



WWW.VALLEYEXPDISPLAYS.COM
EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
PHONE: 815.387.2121

GENERAL SHOW INFORMATION

Biofuels Workshop & Tradeshow Western & Pacific Region

Hyatt Regency Sacramento at Capital Drive, October 25 - 27, 2004

ADVANCED PRICE DEADLINE:
October 11, 2004

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

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

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

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

Official Contractor: Valley Expo & Displays,
2935 Eastrock Drive
Rockford, IL 61109

Phone: (877) 332-4292
Fax: (815) 387-2131
e-mail: events@valleyexpdisplays.com

Booth Package: Your standard 8' x 10' booth will include:

- Blue and Silver 8' Back and 3' Side Drape
- (1) 8' x 30" Skirted Table
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" Identification Sign

Your exhibit area is carpeted.

Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	October 11, 2004	
Exhibitor Move In:	October 25, 2004	NOON - 4:00 PM
Show Hours:	October 25, 2004	6:00 PM - 8:00 PM
	October 26, 2004	8:00 AM - 9:00 AM & 12:15 PM - 1:45 PM
	October 27, 2004	8:00 AM - 9:00 AM & NOON - 1:30 PM
Exhibitor Move Out:	October 27, 2004	1:30 PM - 5:00 PM

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



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Biofuels Workshop & Tradeshow Western & Pacific Region

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Orders with payment in full must be received by October 11, 2004, for Advance Prices.

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

Skirted Tables	Quantity	Color	Advance	Floor	Total
4' x 30" high			\$ 69.50	\$ 91.50	
6' x 30" high			82.50	102.00	
8' x 30" high			92.75	115.50	
4' x 42" high			73.00	94.65	
6' x 42" high			94.25	116.50	
8' x 42" high			106.00	128.50	

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

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

Plain Tables	Quantity	Advance	Floor	Total
4' x 30" high		\$ 32.50	\$ 46.75	
6' x 30" high		45.25	66.50	
8' x 30" high		55.00	77.00	
4' x 42" high		44.25	58.25	
6' x 42" high		56.00	77.00	
8' x 42" high		65.00	87.25	

Skirting Only	Quantity	Color	Advance	Floor	Total
30" x 13'			\$ 35.00	\$ 47.30	
42" x 13'			41.25	53.00	

Swap standard, provided table from to **\$ 35.00 flat fee**

White table vinyl, 8' long 6.50 9.50

30" Round Cocktail Tables	Quantity	Advance	Floor	Total
30" round, 30" high		\$ 52.50	\$ 65.00	
30" round, 42" high		58.75	71.25	
Tripod Adjustable Easel		17.50	25.00	
Wastebasket		8.50	13.00	
Garment Rack		20.00	24.00	
3' drape (side drape)		4.75/LnFt	7.75/LnFt	
8' drape (back drape)		6.75/LnFt	11.25/LnFt	

Table Risers	Quantity	Color	Advance	Floor	Total
1' x 1' x 4' plain		n/a	\$ 26.75	\$ 39.00	
1' x 1' x 4' skirted		white only	38.50	51.00	

Pegboard (38"x92") Includes free standing frame 80.50 91.00

Chairs	Quantity	Advance	Floor	Total
Folding chair		\$ 13.50	\$ 25.00	
Padded arm chair		35.00	47.50	
Bar stool w/back		44.25	68.00	

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



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

Standard Booth Carpeting

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

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

Standard	Quantity	Advance	Floor	Total
9' x 10'		\$ 95.75	\$122.00	
9' x 20'		191.50	242.00	
9' x 30'		286.00	364.00	
9' x 40'		382.00	475.00	
9' x ft. =	sq.ft.	Price/square foot	1.55 sq.ft.	2.10 sq.ft.

10' INCREMENTS

Prices above include taping front aisle edge only.

_____ Feet of additional taping Price/linear foot \$.83 \$ 1.60

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

Convert to Square Feet	Total		
Carpet Size x =	2.10 sq.ft.	2.65 sq.ft.	

Luxury Booth Carpeting

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

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

Luxury	Quantity	Advance	Floor	Total
Carpet Size x =	2.35 sq.ft.	3.25 sq.ft.		

Foam Padding and Visqueen

	Quantity	Advance	Floor	Total
Padding	sq.ft.	.85 sq.ft.	1.15 sq.ft.	
Visqueen	sq.ft.	.50 sq.ft.	.75 sq.ft.	

Carpet orders received without color indicated will receive show color.

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

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





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SHIPPING INFORMATION

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

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

Advance Shipments:

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

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

EXHIBITING COMPANY NAME
BOOTH NUMBER
Biofuels Workshop & Tradeshow
YELLOW FREIGHT SYSTEMS
C/O VALLEY EXPO & DISPLAYS
210 52nd Avenue
Sacramento CA 95823

First day freight will be accepted at advance location: **10/7/04**

Last day freight will be accepted: **10/21/04**

Direct Shipments to the Show Site:

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

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

EXHIBITING COMPANY NAME
BOOTH NUMBER
Biofuels Workshop & Tradeshow
C/O VALLEY EXPO & DISPLAYS
Hyatt Regency Sacramento
1209 L Street
Sacramento CA 95814

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

Days freight will be accepted at show site: **10/25/04**

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

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

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



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**FREIGHT
HANDLING**

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

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

COMPANY NAME			BOOTH #
ADDRESS	CITY	STATE	ZIP
PHONE	FAX		
AUTHORIZED SIGNATURE		PRINT AUTHORIZED NAME	
NAME OF FREIGHT CARRIER			

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

Advance shipments, and direct shipments to the show site:

Round shipment weight up to the next 100 lbs.

Shipment Weight	x	Rate per 100 lbs. (200 lb. min. charge)	=	Estimated Charges
<u>ADVANCE SHIPMENTS ONLY</u> Crated, palletized freight, carpet bags, display cases		\$ 54.00 (\$108.00 min. charge)		
<u>DIRECT SHIPMENTS</u> Crated, palletized freight, carpet bags and display cases		\$ 51.00 (\$102.00 min. charge)		
<u>DIRECT SHIPMENTS ONLY</u> Uncrated freight		\$ 58.00 (\$116.00 min. charge)		
<u>SMALL PACKAGES</u> (maximum of 50lbs)		\$ 35.00 first carton \$ 10.00 for each add'l cartons		

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

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

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



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BOOTH NUMBER:

COMPANY NAME:

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Forklift Services: Exhibitors requiring forklifts to:

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

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

Forklift Hourly Rates:

Straight Time (8:00 A.M. - 4:30 P.M. Monday - Friday)	\$79.50 per hour
Overtime (Before 8:00 A.M. and after 4:30 P.M. on weekdays, and any time on Saturday, Sunday and all Holidays)	\$109.00 per hour

Weight Limits: Available forklift will have a 5,000 lb. capacity. Higher capacities, if required, will be available at an additional charge. **Please confirm if your freight exceeds 5,000 lbs. per piece by contacting us (by October 11, 2004)!**

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

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

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

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

Work to be Performed: _____

Total Due This Page \$ _____



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Qty	Description	Advanced Price	Floor Price	Total
	10 x 10 Ref. DK102	\$1280.00	\$ 1895.00	
	10 x 10 Ref. DK361	\$1570.00	\$ 2330.00	
	10 x 10 Ref. DK127	\$1880.00	\$ 2795.00	
	10 X 10 Ref. DK350	\$2250.00	\$ 3350.00	
	10 x 10 Ref. DK351	\$2510.00	\$ 3740.00	
	10 x 10 Ref. DK365	\$2650.00	\$ 3950.00	
	10 x 10 Ref. DK103	\$2535.00	\$ 3777.50	
	10 x 10 Ref. DK368	\$2735.00	\$ 4077.50	
	10 x 20 Ref. DK367	\$2950.00	\$ 4400.00	
	10 x 20 Ref. DK352	\$3720.00	\$ 5555.00	
	10 x 20 Ref. DK212	\$3750.00	\$ 5600.00	
	10 x 20 Ref. DK358	\$3810.00	\$ 5690.00	
	10 x 20 Ref. DK357	\$3880.00	\$ 5795.00	
	10 x 20 Ref. DK355	\$4025.00	\$ 6012.50	
	10 x 20 Ref. DK356	\$4260.00	\$ 6365.00	
	10 x 20 Ref. DK353	\$4650.00	\$ 6950.00	
	20 x 20 Ref. DK132	\$5170.00	\$ 7730.00	
	20 x 20 Ref. DK359	\$6300.00	\$ 9425.00	
	20 x 20 Ref. DK 213	\$7780.00	\$11645.00	
	20 x 20 Ref. DK360	\$8030.00	\$12020.00	
	10 x 30 Ref. DK362	\$6040.00	\$ 8975.00	
	20 x 30 Ref. DK363	\$6300.00	\$ 9425.00	
	30 x 30 Ref. DK364	\$5360.00	\$ 8010.00	

CARPET IS INCLUDED WITH RENTAL OF ALL OF THE ABOVE DISPLAY UNITS. PLEASE CHOOSE DISPLAY COLORS, MATERIAL, AND CARPET COLORS BELOW. Orders received ten days prior to show open are subject to availability.

Material Colors Fabric (velcro compatible)

Gray Blue Beige

Material Colors Sintra (laminated hardboard)

White Gray Black

Carpet Colors

Blue Red Black

Gray Green Burgundy

ACCESSORIES

Qty	Description	Advanced Price	Floor Price	Total
	Full Aluminum Door Frame Ref. 817	\$325.00	\$475.00	
	Display Counter Ref. DK502	\$450.00	\$662.50	
	Counter Ref. DK506	\$355.00	\$520.00	
	Shelf Unit Ref. DK547	\$500.00	\$737.50	
	Semi Circular Counter Ref. DK591	\$349.00	\$511.00	
	Wrap Around Counter Ref. DK590	\$587.00	\$868.00	
	Lamp Ref. 702	\$ 99.00	\$149.00	
	Sliding Door w/lock Ref. 905	\$ 84.00	\$123.00	
	Straight Shelf Ref. 751	\$ 74.00	\$106.00	
	Angled Shelf w/lip Ref. 752	\$ 79.00	\$119.00	
	Coat Hook Ref. 605	\$ 25.00	\$ 39.00	
	Coat Hook Bar Ref. 606	\$ 59.00	\$ 89.00	
	Egg Crate Ceiling Tile Ref. 580	Priced per quote		
	Carpet Pad 10 x 10	\$100.00	\$150.00	
	Carpet Pad 10 x 20	\$200.00	\$300.00	

☐ **Please check box if interested in receiving custom display information.**

Total All Items Ordered \$ _____
 Add 7.75% Sales Tax \$ _____
 Total Due This Page \$ _____



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<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ADV PRICE</u>	<u>FLR PRICE</u>	<u>COLOR CHOICE</u>	<u>QTY</u>	<u>TTL</u>
TT3	3 Panel Folding Display 2 Lights Panels Size—23"W x 46"T	\$495.00	\$739.00	Black or Grey		
TT4	4 Panel Folding Display 2 Lights Panel Size - 23"W x 46"T	\$545.00	\$825.00	Black or Grey		
10 PU	Curved Floor Pop-Up Display 3 Lights Display Dimension - 10'W x 8'T	\$799.00	\$1225.00	Grey or Black		
10 FP	Flat Panel Folding Display 1 Backlit Plex Header - 1 Light Display Dimension - 10'W x 8'T	\$855.00	\$1298.00	Grey		
20 FP	Flat Panel Folding Display 2 Backlit Plex Headers - 2 Lights Display Dimension - 20'W x 8'T	\$1635.00	\$2425.00	Grey		
Free Standing Podium Counter	Oval Podium Counter w/Hard Surface Top 38"T x 36"L x 24" D	\$245.00	\$355.00	Grey w/ Black Top		
Alcove Counter for 10 FP & 20 FP Only	Alcove Counter w/Hard Surface Top 38"T x 36"L x 24"D	\$245.00	\$355.00	Grey w/ Black Top		
Peninsula Counter for 10 FP & 20 FP Only	Peninsula Counter w/Hard Surface Top 38"T x 36"L	\$295.00	\$398.00	Grey w/ Black Top		
Lights	Stem lights provided, additional lighting for graphics	\$40.25 EA	\$60.75 EA	Black		
1 Color Header	Vinyl Applique Header Font - Helvetica Bold	\$125.00	\$199.00	Black Blue Red		
4 Color Digital Header	Digitally reproduced from your artwork	Quote	Quote	Digital		

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

Graphics: There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

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

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

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If the convention facility is not governed by union contract, exhibitors are welcome to perform their own installation & dismantling. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. **Orders with payment in full must be received by October 11, 2004, for Advance Prices.** All floor orders subject to availability of labor at the show site.

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

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

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

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

Labor Rates:

Installation & Dismantling: (Straight Time)	Advance	\$57.50 man/hour
	Floor	\$67.50 man/hour
Installation & Dismantling: (Overtime)	Advance	\$82.50 man/hour
	Floor	\$92.50 man/hour
Supervision Fee:	25% of Total Labor Bill	

Computation of Labor Charges:

# of workers x # of hours x labor rate = Total	Add 25% (if supervised)	Grand Total
Installation	\$	\$
Dismantling		

Requested start date and time for installation: _____

Total Due This Page \$ _____


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Carpet Vacuuming: Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full by October 11, 2004, to qualify for Advance prices.**

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

Vacuuming Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.20 / sq. ft.	\$.30 / sq. ft.	\$

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

Square Feet	x	Advance Price	Floor Price	x	# of Days	Total
	x	\$.18 / sq. ft.	\$.28 / sq. ft.	x	3	\$

Carpet Shampooing Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.35 / sq. ft.	\$.50 / sq. ft.	\$

Porter Service

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

Once Prior To Show Opening

Square Feet	x	Advance Price	Floor Price	Total
	x	\$.20 / sq. ft.	\$.30 / sq. ft.	\$

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

Square Feet	x	Advance Price	Floor Price	x	# of Days	Total
	x	\$.18 / sq. ft.	\$.28 / sq. ft.	x	3	\$

Total Due This Page \$ _____



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This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **October 11, 2004**, to guarantee delivery.

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

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

Contact for sign questions: _____

Foamcore Signs (white background) - One Color

Quantity	Description	Price	Total
	11" x 14"	\$ 40.40	
	14" x 22"	55.00	
	22" x 28"	60.00	
	28" x 44"	82.00	

Foamcore Signs (white background) - Two Color

	22" x 28"	90.00	
	28" x 44"	119.00	

Miscellaneous

Quantity	Description	Price	Total
	easel back	\$ 7.50	
	logos	call for price	
	sign grommets	\$ 2.50 / each	
	colored background	add 25%	

Vinyl Banners (white background only)

grommets for hanging are included

Quantity	Description	Price	Total
	2' x 4' banner	\$ 95.00	
	2' x 6' banner	115.00	
	2' x 8' banner	170.00	

Sign copy to be arranged: _____ horizontally _____ vertically

Color of Printing (one color only): _____

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

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



Biofuels Workshop & Tradeshow Western & Pacific Region

Hyatt Regency Sacramento at Capital Drive, October 25 - 27, 2004

 ADVANCED PRICE DEADLINE:
 October 11, 2004

Floral Arrangements and Plants:

All orders must be placed and paid in full by October 11, 2004. No floral or plant orders will be accepted at the show site or after the advance order deadline date.

All orders are based on availability.

Orders will not be processed without payment in full.

Quantity	Description	Prices	Total
	Fresh Floral Arrangement	\$60.25 each	
	Blooming Plant Mum Azalea Bromeliad	\$44.75 each	
	Green Plant (rental) 3' tall Emerald Beauty Silver Queen Pothos Ivy Arbicola	\$60.50 each	
	Green Plant (rental) 4' tall Arbicola Spath	\$76.25 each	
	Green Plant (rental) 5' tall Areca Palm Bamboo Palm Ficus Benjamina	\$97.25 each	

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



BOOTH NUMBER: _____

COMPANY NAME: _____



WWW.VALLEYEXPDISPLAYS.COM
EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
PHONE: 815.387.2121

EXHIBITOR
APPOINTED
CONTRACTOR

Biofuels Workshop & Tradeshow Western & Pacific Region

Hyatt Regency Sacramento at Capital Drive, October 25 - 27, 2004

AUTHORIZATION
FORM

BOOTH NUMBER:

COMPANY NAME:

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

EMAIL ADDRESS _____

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

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be performed: _____

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

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

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.



2935 EASTROCK DRIVE • ROCKFORD, IL 61109 • PHONE: 815.387.2121 • FAX: 815.387.2131



WWW.VALLEYEXPODISPLAYS.COM
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
PHONE: 815.387.2121

THIRD PARTY BILLING

Biofuels Workshop & Tradeshow Western & Pacific Region

Hyatt Regency Sacramento at Capital Drive, October 25 - 27, 2004

ADVANCED PRICE DEADLINE:
October 11, 2004

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

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

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

All information below must be completed by the respective parties:

Third Party Information

Third Party

Billing Address

City State Zip

Phone Fax

☒ Authorized Signature

Print Authorized Name

EMAIL ADDRESS

Exhibiting Company Information

Exhibiting Company

Billing Address

City State Zip

Phone Fax

☒ Authorized Signature

Print Authorized Signature

EMAIL ADDRESS

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

Exhibiting Company's credit card information:

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

Account #: _____

☒ Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

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



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BOOTH NUMBER: _____

COMPANY NAME: _____



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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
PHONE: 815.387.2121

RECAP OF
COST &
PAYMENT

Biofuels Workshop & Tradeshow Western & Pacific Region

Hyatt Regency Sacramento at Capital Drive, October 25 - 27, 2004

ADVANCED PRICE DEADLINE:
October 11, 2004

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

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

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

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Furniture Order Form
\$ _____	Booth Carpet Order Form
\$ _____	Freight Handling Order Form
\$ _____	Forklift Service Form
\$ _____	Display Installation Labor Order Form
\$ _____	Modular Display Rental Form
\$ _____	Portable Display Rental Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Sign & Banner Form
\$ _____	Floral Order Form
\$ _____	TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)
\$ _____	Total Now Due

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

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

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

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X _____

Cardholder Signature

Cardholder's Name (please print)

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



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BOOTH NUMBER: _____

COMPANY NAME: _____