



Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

ADVANCED PRICE DEADLINE:
October 13, 2006

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our customer service department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.

Official	Valley Expo & Displays	Phone: (877) 332-4292
Contractor:	4950 American Road	Fax: (815) 873-1544
	Rockford, IL 61109	Email: events@valleyexpodisplays.com

Booth Package: Your standard 10' x 10' booth will include:

- Green and Gold 8' Back Drape and 3' Side Drape
- (1) 6' x 30" Gold Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) 7" x 44" Identification Sign

Your exhibit area is carpeted with wall-to-wall blue carpet.
Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline: Friday, October 13, 2006

Exhibitor Move In:	Monday, October 30, 2006	NOON - 5PM
Show Hours:	Monday, October 30, 2006	6PM - 8PM - RECEPTION
	Tuesday, October 31, 2006	8AM - 9AM & 11:30AM - 1:30PM
	Wednesday, November 1, 2006	7:30AM - 8:30AM & NOON - 1:30PM
Exhibitor Move Out:	Wednesday, November 1, 2006	1:30 PM

All the information you need is contained on the attached forms. If at any time you have questions, please call our Customer Service Department at the phone number above.





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Orders with payment in full must be received by October 13, 2006, for Advance Prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Skirted Tables	Quantity	Color	Advance	Floor	Total
4' x 30" high			\$ 78.25	\$ 103.25	
6' x 30" high			93.00	115.00	
8' x 30" high			104.50	130.25	
4' x 42" high			82.25	106.50	
6' x 42" high			106.00	131.25	
8' x 42" high			119.25	144.50	

Make sure to indicate skirting color. Orders received without color indicated will receive show color. Available colors listed below.

Skirting Color Choices: blue white gold green black burgundy red teal silver purple

Plain Tables	Quantity	Advance	Floor	Total
4' x 30" high		\$ 35.00	\$ 50.00	
6' x 30" high		51.50	75.00	
8' x 30" high		61.75	86.50	
4' x 42" high		47.50	62.50	
6' x 42" high		63.50	87.00	
8' x 42" high		73.50	98.25	

Skirting Only	Quantity	Color	Advance	Floor	Total
30" x 13'			\$ 37.75	\$ 50.75	
42" x 13'			44.00	56.75	

Swap standard, provided table from to **\$ 37.75 flat fee**

White table vinyl, 8' long 7.50 11.00

30" Round Cocktail Tables	Quantity	Advance	Floor	Total
30" round, 30" high		\$ 59.25	\$ 73.25	
30" round, 42" high		66.25	80.25	
Tripod Adjustable Easel		20.00	28.25	
Wastebasket		10.00	15.00	
Garment Rack		22.75	27.00	
3' drape (side drape)		5.50/LnFt	8.75/LnFt	
8' drape (back drape)		7.75/LnFt	13.00/LnFt	
Literature Stand		107.00	131.50	
*6' Full View Showcase(with; lights, locks, 2 shelves)		401.75	417.75	

***Showcase Not Available at Show Site**

Table Risers	Quantity	Color	Advance	Floor	Total
1' x 1' x 4' skirted		white only	43.50	57.75	

Pegboard (38"x87") Horizontal or Vertical 91.00 102.75
 Includes free standing frame

Chairs	Quantity	Advance	Floor	Total
Folding chair		\$ 15.25	\$ 28.25	
Padded arm chair		39.50	53.50	
Bar stool w/back		50.00	76.75	

1. Total All Items Ordered:	\$	
2. Add 9.25% Sales Tax:	\$	
3. Total Due This Page:	\$	





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All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Standard Booth Carpeting

Rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.

Please mark your color selection: Circle One Blue Red Gray Green Teal Burgundy Black

Standard	Quantity	Advance	Floor	Total
9' x 10'		\$ 113.25	\$147.25	
9' x 20'		226.75	291.25	
9' x 30'		340.00	437.25	
9' x 40'		455.50	570.75	
9' x ft. =	sq.ft.	Price/square foot	1.90 sq.ft.	2.60 sq.ft.
10' INCREMENTS				

Prices above include taping front aisle edge only.

_____ Feet of additional taping Price/linear foot \$.95 \$1.80

Custom Size Booth Carpet: Available in 10' widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if our carpet size is different from your booth size. If you require additional carpet to cover steps, skids and display fixtures, include a floor plan, and a quotation will be forwarded to you before we proceed.

Convert to Square Feet	Total		
Carpet Size x =	2.60 sq.ft.	3.25 sq.ft.	

Luxury Booth Carpeting

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids display fixtures, include a floor plan, and a quotation will be forwarded to you before we proceed. Purchase options are available. Samples are available on request.

Please mark your color selection: Blue Red Gray Green Teal Burgundy Black

Luxury	Quantity	Advance	Floor	Total
Carpet Size x =		2.85 sq.ft.	4.15 sq.ft.	

Foam Padding and Visqueen

	Quantity	Advance	Floor	Total
Padding	sq.ft.	.95 sq.ft.	1.60 sq.ft.	
Visqueen	sq.ft.	.35 sq.ft.	.45 sq.ft.	

Carpet orders received without color indicated will receive show color.

CALCULATION OF ORDER— Include Sales and/or Use Taxes as indicated. Make payments in U.S. funds drawn on a U.S. bank. Orders confirmed only upon request.

1. Total All Items Ordered:	\$ _____
2. Add 9.25% Sales Tax:	\$ _____
3. Total Due This Page:	\$ _____





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Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused. Shipments larger than 4' x 4' x 4' and/or weighing in excess of 400 lbs. may require special arrangements, and may be charged an additional handling fee...please call us before shipping such items.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**. **Exhibitors are responsible for crating and uncrating of their own product.**

Advance Shipments:

- A. Receiving at our warehouse up to two weeks prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
BOOTH NUMBER
Biofuels Workshop & Trade Show
YELLOW TRANSPORTATION
C/O VALLEY EXPO & DISPLAYS
7300 CENTENNIAL BLVD
NASHVILLE, TN 37209

First day freight will be accepted at advance location: **10/12/06**

Last day freight will be accepted: **10/26/06**

Direct Shipments to the Show Site:

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
BOOTH NUMBER
Biofuels Workshop & Trade Show
C/O VALLEY EXPO & DISPLAYS
GAYLORD OPRYLAND RESORT & CONV CTR
2816 OPRYLAND DRIVE
NASHVILLE, TN 37214-1297

Do not send shipments in advance of 10/30/06 to the show site.
The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **10/30/06 ONLY**

Authorization To Provide Freight Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

**The Freight Handling Order Form must be completed and returned with payment to
Valley Expo & Displays before exhibit freight can be handled!**





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This Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before your freight can be handled.

Immediately upon shipping, please forward a copy of your freight bill of lading to us. Valley Expo & Displays will trace delayed shipment, or notify shipper of arrival upon written request. Exhibitor shipments by carriers not giving delivery receipts or bills of lading, such as UPS or US Postal Service, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event.

COMPANY NAME			BOOTH #
ADDRESS	CITY	STATE	ZIP
PHONE	FAX	E MAIL ADDRESS	
AUTHORIZED SIGNATURE		PRINT AUTHORIZED NAME	

NAME OF FREIGHT CARRIER

Freight Handling Rates, per shipment, based on incoming weight, rounded to the next highest 100 lbs., **200 lb. minimum.**

Advance shipments, and direct shipments to the show site:

Round shipment weight up to the next 100 lbs.

	Shipment Weight	x	Rate per 100 lbs. (200 lb. min. charge)	=	Estimated Charges
<u>ADVANCE SHIPMENTS ONLY</u> Crated, palletized freight, carpet bags, display cases			\$ 58.00 (\$116.00 min. charge)		
<u>DIRECT SHIPMENTS</u> Crated, palletized freight, carpet bags and display cases			\$ 55.00 (\$110.00 min. charge)		
<u>DIRECT SHIPMENTS ONLY</u> Uncrated freight			\$ 61.00 (\$122.00 min. charge)		
<u>SMALL PACKAGES</u> (Total weight for all cartons must be less than 50 lbs.)			\$ 39.95 first carton \$ 11.00 for each add'l carton		

We will be shipping to: ☐ **Advance Warehouse** ☐ **Show Site (check one)**

Outbound shipments from your booth: Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier pick up within an hour of show closing. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Expo & Displays Service Desk or by calling customer service.

In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions.





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Forklift Services: Exhibitors requiring forklifts to:

- A - Unload (from truck to dock only)
 - B - Load (from dock to truck only)
 - C - Help assemble their displays at their designated locations only
- will need to estimate their requirements below.

This service will be rendered upon the estimated time to complete installation. **This service does not include delivery of goods to your assigned booth.** Please see "Shipping Information" Sheet within this packet for additional information.

Forklift Hourly Rates:

Straight Time (8:00 A.M. - 4:30 P.M. Monday - Friday) \$ 89.00 per hour

Overtime (Before 8:00 A.M. and after 4:30 P.M. on weekdays, and any time on Saturday, Sunday and all Holidays) \$122.00 per hour

Weight Limits: Available forklift will have a 5,000 lb. capacity. Higher capacities, if required, will be available at an additional charge. **Please confirm if your freight exceeds 5,000 lbs. per piece by contacting us (by October 13, 2006)!**

We must receive your forklift service order with payment at least 10 days prior to the move in date to guarantee service!

The minimum charge for forklift service is 30 minutes per occurrence. Estimated and actual times will be rounded up to the next half hour. Gratuities in the form of labor hours for work not actually performed are prohibited and will not be honored by Valley Expo & Displays.

Please reserve forklift service below. Starting times can not be guaranteed, but we will make every effort to conform to your schedule needs. Your on-site representative must report to the Valley Expo service desk to confirm forklift service needs upon arrival to the show site, as well as supervise the work to be done. Upon completion of the work, your representative must return the work crew to the service desk, and approve the work order for services rendered.

	Start Time	Date	# of Hours x	Applicable Rate	=	Total Cost
Installation						
Dismantling						

Work to be Performed: _____

Total Due This Page \$ _____





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Graphics: Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

Item #	Size	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Color Choice	Qty	Total
129	Counter	\$681.00	\$1021.00	\$1651.00	Black or Grey		
134	Counter	\$192.00	\$288.00	\$1200.00	Black or Grey		
1160	Tabletop	\$510.00	\$765.00	\$1200.00	Black or Grey		
1000	10' x 10'	\$823.00	\$1234.00	\$3751.00	Black or Grey		
1001	10' x 10'	\$1125.00	\$1687.00	\$3791.00	Black or Grey		
1134	10' x 10'	\$1717.00	\$2575.00	\$5563.00	White, Black or Grey		
1179	10' x 10'	\$1499.00	\$2248.00	\$5005.00	White, Black or Grey		
1192	10' x 20'	\$1463.00	\$2194.00	\$8034.00	Black or Grey		
1193	10' x 20'	\$3576.00	\$5364.00	\$15164.00	White, Black or Grey		
1575	10' x 20'	\$3195.00	\$4792.00	\$10962.00	White, Black or Grey		
1087	20' x 20'	\$6424.00	\$9636.00	\$25476.00	White, Black or Grey		
1027	20' x 20'	\$3012.00	\$4518.00	\$17444.00	Black or Grey		
1541	20' x 20'	\$7151.00	\$10726.00	\$28486.00	White, Black or Grey		
1744	20' x 20'	\$6028.00	\$9042.00	\$29100.00	White, Black or Grey		

*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit and nightly cleaning.

1-150 watt Arm Light/Table Top Unit

2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

9' x 10' Standard Carpet (circle color) Blue Red Grey Green Teal Burgundy Black

Tabletop includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

CALCULATION OF ORDER - Include Sales and/or Use Taxes as indicated.

Make payments in U.S. funds drawn on a U.S. Bank.

Orders confirmed only upon request.

Total Items Ordered: \$ _____
Add 9.25% Sales Tax: \$ _____
Total Due This Page: \$ _____





more value.
more service.
more possibilities.

Islands . Inlines . Backwalls . Tabletops . Kiosks . Counters . Tension Fabric . Banner Stands . Accessories . Services

Exhibit Options

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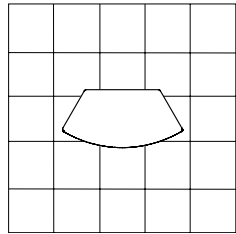
Save time and money with custom tailored exhibit options.

Valley Expo has teamed up with Nomadic Display, the world's leading producer of portable and modular exhibits, to offer you this special selection of display solutions that are contemporary in style, cost-effective and convenient.

Valley's in-house graphics department can supply all of your graphic design needs. And whether we design the graphics or

use your artwork, we provide full production services from vinyl to photographic, digital and dye sub prints for backlit, reflective or fabric applications. And all proofing can be done via e-mail.

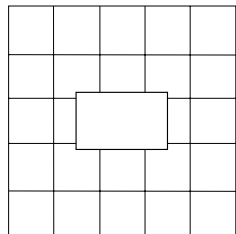
Please use the Order Form to place your order for one of our most popular designs or contact us to create one that will meet your individual needs.



Counter

Kit 129 features:

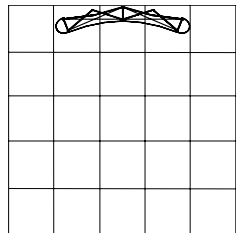
- Freestanding Platinum counter constructed of a laminate base and black laminate top
- Locking doors for secure storage



Counter

Kit 134 features:

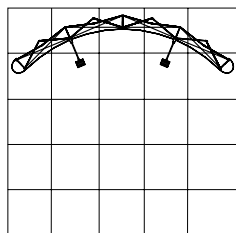
- Convert 2 Rolluxe Cases into a free-standing counter constructed of fabric panels and black molded top



10x10

Kit 1160 features:

- Instand Classic 6' tabletop
- Tabletop features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

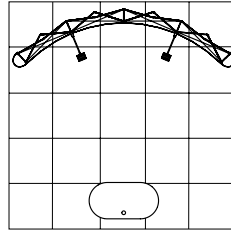


10x10

Kit 1000 features:

- Instand Classic 10' pop-up
- Backwall features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



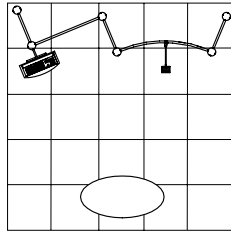


10x10



Kit 1001 features:

- Instand Classic 10' pop-up
- Backwall and counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- Case converts to a counter

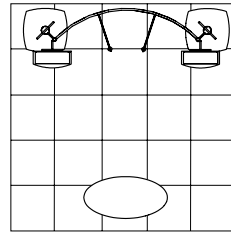
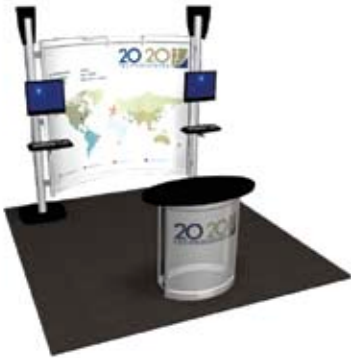


10x10



Kit 1134 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

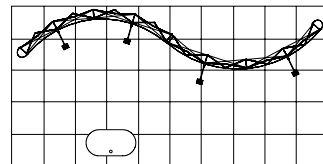


10x10



Kit 1179 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

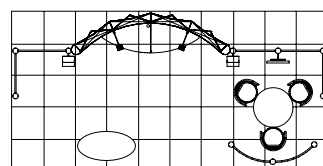


10x20



Kit 1192 features:

- Two Instand Classic 10' pop-ups connected to form seamless serpentine wall
- Backwall and capsule counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



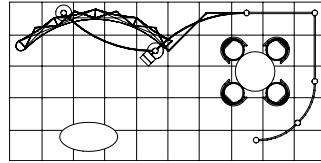
10x20



Kit 1193 features:

- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white

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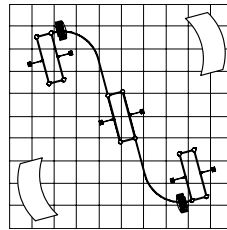


10x20



Kit 1575 features:

- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Semi-private conference area

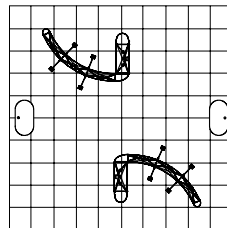


20x20



Kit 1087 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum reception counters available in your choice of black, grey or off white laminate

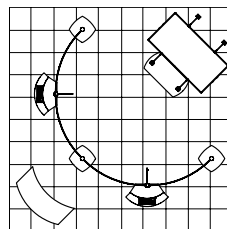


20x20



Kit 1027 features:

- Two Instand Classic and Plus pop-ups
- Backwall and capsule counters available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

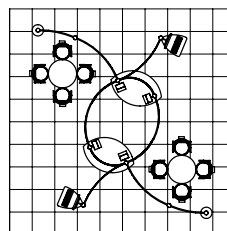


20x20



Kit 1541 features:

- Platinum tower and reception counter available in your choice of black, grey or off white laminate
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum fan counters/kiosks available in your choice of black, grey or off white laminate



20x20



Kit 1744 features:

- DesignLine brushed aluminum extrusion round tower with tension fabric panels available in your choice of black, grey, or white
- Two DesignLine kiosks available in your choice of black, grey or off white laminate
- Two semi-private conference areas

Additional designs are available upon request. Call us today for more information!



Biofuels Workshop & Trade Show Eastern Region

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ADVANCED PRICE DEADLINE:
 October 13, 2006

Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If the convention facility is not governed by union contract, exhibitors are welcome to perform their own installation & dismantling. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. **Orders with payment in full must be received by October 13, 2006, for Advance Prices.** All floor orders subject to availability of labor at the show site.

A minimum charge of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

Straight Time vs. Overtime: Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before and after these times, on weekends and all holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee.

Requested Starting Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up), however such starting time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Labor Rates:

Installation & Dismantling: (Straight Time)		Supervision Rate: (Straight Time)	
Advance	\$ 64.00 man/hour	Advance	\$ 80.00 man/hour
Floor	\$ 96.25 man/hour	Floor	\$120.25 man/hour
Installation & Dismantling: (Overtime)		Supervision Rate: (Overtime)	
Advance	\$ 79.75 man/hour	Advance	\$ 99.75 man/hour
Floor	\$105.50 man/hour	Floor	\$132.00 man/hour

Computation of Labor Charges:

	# of workers	x	# of hours	x labor rate	Grand Total
Installation					\$
Dismantling					

Requested start date and time for:

Installation: _____

Dismantling: _____

TOTAL DUE THIS PAGE \$ _____





Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

ADVANCED PRICE DEADLINE:
October 13, 2006

Carpet Vacuuming: Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full by October 13, 2006, to qualify for Advance prices.**

Standard Booth Size (10' x 10') = Square Footage (100 square feet per booth)

Vacuuming Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.26 / sq. ft.	\$.36 / sq. ft.	\$

Vacuuming Prior To Show Opening Each Day (shows that are more than one day)

Square Feet	x	Advance Price	Floor Price	# Days	Total
	x	\$.22 / sq. ft.	\$.32 / sq. ft.	3	\$

Carpet Shampooing Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.41 / sq. ft.	\$.59 / sq. ft.	\$

Porter Service

Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.26 / sq. ft.	\$.36 / sq. ft.	\$

Prior To Show Opening Each Day (shows that are more than one day)

Square Feet	x	Advance Price	Floor Price	# Days	Total
	x	\$.22 / sq. ft.	\$.32 / sq. ft.	3	\$

Total Due This Page \$_____

BOOTH NUMBER: _____

COMPANY NAME: _____





Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

ADVANCED PRICE DEADLINE:
October 13, 2006

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **October 13, 2006**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation Order Form for assistance in installing your signs if it will be needed.

All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

Contact for sign questions: _____

Foamcore Signs (white background) - One Color

Quantity	Description	Price	Total
	11" x 14"	\$ 41.75	
	14" x 22"	60.75	
	22" x 28"	74.25	
	28" x 44"	101.00	

Foamcore Signs (white background) - Two Color

	22" x 28"	95.00	
	28" x 44"	123.00	

Miscellaneous

Quantity	Description	Price	Total
	easel back	\$ 7.75	
	logos	call for price	
	sign grommets	\$ 2.75 / each	
	colored background	add 25%	

Vinyl Banners (white background only)

grommets for hanging are included

Quantity	Description	Price	Total
	2' x 4' banner	\$ 102.00	
	2' x 6' banner	122.75	
	2' x 8' banner	184.50	

Sign copy to be arranged: _____ horizontally _____ vertically

Color of Printing (one color only): _____

Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

1. Total All Items Ordered:	\$ _____
2. Add 9.25% Sales Tax:	\$ _____
3. Total Due This Page:	\$ _____





Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

ADVANCED PRICE DEADLINE:
October 13, 2006

Floral Arrangements and Plants:

All orders must be placed and paid in full by **October 13, 2006**. No floral or plant orders will be accepted at the show site or after the advance order deadline date.

All orders are based on availability.

Orders will not be processed without payment in full.

Quantity	Description	Prices	Total
	Fresh Floral Arrangement	\$62.00 each	
	Blooming Plant Mum Azalea Bromeliad	\$46.00 each	
	Green Plant (rental) 3' tall Emerald Beauty Silver Queen Pothos Ivy Arboricola	\$62.50 each	
	Green Plant (rental) 4' tall Arboricola Spath	\$78.50 each	
	Green Plant (rental) 5' tall Areca Palm Bamboo Palm Ficus Benjamina	\$100.25 each	

1. Total All Items Ordered:	\$ _____
2. Add 9.25 % Sales Tax:	\$ _____
3. Total Due This Page:	\$ _____



BOOTH NUMBER: _____

COMPANY NAME: _____



Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

AUTHORIZATION FORM

BOOTH NUMBER:

COMPANY NAME:

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____

(STREET)

(CITY)

(STATE)

(ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be performed: _____

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.





Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

BOOTH NUMBER: _____

COMPANY NAME: _____

This form is to be used if you wish to have a Third Party handle your display, and be billed for services.

The Recap of Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that the Exhibiting Company is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

All information below must be completed by the respective parties:

Third Party Information

Third Party		

Billing Address		

City	State	Zip

Phone	Fax	

X		
Authorized Signature		

Print Authorized Name		

EMAIL ADDRESS		

Exhibiting Company Information

Exhibiting Company		

Billing Address		

City	State	Zip

Phone	Fax	

X		
Authorized Signature		

Print Authorized Signature		

EMAIL ADDRESS		

Please indicate any services that should **not** be billed to the Third Party:

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___ / ___ Exp. Date

Account #: _____

Cardholder's Signature			

Print Cardholder's Name			

Cardholder's Billing Address	City	State	Zip
_____	_____	_____	_____

Third Party billing cannot be arranged without the Exhibiting Company's complete credit card information!





Biofuels Workshop & Trade Show Eastern Region

Gaylord Opryland Resort & Convention Center, October 30-November 1, 2006

ADVANCED PRICE DEADLINE:
October 13, 2006

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services by your show site representative will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Furniture Order Form
\$ _____	Booth Carpet Order Form
\$ _____	Freight Handling Order Form
\$ _____	Forklift Service Order Form
\$ _____	Portable/Modular Display Rental Order Form
\$ _____	Event Labor Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Plant & Floral Order Form
\$ _____	Sign & Banner Order Form
\$ _____	<i>TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)</i>

\$ _____ **Total Now Due**

Please provide the following information so we may credit your account properly.

Company Name _____		Booth # _____	Date _____
Address _____		City & State _____	Zip _____
E-Mail Address _____		Name (please print) _____	
Phone _____	Fax _____		

___ Visa ___ MC ___ Amex Card Number _____ Exp. Date ___/___

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X _____
Cardholder Signature Cardholder's Name (please print)

Please retain copies of all paperwork...no invoices or receipts will be mailed unless requested above.



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.

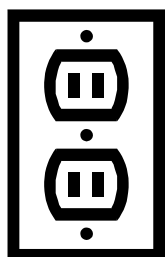
Any Size Shipment

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:



www.myyellow.com



FOR YOUR ELECTRICAL, PLUMBING AND PHONE
SERVICE NEEDS, PLEASE COMPLETE THE ATTACHED
FORMS AND RETURN WITH PAYMENT TO THE
FOLLOWING ADDRESS:

GAYLORD OPRYLAND RESORT & CONV. CENTER

~~~~~

EXHIBIT HALL OPERATIONS  
2800 OPRYLAND DRIVE  
NASHVILLE, TN 37214

TEL: (615) 871-6390

FAX: (615) 871-6094

~~~~~



GAYLORD OPRYLAND™

RESORT & CONVENTION CENTER

Nashville

EXHIBIT HALL SERVICES

ELECTRICAL/PLUMBING ORDER FORM

000000

Please mail, fax or email to:

Attn: Exhibit Hall Operations
Gaylord Opryland Resort &
Convention Center

2800 Opryland Drive
Nashville, TN 37214
(P) 615-871-6390, (F) 615-871-6094
bpowell@gaylordhotels.com

Name of Convention		Booth No.		Company Name		Exhibit Set-up Date	
120 VOLT POWER							
QTY.		15 Day Advance Price	Regular Price	Amount			
_____	1 Outlet to 500 watts or 5 Amp	\$85.00	\$105.00	\$ _____			
_____	2 Outlets to 1000 watts or 10 Amp	120.00	160.00	\$ _____			
_____	3 Outlets to 1500 watts or 15 Amp	145.00	185.00	\$ _____			
_____	4 Outlets to 2000 watts or 20 Amp	175.00	215.00	\$ _____			
_____	6 Outlets to 3000 watts or 30 Amp	225.00	265.00	\$ _____			
EXTENSION CORDS (RENTAL ONLY)							
<i>Pick-up at service desk</i>							
_____	25 ft. 1 Outlet Extension Cord	\$15.00	\$15.00	\$ _____			
_____	25 ft. 3 Outlet Extension Cord	20.00	20.00	\$ _____			
_____	6 Outlet Power Strip	25.00	25.00	\$ _____			
208 VOLT POWER							
	1 Ø or 3 Ø						
_____	15 Amp ☐	\$225.00	\$265.00	\$ _____			
_____	20 Amp ☐	295.00	395.00	\$ _____			
_____	30 Amp ☐	415.00	575.00	\$ _____			
_____	50 Amp ☐	650.00	915.00	\$ _____			
NOTE: All equipment utilizing nominal 208 voltage must have appropriate male plug. Please list (NEMA) No. _____							
480 VOLT POWER: PLEASE CALL FOR PRICING							
SPECIAL / LARGER REQUIREMENTS _____				\$ _____			
_____				\$ _____			
*COMPRESSED AIR - Minimum charge, \$150.00 (includes labor).				\$ _____			
**WATER - Minimum charge, \$150.00 (includes labor).				\$ _____			
**DRAINAGE - Available depending on location of exhibit.				\$ _____			
Minimum charge. \$120.00 (includes labor).				\$ _____			
FILL & DRAIN - 0 - 50 gal \$150.00				\$ _____			
51 - 200 gal \$225.00				\$ _____			
201 - 500 gal \$300.00				\$ _____			
over 500 gal (please call)				\$ _____			
LABOR: For troubleshooting and/or special wiring only. GORACC is not a source of electrical SET-UP labor. No. Hrs. _____				\$ _____			
7:00 a.m. to 5:00 p.m. \$60.00/Hr.				Sub-total \$ _____			
5:00 p.m. to 7:00 a.m. \$90.00/Hr.				TN Sales Tax 9.25% \$ _____			
				TOTAL \$ _____			

SEE TERMS AND CONDITIONS

Full Payment must accompany this order form in order to avoid paying regular price. Not refundable for non-user or no show. In order to receive a refund, cancellations must be made at least (7) days prior to set-up day. Prices are subject to change without notice.

ISLAND BOOTHS

Electrical service will come from Exhibit Hall ceiling and will be provided in the most convenient manner. GORACC does not supply labor for connecting or running electrical inside booth area.

ELECTRICAL CONNECTIONS

Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. GORACC does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, GORACC will staff an electrical service desk during exhibitor set-up.

COMPRESSED AIR

GORACC supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. GORACC supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____

**WATER AND DRAINAGE

Water - GORACC supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt.

Drainage - Depending on location of exhibit, a pump may be required at an additional cost.

GORACC USE ONLY

Payment due before show opens

PAYMENT INFORMATION

Charge to Gaylord Hotel Room No. _____ Company Name _____

Cash _____ Check No. _____ Contact _____
(Make check payable to Gaylord Opryland)

Major Credit Card No. _____ Address _____

Card Holder _____ Exp. _____ Suite _____ Phone (_____) _____ Ext. _____

Signature _____ City _____ State _____ Zip _____

ALL PLIES PRINT ALIKE



TELEPHONE
SERVICE ORDER FORM



Please Return To:
Attention: Telecommunications
2800 Opryland Drive
Nashville, TN 37214 (615) 457-0000
FAX # (615) 457-0010

Name of Convention or Group Name of Exhibitor Booth # Setup Date/Time Removal Date/Time

Please indicate below the services you will require for the upcoming convention. **The standard telephone provided is a 2500 set. One is provided at no charge for each line rented.*

15-Day Advance Payment Requested for the Following:

	15-Day Advance Payment	Amount
PHONE / MODEM LINE DIRECT INWARD DIALING:	\$160.00	_____
Hotel lines allow placement of hotel in-house calls, local calls and any long distance calls by direct dial, (615) 889-1000. Local calls are \$1.00 + tax, Toll calls are \$1.00 + tax for the initial 60 minutes, and \$.10 per minute, beginning at minute 61, and any Long Distance direct dialed charges.		
DRY PAIR	Additional \$100.00	_____
ANALOG SPEAKER PHONE	Additional \$ 50.00	_____
DIGITAL SPEAKER PHONE	Additional \$100.00	_____
POLY COM PHONE	Additional \$350.00	_____
(HOTEL ISDN LINE 128K AVAILABLE UPON REQUEST)	\$300.00	_____

SPECIAL REQUESTS: _____

If order is not prepaid, payment by the following means is required at the show. Charge to Room No. _____
Cash _____, Check No. _____, Major Credit Card Title _____, Card No. _____,
Expires _____, Card Holder _____, Interbank No. _____.

NOTE: A credit card is required if check does not cover added services & line costs.

MASTER ACCOUNT _____

Prepayment not refundable for non-use or no-show	Firm _____
	Attention _____ Telephone No. _____
	Street _____
	City _____ State _____ Zip Code _____

AUTHORIZED BY: _____
Name (Please Print)

Title and Company _____
Date _____ Signature _____

IMPORTANT! **NOTE: Hotel does not guarantee satisfaction on orders received less than 15 days prior to required setup date. Only signed and acknowledged orders can be serviced by Hotel personnel. Prices include tax and are subject to change without notice.**

Gaylord Opryland Hotel shall properly connect and setup all requested telephone equipment; however, it is fully understood that Gaylord Opryland Hotel does not guarantee the quality of the transmission over lines not within its control. ***This is an order/form reservation. Limited availability.*



TERMS AND CONDITIONS FOR EXHIBITS AND DISPLAYS

ADHESIVES: No pins, tacks, or adhesives of any kind are permitted on any Hotel wall, door or column. **Any tape applied to the floor by the exhibitor must be approved by the Hotel Exhibit Manager. Proper tape can be purchased from the Hotel Exhibit Manager.** No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

NON-FLAMMABLE MATERIALS: All materials used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject Code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager of the Hotel.

SPECIAL NOTICES: All Booth Equipment, Furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to building without written consent of the Director of Conference Services or the Exhibit Hall Manager at the Hotel. **All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.**

All material furnished to the Exhibitor by the Gaylord Opryland Resort & Convention Center will remain the Hotel's property and will be removed by the Hotel after close of show.

LIABILITY: The Hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage not caused by the willful negligence of an employee of the Hotel. Each exhibitor hereby expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

INSURANCE: Exhibitors who desire to carry insurance on their exhibits must do so at their own expenses.

FIRE REGULATIONS: All doors and openings must be kept clear. Exit signs, fire alarms and extinguishers must be visible at all times.

BY THE ORDER OF FIRE MARSHALL: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8 tank
- Battery cables must be disconnected
- Gas cap must be locked and/or taped shut

STORAGE: **Absolutely no storage of material of any type allowed behind booths or between booths.** The Hotel has no facilities for the storage of exhibits. All shipments for and exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

FOOD AND BEVERAGE: **Any food or beverage dispensed or given away at booths must be supplied and prepared by the Gaylord Opryland Resort & Convention Center.**

Exhibitors that need
to use the loading
docks must go to
Dock B behind
Parking Lot P3.

See the attached map
for location.

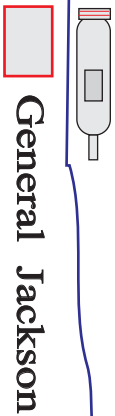


GAYLORD OPRYLAND™

RESORT & CONVENTION CENTER

Nashville

Opryland Complex Location Map



→|→|→| Dock Entrance is located
behind P3 Parking Lot

Cumberland River

ESP

Green
Houses

Satellite
Facility

Engineering

Commissary

Scene Shop

Marshaling
Yard
Lot "A"
A1
A2
100'
81.5'
740'
565'
400'

Pavilion
Lot "B"
B2
B3
760'
414'
332'
220'

B4
B5
540'
198'

E1
E2
E3
E4
E5
130'±135'±
300'
402'
448'
85'
254'
160'
305'
135'

C6
C5
448'
290'
187'

Cascades Valet Parking

La Petite

Laundry
Power
EESC

Guest
Check-in
Spa

Gaylord U

Convention
Center

Delta

Garden

Cascades

Magnolia

Magnolia
South

Magnolia
West

Magnolia
East

2804
Grand
Ole
Opry
House

2806
FASB
House

2802

G3

G2

G1

C4

C3

C2

C1

Exit to
Briley
South

Exit to
Briley
North

WSM

Radisson

Hotel Main
Entrance

To Opry Mills
and
General Jackson

Opryland Drive

To Exit 11, Opry Mills Drive

Opryland Drive

Briley Parkway

McGavock Pike



ANN L. TEASLEY, INTERIORS

CONVENTION FLORIST

(A SOLE PROPRIETORSHIP)

TAXPAYER ID # 62-1120156

7159 OLD HICKORY BLVD.

WHITE'S CREEK, TN 37189-9160

PHONE: (615) 876-3956 - FAX: (615) 876-9378

E-MAIL: atflorist@bellsouth.net

<u>QUANTITY</u>	<u>ITEM</u>	<u>PRICE</u>	<u>TOTAL</u>
_____	FLORAL ARRANGEMENTS (Designers Choice, NO EXHIBITOR INPUT)	\$ 50.00 to \$75.00 (Price variation denotes size)	_____
_____	FLORAL ARRANGEMENTS (Custom - Call or Fax your Requirements for Quote)	\$ 75.00 & Up	_____
_____	MUMS	\$ 20.00	_____
_____	AZEALEAS	\$ 30.00	_____
_____	LARGE POTTED FERNS	\$ 30.00	_____
_____	18" TROPICAL PLANTS	\$ 24.50	_____
_____	2' TROPICAL PLANTS	\$ 29.50	_____
_____	3' TROPICAL PLANTS	\$ 39.50	_____
_____	4' TROPICAL PLANTS	\$ 49.50	_____
_____	5' TROPICAL PLANTS	\$ 59.50	_____
_____	6' TROPICAL PLANTS	\$ 69.50	_____
_____	7' - 8' TROPICAL PLANTS	\$ 89.50	_____
DELIVERY CHARGE			<u>\$ 10.00</u>
SUB TOTAL			_____
9.25% SALES TAX			_____
TOTAL			_____

BOOTH NUMBER _____ SHOW SITE _____

SHOW NAME _____ SHOW DATE _____

EXHIBITOR NAME _____

STREET ADDRESS _____

CITY/STATE _____

CONTACT PERSON/PHONE _____

FAX/E-MAIL _____

ORDER CONFIRMATION BY E-MAIL ONLY

• RENTAL POLICY

1. Orders should be received at least 7 days prior to show opening to facilitate material availability.
2. Cancellations must be received at least 7 days prior to show opening.
3. Items missing from the booth are the responsibility of the exhibitor and an additional charge will be applied.
4. Substitutions may be necessary due to material availability.
5. Rental price includes a decorative container, top dressing, as needed, installation and pickup.

• PAYMENT POLICY

1. We accept company check, AMERICAN EXPRESS®, MASTERCARD® and VISA®. All amounts due are payable with U.S. Funds. Checks must be drawn on a U.S. bank. DIRECT BILL IS NOT A PAYMENT OPTION.
2. FULL PAYMENT MUST ACCOMPANY ORDER. Sales tax due on sub total, including delivery charge.
3. Organizations claiming sales tax exemption, must submit exemption documentation with the order. The State of Tennessee doesn't recognize exemptions issued by other states.

• METHOD OF PAYMENT

AMERICAN EXPRESS® _____ MASTERCARD® _____ VISA® _____ CHECK ENCLOSED _____ PAYMENT MUST ACCOMPANY ORDER.
ORDERS NOT ACCOMPANIED BY A CHECK OR CREDIT CARD INFORMATION WILL NOT BE DELIVERED.

CARD # _____ EXP. DATE _____

NAME AS SHOWN ON CARD (Please Print) _____

CARDHOLDERS SIGNATURE (Required) _____