



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

Hyatt Regency Atlanta
On Peachtree Street
265 Peachtree Street N.E.
Atlanta, GA 30303 USA

Telephone: 404.577.1234
Catering Fax: 404.460.6499
GUEST FAX: 404.588.4137

Email: rmitrov@atlrpo.hyatt.com

Dear Exhibitor:

The Hyatt Regency Atlanta is pleased to be the host facility for the Atlanta 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. GES Exposition Services, Swank Audio/Visual, Core Communications (High Speed Internet/Communication Provider) and TLC Plant Care are our service contractors in the exhibition area.

Please find on the reverse side Hyatt Regency Atlanta'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 GES: i) advance shipping to the warehouse for show delivery or ii) to the hotel directly, addressed to GES on **exhibitor "move-in" day only**. Any deliveries to GES at hotel address prior to "move-in" date will be refused. Due to limited storage available, Hyatt Regency Atlanta **WILL NOT** accept direct delivery of packages for any exhibition show. Please utilize the forms from GES included in this kit to ship all freight including crates, boxes and packages. Hyatt Regency Atlanta reserves the right to **consign** to GES 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 Atlanta.

Sincerely,

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

Rick Mitrovich
Director of Catering and
Convention Services

encl.: see reverse

HYATT REGENCY ATLANTA

Hyatt Regency Atlanta'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.

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.

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 GES. All hanging signs and truss must be hung by GES. No other firm will be allowed to access to the Hotel's ceiling. GES and the Hotel reserve the right to refuse to hang any sign and truss it deems unsafe or inappropriate.

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

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.

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.

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.

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

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 GES and charge an additional handling fee.

Storage - The Hotel has no facilities for the storage of exhibits. All shipments must be directed to GES.

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

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

Tape - Exhibitors are responsible for the removal of all tape and residue marks.

Smoking - Due to the Fulton County "Clean Air Ordinance", smoking is not allowed in the Grand Hall or in any public area of the Hotel. Smoking is allowed in assigned areas of all restaurants (Kafe, Polaris and Avanzare) and lounges (Parasol) at Hyatt Regency Atlanta.

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 Grand Hall.

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.

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



Show Information

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

Official Service Contractor

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/contact

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

Backwall Drape: Forest Green/Beige
Sidewall Drape: Forest Green
Exhibit Hall Carpet Color: Multi Color Pattern

Booth Package

Booth Size: 8' x 10'
(1) 6' Table, Skirted Forest Green
(2) Plastic Contour Chairs
(1) Wastebasket
One-line ID Sign (7" x 44") Provided Automatically

Important Dates *Be sure to check all order forms for **additional** deadlines.*

Monday	September 26	Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in
Monday	September 12	Advance Shipments may begin arriving at Warehouse
Wednesday	October 5	Last day for Advance Shipments to arrive at Warehouse without surcharges
Monday	October 10	Direct Shipments may begin arriving at Exhibit Site at 8:00 AM
Monday	October 10	Last day for Direct Shipments to arrive at Exhibit Site by 4:00 PM
Monday	October 10	Installation Noon - 5:00 PM
Monday	October 10	Show Hours 6:00 PM - 8:00 PM
Tuesday	October 11	7:30 AM - 8:30 AM Noon - 1:30 PM 5:00 PM - 7:00 PM
Wednesday	October 12	7:30 AM - 8:30 AM 11:45 AM - 1:30 PM
Wednesday	October 12	Dismantle 1:30 PM - 5:00 PM
Wednesday	October 12	Carriers must be checked in by 4:00 PM
Wednesday	October 12	All exhibitor materials must be removed by 5:00 PM

Shipping Addresses

Advance Shipments to Warehouse

c/o GES Exposition Services
3130 Ellenwood Industrial Drive
Ellenwood, Georgia 30294

Shipments should arrive on or before:
October 5, 2005

Direct Shipments to Exhibit Site

c/o GES Exposition Services
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, Georgia 30303

Shipments will be accepted beginning:
October 10, 2005

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Kit contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National ServicerSM. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address, etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

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Hyatt Regency Atlanta • October 10 - 12, 2005

We have included this page to help you better understand the role of the general services contractor, the services we offer and provide tips to maximize your cost savings.

What is a General Services Contractor?

GES® has been selected as the general contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services.

Booth Furniture & Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.553.5589 or visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at www.ges.com.

GES Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the general service contractor on this show, GES provides you with the best labor and on-site personnel from move-in through move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

GES Logistics

GES Logistics offers one stop shopping, 24/7 toll free tracking and simplified rates. As your general contractor, your booth is in our control throughout the entire process. Call 888.454.4437 to have your "shipping made easy".

GES Lighting & Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

How Can I Order My Show Services?

1. *GES Online*

GES Online makes ordering GES products and services fast, simple and secure by following these simple instructions:

- Step 1: Go to www.ges.com and log on to GES Online using your user id and password.
- Step 2: Once logged in, select your show or sign up for the show you are ordering services for.
- Step 3: Select the product or service you are interested in from the catalog.
- Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES Online allows you to review show-specific product literature, download third party vendor forms, access show and order information 24/7 and review order history on previous GES show. For Online ordering help call 888.437.3976.

2. *GES National ServicerSM*

The GES National Servicer provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre-and post-show orders

Contact us by going to: www.ges.com/contact

3. *GES Servicer[®]*

Once you are at the show, the GES Servicer is on site to place any last minute orders and provide show information.

Exhibitor Services.

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DEADLINE DATE:
September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	CONTACT'S HOTEL (OPTIONAL)

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment. All applicable taxes will be added and charged to your credit card.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.

*If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

Bank wire transfer information:

GES Exposition Services
c/o Bank of America, Illinois
231 La Salle Street
Chicago, Illinois USA 60693
Account # 7188-1-01819 ABA#071000039
Telephone # (312) 828-8285

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, and booth number
- date and amount of transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES National ServicerSM at 800.475.2098 or visit the GES Servicer[®] at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ MasterCard
☐ VISA
☐ Diners Club
☐ Discover
☐ American Express

- ☐ Corporate
☐ Personal

Account Number

	-		-		-	
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CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Calculation of Orders

TOTAL

Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Cleaning	\$
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No. Dated

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DEADLINE DATE:
September 26, 2005

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm

EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Exhibiting Firm:

- | | |
|---|---|
| ☐ All Services | ☐ Booth Cleaning |
| ☐ I & D Labor | ☐ Rental Furniture |
| ☐ Signs | ☐ Material Handling In & Out |
| ☐ Transportation Charges | |
| ☐ Other (Please Specify) _____ | |

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ Corporate
☐ Personal

- ☐ MasterCard
☐ VISA
☐ Diners Club
☐ Discover
☐ American Express

Account Number

 - - -

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

Third Party

THIRD PARTY		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Third Party:

- | | |
|---|---|
| ☐ All Services | ☐ Booth Cleaning |
| ☐ I & D Labor | ☐ Rental Furniture |
| ☐ Signs | ☐ Material Handling In & Out |
| ☐ Transportation Charges | |
| ☐ Other (Please Specify) _____ | |

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Third Party Credit Card Charge Authorization

(All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- ☐ Corporate
☐ Personal

- ☐ MasterCard
☐ VISA
☐ Diners Club
☐ Discover
☐ American Express

Account Number

 - - -

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE



Fax Permission Form

G-4

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

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DEADLINE DATE:

September 26, 2005

Company/Organization Name: _____

Authorized Representative: _____

Email: _____

GES communicates important show or event-specific information via fax. Due to an upcoming change in the law, in order for you to continue to receive important show information via fax we must have your written authorization.

Failure to provide written consent may result in your not receiving important show-specific information.

Consent:

By signing below, I hereby provide permission for GES Exposition Services to send me facsimiles, including trade show information, promotional materials, advertising and other commercial materials. I further agree that my express permission to receive faxes will continue and have no date of expiration, unless revoked by me in writing.

Please list all fax numbers that GES can use to provide you with our information:

Fax #1: _____ Fax #3: _____

Fax #2: _____ Fax #4: _____

Signature: _____

Date: _____

Please return this form to:

GES Exposition Services
Attn: National Marketing
7050 Lindell Road
Las Vegas, Nevada 89118
Fax #: 702.263.1520



Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely. Thank you for your cooperation!

Exhibitor loss prevention guidelines at showsite

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.
- Forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor if you need assistance repairing or removing a damaged cord. Do not overload outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify a GES representative of any safety issues or concerns.



Show Site Work Rules

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

Union Information

To assist you in planning your participation in your Atlanta area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to SHIPPING INFORMATION for FURTHER information.

Installation and Dismantling

Georgia is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM for further information. All cleaning is properly the jurisdiction of the Official Service Contractor operating in the building. Display houses or full time employees from the I & D companies, may not clean exhibit booths.

All rigging and sign hanging must be performed by the Official Service Contractor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

GES Terms & Conditions of Contract

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

GES TERMS AND CONDITIONS ARE SUBJECT TO
CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE
TO ANY PARTIES

I. Definitions:

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

Agents: GES' agents, sub-contractors, carriers, and the agents of each.

Customer: Exhibitor or other party requesting Services from GES.

Carrier: Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

Shipper: Party who tenders Goods to Carrier for transportation.

Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services.

Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.

Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

Show Site: The venue or place where an exposition or event takes place.

Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES.

Un-Supervised Labor: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

II. Scope:

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations

Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligations

Indemnification:

Customer to GES: Except to the extent of GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods

Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES.

Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide GES and show management with an indemnity, including defense costs, for any

claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage. Damage that is the direct result of GES' negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight: GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES' discretion, and at Customer's expense assuming the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage: GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$.50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

Excess Declared Value: If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the GES services order form(s) and also on the Material Handling

Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES. Maximum liability for damages resulting from GES' negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and GES' liability in all circumstances shall be limited to the amount of this cap.

No Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage: In order to have a valid claim notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit: Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

VII. Jurisdiction, Choice of forum. This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by 8:00 a.m. on your first day of move-in (schedule permitting).
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- **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.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicer**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, regrading, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

GES Limits of Liability & Excess Declared Value

- **Liability** - GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** - If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
 - a. Measure of damages in all situations (including b. & c. below) will be limited by the **Depreciated Value** of the goods or repair costs, whichever is less.
 - b. The lesser of **\$0.50** per pound per package, **\$100** per package, or **\$1500** per occurrence.
 - a. Damages will be limited to a declared value, if you fill in a **Declared Value Amount**, check the box requesting **Excess Declared Value**, and pay the appropriate charges for **Excess Declared Value**. (Maximum allowed declared value \$100,000)
- **Cost** - Excess declared value available from GES for \$1.00 per \$100 of excess valuation. (\$50.00 minimum charge per request)
- **Not Insurance** - Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.

Material Handling Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DEADLINE DATE:
September 26, 2005

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2 PM to be guaranteed same day unloading.

ADVANCE SHIPMENTS TO GES WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments.

Rates include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	\$ 60.00 cwt	\$120.00 min	Materials Requiring Special Handling*	ST/ST	\$ 75.00 cwt	\$150.00 min
	ST/OT	\$ 78.00 cwt	\$156.00 min		ST/OT	\$ 97.50 cwt	\$195.00 min
	OT/OT	\$ 96.00 cwt	\$192.00 min		OT/OT	\$120.00 cwt	\$240.00 min

DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

Rates include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	\$ 60.00 cwt	\$120.00 min	Materials Requiring Special Handling*	ST/ST	\$ 75.00 cwt	\$150.00 min
	ST/OT	\$ 78.00 cwt	\$156.00 min		ST/OT	\$ 97.50 cwt	\$195.00 min
	OT/OT	\$ 96.00 cwt	\$192.00 min		OT/OT	\$120.00 cwt	\$240.00 min
Uncrated Materials	ST/ST	\$ 90.00 cwt	\$180.00 min				
	ST/OT	\$117.00 cwt	\$234.00 min				
	OT/OT	\$144.00 cwt	\$288.00 min				

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

First Carton	\$ 30.00
Each Additional Carton	\$ 10.00

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.

Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping:	lbs. @	per 100 lbs., 200 lbs. minimum per shipment	\$
We will be shipping approximately	number of pieces.		
Our shipment will be sent to ☐ Exhibit Site ☐ Warehouse on:	via:		

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature: **X**

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT	
DATE	

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

PLEASE SCHEDULE CAREFULLY TO MINIMIZE SURCHARGES!

Advance **October 5, 2005**

Last day for crated shipments to arrive at advance warehouse without surcharge. **A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.**

Direct **October 10, 2005**

First day for shipments to arrive at the exhibit site.

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DEADLINE DATE:
September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

SHIPPING INFORMATION

FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

METHOD OF SHIPMENT

Please Select Desired Method of Shipment Below:

- ☐ **GES Logistics:**
- ☐ **Ground**
 - ☐ **Air**
 - ☐ **Next Day Delivery**
 - ☐ **2nd Day Delivery**
 - ☐ **Deferred Delivery**
 - ☐ **Van Line** – ☐ Full Pad ☐ Partial Pad ☐ Crated
 - ☐ **Specialized Service:** _____

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$ _____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- ☐ **Other:** _____ ☐ **Common Carrier** ☐ **Air** ☐ **Van Line**
- ☐ Next Day ☐ Full Pad
 - ☐ 2nd Day ☐ Partial Pad
 - ☐ Deferred ☐ Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicerenter**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Biofuels Workshop & Trade Show 2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
3130 Ellenwood Industrial Drive
Ellenwood, Georgia 30294

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
October 5, 2005.

Carrier _____

Number _____ of _____ pieces

GES

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Biofuels Workshop & Trade Show 2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
3130 Ellenwood Industrial Drive
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Carrier _____

Number _____ of _____ pieces

GES

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FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Biofuels Workshop & Trade Show 2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
3130 Ellenwood Industrial Drive
Ellenwood, Georgia 30294

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
October 5, 2005.

Carrier _____

Number _____ of _____ pieces

GES

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Biofuels Workshop & Trade Show 2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, Georgia 30303

SHIPMENT WILL BE ACCEPTED BEGINNING:
October 10, 2005.

Carrier _____

Number _____ of _____ pieces

GES

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Biofuels Workshop & Trade Show 2005

NAME OF EXHIBITION

BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, Georgia 30303

SHIPMENT WILL BE ACCEPTED BEGINNING:
October 10, 2005.

Carrier _____

Number _____ of _____ pieces

GES

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Biofuels Workshop & Trade Show 2005

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BOOTH NUMBER

C/O GES EXPOSITION SERVICES
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, Georgia 30303

SHIPMENT WILL BE ACCEPTED BEGINNING:
October 10, 2005.

Carrier _____

Number _____ of _____ pieces

GES

Biofuels Workshop & Trade Show 2005

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COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER	
PICK UP INFORMATION					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND ☐ Pick Up ☐ Delivery

DELIVERY INFORMATION					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

METHOD OF SHIPMENT					
Ground: ☐ LTL ☐ Truck Load Rates (price per shipment) Shipments 0-100 lbs* Shipments 101 lbs and up* _____ *Subject to applicable surcharges		Air: ☐ Next Day ☐ 2nd Day ☐ Deferred *Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.		☐ Special Instructions (Additional charges may apply)	

CREDIT CARD CHARGE AUTHORIZATION (ALL INFORMATION MUST BE PROVIDED)					
CREDIT CARD NUMBER					EXPIRATION DATE
CARDHOLDER'S NAME (PLEASE PRINT)			CARDHOLDER'S SIGNATURE		
CARDHOLDER'S BILLING ADDRESS		CITY	STATE	ZIP	COUNTRY
☐ MasterCard ☐ VISA ☐ Diners Club ☐ Discover ☐ American Express					☐ Corporate Card ☐ Personal Card

WEIGHT & DIMENSIONS (FINAL RATE SUBJECT TO CORRECT WEIGHT & DIMENSIONS)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total pieces:		Total Weight:		Hazardous Materials Contact Number () _____ - _____	
Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.				I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	
Note 2: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.				Authorized Signature – Please Sign: X	
Note 3: Declared value \$ _____ Excess declared value available from GES, up to \$100,000.00.				AUTHORIZED NAME - PLEASE PRINT DATE	

Excess declared value is not available for items listed on form G-7.
☐ Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DISCOUNT DEADLINE DATE:

September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
SKIRTED TABLES				DISPLAY FURNITURE			
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>				4087	7G - Locking Pedestal, w/door 24x24x42	\$ 326.60	\$ 489.90
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 85.10	\$ 127.65	4088	7H0 - Pedestal, Grey 12x12x42	\$ 238.05	\$ 357.10
5805	Skirted 6' Table, 24x30	\$ 102.35	\$ 153.55	4089	7H1 - Pedestal, Graphite 12x12x42	\$ 238.05	\$ 357.10
5806	Skirted 8' Table, 24x30	\$ 119.60	\$ 179.40	4090	7H2 - Pedestal, Grey 18x18x30	\$ 262.20	\$ 393.30
5807	4th Side Skirted, Optional	\$ 27.60	\$ 41.40	4091	7H3 - Pedestal, Graphite 18x18x30	\$ 262.20	\$ 393.30
SKIRTED COUNTERS				4092	7H4 - Pedestal, Grey 24x24x36	\$ 311.65	\$ 467.50
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>				4093	7H5 - Pedestal, Graphite 24x24x36	\$ 311.65	\$ 467.50
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 108.10	\$ 162.15	4094	7H6 - Pedestal, Grey 24x24x42	\$ 326.60	\$ 489.90
5809	Skirted 6' Counter, 24x42	\$ 131.10	\$ 196.65	4095	7H7 - Pedestal, Graphite 24x24x42	\$ 326.60	\$ 489.90
5810	Skirted 8' Counter, 24x42	\$ 148.35	\$ 222.50	4096	7H8 - Pedestal, Grey 30x30x42	\$ 333.50	\$ 500.25
5811	4th Side Skirted, Optional	\$ 33.35	\$ 50.05	4097	7H9 - Pedestal, Graphite 30x30x42	\$ 333.50	\$ 500.25
RISERS				4098	7L - Etagere, Silver Finish 70x30x16	\$ 234.60	\$ 351.90
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 27.60	\$ 41.40	4099	7M - Etagere, Black 70x30x16	\$ 234.60	\$ 351.90
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 39.10	\$ 58.65	5820	Display Case 6' Full View	\$ 412.85	\$ 619.30
5814	4' Double Tier, 7" and 15"h, 8"w	\$ 39.10	\$ 58.65	5823	Display Case 6' Half View	\$ 412.85	\$ 619.30
5815	6' Double Tier, 7" and 15"h, 8"w	\$ 50.60	\$ 75.90	<i>Please include Booth Layout form (H-3) for placement of items.</i>			
TABLES				ACCESSORIES			
5407	Square Table, 24x24x30	\$ 67.85	\$ 101.80	5816	Tackboard, Gray	\$ 113.85	\$ 170.80
5408	Rectangular Table, 24x36x30	\$ 73.60	\$ 110.40	5741	Refrigerator	\$ 246.10	\$ 369.15
5409	Round Starbase Table, 40x30h	\$ 159.85	\$ 239.80	5730	Bell Base Sign Holder	\$ 56.35	\$ 84.55
5412	Round Starbase Table, 30x40h	\$ 159.85	\$ 239.80	5731	Chrome Sign Holder	\$ 56.35	\$ 84.55
CHAIRS				5732	Aluminum Easel	\$ 44.85	\$ 67.30
5401	Plastic Contour Chair, 32x18x18.5	\$ 44.85	\$ 67.30	5801	Pegboard, White (1/4" Hole)	\$ 108.10	\$ 162.15
5402	Contemporary Chair, 31x23x18	\$ 67.85	\$ 101.80	5817	Wastebasket	\$ 13.80	\$ 20.70
5403	Contemporary Arm Chair, 31x23x18	\$ 73.60	\$ 110.40	5802	Large Security Cage w/o Lock	\$ 343.85	\$ 515.80
5404	Contemporary Stool, 48x17x18	\$ 79.35	\$ 119.05	5803	Small Security Cage w/o Lock	\$ 228.85	\$ 343.30
4049	5B1 - Stack Chair, Red 21x21x37	\$ 96.60	\$ 144.90	5737	Literature Rack	\$ 62.10	\$ 93.15
4050	5B2 - Stack Chair, Blue 21x21x37	\$ 96.60	\$ 144.90	5733	Clothes Tree	\$ 62.10	\$ 93.15
4062	5N - Barstool, Gin Maple 16x16x29	\$ 142.60	\$ 213.90	5734	Bag Stand	\$ 62.10	\$ 93.15
4058	5J - Side Chair, Manhattan 22x26x34	\$ 165.60	\$ 248.40	5735	Garment Rack	\$ 62.10	\$ 93.15
CUSTOM BOOTH DRAPE				5736	Waterfall Stand	\$ 62.10	\$ 93.15
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 1.00	\$ 1.50	5738	Aisle Stanchion w/o Chain	\$ 33.35	\$ 50.05
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 1.00	\$ 1.50	5739	Plastic Chain Price/Ft.	\$ 3.45	\$ 5.20
<i>Prices include delivery, installation, rental, and removal.</i>				5740	Ticket Tumbler	\$ 96.60	\$ 144.90

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Orders received after the discount deadline date are subject to availability and/or substitutions.

PLEASE INDICATE CHOICE

- **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| ☐ Beige | ☐ Forest Green | ☐ Purple |
| ☐ Black | ☐ Gold | ☐ Red |
| ☐ Blue | ☐ Gray | ☐ Teal |
| ☐ Burgundy | ☐ Mauve | ☐ White |
- **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).
☐ 6' Table ☐ 8' Table
- **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).
☐ 6' Table ☐ 8' Table
- **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).
☐ Horizontal ☐ Vertical

PLACE ORDER HERE

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		1. Total All Items Ordered \$		
		2. 8% Rental Tax \$		
		3. Payment Enclosed \$		
Authorized Signature – Please Sign: X				
		AUTHORIZED NAME - PLEASE PRINT		
		DATE		

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
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Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DISCOUNT DEADLINE DATE:

September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
PRICE LIST		

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
LOUNGE SEATING - MONACO			
4110	3F - Sofa, Monaco 88x37x32	\$ 548.55	\$ 822.85
4020	3G - Chair, Camouflage 37x36x37	\$ 348.45	\$ 522.70
4004	2D - Coffee Table, Chestnut 48x26x18	\$ 213.90	\$ 320.85
4005	2E - End Table, Chestnut 27x23x22	\$ 188.60	\$ 282.90

LOUNGE SEATING - ONYX			
4010	2J - Sofa, Onyx 87x36x34	\$ 391.00	\$ 586.50
4011	2K - Loveseat, Onyx 63x36x34	\$ 347.30	\$ 520.95
4012	2L - Chair, Onyx 39x36x34	\$ 287.50	\$ 431.25
4013	2M - Coffee Table, Geo 50x22x16	\$ 179.40	\$ 269.10
4014	2N - End Table, Geo 26x26x20	\$ 170.20	\$ 255.30

LOUNGE SEATING - LAREDO			
4015	3A - Sofa, Laredo 78x35x31	\$ 533.60	\$ 800.40
4016	3B - Loveseat, Laredo 62x35x31	\$ 496.80	\$ 745.20
4017	3C - Chair, Laredo 45x35x31	\$ 384.10	\$ 576.15
4018	3D - Coffee Table, Silverado 36 Rd x 17	\$ 190.90	\$ 286.35
4019	3E - End Table, Silverado 24 Rd x 24	\$ 181.70	\$ 272.55

LOUNGE SEATING - VOGUE			
4006	2F - Sofa, Vogue 84x40x30	\$ 522.10	\$ 783.15
4007	2G - Chair, Monet 37x36x37	\$ 333.50	\$ 500.25
4008	2H - Coffee Table, Maple 48x28x17	\$ 158.70	\$ 238.05
4009	2I - End Table, Maple 22x24x21	\$ 149.50	\$ 224.25

LOUNGE SEATING - CHAMPAGNE			
4000	2A - Sofa, Champagne 87x36x34	\$ 402.50	\$ 603.75
4001	2B - Loveseat, Champagne 71x36x34	\$ 363.40	\$ 545.10
4003	2C - Chair, Champagne 39x36x34	\$ 310.50	\$ 465.75
4004	2D - Coffee Table, Chestnut 48x26x18	\$ 213.90	\$ 320.85
4005	2E - End Table, Chestnut 27x23x22	\$ 188.60	\$ 282.90

LOUNGE SEATING - TAYLOR			
4021	3J - Sofa, Taylor 80x36x32	\$ 391.00	\$ 586.50
4022	3K - Loveseat, Taylor 56x36x32	\$ 347.30	\$ 520.95
4023	3L - Chair, Taylor 35x36x32	\$ 287.50	\$ 431.25
4024	3M - Coffee Table, Geo Black 50x22x16	\$ 179.40	\$ 269.10
4025	3N - End Table, Geo Black 26x26x20	\$ 170.20	\$ 255.30

OFFICE FURNITURE - BRANDY			
4072	6I - Executive Desk, Brandy 60x30x29	\$ 324.30	\$ 486.45
4073	6J - Credenza, Brandy Storage 72x24x29	\$ 324.30	\$ 486.45
4074	6K - Lateral File, Brandy 2 Drawer 36x20x29	\$ 278.30	\$ 417.45
4075	6L - Bookcase, Brandy 36x13x71	\$ 236.90	\$ 355.35
4079	6P - Guest Chair, ISO Mesh 26x24x38	\$ 257.60	\$ 386.40
4080	6Q - High Back, Luxor Leather 27x23x47	\$ 307.05	\$ 460.60

OFFICE FURNITURE - GREY			
4065	6A - Executive Desk, Grey 60x30x29	\$ 347.30	\$ 520.95
4066	6B - Credenza, Grey Kneespace 66x20x29	\$ 347.30	\$ 520.95
4067	6C - Lateral File, Grey 2 Drawer 36x20x29	\$ 347.30	\$ 520.95
4068	6D - Bookcase, Grey 36x12x72	\$ 248.40	\$ 372.60
4076	6M - Guest Chair, Altura Black 25x20x34	\$ 213.90	\$ 320.85
4077	6N - Exec. Chair, Altura Black 25x25x37	\$ 248.40	\$ 372.60

OFFICE FURNITURE - MAPLE			
4069	6E - Executive Desk, Maple 60x30x29	\$ 414.00	\$ 621.00
4070	6F - Credenza, Maple Kneespace 72x24x29	\$ 414.00	\$ 621.00
4114	6G - Lateral File, Maple 2 Drawer 36x24x29	\$ 368.00	\$ 552.00
4071	6H - Bookcase, Maple 33x13x66	\$ 250.70	\$ 376.05
4078	6O - High Back, Altura Black 25x25x43	\$ 259.90	\$ 389.85

UTILITY SEATING			
4083	7C - Drafting Stool, Altura Black 25x26	\$ 202.40	\$ 303.60
4084	7D - Task Chair, Altura Black 25x20x28	\$ 111.55	\$ 167.35

CONFERENCE TABLES			
4026	4A - Round Conf. Table, Nebula 42x29	\$ 266.80	\$ 400.20
4027	4B1 - 6' Conf. Table, Nebula 72x42x29	\$ 347.30	\$ 520.95
4028	4B2 - 8' Conf. Table, Nebula 96x48x29	\$ 377.20	\$ 565.80
4030	4C - Conf. Table, Manhattan 42x29	\$ 239.20	\$ 358.80
4033	4E - Round Conf. Table, Graphite 42x29	\$ 266.80	\$ 400.20
4031	4D1 - 6' Conf. Table, Graphite 72x42x29	\$ 347.30	\$ 520.95
4115	4D2 - 8' Conf. Table, Graphite 96x48x29	\$ 377.20	\$ 565.80
4034	4F - Café Table, Round Maple 42x29	\$ 213.90	\$ 320.85
4035	4G - Conf. Table, Chrome Geo 42x42x29	\$ 220.80	\$ 331.20
4036	4H - Conf. Table, Rec. Chrome Geo 60x36x29	\$ 341.55	\$ 512.35
4037	4I - 6' Conf. Table, Garbo 60x42x29	\$ 353.05	\$ 529.60
4038	4J - Conf. Table, Rec. Black Geo 60x36x29	\$ 363.40	\$ 545.10
4039	4K - Conf. Table, Black Geo 42x42x29	\$ 220.80	\$ 331.20
4040	4L - Conf. Table, Round Brandy 42x29	\$ 248.40	\$ 372.60
4041	4M1 - 6' Conf. Table, Brandy 72x36x29	\$ 278.30	\$ 417.45
4042	4M2 - 8' Conf. Table, Brandy 96x44x29	\$ 368.00	\$ 552.00
4043	4M3 - 10' Conf. Table, Brandy 120x46x29	\$ 402.50	\$ 603.75
4044	4N - Conf. Table, Round Maple 42x29	\$ 285.20	\$ 427.80
4045	4O1 - 6' Conf. Table, Maple 72x36x29	\$ 328.90	\$ 493.35
4046	4O2 - 8' Conf. Table, Maple 96x44x29	\$ 418.60	\$ 627.90
4047	4O3 - 10' Conf. Table, Maple 120x46x29	\$ 455.40	\$ 683.10

SEATING			
4048	5A - Side Chair, Grey Brewer 20x20x32	\$ 108.10	\$ 162.15
4051	5C - Side Chair, Black Brewer 20x20x32	\$ 108.10	\$ 162.15
4052	5D - Exec Chair, Grey Tulip 26x25x34	\$ 207.00	\$ 310.50
4053	5E - Side Chair, Garbo 23x18x34	\$ 193.20	\$ 289.80
4054	5F - Side Chair, Continental 23x24x39	Not Available	
4055	5G - Exec Chair, Black Tulip 26x25x34	\$ 207.00	\$ 310.50
4056	5H - Side Chair, Jetson 18x19x31	\$ 138.00	\$ 207.00
4057	5I - Side Chair, New York 23x32x33	\$ 142.60	\$ 213.90
4102	7P - Chair, Black Occasional 29x31x32	\$ 202.40	\$ 303.60
4103	7Q - Chair, Gala Occasional 30x37x32	\$ 202.40	\$ 303.60
4104	7R - Chair, Gray Occasional 29x31x32	\$ 202.40	\$ 303.60

BAR STOOLS			
4059	5K - Barstool, Jetson 18x19x43	\$ 184.00	\$ 276.00
4060	5L - Barstool, Garbo 18x18x43	\$ 232.30	\$ 348.45

LAMPS			
4111	7I - Lamp, Pewter 28"	\$ 110.40	\$ 165.60
4112	7J - Lamp, Maple/Chrome 24"	\$ 110.40	\$ 165.60
4113	7K - Lamp, Rosewood 24"	\$ 110.40	\$ 165.60

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DISCOUNT DEADLINE DATE:

September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
PRICE LIST		

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
UTILITY FURNITURE			
4100	7N - Writing Table, Graphite 48x24x30	\$ 225.40	\$ 338.10
4101	7O - Kiosk,Walk up, Black&Sand 24x21x42	\$ 356.50	\$ 534.75
4105	8A - Café Table, Maple Top 36" Rd x 29	\$ 186.30	\$ 279.45
4107	8C - Café Table, Cherry Top 36" Rd x 29	\$ 186.30	\$ 279.45
4108	8D - Café Table, Graphite Top 36" Rd x 29	\$ 186.30	\$ 279.45
WORK STATIONS			
4085	7E - Computer Table, Graphite 36x30x42	\$ 282.90	\$ 424.35
4086	7F - Computer Table, Graphite 48x30x29	\$ 232.30	\$ 348.45
FILES			
4081	7A - File, 4 drawer Vertical 27x19x52	\$ 184.00	\$ 276.00
4082	7B - File, 2 drawer Vertical 27x19x28	\$ 150.65	\$ 226.00
BAR TABLE			
4116	5O - Bar Table, Maple Top 36x42	\$ 195.50	\$ 293.25
4063	5Q - Bar Table, Brandy Top 36x42	\$ 195.50	\$ 293.25
4064	5R - Bar Table, Graphite Top 36x42	\$ 195.50	\$ 293.25

Prices include delivery, installation, rental, and removal.

Orders received after the discount deadline date are subject to availability and/or substitutions.

Custom orders are available. Please call for quote.

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

PLACE ORDER HERE

[illegible]

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	\$
2. 8% Rental Tax	\$
3. Payment Enclosed	\$

Authorized Signature – Please Sign:  **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
PRICE LIST		

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
HARDWALL INLINE EXHIBIT SYSTEMS			
5004	Hardwall 1 — 10' x 10' <i>Includes: (2) Arm Lights, (3) Shelves, (1) Custom ID Sign, (1) 90sq.ft. Standard Booth Carpet</i>	\$ 1700.00	\$ 2555.00
5006	Hardwall 2 — 10' x 10' <i>Includes: (2) Arm Lights, (3) Grid Panels, (3) Shelves, (1) Custom ID Sign, (1) 90sq.ft. Standard Booth Carpet</i>	\$ 1700.00	\$ 2555.00
5007	Hardwall 3 — 10' x 10' <i>Includes: (2) Arm Lights, (3) Shelves, (2) Slatwall Panels, (1) Custom ID Sign, (1) 90sq.ft. Standard Booth Carpet</i>	\$ 1700.00	\$ 2555.00
5008	Hardwall 4 — 10' x 10' <i>Includes: (2) Arm Lights, (1) Custom ID Sign, (1) 90sq.ft. Standard Booth Carpet</i>	\$ 1150.00	\$ 2265.00
5009	Hardwall 5 — 10' x 10' <i>Includes: (2) Arm Lights, (3) Shelves, (3) Grid Panels, (1) Custom ID Sign, (1) 90sq.ft. Standard Booth Carpet</i>	\$ 2050.00	\$ 3075.50

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
ACCESSORIES			
5011	Arm Light (Black or White)	\$ 65.00	\$ 97.50
5028	Grid Panel	\$ 82.00	\$ 123.00
SLATWALL ACCESSORIES			
5012	1-Meter x 10" Shelf	\$ 49.00	\$ 73.50
5013	7 Ball Waterfall	\$ 19.00	\$ 28.50
5014	Waterfall w/Hooks	\$ 23.00	\$ 34.50
5015	Hooks (4", 6", or 8")	\$ 4.50	\$ 6.75
5016	1-Meter Hangbar	\$ 43.00	\$ 64.50
5017	2-Meter Hangbar	\$ 95.00	\$ 142.50
SMOOTHWALL GRID ACCESSORIES			
5018	7 Ball Waterfall	\$ 18.00	\$ 27.00
5019	Hooks (4", 6", or 8")	\$ 4.50	\$ 6.75
5020	1-Meter Hangbar	\$ 43.00	\$ 64.50
5021	2-Meter Hangbar	\$ 95.00	\$ 142.50

Delivery, installation, rental, and dismantling are included in package price.

PLEASE INDICATE CHOICE	PLACE ORDER HERE
1. ☐ YES I would like to receive the book. 2. ☐ NO I do not want the book.	3. ☐ YES I would like to receive the book. 4. ☐ NO I do not want the book.

▷ **16 oz. Standard Carpet Color** (Item #'s 5004-5009 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black
 ☐ Forest Green
 ☐ Red
☐ Blue
 ☐ Gray
 ☐ Stone Blue
☐ Burgundy
 ☐ Purple
 ☐ Teal

- **Armlight:** ☐ Black ☐ White

- **Wirewall Panel:** ☐ Black ☐ White

- **Electrical Under Carpet?**
☐ Yes ☐ No

[illegible]

**CUSTOM
ID SIGN**

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Signs will be black text on white. Color signs are additional, please call for a quote.

If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please call **GES National Servicer** at 800.475.2098
- For Custom Exhibits, please send a request to email address exhibitedesign@ges.com

SAVE TIME WITH GES ONLINE AT: **www.ges.com**

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ATL Hotel/ATLE5
51-0510-02085 - BIOFUE

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September 26, 2005

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 27.60	\$ 40.50
5906	7" x 44" Sign	\$ 37.00	\$ 55.50
5907	11" x 14" Sign	\$ 34.00	\$ 51.00
5908	14" x 22" Sign	\$ 44.00	\$ 66.00
5909	14" x 44" Sign	\$ 58.00	\$ 86.00
5910	22" x 28" Sign	\$ 72.50	\$ 108.75
5911	28" x 44" Sign	\$ 88.00	\$ 132.00
5914	40" x 60" Sign	\$ 128.00	\$ 192.00
5930	Additional Words cost/word	\$ 1.00	\$ 1.00
5931	Easel Back	\$ 5.00	\$ 5.00

All standard signs are digitally produced on foamcore. Standard signs include up to 10 words and a selection of colors.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

Graphic Design Large Format Printing
Desktop Publishing POP Displays
Backlit Graphics Lamination
Vinyl Graphics Logo Reproduction
Graphics Presentation Vinyl Banners

For custom work and quotation, please call the National Servicer at 800.475.2098.

PLEASE INDICATE CHOICE

PLACE ORDER HERE

➤ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:

☐ Black ☐ Green ☐ White
☐ Blue ☐ Red ☐ Yellow

➤ **Copy Color** (Item #'s 5905-5930 ONLY). Black will be provided if no color is indicated below:

☐ Black ☐ Green ☐ White
☐ Blue ☐ Red ☐ Yellow

➤ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).

☐ Horizontal ☐ Vertical

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered	\$
2. 8% Rental Tax	\$
3. Payment Enclosed	\$

Authorized Signature – Please Sign: ➤

X

AUTHORIZED NAME - PLEASE PRINT DATE

COMPLETE COPY

Please Print. Attach a layout to this form if necessary.



Graphics File Standards

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving and in order to insure the best quality graphics and images from your digital files and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Acceptable Media: All media should be formatted for use on a PC*

- Floppy disk - 3.5"
- Iomega Zip disk – 100 MB
- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R *only*)
- Email attachment (limited to maximum size of 2mb)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

**For disk types not listed above, please contact a Creative Services Professional (see the "Still have Questions? Section below)*

Acceptable File Formats**

VECTOR

This type of artwork is resolution independent and hence can be enlarged or reduced without any loss of quality.

<u>EXTENSION</u>	<u>PROGRAM</u>	<u>VERSION</u>
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs (vector .eps preferred)
.ai	Adobe Illustrator	Version 10.0 or earlier

BITMAP: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or ratios will result in lower image quality. File size should not exceed 100 MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria listed above.

***For file types not listed here (QuarkExpress, FreeHand, InDesign or .PDF files), please contact a Creative Services Professional.*

Typeface/Font Handling

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Proofs and Colors:

IMPORTANT: *Always send 100% accurate proofs (color laser prints) with your disk. Identify all specific spot colors (PMS) within your file and on the provided proofs. In the absence of color specifications, all graphics will be produced as is without color corrections.*

Still Have Questions?

If you still have questions or concerns about your artwork, file formats and method of delivery, please call our National Servicer at 1-800-475-2098 and ask to speak with a Creative Services Representative (please indicate what city your event is being held in).

Biofuels Workshop & Trade Show 2005

Hyatt Regency Atlanta • October 10 - 12, 2005

DEADLINE DATE:
September 26, 2005

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.

TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 55.00 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays	\$ 80.00 per hour
Double Time	All day on Holidays	\$ 110.00 per hour

REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 70.00 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays	\$ 102.50 per hour
Double Time	All day on Holidays	\$ 140.00 per hour

PLEASE INDICATE SERVICE

PLACE ORDER HERE

☐ GES SUPERVISED (OK TO PROCEED)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ EXHIBITOR SUPERVISED (DO NOT PROCEED)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES will **not** be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

➤ GES is responsible for the following type of booth:

- ☐ Pop-up ☐ Two Story ☐ Custom
☐ Other: _____

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			1. Total Labor Ordered			\$
			2. 30% (\$50.00) GES Supervision			\$
			3. Payment Enclosed			\$
Authorized Signature: X						
			AUTHORIZED NAME - PLEASE PRINT		DATE	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.



Key Information

L-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Biofuels Workshop & Trade Show 2005

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DEADLINE DATE:
September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Inbound Freight Information

Carrier _____ Shipped By _____ Date _____
Number of Pieces _____ Weight _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Set-up Information for GES Installation

☐ Set Up Drawings Attached _____	☐ Rental Carpet Color _____
☐ Set Up Drawings With Exhibit _____	☐ Own Carpet Color _____
☐ Case/Crate Number _____	☐ Padding _____
☐ Number of Workers required for set up _____	Approximate time for set up _____
☐ Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____

Did You Order —

Electrical	☐ Yes ☐ No	Electrical Under Carpet	☐ Yes ☐ No
Electrical Drawings	☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit		
Booth Cleaning	☐ Yes ☐ No	Other Items	_____
Furniture	☐ Yes ☐ No		_____
A/V Furniture	☐ Yes ☐ No		_____
Telephone	☐ Yes ☐ No		_____

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
☐ Prepaid ☐ Collect Address _____
☐ Bill To _____ City/State/Zip _____
_____ Second Consignee _____
_____ Address _____
☐ GES Storage _____ City/State/Zip _____
Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization ☐ Yes ☐ No

060305

Biofuels Workshop & Trade Show 2005

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OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. **GES Exposition Services and Show Management must be named as additional insureds.**

Any exhibitor who has identified an exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name both GES Exposition and Show Management as additional insureds. See attached example.
 - c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

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DEADLINE DATE:
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COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Contract/Display House _____
Street Address _____
City, State, Zip _____
Phone (area code _____) _____ Fax (area code _____) _____
Contact: _____
Description of Proposed Service for Exhibitor: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Conven-

tion name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For insurance and safety reasons, the official contractor designated in this service kit must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

No exceptions will be made

Tips to Exhibitor Appointed Contractors (EACs)

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

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DEADLINE DATE:
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COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays
Double Time	All day on Holidays

FORKLIFT W/OPERATOR	EXTRA LABORER(S)
\$ 118.00 per hour	\$ 55.00 per hour
\$ 142.00 per hour	\$ 80.00 per hour
\$ 166.00 per hour	\$ 110.00 per hour

REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays
Double Time	All day on Holidays

\$ 151.00 per hour	\$ 70.00 per hour
\$ 181.00 per hour	\$ 102.50 per hour
\$ 211.00 per hour	\$ 140.00 per hour

PLEASE INDICATE SERVICE

GES is responsible for the Following:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| ☐ Uncrating | ☐ Unskidding | ☐ Positioning |
| ☐ Leveling | ☐ Dismantling | ☐ Recrating |
| ☐ Reskidding | | |

PLACE ORDER HERE

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						
1. Total Labor Ordered						\$
2. Payment Enclosed						\$
Authorized Signature: X						
AUTHORIZED NAME - PLEASE PRINT						DATE

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.



Booth Layout Form

H-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Kit.

Biofuels Workshop & Trade Show 2005

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DEADLINE DATE:
September 26, 2005

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- ☐ Show Cases — *Form A-1*
- ☐ Pegboard / Tackboard — *Form A-1*
- ☐ Special Colored Drape — *Form A-1*
- ☐ Standard Exhibit Systems (If exhibit size is smaller than booth size) — *Form D-1*
- ☐ Hardwall Exhibit Systems (If exhibit size is smaller than booth size) — *Form Z-1*
- ☐ Pad and Carpet (If you are not carpeting your entire booth) — *Form C-1*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate
Adjacent
Booth or
Aisle
Number:

Indicate
Adjacent
Booth or
Aisle
Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Cleaning Order Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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DISCOUNT DEADLINE DATE:

September 26, 2005

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
--------	-------------	----------------	---------------

VACUUMING

Includes emptying your wastebasket nightly.

9071	Vacuuming Per Day.....price per square foot per day	\$ 0.38	\$ 0.55
9072	Vacuuming Before Show Open Only.....price/sq ft	\$ 0.40	\$ 0.60

SHAMPOOING

9073	Shampooing Before Show Open Onlyprice/sq ft	\$ 0.50	\$ 0.75
------	---	---------	---------

MOPPING & WAXING

9074	Mopping & Waxing Before Show Open Onlyprice/sq ft (Specify Vinyl or Hardwood)	\$ 0.70	\$ 1.05
------	--	---------	---------

PERIODIC PORTER SERVICE

GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.

9075	0-500 sq ftper day	\$ 90.85	\$ 136.30
9076	501-1500 sq ftper day	\$ 113.85	\$ 170.80
9077	1501-3000 sq ftper day	\$ 136.85	\$ 205.25
9078	3001 sq ft and above.....per day	\$ 159.85	\$ 239.80

ADVANCE PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 33.35 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 50.05 per hour

REGULAR PORTER SERVICE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4-hour Daily Minimum).

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 50.00 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 75.00 per hour

PLEASE INDICATE SERVICE

PLACE ORDER HERE

► Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

► Would you like us to call you and give you a quote for hourly porter service?

☐ Yes ☐ No

► Please list dates Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter. GES will be unable to adjust invoices after the close of the show.

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9071	Vacuuming Per Day			3	\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuuming Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only (Vinyl or Hardwood)			\$

ITEM #	DESCRIPTION	PRICE	X NO.OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
Authorized Signature – Please Sign: X	2. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT	DATE	



Return form to: Engineering Electrician
Hyatt Regency Atlanta
265 Peachtree St., NE
Atlanta, GA 30303

Phone: 404-460-6360
Fax: 404-460-6375
Email: electric@atlapo.hyatt.com

ELECTRICAL and SPECIAL SERVICES REQUEST AND RENTAL FORM

SHOW DATE ____/____/____ SHOW NAME _____ LOCATION _____

COMPANY NAME _____ BOOTH # _____

ORDERED BY _____ PH. NO. _____

ON-SITE CONTACT _____ PH. NO. _____ (Local or Mobile)

IMPORTANT: All orders must be received, with payment, at least 7 days prior to set-up to receive Advance Pricing

ELECTRICAL (All 60 Cycle, Alternating Current)

LIGHTING & UTILITY OUTLETS	ADVANCE ORDER	FLOOR ORDER	QUANTITY NEEDED	SUBTOTAL PRICE
120 Volt Single Phase Service	Connections by Exhibitor, unless Labor is ordered			
Single Outlet up to 2000 watts or 20 amps	\$80.00	\$110.00		

MOTOR AND EQUIPMENT OUTLETS

IMPORTANT: All outlets over 20amps and/or over 120volts, require Labor. A minimum of 1 hour must be ordered to allow inspection of equipment connections pre-wired to plug into our system. Labor exceeding the minimum, will be charged at the appropriate rate, as shown in the Labor section.

208 Volt Single Phase Service				
20 Amps each	\$120.00	\$170.00		
30 Amps each	\$160.00	\$225.00		
60 Amps each	\$250.00	\$350.00		
208 Volt Three Phase Service				
20 Amps each	\$200.00	\$280.00		
30 Amps each	\$300.00	\$420.00		
60 Amps each	\$360.00	\$500.00		
100 Amps each	\$480.00	\$720.00		
200 Amps each	\$980.00	\$1,375.00		
400 Amps each	\$2,000.00	\$2,800.00		

Double prices for 24hr or dedicated svc.

Subtotal Electrical Services

ADDITIONAL SERVICES

WATER:	ADVANCE	FLOOR	QUANTITY	SUBTOTAL
Hot:	\$150.00	\$210.00		
Cold:	\$150.00	\$210.00		
Drain:	\$100.00	\$140.00		
Fill and Drain (Up to 400 Gal)	\$175.00	\$245.00		
Hook-Up to Equipment Available	\$50.00	\$70.00		

AIR:

Up to 80cfm, terminated in 1/2" FPT fitting at back of booth, no hook-up.	\$325.00	\$450.00		
Hook-Up to Equipment Available	\$50.00	\$70.00		

PSI required _____ CFM required _____ Intermittent _____ or Continuous _____

EQUIPMENT RENTAL

Extension Cord Rental, 25 foot	\$35.00	\$50.00		
Extension Cord Rental, 50 foot	\$70.00	\$100.00		
Power Strip Rental, 6 Outlet	\$35.00	\$50.00		
Clamp-on Lighting, 150 watt, includes power and hook-up	\$100.00	\$140.00		

Subtotal Additional Services

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and after 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested	
Time Requested	
No. of Electricians	

Specify Labor Required:

Electrical Distribution Electrical Motor or Controls
Electrical Distribution Overhead Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request. Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

Electrical Labor Charges	Rate	Hours	Subtotal
Straight Time, 8a-4p, M-Sa	\$ 67.50		
Overtime, 4p-8a, M-Sa	\$ 101.25		
Doubletime, Sun. & Holiday	\$ 135.00		

Subtotal Electrical Labor

Important:

- To receive advance show pricing, we must receive your order, along with payment in full or credit card authorization, 7 days prior to the show set-up date. All other orders will be charged at the floor price.
- No credits will be issued on outlets or lights installed as ordered even though not used.
- For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your

ORDER TOTALS

Subtotal Electrical Services	
Subtotal Additional Services	
Subtotal Electrical Labor	
Grand Total Enclosed	

PAYMENT INFORMATION

TOTAL ORDER \$ _____

CHECK ENCLOSED IN THE AMOUNT OF: \$ _____ (Payable to: Hyatt Regency Atlanta)

CHARGE MY CREDIT CARD IN THE AMOUNT OF: \$ _____ MC VISA AMX OTHER _____

CARD # _____ EXP. DATE ____/____/____

NAME AS IT APPEARS ON THE CARD: _____

I certify to email this document that I am authorized to obligate myself or my company for the above expenses.

Electrical Regulations & General Information

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be properly tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.

Electrical Contractor's Responsibilities

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Fires can result from faulty wiring, carelessness or lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.

If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited!



PHONE INSTALLATION REQUEST

RETURN COMPLETED FORM TO:
HYATT REGENCY ATLANTA
ATTN: COMMUNICATION DEPT.
265 PEACHTREE ST NE
ATLANTA, GA 30303
FAX: 404-588-4137
PHONE: 404-577-1234

GROUP:		
CONTACT:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE:		
FUNCTION DATES	FROM:	TO:
HOTEL REPRESENTATIVE:		
BILLING		
☐ MASTERCARD ☐ VISA ☐ AMX ☐ DISCOVER	CREDIT CARD#	EXP DATE:
MASTER FOLIO (To be Direct Billed):		
COMMUNICATION SERVICE		
HOUSE PHONE:	\$75 PER DAY (Per Phone) \$1.00 PER LOCAL/CREDIT CARD CALL	
PRIVATE LINE:	☐ PRIVATE TELEPHONE LINE (Direct Incoming Calls) ☐ \$185 FOR INSTALLATION ☐ \$1.00 FOR LOCAL/COLLECT CALLS ☐ \$1.00 FOR CREDIT CARD/OPERATOR ASSISTED CALLS ☐ PHONE RENTAL: \$15 PER DAY (Per Phone) ☐ SURCHARGE FOR LONG DISTANCE	
SPEAKER PHONE:	☐ \$50 ONE TIME RENTAL CHARGE	
* HIGH TECH CONFERENCE PHONE AVAILABLE \$375 PLUS PHONE CALLS * ISDN LINES \$700 PER LINE, PLUS COST OF CALLS. * T1 LINES CALL 404-588-4140(CORE COMMUNICATIONS)		
PHONE INSTALLATION		
LOCATION/BOOTH:	TIME:	DATE:
SPECIAL REQUEST:		
CUSTOMER SIGNATURE:		DATE:

* PRIVATE LINES ARE COMPATIBLE WITH MODEM HOOK UPS AND PERSONAL COMPUTERS WITH ACCESS LINES.

Exhibitor – High Speed Internet Service Order Form



Core Communications



Ordering Instructions

1. Fill out this form completely, including payment information and fax to Core Communications at 404.460-6347
Or mail to: Hyatt Regency Atlanta Hotel, Attn: Core Communications, 265 Peachtree Street NW, Atlanta, GA 30303
2. Fax a layout of your booth to Core Communications at 404.460-6347. *Charges may apply for line relocations. Mark where your connection should be dropped. Include booth orientation to the show hall.*
3. Questions? Contact Core Communications at 404.460-6346.

High-Speed Internet Connections

	Qty X # of days	Discount Price	Standard Price	Total
• Ethernet Access to T-1 10/100 Mbps, RJ-45 Ethernet Connection with 1 - 4 DHCP Routable IP Addresses	_____ X	\$500.00	\$750.00	_____
• Additional IP Addresses Routable IP Address – Dynamically Assigned (DHCP)	_____ X	\$ 125.00	\$ 150.00	_____
Routable IP Address – Static Assigned by Core Communications	_____ X	\$ 225.00	\$ 275.00	_____

1. Orders received with payment in excess of 30 days prior to first show date qualify for discount price
2. Client must nav for 1 IP address for each device connected to the network regardless of client addressing scheme.

Network Services

	Qty	Discount Price	Standard Price	Total
• Private Wiring Extensions Booth to Booth <i>OR</i> Booth to Meeting Room Where Possible	_____ X	\$750.00	\$ 900.00	_____
• VLAN Traffic Routing Configuration Creates a sub-network within the shared network to expedite IP traffic flow or to segregate traffic out through a circuit other than the shared network circuit	_____ X	\$ 2000.00	\$ 2200.00	_____

Customer Information

Company Name: _____	Phone: _____	Show Name _____
Ordering Contact: _____	Phone: _____	Show Dates _____
On-Site Contact: _____	Cell: _____	Booth Number _____
Production Company: _____	Phone: _____	Set Up Date _____
Company Address: _____		Set Up Time _____
City: _____, ST: _____ ZIP _____		Strike Date _____

Show Information

Payment Information

Company Check or Money Order **Payable to: Core Communications**

Credit Card Type: _____ Acct Number: _____ Exp. Date: _____

Name on Card: _____ Authorized Signature: _____

Payment must be received prior to service being provided. Credit Card Charges will appear as "Hyatt Regency Atlanta Hotel"

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

Authorized Signature: _____ Date: _____

White (Top) - Core Communications

Yellow (Middle) – Hotel Accounting

Pink (Bottom) - Customer



Biofuels Workshop & Trade Show 2005

October 10-12, 2005

THE HYATT REGENCY ATLANTA
ATLANTA, GA.

Video Equipment		Qty	DAILY RATE		Days	Total	Customer Information	
			Advanced	On Site	Used			
1/2" VHS Player with "end of tape" Repeat			\$75.00	\$90.00			Firm Name:	
DVD Player			\$85.00	\$102.00				
Sony Betacam SP player			\$450.00	\$540.00			Address:	
20" Color Monitor, 1/2 VHS Combo Unit			\$150.00	\$180.00				
20" Color Video (only) Monitor			\$80.00	\$96.00			City:	
27" Color Video (only) Monitor			\$125.00	\$150.00			State: Zip:	
54" Rolling Cart w/Black Skirt			\$25.00	\$30.00			Telephone #:	
Kodak Audio Viewer (35mm projector w/10" built in screen)			\$75.00	\$90.00			Fax #:	
Other:								
Audio Equipment		Qty	DAILY RATE		Days	Total	Ordering Instructions	
			Advanced	On Site	Used			
CD Player			\$75.00	\$90.00			⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. 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 equipment availability and advanced rate, ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. ⇒ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.	
Wired Microphone: Handheld / Lavalier (circle one)			\$45.00	\$54.00				
Wireless Microphone: Handheld / Lavalier / Headset			\$175.00	\$210.00				
Powered Speaker with stand			\$80.00	\$96.00				
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)			\$200.00	\$240.00				
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$325.00	\$390.00				
Other:								
Computer Display Equipment		Qty	DAILY RATE		Days	Total		
			Advanced	On Site	Used			
17" Flat screen monitor			\$125.00	\$150.00				
20" Flat screen monitor			\$225.00	\$270.00				
21" Multisync SVGA Color Monitor (includes interface)			\$150.00	\$180.00				
29" Multisync SVGA Color Monitor (includes interface)			\$250.00	\$300.00				
42" Plasma Display w/stand			\$750.00	\$900.00				
50" Plasma Display w/stand			\$950.00	\$1,140.00				
Other:								
Computer Equipment								
Pentium III, 550mHz, 128MB, 10GHD, CDROM			\$150.00	\$180.00				
Pentium IV, 933mHz, 256MB, 40GHD, CD/DVD			\$175.00	\$210.00				
Pentium IV Laptop, 2GHz, 256MB, 20GHD			\$225.00	\$270.00				
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED					Delivery Information	
EQUIPMENT TOTAL	1						On-Site Contact:	
LOSS DAMAGE WAIVER (7% of line 1)								
DELIVERY/SETUP/PICKUP (20% of line 1, or \$50 minimum)	2						Booth #: Room:	
SUBTOTAL	3						Delivery Date: Time:	
SALES TAX (7% of line 1)	4						Pickup Date: Time:	
TOTAL DUE	5						Cell/Pager Job #:	
Method of Payment		PLEASE CHECK ONE					Return for Processing	
Card Number:		American Express ☐					Lawanda Gooch, Exhibit Services Manager lgooch@swank.com HYATT REGENCY ATLANTA 265 Peachtree Street NE Atlanta, GA, 30303 PHONE: 404-460-6551 FAX: 404-460-6564	
Exp Date ____ / ____		Visa ☐						
Cardholder's Name (as appears on card):		MasterCard ☐						
Cardholders Signature:		Check ☐						

Exhibit Photography Form

Booth Name: _____ Booth#: _____

Person to Contact at Exhibit: _____ Cell #: _____

Person Ordering: _____ Signature: _____

Company Name: _____

Street Address (No PO Boxes): _____

City, State, Zip: _____

Phone: _____ FAX: _____ Email: _____

SPECIAL EVENT, PRODUCT PHOTOGRAPHY AND VIDEO ALSO AVAILABLE! CALL US FOR PRICES

ASK US ABOUT LARGE DISPLAY PRINTS OF YOUR EXHIBIT VIEWS

CHOOSE VIEWS: (Each View includes One Custom 8x10)	<u>Quantity</u>	<u>\$ Amount</u>
Original Views without people: \$110 each	_____	_____
Original Views with people (crowd or staff) \$135 each	_____	_____
Elevated Views: \$150 each	_____	_____

CHOOSE ADDITIONAL ITEMS or SERVICES:

Additional Prints: \$35 each	_____	_____
Digital Files from original views: \$55 per image	_____	_____
Digital Retouch & Enhancement (Ask for Quote)	_____	_____
In-Booth Event/Press photography by the hour (Ask for Quote)	_____	_____

DIRECT DIGITAL VIEWS for press, PR, web or email available daily (ask us!)

CHOOSE SHIPPING METHOD:	U.S. SHIPPING & HANDLING	\$10.00
(INDICATE CHOICE)	UPS Overnight or FedEx	\$25.00
	RECIPIENT S FED-EX Acct# _____	(Handling Fee) \$5.00

RUSH SERVICE: I need my prints by: _____ RUSH CHARGE 25% _____

NORMAL DELIVERY IS 4 to 6 WEEKS AFTER CLOSE of SHOW.

RUSH CHARGES APPLY for REQUESTS of LESS THAN 4 WEEKS.

TOTAL ORDER: _____

ALL ORDERS MUST BE PREPAID OR PAID ON-SITE PRIOR TO PHOTOGRAPHY

Credit Card#: _____ Exp Date: _____

Signature: _____ Name on Card: _____

ALL ORDERS CONSIDERED COMPLETED AND ACCEPTED IF NOT RETURNED WITHIN TEN DAYS OF DELIVERY

1012 Piedmont Avenue, NE Atlanta, GA 30309 404-892-3533 FAX 404-875-0992 fosterexhibits@mindspring.com

GES

SHOW NAME: _____
LOCATION: _____
DATES: _____



convention • plant • services • inc.
(800) 852-0023
EMAIL: PLANT@TLC-FLORIST.COM
WEB SITE: WWW.TLC-FLORIST.COM

WELCOME TO ATLANTA

We would like to order the following items for our exhibit:

Quantity	Item	Unit Price	Total Price
_____	Flower arrangements	\$40.00	_____
_____	Custom designed arrangements Starting at	\$50.00-300.00	_____
	Color _____		
	Width _____ Height _____		
_____	Boutonnieres with Carnation	\$3.50 each	_____
_____	Boutonnieres with Rose	\$5.50 each	_____
_____	Corsages with Carnation	\$11.00 each	_____
_____	Corsages with Rose	\$16.00 each	_____
_____	Azaleas (circle one: pink, red, white)	\$35.00	_____
_____	Mums (circle one: white, yellow, bronze, lavender)	\$18.00	_____
_____	Small Fern	\$25.00	_____
_____	Large Fern	\$35.00	_____
_____	Ivy & Pothos	\$35.00	_____
_____	2 foot green plants	\$29.95	_____
_____	3 foot green plants	\$39.95	_____
_____	4 foot green plants	\$49.95	_____
_____	5 foot green plants	\$59.95	_____
_____	6 foot green plants	\$69.95	_____
_____	7 and 8 foot green plants ... priced upon request	\$ _____	_____

TLC Designers can provide garden areas for booth installation, such as ponds, waterfalls, swamps, and exterior landscapes.

Special services are available for hospitality suites, award banquets, and VIP room deliveries.

CONTAINERS - ☐ BLACK ☐ WHITE ☐ WICKER	SUBTOTAL _____
Chrome, Brass, and Terra Cotta, etc. are available.	7% SALES TAX _____
Please call for pricing	TOTAL _____

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for daily floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC National Convention Plant Services. There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

Exhibitor Name: _____	Booth Representative: _____
Firm, Billing Name: _____	Purchase Order or Reference Number: _____
Booth Number: _____	Credit Card #: _____
Billing Address: _____	Expiration Date: _____ (MC, VISA, AM. EXP.)
City: _____ State: _____ Zip: _____	Name of Credit Card Holder as shown on card _____
Show Decorator: _____	Authorized Signature: _____
Phone: () _____	