EEBA 2016 CONFERENCE & EXPO
September 27-29, 2016
Dallas Frisco Embassy Suites
Frisco, Texas

Triumph Expo & Events Inc. is proud to be your general services contractor for the EEBA 2016 CONFERENCE & EXPO.

HOW TO USE THIS EXHIBITOR KIT: On the left side of the screen is a list of topics covered in this kit. Click on the topic of interest and it will take you to the relevant pages/forms.

ORDERING ONLINE: Click HERE and then click on the link to the EEBA 2016 CONFERENCE & EXPO
(or copy and paste this link into your browser: http://www.triumphexpo.com/exhibitor.shtml)

USERNAME: 8627
PASSWORD: Capable (case-sensitive)

As the show contractor, our goal is to provide you with professional exhibit-related products and services to help you maximize your participation in this event. We are also the exclusive provider of services for drayage, decoration, and labor. Below are just some of the things we offer to make your exhibit experience exceptional:

- Install & Dismantle Labor
- Shipping Services
- Standard & Premium Furnishings
- Top-quality graphics
- Custom Booths
- Personal Service

We are also available to all exhibitors for quick, convenient and personal service. If you'd like to contact our Exhibitor Services department for information on any of our products or services, please do so at any time using the contact information below:

Your Exhibitor Services and Logistics Specialist
Triumph Expo & Events, Inc.
Phone: 503-417-8000
Fax: 503-417-8001
ESR@triumphexpo.com
QUICK FACTS

DEADLINES

EAC/INSURANCE: MONDAY, AUGUST 29, 2016 4:00 PM
DISCOUNT PRICING: TUESDAY, SEPTEMBER 13, 2016 4:00 PM
ADVANCE SHIPPING: FRIDAY, SEPTEMBER 23, 2016 4:00 PM
DIRECT SHIPPING: MONDAY/TUESDAY, SEPTEMBER 26-27, 2016 EXHIBITOR MOVE IN HOURS ONLY

SCHEDULE

EXHIBITOR MOVE IN: MONDAY, SEPTEMBER 26, 2016 3:00 PM - 7:00 PM
TUESDAY, SEPTEMBER 27, 2016 8:00 AM - 4:00 PM

SHOW DATES/TIMES: TUESDAY, SEPTEMBER 27, 2016 4:30 PM - 6:30 PM
WEDNESDAY, SEPTEMBER 28, 2016 4:30 PM - 6:30 PM
THURSDAY, SEPTEMBER 29, 2016 8:40 AM - 11:00 AM

EXHIBITOR MOVE OUT: THURSDAY, SEPTEMBER 29, 2016 11:15 AM - 2:15 PM

CARRIER CHECK-IN DEADLINE: THURSDAY, SEPTEMBER 29, 2016 1:30 PM

Empty crates will be returned starting at 11:15 AM on THURSDAY.

All exhibitor materials must be removed from the facility by 2:15 PM.

Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor. Any freight left on the show floor will be re-routed via Triumph Transportation or returned to the warehouse at the exhibitor’s expense.

INCLUDED FURNISHINGS: 10’x10’ Booth
Black 8’ high back drape
Gold (Yellow) 3’ high side drape
One-line Exhibitor ID sign

EXHIBIT HALL FLOORING: The exhibit area will be carpeted. To better complement your booth, rental carpet in a variety of colors is available with the enclosed forms.

PAYMENT POLICY: Payment is required with all orders. Online orders must be paid at the time of order. To pay by credit card, scan and email your order to ESR@triumphexpo.com or fax to 503-417-8001. Orders paid by check must include credit card information or your order will not be processed.

VENUE/VENDOR FORMS: Electrical/AV/internet forms are at the end of this kit, if available, for your convenience. Triumph does NOT take orders for the venue. Please return completed forms directly to those vendors.
FREIGHT/MATERIAL HANDLING FEES

20 LBS or Less per shipment (small package)  $ 53.00

SMALL PACKAGES: Any shipment 20 lbs or under. Pieces without documentation will be delivered to booth without guarantee of piece count or condition. (Shipments above 20 lbs are subject to rates below)

OFF-TARGET: Any shipment that arrives outside the deadline dates listed on this form is subject to a fee of $0.25/lb off-target fee. This will be added automatically to the invoice.

ADVANCE SHIPMENTS

Drivers with inbound shipments must check into the Triumph warehouse by 3:30 pm to guarantee same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 am - 3:30 pm; Closed weekends & holidays.

CRATED MATERIALS  MATERIALS W/ SPECIAL HANDLING

$  150.00  Minimum Charge (21-200 lbs)  $  180.00  Minimum Charge (21-200 lbs)
$  75.00  each add’l CWT (100 lbs)  $   90.00  each add’l CWT (100 lbs)

ADVANCE SHIPMENT DEADLINE DATE: SEPTEMBER 23, 2016

DIRECT SHIPMENTS

CRATED MATERIALS  MATERIALS W/ SPECIAL HANDLING

$  140.00  Minimum Charge (21-200 lbs)  $  220.00  Minimum Charge (21-200 lbs)
$  70.00  each add’l CWT (100 lbs)  $  110.00  each add’l CWT (100 lbs)

DIRECT SHIPMENT DATE: SEPTEMBER 26-27, 2016 ONLY

PRICES INCLUDE receiving, freight, checking for damage and piece count, delivery to booth, storage of empty containers and load out of shipment to preferred carrier. Use the table below to estimate your material handling charge.

SPECIAL HANDLING: Any non-crated or non-palletized shipments, any shipment that requires ground, side door, flat bed, stacked, constricted space unloading, moving other shipments or objects in the truck/trailer to access the target shipment, or materials that arrive without certified weight tickets or documentation. (i.e. express carriers such as UPS, Fed Ex or DHL).

RETURN TO WAREHOUSE: Exhibitors will be charged 25 cents per pound ($150 minimum for any shipment that must be returned to the warehouse plus 25 cents per pound for each additional pound over 600 lbs) for the return of the shipment to the TRIUMPH warehouse if 3rd party carrier fails to pick up at show site’s designated times. Exhibitors using TRIUMPH Transportation for outbound shipping will have the fee waived.

IMPORTANT

All calculations above are regarded as estimates only. All shipments will be invoiced based on actual weight. By signing this form or by shipping freight either advance or direct, you are entering into a contract with Triumph. Carefully read the Material Handling Terms and Conditions Sheet that accompanies this form.

CALCULATION OF MATERIAL HANDLING / DRAYAGE FEES

ADVANCE SHIPMENT □  DIRECT SHIPMENT □

Total Estimated Weight (200 lbs minimum) __________ lbs  x  Rate = $ _________

Total Estimated Fees $ _________

TOTAL $ _________

Carry this total to payment summary page
MATERIAL HANDLING - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERIES IN CASE OF LOSS OR DAMAGE. FOR YOUR PROTECTION, ALL PROPERTIES BEING TRANSPORTED AND/OR EXHIBITED SHOULD BE PRIVATELY INSURED AGAINST LOSS AND DAMAGE.

The terms and conditions set forth below are part of the contractual agreement between Triumph Expo & Events Inc. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met:

* THE EXHIBITING AGREEMENT IS SIGNED, OR
* THE EXHIBITOR’S MATERIALS ARE DELIVERED BY A CARRIER TO TE&E’S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH TE&E IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR
* AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.

1. DEFINITIONS. For purposes of this contract, “TE&E” means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities associated with or related to, and those persons to which “TE&E” may assign. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”). Further, it is hereby understood and agreed that the “EXHIBITOR” is in fact the “Shipper” for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

2. PACKAGING AND CRATES. TE&E shall not be responsible for damage to loose uncrated materials, padwapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition TE&E will not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. TE&E assumes no responsibility for:
   - Error in the above procedures
   - Removal of old empty labels & without TE&E labels
   - Improper information on empty labels

TE&E WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative, and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE SHOW SITE OR EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. TE&E highly recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS. Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE SHOW SITE. TE&E recommends the securing of security services at the end of the show or with the carrier.

6. DELIVERY TO THE CARRIER FOR RELOADING. TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS IF THEY HAVE BEEN DELIVERED TO THE EXHIBITOR’S DESIGNATED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A TE&E DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. TE&E loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. TE&E ASSUMES NO RESPONSIBILITY FOR DAMAGE TO OR LOSS OF EXHIBITOR’S MATERIALS THAT ARE NOT PROPERLY PACKED OR SECURED.

7. DESIGNATED CARRIERS. In order to expedite removal of materials from the show site, TE&E shall have the authority, in the discretion of the carrier, to change the providers designated by the Exhibitor which directs the Exhibitor not to pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR’s directions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL TE&E BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier’s terms and conditions apply to their shipment once they have been accepted by the carrier. In the event of the Exhibitor’s failure to familiarize himself with these terms and conditions TE&E WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. TE&E’S RESPONSIBILITIES. TE&E shall be responsible only for those services which it directly provides. TE&E assumes no responsibility for any persons, parties or other contracting firms not under TE&E’s direct supervision and control. TE&E shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond TE&E’s reasonable control, nor for ordinary wear & tear in the handling of materials.

9. INSURANCE. For purposes of this contract, “TE&E” means Triumph Expo & Events Inc. and their employees, agents, directors and assigns, affiliated companies, related entities associated with or related to, and those persons to which “TE&E” may assign. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”). Further, it is hereby understood and agreed that the “EXHIBITOR” is in fact the “Shipper” for all purposes and circumstances, notwithstanding anything contained in this contract to the contrary.

10. CLAIM(S) FOR LOSS. EXHIBITOR agrees that any and all claims for loss or damage must be submitted to TE&E immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exhibition (for purposes of claim reporting, the ‘completion’ of the show shall be construed as the time when EXHIBITOR’s materials are delivered to the carrier for transportation from the show site or from TE&E’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against TE&E more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall be entitled to and shall be entitled to withhold payment, on any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claims against TE&E shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY TE&E if found liable for any loss. TE&E’s sole and exclusive MAXIMUM LIABILITY for any losses shall be the lesser of
   - The MAXIMUM RECOVERY as specified in this agreement
   - The amount of the EXHIBITOR’s insurance settlement

11. JURISDICTION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF WASHINGTON WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN KING COUNTY, WASHINGTON.

12. INDEMNIFICATION. EXHIBITOR agrees to indemnify, forever hold harmless and defend TE&E and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages, including consequential damages, (whether or not such losses are alleged as a result of tort, conduct, failure of the equipment or services of TE&E or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if TE&E has been advised or has notice of the possibility of such damages or for any negligence of TE&E or any of the employes, representatives, agents, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(es).

13. MISCELLANEOUS. EXHIBITOR, as a material part of the consideration to TE&E for material handling services, waives and releases all claims against TE&E its employees, agents, directors and officers with respect to all matters for which TE&E has disclosed liability pursuant to the provisions of this contract. The EXHIBITOR agrees that he or she has read this agreement, understands it and agrees to be bound by its terms, and further that if the EXHIBITOR breaches any of its terms, TE&E will be entitled to all remedies available at law and in equity including, but not limited to: specific performance, injunctive relief and damages.

SHIPPING INFORMATION

ADVANCE SHIPPING
ADDRESS: Company Name and Booth Number
EEBA 2016 CONFERENCE & EXPO
c/o Triumph &
DC LOGISTICS
4666 DUNCANVILLE ROAD
DALLAS, TX 75236

ADVANCE SHIPMENTS ACCEPTED: ACCEPTED UP TO 30 DAYS BEFORE MOVE IN
ADVANCE SHIPPING DEADLINE: 4:00 PM on SEPTEMBER 23, 2016

“Material Handling Fees” apply to all shipments. See “Material Handling” page for details.

DIRECT SHIPPING
ADDRESS: Company Name and Booth Number
EEBA 2016 CONFERENCE & EXPO
c/o Triumph &
DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q HAMMONS DRIVE
FRISCO, TX 75034

DIRECT SHIPMENTS ACCEPTED: SEPTEMBER 26-27, 2016 ONLY

Triumph Expo & Events and Show Management will NOT be responsible for any early direct shipments that may be refused by the facility or incur additional fees.
TO: ____________________________________________________________________________

EXHIBITOR NAME

C/O TRIUMPH EXPO & EVENTS INC.
DC LOGISTICS
4666 DUNCANVILLE ROAD
DALLAS, TX 75236

WAREHOUSE

EEBA CONFERENCE & EXPO

_________________________________________________________________________________

BOOTH # __________ NO. OF PIECES __________

CARRIER _________________________________________________________________________
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
OUTBOUND SHIPPING INFORMATION

• Do I have a carrier coming to pick up my freight, or is Triumph shipping for me?
• How many shipments do I have (how many destination addresses are there)?
• How soon does my shipment need to arrive at its destination?

SHIPPING WITH TRIUMPH

Pre-ordering your shipping with Triumph using the Inbound/Outbound Shipping Request form in this kit saves you time and confusion, by ensuring your material handling agreement/bill of lading and labels are already complete and waiting for you at move out. Simply pick them up from our service desk, pack your materials and turn the MHA/BOL back in. It’s that simple!

MATERIAL HANDLING AGREEMENT/BILL OF LADING:
Pick up your MHA/BOL from the service desk at move out. It will already be complete. On-site shipping requests are processed in the order they are received.

LABELS:
Custom printed labels are provided to exhibitors using Triumph Transportation at no charge. Pre-orders are available for pick up at move out. On-site orders are processed in the order they are received.

METHOD OF PAYMENT:
A major credit card is required on file to guarantee all shipping. This must be on file before the shipment can leave our warehouse/show site.

TRACKING:
Tracking information for TRIUMPH shipments is available 1-2 business days following the close of an event. Please include your company name, booth number and the name of your event when requesting this information.

BILLING OF SHIPPING CHARGES:
Shipping will be billed and an updated invoice will be sent after the shipment has been delivered to its destination.

SHIPPING WITH ALL OTHER CARRIERS

MATERIAL HANDLING AGREEMENT/BILL OF LADING:
All outbound shipments from the show MUST have a Triumph material handling agreement/bill of lading. This form gives us permission to release your freight to your carrier. Failure to complete an MHA/BOL can result in a delay in shipping.

LABELS:
Exhibitors using other carriers may use the outbound shipping labels provided in this kit.

DRAYBACK:
If freight is left on the floor without turning in properly completed Triumph MHA/BOL to the service desk, it will be returned to the warehouse and a fee will be assessed for this. This fee is a minimum of $150 (up to 750 lbs).

WHAT ADDRESS DO I GIVE MY CARRIER TO PICK UP MY FREIGHT?:
DALLAS FRISCO EMBASSY SUITES
7600 JOHN Q. HAMMONS DRIVE
FRISCO, TX 75034

WHAT TIME DOES MY CARRIER NEED TO ARRIVE?:
All carriers MUST be checked in by 1:30 PM on SEPTEMBER 29, 2016. After 1:30 PM, freight will be re-routed according to the information given on the MHA/BOL.
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.

A TRIUMPH MATERIAL HANDLING AGREEMENT IS REQUIRED FOR ALL SHIPMENTS LEAVING THE BUILDING. WITHOUT A MATERIAL HANDLING AGREEMENT, FREIGHT WILL NOT BE LOADED ONTO ANY CARRIER. FREIGHT WILL BE RETURNED TO THE WAREHOUSE FOR PROCESSING AND ADDITIONAL FEES MAY BE ASSESSED.

FROM:  EEBA 2016 CONFERENCE & EXPO
       DALLAS FRISCO EMBASSY SUITES
       7600 JOHN Q. HAMMONS DRIVE
       FRISCO, TX 75034

TO:    ______________________________________

        ______________________________________

        ______________________________________

        ______________________________________

        ______________________________________

BOOTH # ___ NO. OF PIECES ___

CARRIER ____________________________________

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED COPIES ARE ACCEPTABLE.
INBOUND / OUTBOUND SHIPPING REQUEST
for Triumph Transportation Only - (SHOW CARRIER)

INBOUND (Shipping TO the Event) Minimum charges apply per shipment

<table>
<thead>
<tr>
<th>PICK-UP ADDRESS:</th>
<th>Insurance:</th>
<th>□ Inbound  □ Outbound  □ Both  □ Neither</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pick-up Date:_______</td>
<td>Shipment Ready By:____ am/pm</td>
</tr>
<tr>
<td></td>
<td>Loading Dock</td>
<td>Lift Gate Needed</td>
</tr>
</tbody>
</table>

Hours your dock is opened for pickup:

Dock opened:____ am/pm Dock closed:____ am/pm

Contents of Freight / Comments / Special Instructions:

Contact Name__________________________ Ph__________________________ E-mail__________________________

| WEIGHT AND DIMENSIONS RATE SUBJECT TO FINAL CARRIER PUBLISHED INFORMATION |
| NO HAZARDOUS MATERIALS WILL BE ACCEPTED FOR TRANSPORT |

LIST EACH PIECE
Carton/Crate/Pallet/Fibercase

<table>
<thead>
<tr>
<th>List Each Piece</th>
<th>Dimensions in Inches</th>
<th>WT. (LBS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: Carton</td>
<td>Lx 24” Wx 12” Hx 12”</td>
<td>135 lbs</td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lx Wx Hx</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Pieces : ______

Total Weight : ______

Are the pallets/skids stackable? YES □ NO □
If additional insurance, declared value is $________________

OUTBOUND (Shipping FROM the Event) Minimum charges apply per shipment

RETURN ADDRESS:

<table>
<thead>
<tr>
<th>SHIPPING METHOD:</th>
<th>Deferred / Ground: 3-7 Bus. Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Express: 2-3 Bus. Days</td>
</tr>
</tbody>
</table>

Approx. Weight:_______ Total No. of Pieces ______

Crates □ Cartons □ Fiber Cases □ Other:_______

Contents of Freight / Comments / Special Instructions:

Contact Name__________________________ Ph__________________________ E-mail__________________________

Date Freight Must be Received at Destination_________

Once your shipment is packed and ready to be picked up, please return the outbound material handling form to the Triumph Exhibitor Services Specialist. Shipments without this paperwork will be returned to the Triumph warehouse at the exhibitor’s expense.

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

Below is an abbreviated list of instances in which your actual shipping cost would differ from your estimated rates:

- Oversize Shipments: weight over 300 lbs, height over 48 inches, or girth over 120 inches (applies to air freight services ONLY)
- Re-Delivery: Requiring additional delivery attempts when original delivery during normal business hours failed
- Inside Delivery: Delivery including a flight of stairs or an elevator
- Lift Gate: Truck required when no elevated dock or forklift is available

To assist you in your planning efforts for the upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the various jurisdictions, we ask that you read the following.

**EXHIBIT HALL INSTALLATION & DISMANTLING:**
Triumph Expo & Events Inc. has an agreement with the local Decorators Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies may set their own exhibits without assistance from this local, provided that the exhibit can be set up in less than one half-hour without the use of tools or ladders. This applies to exhibit display structures and not company products or machinery. Products may be placed by exhibitors regardless of booth size. Labor can be ordered by returning the installation and dismantle labor order form or at the showsite service desk.

**MATERIAL HANDLING / DRAYAGE:**
Triumph Expo & Events Inc. will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. All forklift and material handling from the loading dock to the point of installation is handled by the Decorator’s Union. This is not applicable to materials that can be carried by one person.

**SAFETY:**
Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Triumph Expo & Events Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a safe working environment for everyone.

**TIPPING:**
Triumph Expo & Events Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and tipping is not allowed. This applies to all Triumph Expo & Events Inc. employees.
EXHIBITOR FAQ

WHAT IS MATERIAL HANDLING? Material handling is a fee which covers the time, equipment and labor to receive your freight, check it for damage, and record it on the shipping log. It also covers bringing your items to show site and delivering them to your booth, as well as storage of your empty containers and returning them to you after the show. Finally, it covers the labor to return your shipment to the loading dock to leave the facility.

CAN I PHONE IN MY ORDER? The short answer is no. We don't accept phone orders because authorization is needed in order to process a credit card payment. For scanned or faxed orders, this is the signature provided on the payment form. For online orders, an electronic signature is provided with the payment method.

WHAT IS INCLUDED WITH MY BOOTH SPACE? On the QUICK FACTS page, there is a section titled INCLUDED FURNISHINGS, which details the show colors, as well as any furnishings or amenities (such as power) that are included with the booth package you purchased from show management.

WHY CAN'T I SHIP DIRECTLY TO SHOW SITE? In many instances, smaller venues, such as hotels or exhibit halls that do not employ a full-time staff, direct shipping is not available. These locations are wonderful for hosting events, but simply do not have the capacity or staff to accept and store freight for events. If you choose to attempt to ship directly to show site in these cases, you run the risk of your freight being lost, misplaced or refused altogether. That can mean that your freight will not make it to your booth in time to exhibit in the event.

CAN I EXCHANGE THE TABLE IN MY BOOTH FOR ANOTHER ITEM/CHANGE THE SKIRT COLOR, ETC? The furnishings included with your booth are part of a package that is paid for by show management and are not eligible for any trades, exchanges or credits. If you do not wish to use the furnishings provided, you can set them in the aisles during move in and our crew will pick them up from you. If you wish to have another item instead of those provided, you may use the forms provided in this kit to order those items.

HOW DO I SEND MY SHIPMENT AFTER THE SHOW? The simplest method is to use Triumph Transportation. Exhibitors who ship with Triumph receive printed labels and bills of lading for their shipments and can communicate directly with their exhibitor services rep about the status of their shipment. If your company is using another freight carrier, your on-site rep will need to complete a bill of lading for each outbound shipment. Please keep in mind that parcel carriers (FedEx Ground, UPS Ground, and DHL) do NOT come to show site and your on-site rep will need to take the shipment to a local office to send.

If you would like us to bring your shipment back to our warehouse for your carrier to pick up, we do offer that service. The minimum charge is $150 for up to 600 lbs and 25 cents per each additional pound.
PAYMENT SUMMARY

EXHIBITOR INFORMATION
I acknowledge and accept responsibility for the accuracy of this order and payment for all services provided.

Company Name ________________________________________________ Booth #(s) ______________

Address ________________________________________________________

City __________________________ State __________ Zip __________ Phone ________________________________

Fax # _________________________ E-mail ________________________________

Prepared by (Print Name) __________________________________________ Date __________________________

Signature ______________________________________________________

CREDIT CARD AUTHORIZATION
I authorize Triumph Expo & Events Inc. to debit my credit card for the charges on this invoice and for additional charges incurred. (Non-payment due to Declined Credit Cards and NSF Checks are subject to additional fees - See Payment Terms & Conditions)

<table>
<thead>
<tr>
<th>Credit Card Type</th>
<th>Check</th>
<th>Check#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Mastercard</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>American Express</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

Account # ________________________________ Expiration Date ________________________________

Printed Name on Card ________________________________________________________________

Credit Card Holder E-mail (REQUIRED) ________________________________________________

Authorized Signature ______________________________________________________________

PAYMENT MUST ACCOMPANY ALL ORDERS
To receive discount pricing, checks or credit card information must be received before discount deadline. Please make check payable to:
Triumph Expo & Events Inc

FOR ALL CHECK ORDERS
Credit card authorization must be provided for any additional fees incurred.

TEXAS STATE SALES TAX
Applies to all exhibitors including non-profit agencies.

ORDER FORMS

- Tables, Counters and Risers $ __________
- Chairs, Fabric and Accessories $ __________
- Carpeting $ __________
- Graphics and Signage $ __________
- TRU-X Modular Exhibits $ __________
- TRU-X Accessories $ __________
- Installation and Dismantle Labor $ __________
- Other $ __________
- **Subtotal** $ __________
- TX State Sales Tax @ 8.25% $ __________
- Cleaning Services $ __________
- Freight/Material Handling $ __________
- **TOTAL** $ __________
PAYMENT and LABOR - TERMS AND CONDITIONS

PLEASE READ CAREFULLY! YOU ARE ENTERING A CONTRACT WHICH DEFINES THE RESPECTIVE PARTIES' RESPONSIBILITIES.

The terms and conditions set forth below become a part of the contractual agreement between TRIUMPH EXPO & EVENTS and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

*WHEN THE INVOICE SUMMARY FORM IS SIGNED; OR
*WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH TRIUMPH EXPO & EVENTS INC.; OR
*WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TRIUMPH EXPO & EVENTS INC.

DEFINITIONS

The name Triumph Expo & Events Inc. shall be construed within the meaning of this contract as Triumph Expo & Events Inc. ("TE&E"), and their employees, officers, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors Triumph Expo & Events Inc. may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TE&E except where specifically identified as a sale. All TE&E rentals include delivery, installation and removal from EXHIBITOR's booth. In case of labor cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 100% cancellation fee will be applied to all TE&E furniture rental items including Custom Carpeting, Custom-Cut Carpet, TRU-X Rental Exhibits. It is EXHIBITOR's responsibility to advise TE&E personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, Triumph Expo & Events Inc. requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. Any outstanding balance due after the close of the show will be subject to a administrative collection fee of 50% of the outstanding balance. This includes non-payment due to, but not limited to, declined credit cards, NSF checks or Stop Payment transactions. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between EXHIBITOR and TE&E relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to TE&E for its services, as an offset against the amount of any alleged loss or damage. Any claim against TE&E shall be considered a separate transaction, and shall be resolved on its own merits. TE&E reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that TE&E may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF TRIUMPH EXPO & EVENTS INC.

RESPONSIBILITIES: TE&E shall be responsible for the performance of labor provided under this option. TE&E cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TE&E's direct supervision and control. In no event shall TE&E be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TE&E shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TE&E's reasonable control.

INDEMNIFICATION: TE&E agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, or property damage arising out of work performed by labor provided by and supervised by TE&E, except when EXHIBITOR exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES: EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through TE&E in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TE&E Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION: EXHIBITOR agrees to indemnify, hold harmless, and defend TE&E from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to TE&E employees, and/or property damage arising out of work performed by labor provided by TE&E, BUT supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of TE&E includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by TE&E to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO TE&E'S MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH TE&E. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH TE&E.
TABLES AND COUNTERS

Tables and counters are all skirted on 3 sides. Must order 4th side for all sides to be skirted on 6' and 8' tables/counters.

- BLACK (01)
- WHITE (02)
- RED (06)
- SILVER (03)
- GREEN (05)
- BLUE (04)
- TEAL (07)
- CHAMPAGNE (08)
- PURPLE (09)
- YELLOW (10)

TABLES - 24” W x 30” H

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Color</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>$95.00</td>
<td>$135.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6’</td>
<td>$125.00</td>
<td>$165.00</td>
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<tr>
<td>8’</td>
<td>$155.00</td>
<td>$195.00</td>
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<td></td>
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</tr>
<tr>
<td>4th Side</td>
<td>$45.00</td>
<td>$65.00</td>
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</table>

COUNTERS - 24” W x 42” H

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<th>Amount</th>
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<td>6’</td>
<td>$145.00</td>
<td>$185.00</td>
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</tr>
<tr>
<td>8’</td>
<td>$175.00</td>
<td>$215.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4th Side</td>
<td>$45.00</td>
<td>$65.00</td>
<td></td>
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<td></td>
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</table>

UNSKIRTED TABLES

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<tr>
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<th>Length</th>
<th>Discount</th>
<th>Standard</th>
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</thead>
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<tr>
<td>4’</td>
<td>$50.00</td>
<td>$70.00</td>
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<tr>
<td>6’</td>
<td>$80.00</td>
<td>$100.00</td>
<td></td>
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</tr>
<tr>
<td>8’</td>
<td>$110.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skirt</td>
<td>$45.00</td>
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<td></td>
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</table>

UNSKIRTED COUNTERS

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Length</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’</td>
<td>$70.00</td>
<td>$90.00</td>
<td></td>
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</tr>
<tr>
<td>6’</td>
<td>$100.00</td>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8’</td>
<td>$130.00</td>
<td>$150.00</td>
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<tr>
<td>Skirt</td>
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</table>

TABLE RISERS

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<tbody>
<tr>
<td>4’ L x 7” H x 8” D</td>
<td>$40.00</td>
<td>$60.00</td>
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<td></td>
</tr>
<tr>
<td>4’ L x 13” H x 8” D</td>
<td>$40.00</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 7” H x 8” D</td>
<td>$45.00</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6’ L x 13” H x 8” D</td>
<td>$45.00</td>
<td>$65.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pricing includes delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

$ __________________

Carry this total to payment summary page
PEDESTAL TABLES
30” DIAMETER

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Table</th>
<th>Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formica Top</td>
<td>30”H</td>
<td>$150.00</td>
<td>$192.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Formica Top</td>
<td>42”H</td>
<td>$170.00</td>
<td>$212.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wood Top</td>
<td>30”H</td>
<td>$135.00</td>
<td>$177.00</td>
<td></td>
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<tr>
<td></td>
<td>Wood Top</td>
<td>42”H</td>
<td>$155.00</td>
<td>$197.00</td>
<td></td>
</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL  $ ________________

Carry this total to payment summary page
PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE.

**SEATING**

**STANDARD SEATING**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Plastic Stack Chair</td>
<td>$40.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Side Chair</td>
<td>$80.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Arm Chair</td>
<td>$100.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Bar Stool</td>
<td>$80.00</td>
<td>$110.00</td>
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</tbody>
</table>

**BLACK LEATHER SEATING**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black Sofa</td>
<td>$425.00</td>
<td>$425.00</td>
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</tr>
<tr>
<td></td>
<td>Black Loveseat</td>
<td>$400.00</td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Arm Chair</td>
<td>$250.00</td>
<td>$250.00</td>
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</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

Carry this total to payment summary page.
## STANDARD ACCESSORIES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Coat Tree</td>
<td>$40.00</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel</td>
<td>$35.00</td>
<td>$45.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Sign Holder (22&quot; x 28&quot;)</td>
<td>$95.00</td>
<td>$130.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20-Pocket Lit Rack</td>
<td>$60.00</td>
<td>$60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Stand</td>
<td>$90.00</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Garment Rack</td>
<td>$90.00</td>
<td>$120.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wastebasket</td>
<td>$12.00</td>
<td>$18.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raffle Drum - SM</td>
<td>$65.00</td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fish Bowl</td>
<td>$15.00</td>
<td>$15.00</td>
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</tr>
</tbody>
</table>

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL  $
EEBA 2016 CONFERENCE & EXPO
Dallas Frisco Embassy Suites
September 27 - 29, 2016
DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

Please send pages with items selected and transfer all totals to payment summary page.

PREMIUM ACCESSORIES

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Showcase - 6’ Full-View (6’L x 38”H x 18”D)</td>
<td>$375.00</td>
<td>$375.00</td>
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</tr>
<tr>
<td></td>
<td>1M Counter (1M L x .5M D x 42”H)</td>
<td>$190.00</td>
<td>$380.00</td>
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</tr>
<tr>
<td></td>
<td>2M Counter (2M L x .5M D x 42”H)</td>
<td>$360.00</td>
<td>$680.00</td>
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<tr>
<td></td>
<td>1M Radius Counter (1M L - curved - .5M D x 42”H)</td>
<td>$300.00</td>
<td>$580.00</td>
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</tr>
<tr>
<td></td>
<td>42” Plasma Screen w/ DVD Player</td>
<td>$400.00</td>
<td>$400.00</td>
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</tr>
<tr>
<td></td>
<td>Poster Board - Horizontal</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Poster Board - Vertical</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pegboard - Horizontal</td>
<td>$150.00</td>
<td>$195.00</td>
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</tr>
<tr>
<td></td>
<td>Pegboard - Vertical</td>
<td>$150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gridwall (per panel) 2’W x 8’H</td>
<td>$30.00</td>
<td>$30.00</td>
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<tr>
<td></td>
<td>Gridwall Feet (per pair)</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

Prices include delivery and set-up. Cancellation charges are 50% after discount deadline and 100% after show/event move-in begins.

Carry this total to payment summary page.

SNP OR - 8627 - 62 / 64 - 4/21/16 - VW
PIPE AND DRAPE

<table>
<thead>
<tr>
<th>Color</th>
<th>Size</th>
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<tbody>
<tr>
<td>BLACK (01)</td>
<td>8' H (per ft)</td>
<td>$10.00</td>
<td>$15.00</td>
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<tr>
<td></td>
<td>3' H (per ft)</td>
<td>$10.00</td>
<td>$15.00</td>
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<tr>
<td>WHITE (02)</td>
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<td>GREEN (05)</td>
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</tr>
<tr>
<td>RED (06)</td>
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<tr>
<td>TEAL (07)</td>
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<tr>
<td>BURGUNDY (10)</td>
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<tr>
<td>YELLOW (09)</td>
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<td>SILVER (03)</td>
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<tr>
<td>PURPLE (08)</td>
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<tr>
<td>CHAMPAGNE (11)</td>
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PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

TOTAL $ __________________

Carry this total to payment summary page
**EEBA 2016 CONFERENCE & EXPO**  
Dallas Frisco Embassy Suites  
September 27 - 29, 2016  
**DISCOUNT PRICE DEADLINE** - Tuesday, September 13, 2016

**COMPANY** ___________________________  **BOOTH#(S)** __________________

⚠️ PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

**CARPET & PADDING**

### STANDARD CARPET

<table>
<thead>
<tr>
<th>Color</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK (01)</td>
<td>$150.00</td>
<td>$195.00</td>
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<tr>
<td>BURGUNDY (03)</td>
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<tr>
<td>BLUE (05)</td>
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<tr>
<td>TEAL (06)</td>
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<td>RED (04)</td>
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<td>SILVER</td>
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<tr>
<td>TUXEDO</td>
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### PLUSH CARPET (per SQ. FT.)

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<th>Color</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLACK (01)</td>
<td>$3.50</td>
<td>$4.55</td>
<td></td>
</tr>
<tr>
<td>WHITE (04)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CREAM (07)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BURGUNDY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROYAL BLUE (13)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GREY PEARL (02)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVY (05)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PINE (08)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PEARL PINK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COBALT BLUE (14)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHARCOAL (03)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEA BREEZE (06)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARDINAL (09)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROYAL PURPLE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PADDING / PROTECTIVE SHEETING (per SQ. FT.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Size (SQ. FEET)</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Pad</td>
<td></td>
<td>$0.70</td>
<td>$1.15</td>
<td></td>
</tr>
<tr>
<td>Poly Vinyl Sheet</td>
<td></td>
<td>$0.45</td>
<td>$0.90</td>
<td></td>
</tr>
</tbody>
</table>

**PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER**  
**DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.**

**TOTAL** $ ____________

*Carry this total to payment summary page*
RENTAL EXHIBITS

PORTABLE TABLE TOP

Package Includes:
• Standard Header
• 6' Draped Table
• Installation & Dismantle of Exhibit

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 500.00</td>
<td>$ 1000.00</td>
<td>$</td>
</tr>
</tbody>
</table>

A: PORTABLE TABLE TOP

10’ BACKWALL EXHIBIT

Package Includes:
• Standard Header
• Installation & Dismantle of Exhibit

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 750.00</td>
<td>$ 1500.00</td>
<td>$</td>
</tr>
</tbody>
</table>

B: 10’ BACKWALL EXHIBIT

10’ BOOTH EXHIBIT

Package Includes:
• Standard Header
• 1m Counter
• Installation & Dismantle of Exhibit

<table>
<thead>
<tr>
<th></th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 1500.00</td>
<td>$ 2500.00</td>
<td>$</td>
</tr>
</tbody>
</table>

C: 10’ BOOTH EXHIBIT

TABLE SKIRT COLOR (OPTION A ONLY)

- Black
- Silver
- Blue
- Green
- Red
- Burgundy
- Teal
- Berry
- Purple

LETTERING COLOR* (A, B & C)

- Black
- Blue
- Grey
- Red
- Burgundy

METAL COLOR (B & C)

- Black
- Silver

FABRIC -

- Black
- Blue
- Grey

HARDWALL -

- White
- Custom Graphic

PANEL COLOR (B & C)

- Black
- Silver

*CUSTOM GRAPHICS & COMPANY LOGO header identification signs are available at an extra cost. Please refer to the graphics and signage instructions for acceptable art formats and Requirements for submitting artwork.

(please contact exhibitor services for exact panel size & dimensions)
EEBA 2016 CONFERENCE & EXPO  
Dallas Frisco Embassy Suites  
September 27 - 29, 2016  

DISCOUNT PRICE DEADLINE - Tuesday, September 13, 2016

COMPANY ___________________________ BOOTH#(S) __________

PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE

GRAPHICS & SIGNAGE  
100% SURCHARGE ON ORDERS PLACED AFTER DISCOUNT DEADLINE

Minimum order for Custom Digital Signs/Banners is 9 sq.ft. Pricing is based on printing of client supplied digital files, or simple layout of text and client supplied logos and other graphics. Any additional layout, file conversion or repair will incur additional fees. Please see our GRAPHICS GUIDELINES SHEET for information on properly submitting files.

---

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>22” x 28” Single-Sided</td>
<td>$42.00</td>
<td>$64.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Double-Sided</td>
<td>$63.00</td>
<td>$96.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Single-Sided</td>
<td>$85.00</td>
<td>$128.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Double-Sided</td>
<td>$127.50</td>
<td>$194.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” x 87” Single-Sided</td>
<td>$145.00</td>
<td>$187.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” x 87” Double-Sided</td>
<td>$217.50</td>
<td>$279.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.125” x 87” Single-Sided</td>
<td>$195.00</td>
<td>$252.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.125” x 87” Double-Sided</td>
<td>$292.50</td>
<td>$378.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3’ x 6’ Single-Sided</td>
<td>$162.00</td>
<td>$270.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3’ x 6’ Double-Sided</td>
<td>$243.00</td>
<td>$405.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BANNER OPTIONS: Grommets □ Pole Pockets □

---

CUSTOM BANNER OPTIONS: Grommets □ Pole Pockets □

---

Discription: Signs are digitally printed on standard substrate. Specialty substrates such as PVC, GatorBoard, or FalconBoard are available for an additional charge.

---

DON’T SEE THE SIZE YOU WANT? STILL HAVE QUESTIONS? Contact our exhibitor services department at ESR@triumphexpo.com or call 503-417-8000 for a quote or assistance with your order.

---

TOTAL $ ______________

Carry this total to payment summary page

---

SNP OR - 8627 - 62 / 64 - 4/21/16 - VW

---

GRAPHICS SUBMISSIONS GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to ready provided files to a print ready state will be billed out per hour with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

FILE TYPES

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% of the final desired production size. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT / IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be no less than 100 dpi at final print size. Higher resolutions will produce superior results. Image should be flattened — no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

FONTS

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

PROOFING

A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (Exhibitors)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to ESR@triumphexpo.com. If you would like to post to our Dropbox, please send your request to ESR@triumphexpo.com. Smaller files (<10MB) can be emailed directly to ESR@triumphexpo.com.

SENDING FILES (Show Management)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to your AE with Triumph Expo & Events. If you would like to post to our Dropbox, please send your request to your event AE. Smaller files (<10MB) can be emailed directly to your AE.

*Native application file types supported are Adobe Photoshop CS6 (pc / mac), Illustrator CS6 (pc / mac), InDesign CS6 (pc / mac).
**INSTALLATION & DISMANTLE LABOR**

**EXHIBITOR SUPERVISED LABOR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th># OF PEOPLE</th>
<th>ADVANCE HOURLY RATE</th>
<th>STANDARD HOURLY RATE</th>
<th># OF HOURS PER PERSON</th>
<th>TOTAL A x B x C</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td></td>
<td>$100.00</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td></td>
<td>$130.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRAIGHT TIME - OUT</td>
<td></td>
<td></td>
<td>$100.00</td>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td></td>
<td>$130.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRIUMPH SUPERVISED LABOR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th># OF PEOPLE</th>
<th>ADVANCE HOURLY RATE</th>
<th>STANDARD HOURLY RATE</th>
<th># OF HOURS PER PERSON</th>
<th>TOTAL A x B x C</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRAIGHT TIME - IN</td>
<td></td>
<td></td>
<td>$130.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - IN</td>
<td></td>
<td></td>
<td>$160.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRAIGHT TIME - OUT</td>
<td></td>
<td></td>
<td>$130.00</td>
<td>$130.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERTIME - OUT</td>
<td></td>
<td></td>
<td>$160.00</td>
<td>$160.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS / NOTES:**

PRICES INCLUDE DELIVERY AND SET-UP. CANCELLATION CHARGES ARE 50% AFTER DISCOUNT DEADLINE AND 100% AFTER SHOW/EVENT MOVE-IN BEGINS.

**TOTAL**

Carry this total to payment summary page
INSTALLATION & DISMANTLE LABOR PG 2 of 2

TELL US ABOUT YOUR EXHIBIT:

SET-UP INFORMATION

SET-UP PLANS/PHTO: attached □ to be sent □ with exhibit □ in crate # __________

CARPET: with exhibit □ rented from Triumph □ (Please complete carpet order form)

ELECTRICAL PLACEMENT: drawing attached □ drawing with exhibit □ electrical under carpet □

GRAPHICS: with exhibit □ shipped separately □

Special equipment/tools/hardware required:

Showsite Contact Person__________________________ Ph: __________________________

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?:

Carrier ____________________________ Carrier Phone ____________________________

Shipped to: Warehouse □ Show Site □ From: City/State ____________________________

Total No. of: Crates ____ Cartons ____ Fiber Cases ____ Other (specify) ______________

HOW WILL YOUR EXHIBIT LEAVE THE SHOW?:

DELIVER TO:

METHOD: □ Common Carrier □ Air Freight □ Van Line □ Other ____________________________

CARRIER: □ Show Carrier □ Other ____________________________

FREIGHT CHARGES: □ Collect □ Bill to: ____________________________

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name ____________________________ Phone ____________________________

SNP OR - 8627 - 62 / 64 - 4/21/16 - VW
## CLEANING SERVICE

**BOOTH CLEANING** - includes vacuuming and emptying of wastebaskets (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>ONE TIME ONLY</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before Show opens</strong></td>
<td>$0.44/sq. ft.</td>
<td>$0.58/sq. ft.</td>
<td>---</td>
</tr>
</tbody>
</table>

**BOOTH SIZE:** _____ x _____ = _____ sq. ft.  
Booth cleaning charges:  
@ $0.44/sq. ft.  
@ $0.58/sq. ft.  
= $ _____

**DAILY SERVICE**

<table>
<thead>
<tr>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.44/sq. ft.</td>
<td>$0.58/sq. ft.</td>
<td>---</td>
</tr>
</tbody>
</table>

**BOOTH SIZE:** _____ x _____ = _____ sq. ft.  
Daily service charges:  
@ $0.44/sq. ft.  
@ $0.58/sq. ft.  
# of days_____ = $ _____
Exhibitor Appointed Contractor (EAC) Approval Form

Exhibitors are allowed to use the services of an Exhibitor Appointed Contractor (EAC) provided the following conditions are met:

THE EXHIBITOR is required to complete and return this form as well as the "Third Party Authorization Form" included with this Exhibitor Kit. Both forms must be filled out completely, including credit card information. The forms must be signed by both parties and returned to Triumph Expo & Events Inc. at least 30 days prior to the show opening.

THE EXHIBITOR APPOINTED CONTRACTOR (EAC) is required to provide a certificate of liability insurance of no less than $1,000,000 property damage, loss or personal injury in the form of a policy rider furnished by their broker to Show Management and to Triumph Expo & Events Inc. (TE&E) along with a complete list of the exhibitors they intend to serve, at least 30 days prior to the show opening. The EAC must also be able to provide, upon request, the current workmen’s compensation insurance certificates from the State of Washington as well as current labor contracts. The EAC must furnish to Show Management and TE&E a list of emergency contact names, addresses and phone numbers. All EAC personnel must be properly badged or identified at show site.

THE EAC MUST USE LOCAL CARPENTER UNION LABOR TO INSTALL AND DISMANTLE THE EXHIBIT OR DISPLAY. NO PERMISSION WILL BE GIVEN TO USE AN EAC FOR THE PERFORMANCE OF THE FOLLOWING TASKS:

<table>
<thead>
<tr>
<th>PLUMBING</th>
<th>ELECTRICAL</th>
<th>TELEPHONE LINES</th>
<th>DRAYAGE</th>
<th>RIGGING</th>
<th>BOOTH CLEANING</th>
<th>CATERING</th>
</tr>
</thead>
</table>

EXHIBITOR INFORMATION

I am the representative of the exhibiting company named at the top of this form and have authorized the EAC named below to supervise the installation and dismantle of our exhibit. It is my company’s responsibility to inform the EAC of all requirements stated on this form and to assure that the EAC adheres to all show, facility, and union rules. I understand that the exhibiting company is ultimately responsible for the payment of any charges incurred by the EAC, and that in the event the EAC does not submit payment prior to the last day of the show, such charges will be submitted to the exhibiting company for payment. I authorize the use of the credit card information below to charge any payment due. ALL INVOICES MUST BE SETTLED BY THE EXHIBITING COMPANY BY THE CLOSE OF THE SHOW.

Exhibitor Name_____________________________ Signature______________________________

Credit Card Account # ___________________ Exp Date ____________ Personal ☐ Company ☐

EAC INFORMATION

EAC Company Name______________________________

Address______________________________

City/State/Zip______________________________

Contact and/or On Site Rep ______________________________

Ph______________________________ Fax______________________________ E-Mail______________________________

Comments______________________________
THIRD PARTY AUTHORIZATION
for use of an Exhibitor Appointed Contractor (EAC)

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this Exhibitor Kit. In the event that the third party does not submit payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

☐ ALL SERVICES ☐ RENTAL FURNITURE AND CARPET
☐ BOOTHEL CLEANING ☐ GRAPHICS
☐ I&D LABOR - SUPERVISION ☐ OTHER SERVICES
☐ MATERIAL HANDLING - IN & OUT

THIRD PARTY AGENT INFORMATION

Agent/Cardholder Name ___________________________ Signature __________________
Credit Card Account # ___________________________ Exp Date _______ Personal☐ Company☐
Billing Address __________________________________________
Billing City/State/Zip ________________________________________
Third Party Company Name ______________________________
Third Party Billing Address ________________________________
Third Party City/State/Zip ________________________________
Ph __________________ Fax __________________ E-Mail ________________

EXHIBITOR INFORMATION

Exhibitor Name ___________________________ Signature __________________
Exhibitor Company Name ___________________________ Booth# ____________
Exhibitor Address ____________________________________________
Exhibitor City/State/Zip ________________________________________
Ph __________________ Fax __________________ E-Mail ____________________

PLEASE SEND PAGES WITH ITEMS SELECTED AND TRANSFER ALL TOTALS TO PAYMENT SUMMARY PAGE
## Exhibit Booth Power & Equipment Order Form

**Program:**

---

**Set up Date:**
**Set up Time:**
**Booth#**
**End Day**
**End Time:**

---

**Contact Information**
**Company Name:**
**On-Site Contact Name:**
**Address:**
**State & Zip Code:**
**Phone Number:**
**Email:**

---

**Payment Information**
**Cardholder’s Name:**
**Account Number:**
**Expiration Date:**
**Signature:**
**Zip Code For Card:**

---

### EXHIBIT POWER/INTERNET ORDER

<table>
<thead>
<tr>
<th>120 Volt 60 Cycle, 1 Phase</th>
<th>Advanced Order Rate</th>
<th>On-site Order Rate</th>
<th>Qty.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 Watt (5 Amps)</td>
<td>$95.00</td>
<td>$110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 Watt (10 Amps)</td>
<td>$110.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 Watt (15 Amps)</td>
<td>$120.00</td>
<td>$140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Watt (20 Amps)</td>
<td>$140.00</td>
<td>$165.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The above circuits include a power strip

| 20" Flat Screen Monitor w/Table Stand | $200.00 |
| 32" LED TV w/Table Stand | $320.00 |
| 55" LED TV w/Floor Stand | $550.00 |
| 70" LED TV w/ Floor Stand | $700.00 |

Below pricing (section 1) includes

- Power/Internet Usage & Installation/Dismantle of Power/Internet
- Advanced Order
- On-Site Order
- Qty.
- TOTAL

### EXHIBIT EQUIPMENT ORDER

<table>
<thead>
<tr>
<th>Advanced Order Rate</th>
<th>On-site Order Rate</th>
<th>Qty.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer Display Equipment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; Flat Screen Monitor w/Table Stand</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LED TV w/Table Stand</td>
<td>$320.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>55&quot; LED TV w/Floor Stand</td>
<td>$550.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70&quot; LED TV w/ Floor Stand</td>
<td>$700.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Audio Equipment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchor Powered System w/ Stand</td>
<td>$105.00</td>
</tr>
<tr>
<td>Wired Microphone (Hand Held)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Wireless Mic (Hand Held or Lapel)</td>
<td>$150.00</td>
</tr>
<tr>
<td>CD Player</td>
<td>$55.00</td>
</tr>
</tbody>
</table>

### Lighting & Rigging Services

<table>
<thead>
<tr>
<th>Qty.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>3 Phase power must be installed by hotel electrician</td>
<td></td>
</tr>
<tr>
<td>Electrician Installation &amp; Dismantling</td>
<td>$100 per hr</td>
</tr>
<tr>
<td>Labor for Section 2 Only</td>
<td>2 hour minimum</td>
</tr>
</tbody>
</table>

### Total Charges

**Total Charge**
**Total Power Labor Charge** (for power ordered in Section 2)
**Total Equipment Charge**
24% Hotel Service Charge
8.25% Sales Tax
Grand Total

---

**If paying by check, please make check payable to:**