 - a. The payment for service MUST accompany the service request.
 - b. The date the payment is received determines the applicable rate.
 - c. Incomplete information will delay processing.
 - d. The booth number MUST be identified on the form.
5. No telephone or facsimile orders will be accepted.
6. Services will not be provided unless paid for in advance.
7. All outstanding charges must be paid prior to the close of show at the MCCA Customer Service Center.
8. Any claims for refunds will not be considered unless filed by the exhibitor at the MCCA Customer Service Center prior to the close of the show or event.
9. All booth number changes should be communicated by the exhibitor to the MCCA Customer Service Center prior to the show/ event opening. Additional charges may result if services must be moved after initial set up.
10. Any exhibitor requiring additional services or information, please contact the MCCA Customer Service Center.
11. MCCA order forms cannot be reproduced or copied without express written consent of the MCCA.
12. This form is for all exhibitor security requests for events held at the John B. Hynes Veterans Memorial Convention Center and the Boston Convention & Exhibition Center.
13. The minimum number of hours per officer is four (4).
14. Exhibitor representative should meet with the Public Safety Personnel at the service desk upon arrival to finalize instructions for Security Officers.



THREE DAYS OFFICIAL Audio / Video / Data / Lighting Rental Order Form



Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
1/2" VHS Player with Repeat		\$160	\$190		PLEASE PRINT
1/2" Tri - Standard Player (NTSC / PAL / SECAM)		\$375	\$450		Firm Name:
DVD Player (Call us to confirm the DVD Format)		\$200	\$240		Address:
20" Video Monitor with External Speakers (VIDEO ONLY)		\$125	\$150		City:
25" Video Monitor with External Speakers (VIDEO ONLY)		\$200	\$240		State: Zip Code:
27" Video Monitor (VIDEO ONLY)		\$225	\$270		Ordered By:
20" Video Monitor / VHS Combo Unit (VIDEO ONLY)		\$185	\$220		Telephone:
20" Flat Screen Video Monitor / DVD / VHS Combo Unit		\$300	\$360		Fax:
27" Flat Screen Video Monitor / DVD / VHS Combo Unit		\$385	\$460		e-Mail:
34" Monitor Cart with Skirt		\$50	\$60		
54" Monitor Cart with Skirt		\$50	\$60		
Safelock Stand		\$50	\$60		
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Required Delivery Information
Video / Data LCD Projector (3300 Lumens)		\$875	\$1,050		MCCA Property: [] BCEC [] Hynes
15" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$160	\$190		Show Name:
17" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$185	\$220		Show Date:
20" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$435	\$520		Exhibit Booth #:
37" Plasma Display Panel (4:3 Ratio) INTR. Spkrs. Stand/Mount		\$1,250	\$1,500		Delivery Date:
42" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		\$1,875	\$2,250		Del. Time: [] 8A-10A [] 10A-12P [] 1P-3P [] 3P-5P
50" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		\$2,500	\$3,000		Failure to take delivery at the schedule time may result in an additional delivery charge.
60" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		\$3,750	\$4,500		On Site Contact:
Attachable Plasma Speakers (Recommended 100 Sq Ft Range)		\$125	\$150		Cell or Pager #:
Plasma Display Panel Cobra Stand		\$375	\$450		Signature:
PLEASE CIRCLE Plasma Mount for Above - No Charge					Representative MUST BE on-site at above for Delivery. Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.
		Table Top	Wall Mount	Floor Stand	
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	
5' to 8' Tripod Screen with Skirt		\$75	\$90		
4' x 6' Fast Fold Screen with Skirt		\$150	\$180		
6' x 8' Fast Fold Screen with Skirt		\$200	\$240		
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Wired Microphone (Lavalier - Headset - Handheld) Circle 1		\$75	\$90		
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$325	\$390		
AN 1000 Sound System (2-Speakers, Stands OR Wall Mount)		\$240	\$280		
Liberty Sound System (2-Speakers, Mixer / Amp, Stands)		\$440	\$530		
EAW Sound System (2-Speakers, Mixer / Amp, Stands)		\$625	\$750		
CD Player (Single Track)		\$115	\$135		
Other Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
Lighting Tree w/Two 500W Flood/Spot Lights		\$690	\$830		
Additional 500W Flood/Spot Light-Three Max Per Tree		\$90	\$110		
Dimmer Pack-To Adjust the Brightness of the Lights		\$90	\$110		
Lighting does not include Electrical Service					
Totals PAYMENT IS DUE WHEN ORDER IS PLACED					
EQUIPMENT TOTAL:				1	
DELIVERY/SET-UP/PICKUP: (20% of line 1 or \$90.00 minimum)				2	
MATERIAL HANDLING: (15% of line 1 or \$25.00 minimum)				3	
SUBTOTAL:				4	
STATE SALES TAX: (5% of line 1)				5	
TOTAL DUE:				6	
Method of Payment		PLEASE CHECK ONE			
Card Number: _____ Exp Date ____/____/____		MasterCard <input type="checkbox"/>			
Cardholder's Name (as appears on card): _____		Visa <input type="checkbox"/>			
Cardholders Signature: _____		American Express <input type="checkbox"/>			
		Check (US Only) <input type="checkbox"/>			
		Wire Transfer (US) <input type="checkbox"/>			
<div style="text-align: center;"> <p>415 Summer Street, Boston MA 02210 PH 617-954-3333 FAX 617-954-3327 maadmin@projection.com</p> </div>					



AGILE

TRADE SHOW & EVENT FURNISHINGS, INC.

your vision. our focus.



Order Form

Phone: 212-736-4200 Fax 212-736-4205
New York - Chicago - Las Vegas

EVENT INFORMATION

Show / Event Name: _____
Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
Facility / Room: _____
Address: _____
City: _____ State: _____ Zip: _____
Show Contractor: _____

BILLING INFORMATION

Company Name: _____
Order Contact: _____
Billing Address: _____
City: _____ State: _____ Zip: _____
Phone: () - Fax: () -
E-mail: _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
Booth #: _____ Booth Size: _____ X _____
Delivery Date: _____ Time: _____
Pick-up Date: _____ Time: _____
On-Site Contact: _____
Cell Phone: () -

Item No.	Quantity	Description	Unit Price	Amount

PAYMENTS:

- In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
- If you do not receive confirmation within 7 days, please contact us at 212-736-4300.
- Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:

- Orders received within 10 days prior to the event opening are subject to a 20% late fee.

ON-SITE ORDERS:

- Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:

- If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
- If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal

Adjustments

Delivery / Pick-up

Subtotal

___ % Sales Tax

TOTAL

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION

☐ American Express ☐ Master Card ☐ Visa

Credit Card #: _____

Expiration Date: _____ / _____

Print Name on Card: _____

Signature of Card Holder: **X** _____

Page No.	Code	Description	Price
Page 2	LC-614	Tribeca - Armless Sectional - Black	\$195.00
	LC-615	Tribeca - Corner - Black	\$225.00
	LC-616	Tribeca - Bench - Black	\$225.00
Page 3	LC-803	Malibu - Sofa - Red Leather	\$525.00
	LC-804	Malibu - Chair and a Half - Red Leather	\$400.00
	LC-805	Malibu - Bench - Red Leather	\$350.00
	LC-800	Malibu - Sofa - White Leather	\$525.00
	LC-801	Malibu - Chair and a Half - White Leather	\$400.00
	LC-802	Malibu - Bench - White Leather	\$350.00
Page 4	LC-601	Barcelona -Club Chair - Red Leather	\$295.00
	LC-602	Barcelona -Ottoman - Red Leather	\$150.00
	LC-603	Barcelona -Club Chair - White Leather	\$295.00
	LC-604	Barcelona -Ottoman - White Leather	\$150.00
	LC-605	Barcelona -Club Chair - Black Leather	\$295.00
	LC-606	Barcelona -Ottoman - Black Leather	\$150.00
	LC-613	Paloma - Swivel Chair - Charcoal Leather	\$185.00
	LC-612	Paloma - Swivel Chair - Red Leather	\$185.00
Page 5	LC-611	Sausalito -Sofa - Black	\$350.00
	LC-610	Sausalito -Loveseat - Black	\$325.00
	LC-609	Sausalito -Club Chair - Black	\$225.00
	LC-618	Sausalito -Club Chair - Cobalt Blue	\$295.00
	TO-201	Princeton -Coffee Table - Black/Glass	\$150.00
	TO-202	Princeton -End Table - Black/Glass	\$135.00
	TL-102	Up Light - Table Lamp - Chrome/Frosted Glass	\$75.00
Page 6	LC-403	Cambridge - Sofa - Champagne	\$395.00
	LC-402	Cambridge - Loveseat - Champagne	\$345.00
	LC-401	Cambridge - Club Chair - Champagne	\$275.00
	TO-303	Metropolitan - Console Table - Cherrywood	\$175.00
	TO-302	Metropolitan - End Table - Cherrywood	\$140.00
	TO-301	Metropolitan - Coffee Table - Cherrywood	\$150.00
	TL-100	Corona - Table Lamp - Brushed Nickel / White Shade	\$75.00
	FL-100	Corona - Floor Lamp - Brushed Nickel / White Shade	\$125.00
Page 7	LC-608	Pacifica - Sofa - Soft Plum	\$435.00
	LC-607	Pacifica - Club Chair - Soft Plum	\$325.00
	LC-617	Pacifica - Bench - Soft Plum	\$225.00
	FL-102	Touchier - Floor Lamp - Black	\$125.00
Page 8	LC-706	Kobe - Ottoman - Black	\$135.00
	LC-707	Kobe - Ottoman - Soft Plum	\$135.00
	LC-708	Kobe - Ottoman - Citrus	\$135.00
	LC-709	Kobe - Ottoman - Tangerine	\$135.00
	LC-703	Cube - Ottoman - Black	\$75.00
	LC-701	Cube - Ottoman - Concentric Print - Red/Sunflower	\$75.00
	LC-704	Cube - Ottoman - Sunflower	\$75.00
	LC-702	Cube - Ottoman - Red	\$75.00
Page 9	LC-303	Princeton - Sofa - Black Leather	\$395.00
	LC-302	Princeton - Loveseat - Black Leather	\$345.00
	LC-301	Princeton - Club Chair - Black Leather	\$275.00
	TO-601	Sterling - Coffee Table - Glass/Silver	\$145.00
	TO-602	Sterling - End Table - Glass/Silver	\$135.00
	TL-101	Rialto - Table Lamp - Brushed Chrome	\$65.00
	TO-501	Hampton - Coffee Table - Maple/Sliver	\$145.00
	TO-502	Hampton - End Table - Maple/Sliver	\$135.00
Page 10	LC-203	Manhattan - Sofa - Grey	\$395.00
	LC-202	Manhattan - Loveseat - Grey	\$345.00
	LC-201	Manhattan - Club Chair - Grey	\$275.00
	FL-101	Up Light - Floor Lamp - Chrome/Frosted Glass	\$125.00
	TO-700	Westport - Coffee Table - Espresso/Brushed Nickel	\$150.00
	TO-701	Westport - End Table - Espresso/Brushed Nickel	\$140.00
	TO-702	Westport - Console Table - Espresso/Brushed Nickel	\$175.00

Page No.	Code	Description	Price
Page 11	LC-103	Westchester - Sofa - Cognac Leather	\$450.00
	LC-102	Westchester - Loveseat - Cognac Leather	\$395.00
	LC-101	Westchester - Club Chair - Cognac Leather	\$250.00
	TO-101	Westchester - Coffee Table - Antique Silver/Gold/Glass	\$150.00
	TO-102	Westchester - End Table - Antique Silver/Gold/Glass	\$140.00
	LC-705	Westchester - Ottoman - Cognac Leather	\$150.00
	TO-401	Hamilton - Coffee Table - Cherrywood/ Black/Glass	\$150.00
	TO-402	Hamilton - End Table - Cherrywood/ Black Glass	\$145.00
Page 12	SB-201	Lenox - Bar Stool - Mahogany Wood-Cream	\$145.00
	TB-103	Lenox - Bar Table - Mahogany Wood-Cream 42" H	\$175.00
	SB-202	Silk Back Bar Stool - Black/Clear/Chrome	\$135.00
	TB-206	Black/Chrome - 30" Bar Table 42" H	\$140.00
	TB-207	Black/Chrome - 36" Bar Table 42" H	\$150.00
Page 13	SB-208	Trave - Bar Stool - Red Leather/Chrome	\$145.00
	TB-100	Trave - Bar Table - Glass/Chrome 42" H	\$235.00
	TB-102	Bombe - Bar Table - Black/Chrome 42" H	\$165.00
	SB-203	Bombe - Bar Stool - Black/Chrome	\$135.00
Page 14	SB-200	Carmel - Bar Stool - Maple/Nickel/Cream	\$135.00
	TB-101	Carmel - Bar Table - Maple/Nickel 42" H	\$175.00
	BC-121	Hampton - Étagère - Maple/Nickel/Glass	\$300.00
Page 15	TG-400	5' Rectangle Conference Table - Chrome/Glass 29" H	\$325.00
	TG-401	Trestle - 4' Rectangle Conference Table - Chrome/Glass 29" H	\$250.00
	TG-402	Trestle - 32" Square Conference Table - Chrome/Glass 29" H	\$225.00
	TG-403	42" Round Conference Table - Chrome/Glass 29" H	\$225.00
	CH-308	Silk Back Chair w/ Arms - Black/Clear/Chrome	\$90.00
	CH-307	Silk Back Chair w/ out Arms - Black/Clear/Chrome	\$85.00
Page 16	SB-204	Euro Black - Bar Stool	\$135.00
	CH-301	Euro Black - Chair w/out Arms	\$75.00
	CH-302	Euro Black - Chair w/ Arms	\$80.00
	TC-504	Black/Chrome - 30" Round Café Table 29" H	\$140.00
	TC-505	Black/Chrome - 36" Round Café Table 29" H	\$150.00
	TC-108	Black/Chrome - 42" Round Café Table 29" H	\$165.00
	TC-502	Euro Black - 30" Round Café Table 29" H	\$140.00
	TC-503	Euro Black - 36" Round Café Table 29" H	\$150.00
	TC-107	Euro Black - 42" Round Café Table 29" H	\$165.00
	TB-204	Euro Black - 30" Round Bar Table 42" H	\$140.00
	TB-205	Euro Black - 36" Round Bar Table 42" H	\$150.00
Page 17	CH-309	Euro Maple - Chair w/ Arms - Maple/Black/Chrome	\$95.00
	TC-102	Euro Maple - 42" Round Café Table 29" H	\$175.00
	CH-311	Park Avenue - Chair - Maple/Chrome	\$125.00
	SB-209	Park Avenue - Bar Stool - Maple/Chrome	\$135.00
	TC-500	Maple-Chrome - 30" Round Café Table 29" H	\$135.00
	TC-501	Maple-Chrome - 36" Round Café Table 29" H	\$140.00
	TB-200	Maple-Chrome - 30" Round Bar Table 42" H	\$140.00
	TB-201	Maple-Chrome - 36" Round Bar Table 42" H	\$150.00
Page 18	CH-404	Conference Chair - High Back - Blue/Black - Gas Lift/Casters	\$175.00
	CH-405	Conference Chair - High Back - Black/Chrome/Poly - Gas Lift/Casters	\$175.00
	CH-201	Conference Chair - High Back - Black - Gas Lift/Casters	\$165.00
	CH-200	Conference Chair - Mid Back - Black - Gas Lift/Casters	\$150.00
	TC-600	6' Maple Conference Table - Rectangle 72" x 36"	\$350.00
	TC-601	8' Maple Conference Table - Rectangle 96" x 48"	\$375.00
	TC-312	6' Black Conference Table - Oval 72" x 36"	\$360.00
	TC-300	10' Grey Conference Table - Oval 120" x 48"	\$450.00
	TC-301	10' Black Conference Table - Oval 120" x 48"	\$450.00
	TC-309	6' Black Conference Table - Oval 72" x 36"	\$350.00
	TC-303	8' Black Conference Table - Oval 96" x 48"	\$375.00
	TC-310	6' Grey Conference Table - Oval 72" x 36"	\$350.00
	TC-304	8' Grey Conference Table - Oval 96" x 48"	\$375.00
	TC-307	6' Mahogany Conference Table - Oval 72" x 36"	\$350.00
	TC-302	8' Mahogany Conference Table - Oval 96" x 48"	\$450.00

Page No.	Code	Description	Price
Page 19	CH-102	Conference Chair - Mid Back - Black Leather - Sled Base	\$165.00
	CH-101	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$185.00
	CH-100	Conference Chair - Mid Back - Black Leather - Gas Lift/Casters	\$165.00
	CH-907	Side Chair - Parsons - Black	\$125.00
	CH-900	Side Chair - Tulip - Black - Tilt/Casters (Not Shown)	\$145.00
	CH-202	Conference Chair - Mid Back - Black - Sled Base	\$145.00
	CH-203	Conference Chair - High Back - Black Leather - Gas Lift/Casters	\$165.00
	CH-400	Task Chair w/ Arms - Black - Gas Lift/Casters	\$125.00
	CH-401	Task Chair w/out Arms - Black - Gas Lift/Casters	\$115.00
	SD-100	Task Stool w/ Arms - Black - Gas Lift/Casters	\$145.00
	SD-101	Task Stool w/ out Arms - Black - Gas Lift/Casters	\$150.00
Page 20	DE-131	Maple Contemporary - Desk - Double Pedestal 60" x 30"	\$385.00
	DE-136	Maple Contemporary - Desk - Single Pedestal 60" x 30"	\$385.00
	CR-212	Maple Contemporary - Credenza	\$375.00
	LF-206	Maple Contemporary - Lateral File - 2 Drawer	\$275.00
	DE-206	Walnut Transitional - Desk - Double Pedestal 60" x 30"	\$360.00
	DE-201	Walnut Transitional - Executive Desk Double Pedestal 72" x 36"	\$400.00
	CR-205	Walnut Transitional - Credenza	\$350.00
	DE-102	Grey Contemporary - Desk - Double Pedestal 60" x 30"	\$325.00
	CR-100	Grey Contemporary - Credenza	\$325.00
	BC-103	Grey Contemporary - Bookcase - 5 Shelves	\$280.00
Page 21	DE-300	Mahogany Traditional - Executive Desk Double Pedestal 72" x 36"	\$425.00
	CR-301	Mahogany Traditional - Credenza	\$400.00
	LF-204	Walnut Transitional - Lateral File - 2 Drawer	\$250.00
	CH-908	Conference Chair - High Back - Mahogany Leather	\$195.00
	CH-904	Conference Chair - Traditional Mahogany Leather	\$145.00
	CH-905	Conference Chair - Traditional Mahogany Leather - Casters	\$145.00
	BC-107	Mahogany Traditional - Bookcase - 5 Shelves	\$395.00
	BC-109	Walnut Transitional - Bookcase - 5 Shelves	\$275.00
	TC-104	Mahogany Traditional - 42" Conference Table 29" H	\$295.00
	CH-900	Side Chair - Mahogany/Cream	\$125.00
Page 22	DE-601	Mahogany Traditional - Writing Desk - 1 Drawer	\$250.00
	LF-106	Lateral File - 2 Drawer - Black	\$250.00
	VF-202	Vertical File - 4 Drawer Legal - Black	\$150.00
	VF-203	Vertical File - 4 Drawer Legal - Grey	\$150.00
	VF-200	Vertical File - 2 Drawer Legal - Black	\$125.00
	VF-201	Vertical File - 2 Drawer Legal - Grey	\$125.00
	LF-101	Lateral File - 2 Drawer - Grey	\$250.00
	AC-111	Refrigerator Compact White - 4 CU FT	\$245.00
	AC-112	Bar - 1 Shelf - Black	\$225.00
	PE-103	Pedestal - Black 14" x 14" x 30"	\$160.00
	PE-102	Pedestal - Black 14" x 14" x 36"	\$175.00
	PE-101	Pedestal - Black 14" x 14" x 42"	\$195.00
	PE-108	Pedestal - Grey 14" x 14" x 30"	\$160.00
	PE-107	Pedestal - Grey 14" x 14" x 36"	\$175.00
	PE-106	Pedestal - Grey 14" x 14" x 42"	\$195.00
	PE-113	Pedestal - White 14" x 14" x 30"	\$160.00
	PE-112	Pedestal - White 14" x 14" x 36"	\$175.00
	PE-111	Pedestal - White 14" x 14" x 42"	\$195.00
	PE-104	Pedestal - Black 24" x 24" x 36"	\$250.00
	PE-109	Pedestal - Grey 24" x 24" x 36"	\$250.00
	PE-114	Pedestal - White 24" x 24" x 36"	\$250.00
Page 23	TO-605	Cube - Black 24" x 24" x 21"	\$195.00
	TO-603	Cube - Black 24" x 24" x 16"	\$160.00
	TO-604	Cube - Black 30" x 30" x 16"	\$175.00
	AC-100	Coat Tree - Black	\$75.00
	ES-100	Easel - Oak	\$80.00
	AC-104	Literature Rack - Black	\$115.00
	SR-100	Stanchion - Chrome	\$45.00
	SR-101	Rope - 6' Red Velour	\$25.00
	PE-100	Computer Kiosk - Black w/ keyboard tray - Casters	\$300.00
	PE-105	Computer Kiosk - Grey w/ keyboard tray - Casters	\$300.00
Page 23	PE-110	Computer Kiosk - White w/ keyboard tray - Casters	\$300.00
	TC-700	Computer Stand - Walk-up Graphite Nebula	\$150.00
	TC-701	Computer Table/Desk - Graphite Nebula	\$140.00



TRIBECA



LC-614



LC-615



LC-616

Tribeca			W x D x H
LC - 614	Sectional	Black Micro Fiber	34" x 24" x 18"
LC - 615	Corner	Black Micro Fiber	35" x 24" x 18"
LC - 616	Bench	Black Micro Fiber	61" x 20" x 17"



LC-803



LC-804



LC-805



LC-800



LC-801



LC-802

Malibu - Red

			W x D x H
LC - 803	Sofa	Red Leather	77" x 34" x 32"
LC - 804	Chair and a Half	Red Leather	53" x 34" x 32"
LC - 805	Bench	Red Leather	53" x 27" x 16"

Malibu - White

			W x D x H
LC - 800	Sofa	White Leather	77" x 34" x 32"
LC - 801	Chair and a Half	White Leather	53" x 34" x 32"
LC - 802	Bench	White Leather	53" x 27" x 16"

MALIBU





LC-601

LC-602



LC-603

LC-604



LC-605

LC-606



LC-613



LC-612

Barcelona

			W x D x H
LC - 601	Club Chair	Red Leather	30.5" x 35" x 18"
LC - 602	Ottoman	Red Leather	24" x 24" x 17"
LC - 603	Club Chair	White Leather	30.5" x 35" x 18"
LC - 604	Ottoman	White Leather	24" x 24" x 17"
LC - 605	Club Chair	Black Leather	30.5" x 35" x 18"
LC - 606	Ottoman	Black Leather	24" x 24" x 17"

Paloma

			W x D x H
LC - 613	Chair	Charcoal	39" x 30" x 17"
LC - 612	Chair	Red	39" x 30" x 17"



LC-611



LC-610



LC-609



LC-618



TO-201



TO-202



TL-102

Sausalito

			W x D x H
LC - 611	Sofa	Black Micro Suede	83" x 32" x 32"
LC - 610	Loveseat	Black Micro Suede	59" x 32" x 32"
LC - 609	Club Chair	Black Micro Suede	39" x 32" x 32"
TL - 102	Table Lamp	Chrome/Frosted Glass	24" H

Sausalito

			W x D x H
LC - 618	Club Chair	Cobalt Blue Swirl Fabric	39" x 32" x 32"
Princeton			W x D x H
TO - 201	Coffee Table	Black-Glass	45" x 21" x 16"
TO - 202	End Table	Black-Glass	21" x 22" x 21"

SAUSALITO





CAMBRIDGE



LC-403



LC-402



LC-401



TO - 303



TO - 302



TO - 301

Cambridge

		W x D x H
LC - 403	Sofa	Champagne Velour Fabric 76" x 30" x 30"
LC - 402	Love Seat	Champagne Velour Fabric 66" x 30" x 30"
LC - 401	Club Chair	Champagne Velour Fabric 32" x 30" x 30"

Metropolitan

		W x D x H
TO - 303	Console Table	Cherry Wood/Brushed Nickel Foot 52" x 17" x 30"
TO - 302	End Table	Cherry Wood/Brushed Nickel Foot 26" x 22" x 24"
TO - 301	Coffee Table	Cherry Wood/Brushed Nickel Foot 48" x 30" x 19"

Corona

		H
TL - 100	Table Lamp	Brushed Nickel-White Fabric Shade 24" H
FL - 100	Floor Lamp	Brushed Nickel-White Fabric Shade 65" H



TL-100



FL-100



LC-608



LC-607



LC-617



FL-102

Pacifica			W x D x H
LC - 608	Sofa	Soft Plum Velour	77" x 30" x 17"
LC - 607	Club Chair	Soft Plum Velour	39" x 30" x 17"
LC - 617	Bench	Soft Plum Velour	61" x 20" x 17"
Touchier			H
FL - 102	Floor Lamp	Black	65" H

PACIFICA





KOBE/CUBES



LC-706



LC-707



LC-708



LC-709



LC-703



LC-701



LC-704



LC-702

Kobe			W x D x H
LC - 706	Kobe	Black Micro Suede	34" x 21" x 17"
LC - 707	Kobe	Soft Plum Micro Suede	34" x 21" x 17"
LC - 708	Kobe	Citrus Micro Suede	34" x 21" x 17"
LC - 709	Kobe	Tangerine Micro Suede	34" x 21" x 17"

Cubes			W x D x H
LC - 703	Cubes	Black Micro Suede	17" x 17" x 17"
LC - 701	Cubes	Concentric Print Red Fabric	17" x 17" x 17"
LC - 704	Cubes	Sunflower Fabric	17" x 17" x 17"
LC - 702	Cubes	Red Micro Suede	17" x 17" x 17"



LC-303



LC-302



LC-301



TO-601



TO-602



TL-101



TO-501



TO-502

Princeton

			W x D x H
LC - 303	Sofa	Black Leather	77" x 34" x 32"
LC - 302	Loveseat	Black Leather	54" x 34" x 32"
LC - 301	Club Chair	Black Leather	34" x 34" x 32"

Sterling

			W x D x H
TO - 601	Coffee Table	Glass/ Silver	36"D x 16"
TO - 602	End Table	Glass/Silver	25"D x 21"

Rialto

			H
TL - 101	Table Lamp	Brushed Chrome	24" H

Hampton

			W x D x H
TO - 501	Coffee Table	Maple/Silver	48" x 24" x 17"
TO - 502	End Table	Maple/Silver	24"D x 21"

PRINCETON





MANHATTAN



LC-203



LC-202



LC-201



FL-101



TO-700



TO-701



TO-702

Manhattan

			W x D x H
LC - 203	Sofa	Grey Velour Fabric	86" x 36" x 30"
LC - 202	Loveseat	Grey Velour Fabric	65" x 36" x 30"
LC - 201	Club Chair	Grey Velour Fabric	47" x 36" x 30"

Westport

			W x D x H
TO - 700	Coffee Table	Espresso Wood/Brushed Nickel	50" x 30" x 18"
TO - 701	End Table	Espresso Wood/Brushed Nickel	24" x 26" x 20"
TO - 702	Console Table	Espresso Wood/Brushed Nickel	48" x 18" x 28"

Up Light

			H
FL - 101	Floor Lamp	Chrome/Frosted Glass	65" H



LC-103



LC-102



LC-101



TO-101



TO-102



LC-705



TO-401



TO-402

Westchester

			W x D x H
LC - 103	Sofa	Cognac Leather	88" x 38" x 37"
LC - 102	Loveseat	Cognac Leather	67" x 38" x 37"
LC - 101	Club Chair	Cognac Leather	47" x 38" x 37"
LC - 705	Ottoman	Cognac Leather	24" x 24" x 19"

Westchester

			W x D x H
TO - 101	Coffee Table	Antique Silver/Gold-Glass	52" x 26" x 18"
TO - 102	End Table	Antique Silver/Gold-Glass	24" x 24" x 22"

Hamilton

			W x D x H
TO - 401	Coffee Table	Cherry Wood/Black-Glass	50" x 28" x 18"
TO - 402	End Table	Cherry Wood/Black-Glass	24" x 22" x 21"

WESTCHESTER





LENNOX/SILK BACK



SB-201



TB-103



SB-202



TB-206
TB-207

Lennox			W x D x H
SB - 201	Bar Stool	Mahogany Wood-Cream	19" x 17" x 45.5"
TB - 103	Bar Table	Mahogany Wood	36" x 36" x 41"
Silk Back			W x D x H
SB - 202	Bar Stool	Clear/Black/Chrome Frame	18" x 17" x 41.5"
TB - 206	Bar Table	30" Black /Chrome Base	30"D x 42"
TB - 207	Bar Table	36" Black /Chrome Base	36"D x 42"



SB-208



TB-100



TB-102



SB-203

Trave

			W x D x H
SB - 208	Bar Stool	Red Leather/Chrome	18.5" x 18.5" x 32.5"
TB - 100	Bar Table	Glass/Truss Base	26"D x 42"

Bombe

			W x D x H
TB - 102	Bar Table	Two Tier Black/Chrome	28"D x 42"
SB - 203	Bar Stool	Black/Chrome	18.5" x 34"

TRAVE/BOMBE





CARMEL



SB-200



TB-101



BC-121

Carmel			W x D x H
SB - 200	Bar Stool	Maple/Nickel Cream	18" x 17" x 43"
TB - 101	Bar Table	Maple/Nickel	30"D x 42"
BC - 121	Étagère	Maple/Silver 4 Glass Shelves	26" x 22" x 58"



TG-400



TG-401



TG-402



TG-403



CH-308



CH-307

Chrome & Glass Tables

			W x D x H
TG - 400	Table	5' Chrome/Glass	60" x 36" x 29"
TG - 403	Table	42" Chrome/Glass	42" D x 29"

Trestle Table

			W x D x H
TG - 401	Table	4' Chrome/Glass	48" x 32" x 29"

Trestle Table

			W x D x H
TG - 402	Table	32" Chrome/Glass	32" x 32" x 29"

Silk Back Chairs

			W x D x H
CH - 308	Chair	Clear/Black/Chrome w/Arms	20.5" x 17" x 34"
CH - 307	Chair	Clear/Black/Chrome w/out Arms	17" x 17" x 34"





SB-204



CH-301



CH-302



TC-504
TC-505
TC-108



TC-502
TC-503
TC-107



TB-204
TB-205

Euro Black

			W x D x H
SB - 204	Barstool	Black Vinyl	21" x 23" x 43"
CH - 301	Chair	Black Fabric w/out Arms	19" x 17"
CH - 302	Chair	Black Fabric w/Arms	22" x 17"
TC - 504	Café Table	30" Black/Chrome Base	30"D x 29"
TC - 505	Café Table	36" Black/Chrome Base	36"D x 29"
TC - 108	Café Table	42" Black/Chrome Base	42"D x 29"
TC - 502	Café Table	30" Black/Black Base	30"D x 29"
TC - 503	Café Table	36" Black/Black Base	36"D x 29"
TC - 107	Café Table	42" Black/Black Base	42"D x 29"
TB - 204	Bar Table	30" Black/Black Base	30"D x 42"
TB - 205	Bar Table	36" Black/Black Base	36"D x 42"



CH-309



CH-311



SB-209



TC-102



TC-500
TC-501



TB-200
TB-201

Euro Maple

			W x D x H
CH - 309	Chair	Maple/Black/Chrome	20" x 20" x 30"
TC - 102	Café Table	42" Maple/Chrome	42"D x 29"

Park Ave.

			W x D x H
CH-311	Café Chair	Maple/Chrome	16" x 18" x 31"
SB-209	Barstool	Maple/Chrome	16" x 19" x 43"

Park Ave.

			D x H
TC - 500	Café Table	30" Maple/Chrome Base	30"D x 29"
TC - 501	Café Table	36" Maple/Chrome Base	36"D x 29"
TB - 200	Bar Table	30" Maple/Chrome Base	30"D x 42"
TB - 201	Bar Table	36" Maple/Chrome Base	36"D x 42"





CH-404



CH-405



CH-201



CH-200



TC-600
TC-601



TC-312



TC-300
TC-301
TC-309
TC-303
TC-307
TC-302

Also Available In:



Black Grey

Conference Tables & Chairs

			W x D x H
CH - 404	Chair	High Back Executive Blue/Black Fabric	22" x 20" x 39"
CH - 405	Chair	High Back Executive Black/Chrome/Poly	23" x 22" x 40"
CH - 201	Chair	High Back Executive Black Fabric	25" x 27" x 45"
CH - 200	Chair	Mid-Back Executive/Black Fabric	25" x 27" x 39"
TC - 600	Table	6' Maple Rectangle	72" x 36"
TC - 601	Table	8' Maple Rectangle	96" x 48"
TC - 312	Table	6' Black Racetrack Oval Special T	72" x 36"

Conference Tables

			W x D x H
TC - 300	Table	10' Grey Racetrack Oval	120" x 48"
TC - 301	Table	10' Black Racetrack Oval	120" x 48"
TC - 309	Table	6' Black Racetrack Oval	72" x 36"
TC - 303	Table	8' Black Racetrack Oval	96" x 48"
TC - 307	Table	6' Mahogany Racetrack Oval	72" x 36"
TC - 302	Table	8' Mahogany Racetrack Oval	96" x 48"



CH-102



CH-101



CH-100



CH-907



CH-202



CH-203



CH-400
CH-401



SD-100
SD-101

Conference Chairs

			W x D x H
CH - 102	Chair	Guest Black Leather-Sled Base	24" x 25" x 36"
CH - 101	Chair	High Back Executive Black Leather	26" x 25" x 46"
CH - 100	Chair	Mid-Executive Black Leather	26" x 25" x 35"
CH - 907	Chair	Parsons Black Fabric	25" x 18.5" x 39"
CH - 202	Chair	Guest Black Fabric/Sled Base	25" x 22" x 36"

Conference Chairs

			W x D x H
CH - 203	Chair	High Back Executive Grey Fabric	25" x 23" x 46"
Task Chairs			W x D x H
CH - 400	Chair	Black/Casters w/Arms	24" x 24" x 36"
CH - 401	Chair	Black/Castersw/out Arms	22" x 24" x 36"
SD - 100	Stool	Black Fabric/Casters w/Arms	24" x 24" x 36"
SD - 101	Stool	Black Fabric/Casters w/out Arms	20" x 24" x 36"





OFFICE



DE-131
DE-136



CR-212



LF-206



DE-206
DE-201



CR-205



DE-102



CR-100



BC-103

Contemporary Maple

			W x D x H
DE - 131	Desk	Double Pedestal	60" x 30" x 29"
DE - 136	Desk	Single Pedestal	60" x 30" x 29"
CR - 212	Credenza	Storage	72" x 20" x 29"
LF - 206	Lateral File	2 Drawer w/Lock	36" x 20" x 29"

Transitional Walnut

			W x D x H
DE - 206	Desk	Double Pedestal	60" x 30" x 29"

Transitional Walnut

			W x D x H
DE - 201	Desk	Executive-Double Pedestal	72" x 36" x 29"
CR - 205	Credenza	Storage	72" x 20" x 29"

Contemporary Grey

			W x D x H
DE - 102	Desk	Double Pedestal	60" x 30" x 29"
CR - 100	Credenza	Storage	60" x 20" x 29"
BC - 103	Bookcase	5 Shelves	36" x 12" x 72"



DE-300



CR-301



LF-204



CH-908



CH-904
CH-905



BC-107



BC-109



TC-104



CH-900



DE-601

Traditional Mahogany

			W x D x H
DE - 300	Desk	Double Pedestal	72" x 36" x 29"
CR - 301	Credenza	Storage	72" x 21" x 29"
CH - 908	Chair	High Back Burgundy Leather	29" x 30" x 44.5"
BC - 107	Bookcase	5 Shelves	36" x 12" x 72"
CH - 904	Chair	Guest	25" x 22.5" x 31"
CH - 905	Chair	Guest w/Casters	25" x 22.5" x 31"

Transitional Walnut

			W x D x H
LF - 204	Lateral File	2 Drawer w/Lock	36" x 20" x 29"
BC - 109	Bookcase	5 Shelves	36" x 12" x 72"
Queen Anne			W x D x H
TC - 104	Table	42" Mahogany	42" D x 29"
CH - 900	Chair	Mahogany/Cream	18" x 19" x 37"
DE - 601	Writing Desk	Mahogany 1 Drawer	42" x 21" x 29"



LF-106



VF-202
VF-203
VF-200
VF-201

Also Available In:
Grey



LF-101



AC-111



AC-112

Also Available In:
White Grey



PE-103 PE-108 PE-113
PE-102 PE-107 PE-112
PE-101 PE-106 PE-111



Also Available In:
White Grey

PE-104
PE-109
PE-114



TO-605



TO-603
TO-604

Accessories

			W x D x H
LF - 106	Lateral File	2 Drawer Black	36" x 20" x 29"
VF - 202	Vertical File	4 Drawer Black-Legal	26" x 18" x 52"
VF - 203	Vertical File	4 Drawer Grey-Legal	26" x 18" x 52"
VF - 200	Vertical File	2 Drawer Black-Legal	26" x 18" x 29"
VF - 201	Vertical File	2 Drawer Grey-Legal	26" x 18" x 29"
LF - 101	Lateral File	2 Drawer Grey	36" x 20" x 29"
AC - 111	Refrigerator	Compact 4 cu ft	19" x 21" x 33.5"
AC - 112	Bar	Black 2 Shelves	48" x 16" x 42"
PE - 103	Pedestal	Black	14" x 14" x 30"
PE - 102	Pedestal	Black	14" x 14" x 36"
PE - 101	Pedestal	Black	14" x 14" x 42"

Accessories

			W x D x H
PE - 108	Pedestal	Grey	14" x 14" x 30"
PE - 107	Pedestal	Grey	14" x 14" x 36"
PE - 106	Pedestal	Grey	14" x 14" x 42"
PE - 113	Pedestal	White	14" x 14" x 30"
PE - 112	Pedestal	White	14" x 14" x 36"
PE - 111	Pedestal	White	14" x 14" x 42"
PE - 104	Pedestal	Black	24" x 24" x 36"
PE - 109	Pedestal	Grey	24" x 24" x 36"
PE - 114	Pedestal	White	24" x 24" x 36"
TO - 605	Pedestal	Table Black	24" x 24" x 21"
TO - 603	Pedestal	Table Black	24" x 24" x 16"
TO - 604	Pedestal	Table Black	30" x 30" x 16"



AC-100



ES-100



AC-104



SR-100
SR-101



Also Available In:
☐ White
☐ Grey

PE-100
PE-105
PE-110



TC-700



TC-701

Accessories

			W x D x H
AC - 100	Coat Tree	Black	70" H
ES - 100	Easel	Wood/Oak	36" W x 72" H
AC - 104	Literature Rack	Black Metal	9" x 14" x 54.5"
SR - 100	Stanchion	Chrome	36" H
SR - 101	Stanchion Rope	Red Velour	6'

Accessories

			W x D x H
PE - 100	Storage Pedestal	Black w/ keyboard tray-w/Casters	24" x 24" x 42"
PE - 105	Storage Pedestal	Grey w/keyboard tray-w/Casters	24" x 24" x 42"
PE - 110	Storage Pedestal	White w/keyboard tray-w/Casters	24" x 24" x 42"
TC - 700	Computer Counter	Walk-up-Graphite	48" x 24" x 42"
TC - 701	Computer Desk	Graphite	48" x 24" x 29"

ACCESSORIES



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