



Biofuels Workshop & Trade Show Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 2006

ADVANCED PRICE DEADLINE:
November 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 Contractor:	Valley Expo & Displays 4950 American Road Rockford, IL 61109	Phone: (877) 332-4292 Fax: (815) 873-1544 Email: events@valleyexpodisplays.com
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Booth Package: Your standard 10' x 10' booth will include:

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

Your exhibit area is carpeted with existing hotel carpet.
Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Monday,	November 13, 2006	
Exhibitor Move In:	Monday,	November 27, 2006	NOON - 5PM
Show Hours:	Monday,	November 27, 2006	6PM - 8PM - RECEPTION
	Tuesday,	November 28, 2006	8AM - 9AM, 11:30AM - 1:30PM, 5PM - 7PM
	Wednesday,	November 29, 2006	7:30AM - 8:30AM & 11:45AM - 1:30PM
Exhibitor Move Out:	Wednesday,	November 29, 2006	1:30PM - 5PM

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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 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			\$ 92.75	\$ 123.10	
6' x 30" high			106.05	137.85	
8' x 30" high			119.70	155.60	
4' x 42" high			105.74	140.33	
6' x 42" high			120.89	157.15	
8' x 42" high			136.46	177.38	

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		\$ 80.20	\$ 104.64	
6' x 30" high		90.14	117.17	
8' x 30" high		101.75	132.26	
4' x 42" high		89.88	119.28	
6' x 42" high		102.76	133.58	
8' x 42" high		115.99	150.77	

Skirting Only	Quantity	Color	Advance	Floor	Total
30" x 13'			\$ 39.88	\$ 53.63	
42" x 13'			46.75	60.23	

Swap standard, provided table from to **\$ 39.88 flat fee**
White table vinyl, 8' long 7.97 11.55

30" Round Cocktail Tables	Quantity	Advance	Floor	Total
30" round, 30" high		\$ 62.70	\$ 77.55	
30" round, 42" high		70.13	84.98	
Tripod Adjustable Easel		38.15	49.60	
Wastebasket		14.35	21.55	
Garment Rack		23.93	28.60	
3' drape (side drape)		11.95/LnFt	17.75/LnFt	
8' drape (back drape)		14.35/LnFt	19.05/LnFt	
Literature Stand		113.30	139.15	
*6' Full View Showcase(with; lights, locks, 2 shelves)		429.35	644.05	

***Showcase Not Available at Show Site**

Table Risers	Quantity	Color	Advance	Floor	Total
1' x 1' x 4' skirted		white only	45.93	61.05	

Pegboard (38"x87") Horizontal or Vertical 112.40 168.60
 Includes free standing frame

Chairs	Quantity	Advance	Floor	Total
Folding chair		\$ 29.23	\$ 39.23	
Padded arm chair		81.35	122.05	
Bar stool w/back		90.15	142.75	

1. Total All Items Ordered:	\$	
2. Add 7.75 % CA Sales Tax:	\$	
3. Total Due This Page:	\$	





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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'		\$ 130.40	\$170.50	
9' x 20'		255.75	340.10	
9' x 30'		392.40	510.10	
9' x 40'		481.50	680.15	
9' x ft. =	sq.ft.	Price/square foot	2.05 sq.ft.	2.75 sq.ft.
10' INCREMENTS				

Prices above include taping front aisle edge only.

_____ Feet of additional taping Price/linear foot \$.99 \$1.93

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 =	2.75 sq.ft.	3.30 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:	<u>Blue</u>	<u>Red</u>	<u>Gray</u>	<u>Green</u>	<u>Teal</u>	<u>Burgundy</u>	<u>Black</u>
Luxury	Quantity	Advance	Floor	Total			
Carpet Size x =		3.03 sq.ft.	4.40 sq.ft.				

Foam Padding and Visqueen

	Quantity	Advance	Floor	Total
Padding	sq ft	.90 sq ft	1.50 sq ft	
Visqueen	sq.ft.	.40 sq.ft.	.94 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 7.75% CA 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
9525 PADGETT STREET
SAN DIEGO, CA 92126

First day freight will be accepted at advance location: **11/2/06**

Last day freight will be accepted: **11/23/06**

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
MANCHESTER GRAND HYATT
ONE MARKET PLACE
SAN DIEGO, CA 92101

Do not send shipments in advance of 11/27/06 to the show site.

The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **11/27/06 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

Advance Crated			
ST/ST		\$ 77.50	\$155.00
ST/OT		\$ 96.90	\$193.80
OT/OT		\$116.25	\$232.50
Advance Special Handling			
ST/ST		\$100.75	\$201.50
ST/OT		\$125.95	\$251.90
OT/OT		\$151.10	\$302.20
Direct Crated			
ST/ST		\$ 73.85	\$147.70
ST/OT		\$ 92.30	\$184.60
OT/OT		\$118.16	\$221.60
Direct Special Handling			
ST/ST		\$ 96.00	\$192.00
ST/OT		\$120.00	\$240.00
OT/OT		\$144.00	\$288.00
Uncrated			
ST/ST		\$116.25	\$232.50
ST/OT		\$145.30	\$290.60
OT/OT		\$174.40	\$348.80
Small Package (less than 50 lbs)			
First Carton		\$ 39.50	
Each Additional Carton		\$ 9.50	
Mobile Unit			
Mobile Unit		\$137.80	

We will be shipping to: _____ Advance Warehouse _____ Show Site (Check One)

Special Handling: Defined as shipments that are loaded by cubic space and/or 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 and shipments without proper delivery receipts

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 (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





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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) \$136.50 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) \$191.00 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 November 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: _____

•
•

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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ADV PRICE</u>	<u>FLR PRICE</u>	<u>COLOR CHOICE</u>	<u>QTY</u>	<u>TTL</u>
TT3	3 Panel Folding Display 2 Lights Panel Size—23"W x 46"T	\$561.00	\$837.38	Black		
TT4	4 Panel Folding Display 2 Lights Panel Size - 23"W x 46"T	\$617.65	\$934.73	Black		
10 PU	Curved Floor Pop-Up Display 2 Lights Display Dimension - 10'W x 8'T	\$905.30	\$1387.93	Grey or Black		
10 FP	Flat Panel Folding Display 1 Backlit Plex Header - 1 Light Display Dimension - 10'W x 8'T	\$968.83	\$1470.70	Grey		
20 FP	Flat Panel Folding Display 2 Backlit Plex Headers - 2 Lights Display Dimension - 20'W x 8'T	\$1852.68	\$2747.53	Grey		
Free Standing Podium Counter	Oval Podium Counter w/Hard Surface Top 38"T x 36"L x 24" D	\$277.75	\$402.33	Grey w/ Black Top		
Alcove Counter for 10 FP & 20 FP Only	Alcove Counter w/Hard Surface Top 38"T x 36"L x 24"D	\$277.75	\$402.33	Grey w/ Black Top		
Peninsula Counter for 10 FP & 20 FP Only	Peninsula Counter w/Hard Surface Top 38"T x 36"L	\$334.40	\$451.00	Grey w/ Black Top		
Lights	Stem lights provided, additional lighting for graphics	\$45.65 EA	\$69.03 EA	Black		
1 Color Header	Vinyl Applique Header Font - Helvetica Bold	\$141.63	\$225.50	Black Blue Red		
4 Color Digital Header	Digitally reproduced from your artwork	Quote	Quote	Digital		

Headers do not include graphics. Headers can be one color or full four color digital process.

Graphics: 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.

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.

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BOOTH NUMBER:

COMPANY NAME:





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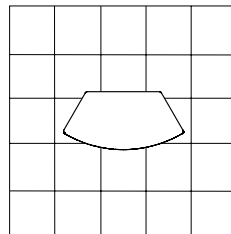
Save time and money with custom tailored exhibit options.

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.

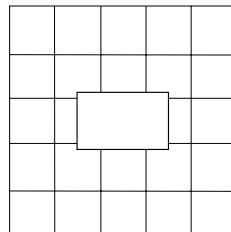
Please use the Order Form to place your order for one of our most popular designs or contact us to create one that will meet your individual needs.



Counter

Kit 129 features:

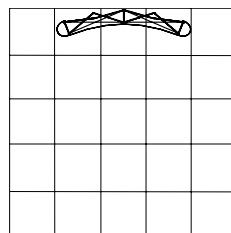
- Freestanding Platinum counter constructed of a laminate base and black laminate top
- Locking doors for secure storage



Counter

Kit 134 features:

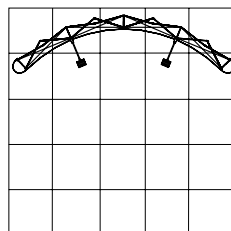
- Convert 2 Rolluxe Cases into a free-standing counter constructed of fabric panels and black molded top



10x10

Kit 1160 features:

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

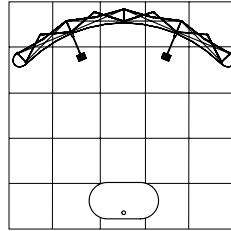


10x10

Kit 1000 features:

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



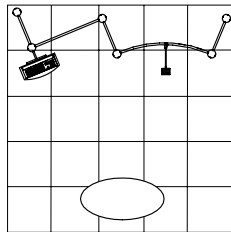


10x10



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

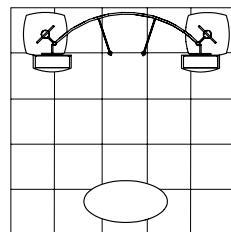
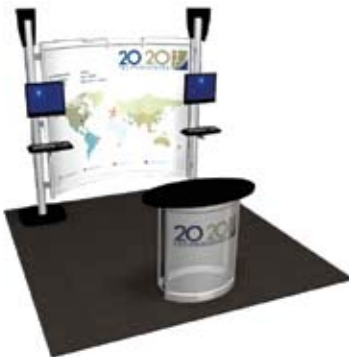


10x10



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

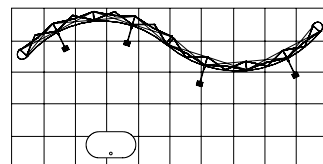


10x10



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

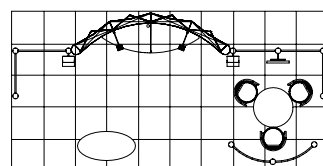


10x20



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



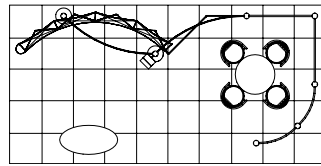
10x20



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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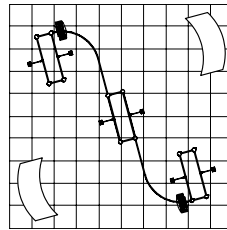


10x20



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

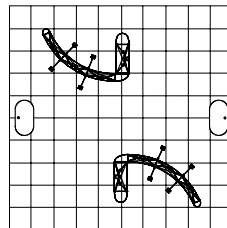


20x20



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

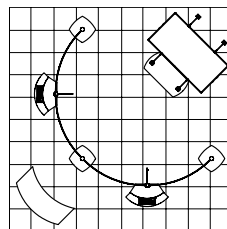


20x20



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

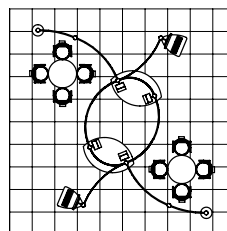


20x20



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!



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ADVANCED PRICE DEADLINE:
 November 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 November 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	\$ 84.50 man/hour	Advance	\$105.63 man/hour
Floor	\$109.75 man/hour	Floor	\$137.19 man/hour
Installation & Dismantling: (Overtime)		Supervision Rate: (Overtime)	
Advance	\$147.88 man/hour	Advance	\$184.85 man/hour
Floor	\$192.06 man/hour	Floor	\$240.08 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 Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 2006

ADVANCED PRICE DEADLINE:
November 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 November 13, 2006, to qualify for Advance prices.**

Standard Booth Size (8' x 10') = Square Footage (80 square feet per booth)

N/A = NOT AVAILABLE

Vacuuming Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.28 / sq. ft.	\$.39 / 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	\$.00 / sq. ft.	\$.00 / sq. ft.	3	\$

Carpet Shampooing Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.43 / sq. ft.	\$.63 / 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	\$.28 / sq. ft.	\$.39 / 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	\$.00 / sq. ft.	\$.00 / sq. ft.	3	\$

Total Due This Page: \$ _____





Biofuels Workshop & Trade Show Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 2006

ADVANCED PRICE DEADLINE:
November 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 **November 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"	\$ 45.92	
	14" x 22"	66.83	
	22" x 28"	81.68	
	28" x 44"	110.10	

Foamcore Signs (white background) - Two Color

	22" x 28"	104.50	
	28" x 44"	135.30	

Miscellaneous

Quantity	Description	Price	Total
	easel back	\$ 8.53	
	logos	call for price	
	sign grommets	\$ 3.03 / each	
	colored background	add 25%	

Vinyl Banners (white background only)

grommets for hanging are included

Quantity	Description	Price	Total
	2' x 4' banner	\$ 112.20	
	2' x 6' banner	135.03	
	2' x 8' banner	202.95	

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 7.75% CA Sales Tax:	\$ _____
3. Total Due This Page:	\$ _____





Biofuels Workshop & Trade Show Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 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 Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 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 ___ CVC2
Last 3 digits on back of card

Account #: _____

X _____
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 Western Region

Manchester Grand Hyatt, San Diego, CA - November 27-29, 2006

ADVANCED PRICE DEADLINE:
November 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 Display Rental Order Form
\$ _____	Event Labor Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Sign & Banner Order Form
\$ _____	TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)

\$ _____ **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 ___/___ CVC2 _____
Last 3 digits on back of card

(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:



YELLOW

YES WE CAN.®

www.myyellow.com

ELECTRICAL ORDER FORM

MAIL OR FAX TO

Questions? Visit www.edlen.com**ELECTRICAL EXHIBITION SERVICES**

1844 Imperial Ave., San Diego, CA 92102-3822

Ph: (619) 696-6625 Fax (619) 696-7762

sandiego@edlen.com

COMPANY:**BTH #**

EVENT:

FACILITY:

DATES:

EVENT#

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	91.00	137.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	161.00	242.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	186.00	279.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	212.00	318.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	188.00	282.00	_____
10 AMPS	_____	_____	281.00	422.00	_____
15 AMPS	_____	_____	323.00	485.00	_____
20 AMPS	_____	_____	404.00	606.00	_____
30 AMPS	_____	_____	480.00	720.00	_____
60 AMPS	_____	_____	632.00	948.00	_____
100 AMPS	_____	_____	831.00	1247.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	282.00	423.00	_____
10 AMPS	_____	_____	373.00	560.00	_____
15 AMPS	_____	_____	431.00	647.00	_____
20 AMPS	_____	_____	538.00	807.00	_____
30 AMPS	_____	_____	643.00	965.00	_____
60 AMPS	_____	_____	839.00	1259.00	_____
100 AMPS	_____	_____	1109.00	1664.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT ¹	_____	_____	115.00	174.00	_____
120 WATT FLOOD LIGHT ²	_____	_____	98.00	147.00	_____
120 WATT DBL POLE LIGHT ²	_____	_____	152.00	228.00	_____
300 WATT FLOOD LIGHT ²	_____	_____	120.00	180.00	_____
300 WATT QUARTZ LIGHT ²	_____	_____	142.00	213.00	_____
1000 WATT QUARTZ LIGHT ³	_____	_____	247.00	372.00	_____

1. Requires hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	82.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	164.00	_____	_____

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE
to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE:**Avoid Duplication !!**

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ON LINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**FOR OFFICE USE ONLY**

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

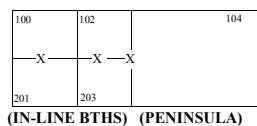
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:				CC VERIFICATION NO: ☐ ☐ ☐ ☐ ☐	
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE: ☐ ☐ ☐ ☐ ☐	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

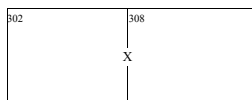
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

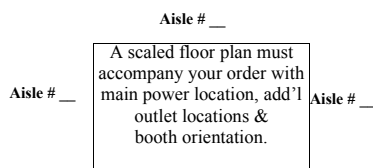
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



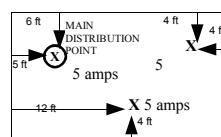
(IN-LINE BTHS) (PENINSULA)



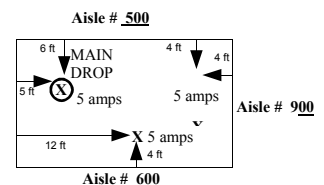
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



Rick Mitrovich, CMP, LES
Senior Director of Catering and
Convention Services

Manchester Grand Hyatt San Diego
One Market Place
San Diego, CA, 92101

Telephone: 619.232.1234
Catering Fax: 619.358.6645
GUEST FAX: 619.233.6464
Email: rmitrovich@hyatt.com

Dear Exhibitor:

The Manchester Grand Hyatt San Diego is pleased to be the host facility for the San Diego exhibit show! We take great pride in our facility and will work with show management to make this the "best show ever"! We also take great pride in our facility partners to maintain high service standard levels to each exhibitor. Please take a minute to review all pertinent information regarding the hotel and its policies. We do need strict adherence to ensure that you are receiving the service that is required. Valley Expo and Display, Presentation Services (Audio Visual) and Core Communications (High Speed Internet/Communication Provider).

Please find on the reverse side Manchester Grand Hyatt San Diego's "do's and don'ts" list to help answer several questions that you may have prior to your arrival. One additional comment regarding receiving and shipping. All packages are to be sent directly to Valley Expo and Display: i) advance shipping to the warehouse for show delivery or ii) to the hotel directly, addressed to Valley Expo and Display on **exhibitor "move-in" day only**. Any deliveries to Valley Expo and Display at hotel address prior to "move-in" date will be refused. Due to limited storage available, Manchester Grand Hyatt San Diego **WILL NOT** accept direct delivery of packages for any exhibition show. Please utilize the forms from Valley Expo and Display included in this kit to ship all freight including crates, boxes and packages. Manchester Grand Hyatt San Diego reserves the right to **consign** to Valley Expo and Display and charge additional handling fees for any packages or freight sent to the hotel address for any exhibition or display.

We do look forward to working with your next exhibition in San Diego.

Sincerely,

A handwritten signature in cursive script that reads "Rick Mitrovich".

Rick Mitrovich, CMP, LES
Senior Director of Catering and
Convention Services

encl.: see reverse

Manchester Grand Hyatt San Diego

Manchester Grand Hyatt San Diego's display rules and regulations are based on a philosophy that all Exhibitors should be given an equal opportunity to present their product to their audience in an effective manner.

The Following apply to all Exhibits.

Access for Deliveries - All articles, exhibits, fixtures, displays and property of any kind shall be brought in to and out of the Exhibit Hall only at and through such approved loading area as the Hotel may designate.

Adhesives - No pins, tacks or adhesives of any kind are permitted on any wall, door or column. Adhesive backed stickers may not be given out by exhibitors.

Balloons - Helium filled balloons are not permitted in the Exhibit Hall.

Compressed Gases - Compressed gases are not allowed inside the Hotel. Heavier than air gases like propane, butane or liquefied petroleum gas (LPG) are also not allowed.

Confetti/ Streamers – Are not allowed at any time throughout the hotel

Exhibitor Equipment - All equipment, decorations, freight, etc. must be removed from the premises at the expiration of the Show. Items left behind will be treated as abandoned equipment.

Insurance - Exhibitors who desire to carry insurance on their own exhibits must do so at their own expense.

Food and Beverage - Any food or beverage dispensed or given away at a booth must be supplied and prepared by the Hotel staff.

Liability - The Hotel is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's Agent, employees or property, or to any other person's 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 all claims for such injury, loss or damage.

Motorized Vehicles - All motorized vehicles are to have comprehensive general liability insurance in a minimum amount of \$2,000,000 in addition to a signed waiver for indemnification/hold harmless. Both of these documents must be supplied to the hotel prior to arrival/set up date. All cars, trucks or other types of fuel powered engines on display must have the least amount of fuel possible (between 1/8 of a tank and empty). The gas cap must be a locking type or taped to prevent the leakage of fumes from the tank. Battery cables must be disconnected. Vehicles may not be started, run or moved during event hours. Transfer of fuel must be accomplished outside the building.

Non-Flammable Materials - All materials used in the Exhibit Hall or any other part of the Hotel must be non-flammable in order to conform with the fire regulations of the City of San Diego.

Right to Inspect - The Hotel's Security personnel reserves the right to inspect any carton, container, briefcase, luggage or package brought in to or taken out of the Exhibit Hall.

Shipping - The Hotel has the right to refuse any delivery addressed to Hotel for an exhibition show. In addition the Hotel has the right to consign any deliveries to Valley Expo and Display and charge an additional handling fee.

Signs/Banners - All hanging signs must be professionally made and conform to show management rules, regulations and ceiling limitations. All pre-assembly of hanging signs and truss must be done by Valley Expo and Display. All hanging signs and truss must be hung by Valley Expo and Display. No other firm will be allowed to access to the Hotel's ceiling. Valley Expo and Display and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

Smoking - Smoking is not allowed in the Exhibit Hall or in any public area of the Hotel.

Storage - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to Valley Expo and Display.

Tape – Tape is not allowed on Hotel equipment, surfaces, walls, and ceilings. Any attachments must be done by the Hotel Engineering department.

Manchester Grand Hyatt San Diego
Telecommunications Request Form
Tel: (619) 232-1234 Fax: (619) 233-6464

Today's Date:

Catering Manager:

Group Name:

Master Acct #/CC#/Rm #:

Group Contact:

Phone Number:

SERVICE INFORMATION

Please indicate the number of lines required next to the type of service. All phone line charges are per day, and do not include usage. Same day notice of installation will result in an additional \$50 charge. Payment for rental is required prior to installation. Usage will be charged after removal, where applicable.

- ☐ QTY _____ **Direct Inward Dial.** \$60/day. Hotel will provide you with a private, 7-digit telephone number for receiving calls.
- ☐ QTY _____ **Standard Analog Line.** \$55/day. Hotel will provide you with a 4-digit house extension. Hotel operator will greet and direct callers to your extension. Outside dialing permitted.
- ☐ QTY _____ **Standard House Extension.** \$50/day. Hotel will provide you with a 4-digit house extension, hotel operator will greet and direct callers to your extension. Restricted to in-house dialing.
- ☐ QTY _____ **Speaker Phone.** \$20/day. Phone line rental not included.
- ☐ QTY _____ **Flashing "Phone" Strobe Light.** \$15/day. Phone line rental not included.
- ☐ QTY _____ **Super Speakerphone.** \$50/day. Phone line rental not included. Full duplex Polycom. Excellent for conference calling.
- ☐ QTY _____ **Voice Mail Box.** \$60 one time set up fee. Phone line rental not included. Has ability for password, personal greeting on mailbox. 3-day notice required.
- ☐ QTY _____ **Multi Line Set (Digital).** \$350 one time set up fee per phone. Does not include phone lines. Includes multi-line, transfer, and hold capabilities. 1-week notice required.
- ☐ QTY _____ **Convention Channel Video Broadcast.** \$875/day. Must have prior authorization from group to show video on groups channel, as well as sign hotel's contract. Communications Manager must be contacted directly to reserve channel and date.
- ☐ QTY _____ **Conference Bridge.** \$250/day. Used for conference calls up to 12 participants. Hotel operator will greet and direct participants to the conference call. Conference bridge use based on availability.

High-Speed Internet T-3 Access. Please contact Core Communications directly, call (619) 358-6686 or email sd@core.net. All high-speed internet orders must be processed through Core Communications. Exhibitors will need to acquire an exhibitor form from Core directly-email is best. 15 days advance notice recommended. *Same day notice of installation will result in an additional \$180 charge*

INSTALL INFORMATION

Meeting Room:	Set up by:	Day _____	Date: _____	Time: _____
	Meeting Starts:	Day _____	Date: _____	Time: _____
	Removal	Day _____	Date: _____	Time: _____

Special Instructions _____

Authorizing Signature Required _____ Date _____

Installing Operator _____ Jacks _____ Ncos _____

Notes: _____ Patch _____ Harvey _____

PBX and Accounting Use Only

Extension	Rental Amount	x	# of Days Rented	=	Total Rental	+	Usage	=	Subtotal
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____
_____	_____	x	_____	=	_____	+	_____	=	_____

Post Total **Phone Line Rental** Amount (Code 714) _____

Post Total **DSL Rental** Amount (Code 713) _____

Post Total **Usage** (Code 712) _____

Grand Total = _____

Date Submitted to Accounting _____

PBX Billing Agent Signature _____

PBX Manager Approval _____

Exhibitor High-Speed Internet Service Order Form Manchester Grand Hyatt San Diego

ORDERING INSTRUCTIONS +PLEASE READ INSTRUCTIONS BELOW IN ORDER TO COMPLETE SERVICE REQUEST+

1. **Fill out this form completely**, include payment information and read carefully
2. **Using A credit card?**- then include a copy of credit cards holders driver's license
3. **Using a check?**-please make it out to Manchester Grand Hyatt San Diego- ATTN: Core Communications***DO NOT MAKE IT OUT TO CORE COMMUNICATIONS**
4. **Include a layout of your booth** to Core Communications-**Charges may apply for line relocations**. Mark where Ethernet connection should be dropped. Include booth orientation to the show hall--**FAX ALL TO 775-599-1191 a simple diagram with a square and a front and back designation with an (X) marking the spot of the internet drop is fine**.
5. When ordering one connection, keep in mind you will not be allowed to attach an access point or a switch/hub without paying for the additional computers. Underneath the exhibitor pricing you will see a section for adding additional devices to the network. Access points are allowed as long as you okay it through Core Communications first. You will also have to pay for **all** wireless users attached to the network.
6. When you send the fax it should include-
 - a. **A completely filled out exhibitor form** including ordering contact info and set-up time, it's ok if room name is unknown.
 - b. Copy of drivers license, if you are not comfortable sending to a secure fax such as ours please call and we will accommodate you. We protect information vigorously.
 - c. **A diagram of the booth**, it doesn't need to be elaborate but you must send it to avoid a line relocation charge.
7. We will contact you within 48 of fax receipt via e-mail or telephone. When we contact you we will review your needs and send you a receipt for your expense report.
8. Questions? Contact Core Communications- 619-358-6686 (PST) or email at sd@core.net

Exhibitor High-Speed Internet Service Order Form

Manchester Grand Hyatt San Diego

HIGH-SPEED INTERNET CONNECTIONS

• **Ethernet Access to DS3/T-3 (18Mbps Burstable Up To 45Mbps)**

10/100 Mbps, RJ-45 Ethernet Connection with 1 DHCP Routable IP Address

• **Additional Computers-Additional IP Addresses** ^{2,3 SEE NUMBERS BELOW}

Routable IP Address – Dynamically Assigned (DHCP)—MOST LIKELY

Routable IP Address – Static Assigned by Core Communications

Circle one→	Discount Price (1)	Standard Price	TOTAL
	\$1295.00	\$1495.00	_____

First one is included- write in the additional computers you would like connected below

	☒	\$ 150.00	\$ 200.00	
	☒	\$ 200.00	\$ 250.00	

→PLEASE WRITE IN TOTAL--- **TOTAL COST:** _____

1. ORDERS RECEIVED **WITH PAYMENT** IN EXCESS OF **10 BUSINESS DAYS PRIOR TO FIRST SHOW DATE TO QUALIFY FOR DISCOUNT PRICE** ----ONE DAY EVENTS SUBJECT TO PRICE VARIANCE CALL FOR DETAILS

2. CLIENT MUST PAY FOR EACH DEVICE CONNECTED TO THE NETWORK (WIRED OR WIRELESS) REGARDLESS OF CLIENT ADDRESSING SCHEME TO MAINTAIN NETWORK INTEGRITY CORE WILL NEED YOUR ACCESS POINT SSID, CHANNEL #, & WEP #.

3. CABLES & 10/100MB AUTOSENSING SWITCH INCLUDED W/ MLTPL DEVICE ORDERS (RETURN AFTER USE OR YOU WILL BE BILLED \$150.00)

**NO STAMPS-FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED
PLEASE PRINT LEGIBLY**

CUSTOMER INFORMATION

Company Name: _____

Ordering Contact: _____

Email: _____

On-Site Contact: _____

Company Address: _____

City: _____

ST _____

ZIP _____

Production Company: (circle one)

GES
FREEMAN
OTHER

Phone: _____

Fax: _____

Cell: _____

SHOW INFORMATION

Conference Name _____

Show Dates _____

Booth Number _____

Room Name _____

Set Up Date/Time _____

Strike Date/Time _____

Exhibitor High-Speed Internet Service Order Form

Manchester Grand Hyatt San Diego

PAYMENT INFORMATION

CORE QUOTE # (TO BE FILLED OUT BY CORE): _____

☐ Company Check or Money Order→

MAKE PAYABLE TO: MANCHESTER GRAND HYATT SAN DIEGO

MAIL TO: ONE MARKET PLACE, SAN DIEGO CA 92101 **ATTN: MICHELLE TRICK**

**** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING MANCHESTER GRAND HYATT SD TO CHARGE YOUR CREDIT CARD**

☐ **CC

Type: _____

Acct

Number: _____

Exp.

Date: _____

Name on

Credit Card: _____

Authorized

Signature: _____

Credit Card Billing Address: _____ City: _____

Ph # Credit Card Company has: _____ State: _____ Zip: _____

****ONCE COMPLETED FAX TO 775-599-1191 FAX SHOULD INCLUDE- EXHIBITOR FORM, BOOTH LAYOUT W/ LINE LOCATIONS, & BILLING INFO-COPY DRIVERS LICENSE WHEN USING C.C. OR COPY OF CHECK- PLEASE FILL OUT ALL FIELDS TO COMPLETE SERVICE ORDER*****

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated on the attached as well as posted at www.core.net

Authorized Signature: _____

Date: _____

Exhibitor High-Speed Internet Service Order Form

Manchester Grand Hyatt San Diego

GENERAL TERMS AND CONDITIONS

Following are the terms and conditions under which Core Communications Corporation ("Core") shall provide its network management services to the customer ("Customer"), as identified on the quotation accompanying this agreement (this "Agreement"). Customer's rights are exclusively set forth herein. Customer agrees to be bound by this Agreement.

1. Services. Core's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Core shall: (a) manage all data circuits; (b) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (c) provide a twenty-four (24)-hour telephone support and monitoring of all network and access points from its network operations center.

2. Policies Incorporated by Reference. Core's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Core's Web site at www.core.net, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Core. In the event that Core configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Core be liable to Customer for any damage caused by such configuration, and Core makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Core responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Core shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Core does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. Virus Protection. Virus Protection is the Customer's responsibility. In the event that the Customer introduces a device infected with a virus, it is the Customer's responsibility to remove the infected device from the network until the virus is eliminated. Core will assist the Customer in the event of a virus by using standard troubleshooting methods and consultation. Core will not provide any virus-protection software. Pre-arranged fees and charges agreed upon by the Customer will still apply in the event of network complications due to Customer's virus-infected device.

6. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Core does not undertake to do so. Core hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Core is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Core makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Core to control or manage.

7. Limitation of Liability. Neither Core nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Core relating to its obligations under this Agreement. Core's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

8. Indemnification. Customer shall indemnify and hold harmless Core, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Core has no control over the content of information transmitted by Customer or its users and that Core does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Core, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

9. Service Interruptions, Modifications, and Instructions. Customer agrees that Core may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Core's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

10. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

11. Miscellaneous.

A. **Force Majeure.** Core shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Core's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM

The Manchester Grand Hyatt
San Diego, California



If you have a special request or need additional equipment, please call.

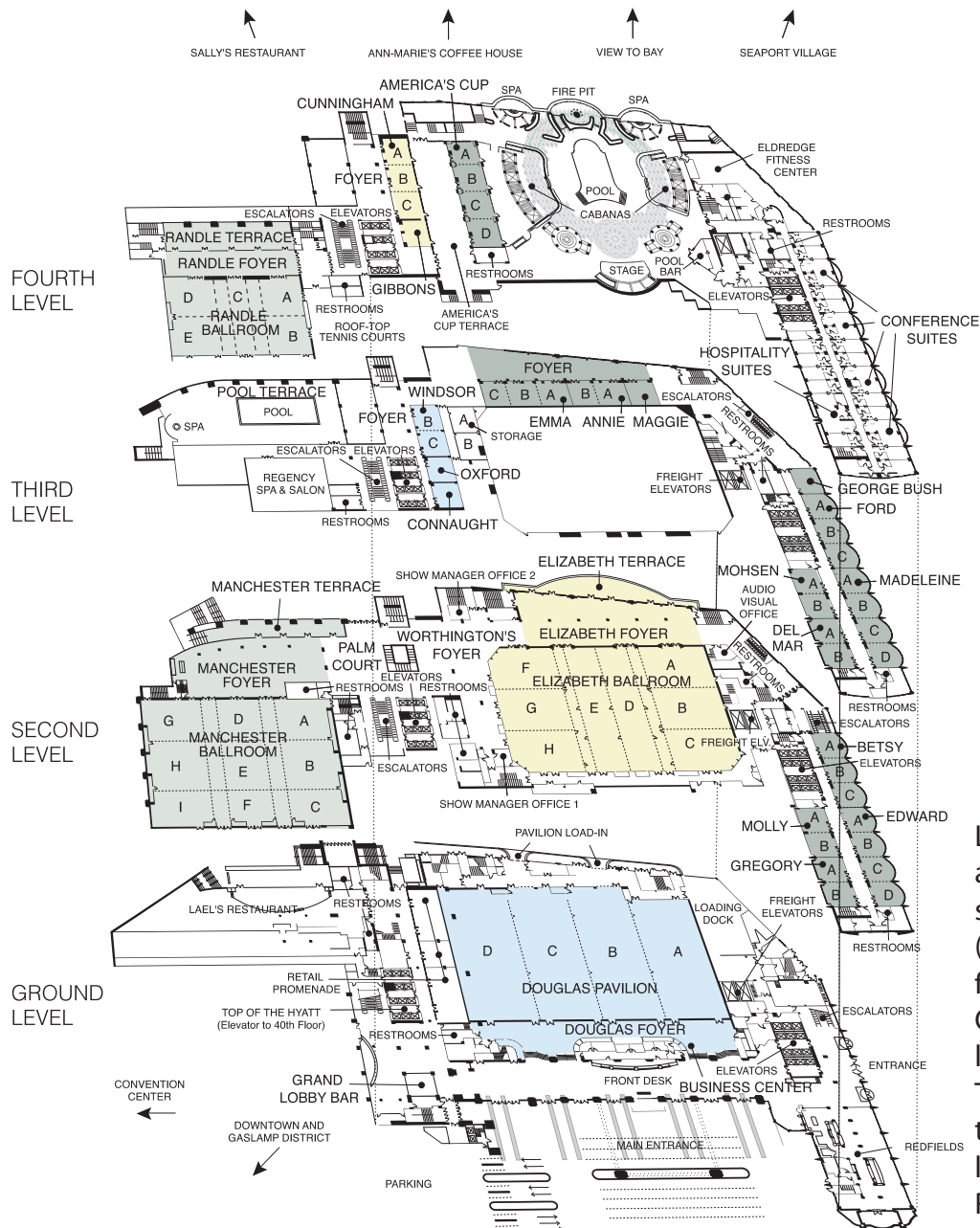
Video Equipment		Qty	DAILY RATE		Days	Total	Customer Information
			Advanced	On Site	Used		
1/2" VHS Player with auto repeat			\$60.00	\$75.00			Firm Name:
1/2" S-VHS Player			\$85.00	\$100.00			
DVD Player			\$85.00	\$100.00			Address:
20" Combination DVD/VHS Player/Monitor			\$150.00	\$175.00			
32" LCD Monitor Package with DVD Player and Cart			\$250.00	\$275.00			City:
20" Video Only Monitor			\$125.00	\$150.00			State: Zip:
32" LCD Video Only Monitor			\$175.00	\$200.00			Ordered By:
42" Rolling Cart w/Black Drape			\$25.00	\$30.00			Telephone #:
54" Rolling Cart w/Black Drape			\$25.00	\$30.00			Fax #:
							Orders received less than 48 hrs. prior to event will be subject to the ON-SITE DAILY RATE
Audio Equipment		Qty	DAILY RATE		Days	Total	Ordering Instructions
			Advanced	On Site	Used		
CD Player			\$50.00	\$65.00			The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. CANCELLATIONS A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. No charge for equipment rental one day prior to show opening.
Cassette Player - Stereo			\$55.00	\$70.00			
Wired Microphone: Handheld, Lavalier or Headset (circle one)			\$35.00	\$45.00			
Wireless Microphone: Handheld or Lavalier (circle one)			\$130.00	\$150.00			
Powered Speaker with stand			\$75.00	\$90.00			
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)			\$175.00	\$225.00			
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$300.00	\$350.00			
Computers & Display Equipment		Qty	DAILY RATE		Days	Total	
			Advanced	On Site	Used		
Desktop Computers (w/ 17" monitor) - Please call with specs			\$150.00	\$195.00			
Laptop Computers - Please call with specs			\$250.00	\$295.00			
19" Flat Screen Computer Data Monitor			\$175.00	\$200.00			
21" Flat Screen Computer Data Monitor			\$200.00	\$225.00			
32" LCD Screen Computer Data Monitor			\$275.00	\$300.00			
42" Plasma Screen Computer Data Monitor			\$350.00	\$375.00			
50" Plasma Screen Computer Data Monitor			\$450.00	\$500.00			
Plasma & LCD Screen Corporate or Cobra Stand			\$75.00	\$100.00			
Black and White Laser Printer			\$175.00	\$225.00			
Projection Equipment		Qty	DAILY RATE		Days	Total	
			Advanced	On Site	Used		
SVGA LCD Data/Video Projector (1000 Lumens)			\$450.00	\$550.00			
XGA LCD Data/Video Projector (1500 Lumens)			\$600.00	\$700.00			
Screens -- 5 ft., 6 ft., 7 ft., 8 ft. includes power strip and a/c			\$65.00	\$70.00			
Rental ' PRE-PAYMENT IS REQUIRED ON ALL ORDERS							Delivery Information
EQUIPMENT TOTAL							1 On-Site Contact:
DELIVERY/SETUP/PICKUP (REQUIRED) - 19% of line 1 or \$75.00 minimum							2 Booth #: Room #
SUBTOTAL							3 Delivery Date: Time:
SAN DIEGO SALES TAX - 7.75% of Subtotal line 3							4 Show Start Date: Time:
TOTAL AMOUNT DUE							5 Pick-up Date: Time:
Method of Payment		PLEASE CHECK ONE					Return for Processing
Card Number: _____ Exp Date ____ / ____		American Express ☐					Brian O'Riordan Presentation Services c/o Manchester Grand Hyatt San Diego One Market Place San Diego, California 92101 619.358.6781 . DIRECT 619.237-7627 . FAX E-mail at boriodan@ps-av.com
Cardholder's Name (as appears on card): _____		Visa ☐					
Cardholders Signature: _____		MasterCard ☐					
		Check ☐					



Manchester Grand Hyatt San Diego

DIRECTIONS

From San Diego Int'l Airport (Lindbergh Field) approx. 3 mi. Exiting the terminals, follow the signs to Downtown San Diego and Interstate 5. Stay in the right lane and this will lead you onto North Harbor Dr. Continue south on North Harbor Dr. approx. 3 mi. along the waterfront. Go one block past the Seaport Village entrance (Kettner Blvd.). Turn right at Market Place into the hotel's main entrance.



Loading dock area is located on this side of building (ground level). Enter from Kettner Blvd. Only 2 docks for loading and unloading. Take freight elevator to 2nd level. Tradeshow located in Elizabeth Rooms A-E.



Dear Prospective Client:

Pacific Event Productions is very pleased to have the opportunity to present full service event production for your important upcoming programs and clientele.

Since its inception in 1990, Pacific Events has become one of the nation's fastest growing and most successful event production companies, servicing local, national and international clientele. We have produced thousands of successful events for our growing list of satisfied and repeat clients, and are proud to have longstanding partnerships with many industry related organizations such as: SDCVB, MPI, HSMIAI, ISES, NACE and GQA.

Pacific Events commitment to service, creativity and flexibility has established a reputation as one of the most dependable production companies in Southwestern United States. Our 45,000 square foot facility is home for our management, sales and operations offices, our 10+ event related departments and our expansive inventory of custom thematic props and design studio. Pacific Events specializes in building sets and scenic backgrounds, props, lighting, truss and power distribution, staging, drapery and fabric treatments, signage, specialty linens and napkins, chair covers, florals, unique furniture and event rentals. We service all sizes of event production, and partnered with our sister company Pacific Entertainment Productions; we simply are a "one-stop-shop" for all your event production and coordination needs.

In addition to servicing the greater San Diego area (headquarters), Pacific Events maintains a second location in Phoenix, Arizona. We have established preferred service relationships with many of the major hotels throughout the Southwest, and have been chosen as exclusive in-house decorator for several distinctive properties such as the San Diego Marriott Hotel and Marina. Whether on-property or off-site, Pacific Events can handle all of your special event needs.

We look forward to the opportunity to work with you during your important program. As our brochures show, we have the **Power to WOW!**

Thank you for your time and please feel free to contact us with any questions you may have.

Sincerely,

Angela Anderson
Event Sales
(619) 699-8270
Angela.anderson@pacificevents.com



“Foliage”

November 27 - 29, 2006

Client: Biofuels Work Shop and Trade Show

At: Manchester Grand Hyatt – Elizabeth Ballroom A - E

Set: 11-12 pm on November 27, 2006

Strike at 2:00 pm on November 29, 2006

Prepared By: Angela Anderson

Ficus Trees (choice of black, white or basket type containers)

4' @ \$25.00 each

6' @ \$42.00 each

8' @ \$50.00 each

Twinkle lights on any ficus trees add 8.50 each

Kentia Palm Trees (choice of black, white or basket type containers)

4' @ \$25.00 each

6' @ \$42.00 each

8' @ \$50.00 each

Green plants (choice of black, white or basket type containers)

2'-3' @ \$17.00 each

Ferns @ \$16.50 each

Flowering Plants

Mums @ \$12.50 each

Begonias @ \$12.50 each

Cyclamen @ \$12.50 each

Azaleas @ \$20.50 each

Bromeliads @ \$20.50 each

Antheriums @ \$20.50 each

Florals

We can provide a variety of florals in various containers, sizes and colors.

Cocktail/belly bar florals @ \$35.00 each

Centerpiece sized florals @ \$75.00 each

Banquet table florals (long and low) @ \$125.00 each

Tall florals (2' tall) @ \$150.00 each

Please Note

Please note that any specialty items, containers, foliage or props are rental items only. A replacement charge will occur if not available upon pick up.



Important

- Quantity and availability must be determined directly with Pacific Events prior to final confirmation.
- All items included in this proposal were available at the time the proposal was written. Final availability can be guaranteed once the contract is signed.
- Prices quoted do not include sales tax. California tax is 7.75%
- All orders must be received no later than **12:00 noon on Monday, November 13, 2006**. All orders received after November 13th will be subject to availability.

To place orders, please contact Angela Anderson @ (619) 699-8270 or at
angela.anderson@pacificevents.com

CONTRACT: *This is only a proposal and subject to approval by the Client and Pacific Event Productions, Inc., herein to be referred as "PEP". A signed copy of this contract and a 75% deposit must be received by PEP to confirm and reserve any element of this proposal. Signed confirmation less than 2 weeks out may be subject to additional rush charges.*

ALL TERMS AND CONDITIONS APPLY

SIGNED

DATED



2006 Terms and Conditions

Proposal: The attached is only a proposal and subject to approval by the Client and Pacific Event Productions, Inc., herein to be referred as "PEP". Once the proposal is accepted, a signed copy of these terms and conditions attached to the final proposal becomes a contract.

Deposit Schedule: Many aspects of this proposal are time sensitive and all items are available on a first come first served basis. Only upon receipt of a signed contract and a deposit paid in full, can PEP guarantee all of the products and services contained in the proposal. PEP's deposit schedule is as follows:

- Over 45 days out: 25% of the projected event amount is due and payable
- Over 30 days out: 50% of the projected event amount is due and payable
- Over 15 days out: 75% of the projected event amount is due and payable

If with advance written authorization from a PEP representative, the Client chooses to skip their deposit or if the client simply fails to pay their deposit in advance of their event, a payment of 105% of the projected event amount will be due at commencement of the event set up.

Custom Items: Items that are custom-made or ordered, along with their deposits, are fully nonrefundable once a contract has been signed and construction has begun. Custom-made items are the property of PEP, unless specified in advance in writing from a PEP representative.

Property: All product and services, including floral arrangements, are provided on a rental basis and remain the property of PEP, unless specified in advance in writing from a PEP representative. Any lost or damaged items necessitate a replacement or repair charge, unless waived by a PEP representative.

Changes to contracted services: Any changes in design, location or scheduling to the contracted services may result in additional charges to the client for shipping, labor, construction and other related costs. Any conditions beyond our control, including but not limited to weather conditions, venue changes and time changes, causing delays to set up or tear down may result in reasonable additional labor, transportation and other related costs. PEP reserves the right to substitute proposed items with items of equal or greater value due to unexpected circumstances.

Labor: Labor for the construction and dismantling of any item that requires construction is included in the taxable rental charge for any such item. All other labor is optional and is for the setting in place of items that do not require construction. Unless stated in writing otherwise, the labor cost outlined in the proposal is based on the event location having an 8-hour availability for set up during normal business hours and a 5-hour availability for strike scheduled immediately after the conclusion of the event. Any less availability for set up or strike may incur additional labor charges.

Additional Labor: In the event that PEP staff are required to remain on site after a set up or strike has been completed or the set up or strike is delayed at any time by anyone other than a PEP representative or its contracted suppliers, additional charges may be incurred. In the event PEP feels it necessary to charge for unforeseen "wait time", the following schedule will be used:

- Wait time during and after set up: \$35.00 per hour per person (30 minute increments)
- Wait time during and strike: \$40.00 per hour per person (30 minute increments)



Responsibilities: Client is responsible for acquiring all permits. Client is also responsible for power, rigging, union labor, security and any other charges that are levied by the city, state or event facility.

Event Cancellation: Should Client cancel all or part of the services to be rendered by PEP, Client agrees to give written notice of such cancellation. In such event, Client agrees to pay PEP as follows: If event is cancelled more than 30 days prior to event date, a cancellation fee of fifty percent (50%) of the projected event amount which was canceled plus any actual direct costs expended or incurred by PEP and the charges of vendors and suppliers that are in excess of this amount is due immediately. If event is cancelled more than 15 days prior to event date, a cancellation fee of seventy five percent (75%) of the projected event amount which was canceled plus any actual direct costs expended or incurred by PEP and the charges of vendors and suppliers that are in excess of this amount is due immediately. If event is cancelled less than 15 days prior to event date, a cancellation fee of the full projected event amount is due immediately.

Entertainment Cancellation: A 50% cancellation fee is charged for any cancellation made after contract signature. A 100% cancellation fee is charged for any cancellation made less than 15 days prior to event date.

Liability: Client agrees to hold harmless PEP from liability caused by an act or omission of Client or any employee; member, guest, invitee of Client, or any third party under the direction or control of Client, arising from the use of any facility, equipment, transportation, or other instrument used or provided by Client.

Force Majeure: If for any reason beyond its control, but not limited to accident, act of war, act of god, fire, flood and other emergency conditions, PEP is unable to perform its obligations under the agreement, such non-performance is excused and PEP may terminate the agreement without further liability of any nature, upon return of the Client's deposit.

Authority to Sign: If the agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents and warrants to PEP that he/she has full authority to sign such contract.

Acknowledgment: Client, by Signing below, agrees to all terms and conditions contained herein

Client Representative

Date

PEP Representative

Date