

PoSH Event Services, Inc.
3738 Paragon Dr. Columbus, OH 43228
(740)362-0004 / (740)362-1004 Fax
Website: www.poshevent.com
Email: exhibitorservice@poshevent.com



Addiction Studies Institute
August 17th- 19th, 2011: Columbus Convention Center E Pod Foyer

PoSH Event Services, Inc. is proud to be the exclusive General Service Contractor
(Decorator) for **ASI**.
We look forward to working with you on all your show equipment and service needs.

EXHIBITOR INFORMATION

Booth Description: 10' x 10' with 8' high back and 3' high side drape and includes:
(1) 7"x44" ID sign, (1) 6' skirted table, (1) chair and a wastebasket.

Show colors are red, white, and black. The facility is carpeted in multiple colors.

NOTE: Due to an extremely tight move-in schedule, it is extremely recommended to
direct shipping materials to the advanced warehouse.

*Items provided by Show Management may not be returned or exchanged for credit, cash or different
furnishings.*

If you have additional equipment or service needs; print, complete and fax the applicable
pages including the Payment Form.

PoSH and Columbus Convention Center forms are included below. Please note that
electric, telephone, and internet forms should be remitted to appropriate parties.

NOTABLE DEADLINE DATES

Discount Rate: Orders must be received in our office by 8/12/2011

SHIPPING

Advanced Warehouse: Freight must arrive by 8/15/2011

To Show-Site: Freight must arrive ON 8/17/2011, 7am- 11am

Thank you,

Exhibitor Services Dept.
PoSH Event Services, Inc.
740-362-0004 x 402



PAYMENT AUTHORIZATION FORM

Deadline for Discount Rate: 8/12/2011

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.
Cancellation Policy: Cancellation after 8/15 will be charged at 75% of regular rate.
Late Request: Requests after deadline will be filled as available at standard rates.

Return To:
3738 Paragon Dr.
Columbus, OH 43228
(740)362-0004 / (740)362-1004 Fax

Our **CREDIT POLICY** requires **100% payment** with order for service, tax, and anticipated freight. This form with your **credit card** information for payment of advance and show site orders must be forwarded to PoSH Events Services, Inc. in order for us to provide any equipment or services. Full payment of rental charges must accompany your order forms and be received by our office before deadline to qualify for the discounted rates. ALL orders received after deadline (indicated on each form) will be charged at standard rates. All unpaid balances will be collected from your representative at show site before services can be rendered. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. **TERMS:** Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of .0575% per day, annual interest rate 21%. You will be responsible for all fees connected with the collection of your accounts.

CREDIT CARD INFORMATION

Card Member Name (PRINT) _____ Phone () _____

Credit Card Billing Address (PRINT) _____

City _____ State _____ Zip Code _____

Email Address _____

Charge to: VISA AMERICAN EXPRESS MASTER CARD

Account Number _____ Code _____ Expiration Date _____

Card Holder Signature _____

SERVICES AND EQUIPMENT ORDERED

Rentals: FURNITURE RENTAL ORDER FORM \$ _____
CARPET RENTAL ORDER FORM \$ _____
BOOTH LIGHTING FORM \$ _____

SUB-TOTAL \$ _____
SALES TAX 6.75% \$ _____
RENTAL TOTAL \$ _____

Freight/ labor: MATERIAL HANDLING PAYMENT \$ _____
LABOR/ FORKLIFT OPERATOR ORDER FORM \$ _____

LABOR TOTAL \$ _____

REMIT TO: PoSH EVENT SERVICES INC. =>

GRAND TOTAL: \$ _____

(ALL UNPAID BALANCES AT THE CONCLUSION OF THE EVENT WILL BE INVOICED TO THE CREDIT CARD ON FILE)

Name of Event ASI 2011 Booth number _____

Company Name _____ Phone () _____

Address _____ City _____ State _____ Zip _____

All orders are subject to the terms and conditions as outlined on the payment form. Pg. 1



Return To:
3738 Paragon Dr.
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Furniture Rental Order Form:

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available at standard rates.

Color/Size Selection: Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit.

Chairs, Stools Coffee Tables					Display Tables – 30' High x 2' wide				
Qty	Description	Discount Rate	Standard Rate	Amount	Qty	Description	Discount Rate	Standard Rate	Amount
	Upholstered Arm Chair Gray	36.00	45.00			4' long table SKIRTED 3 sides	65.00	75.00	
	Stool – 30" Black with Back	42.00	52.50			6' long table SKIRTED 3 sides	72.00	90.00	
	Armless Side Chair Gray Vinyl	27.00	33.90			8' long table SKIRTED 3 sides	84.00	105.00	
	Folding Chair - Brown	18.00	22.50			(additional) all sides draped	24.00	30.00	
	Pedestal Table 30" high x 30" wide	42.00	52.50			4' long table NOT skirted	21.00	26.40	
	Pedestal Table 40" high x 30" wide	50.50	62.00			6' long table NOT skirted	30.00	37.50	
						8' long table NOT skirted	39.00	49.00	
	Linen for Pedestal Table 30" Hi	25.00	31.50		CHECK SKIRT COLOR (Includes Top Covered with White Vinyl)				
	Linen for Pedestal Table 40" Hi	25.00	31.50		Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
Accessories					Display Table Counters – 40" high x 2' wide				
	Wastebasket	10.00	12.00			4' long table SKIRTED 3 sides	72.00	90.00	
	Easel, Tripod	21.00	26.40			6' long table SKIRTED 3 sides	86.00	104.00	
	Black Metal Grid Walls 2' x 8'	36.00	45.00			8' long table SKIRTED 3 sides	100.00	118.00	
	Garment Rack 5' long	36.00	45.00			4' side draped (additional) all sides	36.00	45.00	
	Chrome Stanchion	24.00	30.00			4' long table NOT skirted	27.00	34.00	
	White Plastic Chain (per ft)	2.10	2.70			6' long table NOT skirted	36.00	45.00	
	Mannequin (Call for style)	90.00	112.50			8' long table NOT skirted	45.00	57.00	
	Sculpture Stands (48"hi 14"sq)	42.00	52.50		Lighted Showcases (deposit required for lock and key)				
	Sculpture Stands (15"hi 30"sq)	42.00	52.50			48" Lighted Glass showcase	300.00	360.00	
						72" Lighted Glass Showcase	325.00	390.00	
Special Booth Draping					CHECK SKIRT COLOR (Includes Top Covered with White Plastic)				
	Telescoping crossbar	12.00	15.60		Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal <input type="checkbox"/>				
	8' Post & 13" Square Base	18.00	24.00		Table Risers – 12" wide, Covered White				
	36" Post & 2' Square Base	18.00	22.00			4' long. Single Step. 12" ht.	24.00	30.00	
	White Vinyl Table Cover	14.40	16.00			6' long. Single Step. 12" ht.	36.00	45.00	
						8' long. Single Step. 12" ht.	48.00	60.00	
	Special color side rails drapes. 36" high-Price per linear foot	3.00	4.50			Skirting for riser- all sizes	36.00	45.00	
	Special color side rails drapes. 8' high-Price per linear foot	5.00	6.50			<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White			
CHECK DRAPE COLORS									
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Plum <input type="checkbox"/> Orange <input type="checkbox"/> Green <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Teal									

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

Yes, I have completed and enclosed the Payment Authorization form.

Name of Event ASI 2011
 Firm Name _____
 Address _____
 Street City State Zip Code
 Print/Type Name _____ Signature _____

Booth Number _____
 Phone (____) _____
 Fax (____) _____
 Date _____

(Must be received in our office by deadline)



Return To:
3738 Paragon Dr.
Columbus, OH 43228
(740)362-0004/ (740)362-1004

Carpet Rental Order Form

Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate.

Late Request: Cancellation after deadline will be 100% of prevailing rate

Color/Size Selection: Requests after deadline will be filled as available at standard rates. Choices not indicated will be selected by Posh Event Services to coordinate with show colors and size of exhibit

Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, removal and front taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired see section below.

CHECK ONE	Discount Rate	Standard Rate	CHECK ONE	Discount Rate	Standard Rate
<input type="checkbox"/> 10ft x 10ft	\$84.00	\$105.00	<input type="checkbox"/> 10ft x 30ft	\$252.00	\$315.00
<input type="checkbox"/> 10ft x 20ft	\$168.00	\$210.00	<input type="checkbox"/> 10ft x 40ft	\$336.00	\$420.00

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK BLUE GRAY RED TEAL

Complete Exhibit Area Carpet

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

Complete area size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.00	\$2.45	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

BLACK BLUE GRAY RED

Custom Decorators Plush Carpet

Custom carpet is an upgraded 34 oz. Carpet in 12 decorator colors. Swatches will be sent to you upon your request. Minimum order for custom carpet is 100 sq. ft. Order must be received in our office 4 weeks prior to show.

Custom Carpet Size _____ FT x _____ FT = _____ SQ. FT@	Discount Rate	Standard Rate	Total
	\$2.45	\$3.20	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET: (Other colors available upon request.)

<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Misty Grey
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Ebony Black	<input type="checkbox"/> Gunmetal Grey	<input type="checkbox"/> Sandstone Beige
<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Evergreen	<input type="checkbox"/> Ivory White	<input type="checkbox"/> Sky Blue

Padding – Plastic Covering - Tape

RATES INCLUDE INSTALLATION AND REMOVAL	Discount Rate	Standard Rate	Total
Padding Area Size _____ FT x _____ FT = _____ SQ. FT@	\$.72	\$.90	= \$ _____
Plastic Covering Area _____ FT x _____ FT = _____ SQ. FT@	\$.24	\$.30	= \$ _____
Additional Carpet Tape _____ LN. FT@	\$1.20	\$1.50	= \$ _____

Carpet Cleaning – ft. x _____ ft. = _____ sq.ft. @ \$.18 Total \$ _____

No credit will be given after close event on items or services ordered. If you have a problem please see the Posh Event Service Desk Personnel at the event site prior to opening.

Changes listed above include delivery to your booth, rental (not sale) during the event, and removal.

Sub Total: \$ _____

Yes, I have completed and enclosed the Payment Authorization form. →

Name of Event **ASI 2011** Booth Number _____
 Firm Name _____ Phone (____) _____
 Address _____ Fax (____) _____
 Street City State Zip Code
 Print/Type Name _____ Signature _____ Date _____
(Must be received in our office by deadline)



Return To:
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Payment Policy: Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment form.

Cancellation Policy: Cancellation after deadline will be charged at 75% of one day rate.

Late Request: Requests after deadline will be filled as available at standard rates

INBOUND SHIPMENTS – FOR EVENT

- 1) Shipper _____
 From (City/State) _____
 Total # of pieces _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

- 2) Shipper _____
 From (City/State) _____
 Total # of pieces _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

- 3) Shipper _____
 From (City/State) _____
 Total # of pieces _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

Date shipped _____
 Estimated arrival date _____
 Pro # _____
 Total weight _____

Date shipped _____
 Estimated arrival date _____
 Pro # _____
 Total weight _____

Date shipped _____
 Estimated arrival date _____
 Pro # _____
 Total weight _____

MISCELLANEOUS DRAYAGE SERVICES/COST AND GENERAL INFORMATION

SPECIAL SERVICES AND RATES – Steel bending \$.90 plus – ½ hr. min. labor charge, or shrink wrap \$30 St, \$42 OT, \$54 DT per skid for the packaging of displays and equipment is available at the Drayage Contractors service desk. Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see **“Display Labor and In booth Forklift Service Order Form”** Mobile equipment will be moved into and out of the exhibit facility for \$120.00 per round trip. This service MUST be scheduled in advance – *Please Call*

COLLECT SHIPMENTS – may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 50.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES – local delivery/pick-up will be charged at prevailing rates; in addition to appropriate cwt. Charges for drayage services rendered.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a coordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Exhibitor Center Service area during the Exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be moved by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. Return to the advance warehouse, and storage for up to 5 business days is available at a rate of \$12.00 cwt/\$75.00 minimum, after which a storage charge will be assessed.

DAMAGE TO EXHIBIT while they are being loaded, unloaded or conveyed to the booth or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor **WILL NOT** be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at a minimum monthly rate of \$75.00 or a rate of \$12.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 21 business days or less prior to the event. Please call if 22 days or longer storage is required.

Name of Event	<u>ASI 2011</u>	Booth Number	_____
Firm Name	_____	Phone (____)	_____
Address	_____	Fax (____)	_____
	Street City State Zip Code		
Print/Type Name	Signature	Date	_____

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 8/15/2011

TO: _____
(YOUR COMPANY NAME)

PoSH Event Services
3738 Paragon Dr.
Columbus, OH 43228
Show: ASI 201

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 8/15/2011

TO: _____
(YOUR COMPANY NAME)

PoSH Event Services
3738 Paragon Dr.
Columbus, OH 43228
Show: ASI 2011

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 8/15/2011

TO: _____
(YOUR COMPANY NAME)

PoSH Event Services
3738 Paragon Dr.
Columbus, OH 43228
Show: ASI 2011

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**

**RUSH CONVENTION
EXHIBIT MATERIAL**

“FOR ADVANCE WAREHOUSE ONLY”

MUST RECEIVE BY: 8/15/2011

TO: _____
(YOUR COMPANY NAME)

PoSH Event Services
3738 Paragon Dr.
Columbus, OH 43228
Show: ASI 2011

BOOTH NO. _____

NO. _____ **of** _____ **pcs.**



Return To:
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(740)362-0004/ (740)362-1004 Fax

LABOR AND FORKLIFT SERVICE ORDER FORM

Payment Policy Payment in full, including tax, must accompany order and be received at our office by deadline to qualify for discount rates. Please complete payment authorization form.

Cancellation Policy Cancellation after deadline will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Late Request Requests after deadline will be filled as available at the standard rates.

Starting time can be guaranteed only in those instances where staff are requested at the beginning of the official set-up time. While every attempt will be made to provide staff at later times, their starting time must be approximate, since staff assigned to jobs at the start of the day cannot gauge exact completion time of first job assignment. It is important that exhibit representative check in at service desk to pick up labor ordered. Exhibit representative must also check the labor back in at the service desk upon completion of work. All work will be done under supervision of the exhibitor representative.

Labor by PoSH EVENT SERVICES

ORDER	NUMBER OF STAFF REQUIRED	EST.HRS (1 HR INCREMENTS) EACH LABORER
Labor For Installation		
Labor For Dismantle		

Installation of exhibit Space/unloading w/out forklift

- 1 Date needed: _____
2. Est. Starting Time _____ AM / PM
3. Est. Finishing Time _____ AM / PM
4. Comments:

Forklift Labor by PoSH EVENT SERVICES

ORDER	START DATE	EST. HRS (1 HR MINIMUM)	START TIME	END TIME	
Forklift for Move-in					
Forklift for Move-out					

Rates: Estimate Labor Services Cost for Advance Payment

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00AM and after 5:00PM weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. There is a minimum charge of (1) hour per man. Rates are listed below.

MOVE-IN / INSTALLATION- STRAIGHT TIME

Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Straight Time Hours x \$25.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Straight Time Hours x \$50.00 / Hr. = \$ _____

MOVE-IN / INSTALLATION- OVERTIME

Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Overtime Hours x \$37.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Overtime Hours x \$75.00 / Hr. = \$ _____

MOVE-OUT / DISMANTLE- STRAIGHT TIME

Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Straight Time Hours x \$25.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Straight Time Hours x \$50.00 / Hr. = \$ _____

MOVE-OUT / DISMANTLE- OVERTIME

Number of staff _____ x Number of hours per person _____ x # of Days _____ = Total Overtime Hours x \$37.00 / Hr. = \$ _____
 Forklifts _____ x Number of hours _____ x # of Days _____ = Total Overtime Hours x \$75.00 / Hr. = \$ _____

Add 30% if supervised by PoSH EVENT SERVICE (30.00 min.) = \$ _____

No credit will be given after close of event on items or services ordered, but not received. If you have a problem, please see the Service Desk Personnel at the event site prior to opening.

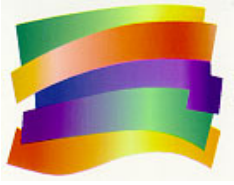
Charges listed above include delivery to your booth, rental (not sale) during the event, and removal.

Subtotal: \$ _____

Please transfer this total to the ADVANCE PAYMENT FORM

Name of Event ASI 2011 Booth Number _____
 Firm Name _____ Phone (_____) _____
 Street Address _____ City _____ State _____ Zip _____
 Print / Type Name _____ Signature _____ Date _____

(This form must be received in our office by the deadline. Thank You.)



Greater Columbus Convention Center

Client Utilities Department
500 North High Street
Columbus, Ohio 43215
Voice: (614) 827-2548
Fax: (614) 827-2658

Credit Card Payment Authorization Form

Name of Event _____ Booth# _____

Company Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Credit Card Billing Information

Cardmember's Name _____
Please Print

Cardmember's Billing Address _____
Please Print

City _____ State _____ Zip _____

Apply Charges to: American Express ___ Visa ___ Master Card ___ Discover ___

Account #: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ (MM/YY)

I acknowledge that the above information is accurate and that I am an authorized signer of the account. I hereby authorize the Greater Columbus Convention Center to charge the above credit card account for all charges incurred during the above event (including all telephone calls made on GCCC telephone service).

Cardmember's Signature: _____



Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, Nevada 89118
888-446-6911 • 702-943-6001 (Fax)



GREATER COLUMBUS
CONVENTION CENTER

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 2 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2010 - 050 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

***** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. *****

Terms and Conditions / Payment Options

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), and all other data related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. 11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). 13. Network Security Declaration: The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer. | <ol style="list-style-type: none"> 14. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 15. Internet Security Disclaimer: Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits. 16. Use of Network Connection: (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof 17. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show. 19. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 20. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed. 23. Prices are based upon current rates and are subject to change without notice. 24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request. 25. There will be a \$25 service charge for all returned checks. 26. Any unpaid balance after close of show will incur a 1.5% / month service charge. |
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

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|---|--|
| <ol style="list-style-type: none"> 27. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: Smart City. 29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. | <p style="text-align: center;">Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Greater Columbus CC (050) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2010 - 050 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title

Floor Plan – Communications Cable

Center: Greater Columbus CC (050) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2010 - 050 -

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), and all other data cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

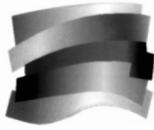
X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.





**GREATER COLUMBUS
CONVENTION CENTER**

**EXHIBITION SERVICES
ORDER FORM**



MANAGED FACILITY

Return to and make check payable to:

**Greater Columbus
Convention Center
Client Utilities Dept.
400 North High Street
Columbus, Ohio 43215
614-827-2548
Fax 614-827-2658**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 Days PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

ELECTRICAL SERVICE

LOW POWER: Service will be brought to the booth in the most convenient manner, special placement will incur labor charges & layout.

QUANTITY:	One single outlet	ADVANCE RATE	STANDARD RATE	TOTALS
_____	120 Volts up to 500 Watts or 5 Amps (1-outlet)	\$65.00	\$90.00	_____
_____	120 Volts up to 1000 Watts or 10 Amps (1-outlet)	\$80.00	\$100.00	_____
_____	120 Volts up to 1500 Watts or 15 Amps (1-outlet)	\$90.00	\$115.00	_____
_____	120 Volts up to 2000 Watts or 20 Amps (1-outlet)	\$100.00	\$125.00	_____
_____	120 Volts/Single Phase/30 Amps/(1-outlet)	\$145.00	\$200.00	_____

RENTAL ITEMS: **ELECTRICAL SERVICE MUST BE ORDERED TO RENT THE ITEMS LISTED BELOW.**

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Extension Cords	\$16.00	\$25.00	_____
_____	Multi Tap Box (4-outlets)	\$20.00	\$25.00	_____
_____	100 Watt Flood Light (See service desk for install)	\$30.00	\$35.00	_____
_____	6 Outlet Power Strip	\$30.00	\$35.00	_____

SPECIAL ELECTRICAL SERVICE

PRICE INCLUDES 1 HOUR LABOR CHARGE PER CONNECTION. Please notify the G.C.C.C. Service Desk when your equipment is in place and ready for connection.

208 Volts - SINGLE PHASE per single connection				208 Volts - THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
10	_____	\$140.00	\$175.00	_____	\$175.00	\$210.00	_____
20	_____	\$175.00	\$205.00	_____	\$205.00	\$240.00	_____
30	_____	\$205.00	\$235.00	_____	\$230.00	\$275.00	_____
40	_____	\$225.00	\$260.00	_____	\$250.00	\$300.00	_____
50	_____	\$245.00	\$275.00	_____	\$275.00	\$325.00	_____
60	_____	\$270.00	\$300.00	_____	\$300.00	\$350.00	_____
100	_____	\$380.00	\$425.00	_____	\$425.00	\$475.00	_____

VOLTAGES AVAILABLE ONLY AS STATED ABOVE. ALL OTHER VOLTAGES MUST BE PROVIDED BY EXHIBITOR'S BUCK/BOOST TRANSFORMER

480 Volts - SINGLE PHASE per single connection				THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
30	_____	\$225.00	\$275.00	_____	\$250.00	\$300.00	_____
40	_____	\$275.00	\$325.00	_____	\$300.00	\$350.00	_____
50	_____	\$325.00	\$375.00	_____	\$350.00	\$425.00	_____
60	_____	\$400.00	\$450.00	_____	\$425.00	\$475.00	_____
100	_____	\$600.00	\$675.00	_____	\$625.00	\$700.00	_____

**Other 120/208 volt and 480 volt service available by special order.
 Please call the Client Utilities Dept. for pricing (614) 827-2548**

Additional labor determined on site for special electrical service. Additional labor billed at \$50.00 per hour. Work done after 5pm or before 8am Monday through Friday and on Saturdays, Sundays and holidays will be billed at \$100.00 per hour. Labor hired at one hour minimum.

Special Instructions/or layout attachment _____ hrs @ \$50.00 = _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

GRAND TOTAL DUE \$ _____

PAYMENT INFORMATION - Payment Must be in U.S. Funds	OFFICE USE ONLY
_____ Check # _____	_____ Pre-Order _____ On-Site Order
_____ Credit Card/Visa/MC/AE/Discover	_____ Received By _____ Date:
Complete enclosed credit card authorization form.	_____ Equipment Installed By _____ Date: _____ Time
	_____ Posted By _____ Date

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

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PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED DECORATOR MOVE-IN DAY
STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

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All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND - Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$25.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

ELECTRICAL SERVICE

1. Rates quoted cover bringing of service to back of booth and *does not include* connecting your equipment.
2. All wiring or electrical work on exhibitor's display charged on time and material basis.
3. Tagging of equipment for proper voltage, phase, connection, *etc.*, is *exhibitor's responsibility*.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Greater Columbus Convention Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.
7. All Power is provided from the floor. All special requests must submitted in writing 30 days prior to move-in for a quote.
8. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00.
9. Due to Fire Code, NO electrical cords can be placed under carpet.
10. A power box may be located in rear of booth to provide power in other booths in that area.
11. No flat electrical cords, per city fire code.
12. Layout must be attached to the original order. Labor charges will apply for all layouts attached, layout changes after installation or no layout attachment.

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RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548 FAX 614-827-2658
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