

# **WESTERN EVENT SERVICE**

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 Fax (510) 430-0511

EVENT & CONVENTION SERVICES • THEME DECOR • SET DESIGN & PRODUCTION

## **Sysco Sacramento Food and Equipment Show**

Sacramento Convention Center

April 6, 2011

### **MEMO TO ALL EXHIBITORS:**

Western Event Service is pleased to have been selected to serve as the Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

Please take the time to read over the entire Exhibitor Service Kit carefully, it contains information and order forms for your use. Please select the proper forms for your needs and fill them out accurately. Errors or omissions may result in higher than expected fees for services and rentals. To avoid 30%, or higher, late order charges, all orders must be received at least 2 weeks prior to the first day of Exhibitor move-in for this show. The last day we will honor the Advance Order prices for this show will be Tuesday, March 23, 2011.

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

The standard booth for this show will be 10' wide x 10' deep. Please note that the floor of the exhibit area is not carpeted and that electrical service is not included as part of the basic booth equipment. Each booth will include the following basic equipment:

1 - 8' Draped Table      Exhibitor ID Sign      Wastebasket

### **SHOW HOURS:**

Exhibitor Move-in: 1:00 PM – Tuesday, April 5<sup>th</sup>

Show Opens: 9:00 AM – Wednesday, April 6<sup>th</sup>

Show Close: 4:00 PM – Wednesday, April 6<sup>th</sup>

Dismantle Must Be Completed By: 7:00 PM – Wednesday, April 6<sup>th</sup>

### **ASSISTED MOVE-IN & MOVE-OUT:**

In order to help with the move-in and move-out of your materials for the show, SYSCO has arranged for labor to move your materials from the loading dock to your booth and back again at the close of the show. Please be prepared to have your materials loaded onto carts or pallets and moved to your booth while you park your vehicle. Vehicles will not be allowed to remain on the loading dock after materials have been unloaded.

### **DECORATOR UNION INFORMATION:**

In order to conform to current union contract rules and regulations, it will be necessary for all exhibitors to utilize qualified union personnel for all display installation and dismantle labor. The handling or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

**INSURANCE:**

Under no circumstances will Show Management, Western Event Service or the facility assume any responsibility for product or display material that may become lost, stolen or damaged. You must carry your own insurance to protect your property from the time it leaves your care until its return.

**SHIPPING INFORMATION:**

YRC Freight Service will serve as the Official Freight Service Company for this show and will be the preferred carrier for this show. YRC Freight Service and Western Event Service will have priority at, and control of the loading dock at all times.

Do not ship your Advance Freight to the Sacramento Convention Center. They are unable to accept and store Advance Exhibitor Freight and will usually refuse Advance Exhibitor Freight unless it is delivered on the scheduled show move-in date. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

***Freight and exhibit material sent in this manner will be ready and waiting for you in your booth space at your scheduled move-in time.***

Please mark your Advance Freight Shipments with all of the following information:

TO: Western Event Service  
C/O 1970 Williams Street  
San Leandro, CA 94577

**Sysco Sac 2011**

FOR: Exhibitor Name Booth #

**TO ARRIVE NO LATER THAN: 04/01/2011**

**The last date we can receive Advance Exhibitor Freight for this show is Friday, April 1, 2011.**

Freight sent to the Advance Warehouse must arrive no later than 03/25/2011 to avoid a "Late Freight" handling surcharge. Freight may arrive up to 30 days prior to the show, and will be stored at no charge.

All orders, including labor and material handling must be paid prior to close of show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed in a satisfactory manner.

**NO CREDITS OR ADJUSTMENTS WILL BE MADE AFTER THE CLOSE OF THE SHOW.**

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning decorating, electrical service or freight. We will be on hand at the close of show to assist with your outbound freight arrangements. If we can be of further help at this time, please feel free to call us at (510) 430-0510.

Please visit us at [www.WesternEventService.com](http://www.WesternEventService.com) for additional useful information.

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Sysco Sac - 2010  
Sacramento Conv Ctr  
April 6, 2011



1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

### PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION) MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least two weeks prior to move-in, including payment, to qualify for Advance Order rates. All orders received without payment will be collected at the show and will be charged at LATE ORDER rates. All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by cash, check or credit card.

**PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511**

**PLEASE TOTAL YOUR ORDER HERE:**

FURNITURE	\$ _____	ELECTRIC	\$ _____	LABOR	\$ _____
CARPET	\$ _____	CLEANNG	\$ _____	PLANTS	\$ _____
FREIGHT	\$ _____	AV EQUIPMENT	\$ _____		\$ _____

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ \_\_\_\_\_**

***THE LAST DATE WE WILL HONOR ADVANCE ORDER PRICING IS TUESDAY, March 23<sup>rd</sup>.***

Check Enclosed for Total Amount Due. Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO:  Am Express  Discover Card  Master Card  Visa

Account Number

Expiration Date →

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Security Numbers printed on rear of card →

Please Print: Cardholder's Name: \_\_\_\_\_  
Cardholder's Billing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

Use this account for additional services at this show.  No additional people are allowed to sign on this account.

The Cardholder hereby authorizes the following people to sign on the above account for any additional charges

incurred at show site: \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Person E-mail Address: \_\_\_\_\_

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Sysco Sacramento  
 Sacramento Conv Ctr  
 April 6, 2011

# WESTERN EVENT SERVICE

1970 Williams Street  
 San Leandro, CA 94577  
 (510) 430-0510 • FAX (510) 430-0511

Booth #

## BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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### TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$86.00	\$112.00	\$ _____
_____ 4' Long Undraped Table	\$43.00	\$ 56.00	\$ _____
_____ 6' Long Draped Table	\$96.00	\$125.00	\$ _____
_____ 6' Long Undraped Table	\$48.00	\$ 62.00	\$ _____
_____ 8' Long Draped Table	\$106.00	\$138.00	\$ _____
_____ 8' Long Undraped Table	\$53.00	\$ 69.00	\$ _____
_____ Drape 4 <sup>th</sup> side 4' - 6' - 8'	\$25.00	\$ 30.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum  
 Forrest Green White Teal Burgundy Show Color

### COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$ 96.00	\$125.00	\$ _____
_____ 4' Long Undraped Counter	\$ 48.00	\$ 62.00	\$ _____
_____ 6' Long Draped Counter	\$106.00	\$138.00	\$ _____
_____ 6' Long Undraped Counter	\$ 58.00	\$ 69.00	\$ _____
_____ 8' Long Draped Counter	\$116.00	\$150.00	\$ _____
_____ 8' Long Undraped Counter	\$ 68.00	\$ 88.00	\$ _____
_____ Drape 4 <sup>th</sup> side 4' - 6' - 8'	\$ 30.00	\$ 35.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum  
 Forrest Green White Teal Burgundy Show Color

### SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors (Circle One): Blue Gold Red Gray Black Plum  
 Forrest Green White Teal Burgundy Show Color

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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### CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 22.00	\$ 28.00	\$ _____
_____ Molded Side Chair	\$ 29.00	\$ 38.00	\$ _____
Color: Charcoal or White			
_____ Molded Arm Chair	\$ 32.00	\$ 42.00	\$ _____
Color: Charcoal or White			
_____ Deluxe Chrome Padded chair	\$ 34.00	\$ 44.00	\$ _____
_____ Padded Stool with Back	\$ 46.00	\$ 60.00	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

### SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 68.00	\$ 88.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 78.00	\$102.00	\$ _____
_____ 4' x 4' Tackboard	\$ 74.00	\$ 96.00	\$ _____
_____ 4' x 8' Tackboard	\$ 96.00	\$125.00	\$ _____
_____ 4' x 8' Pegboard	\$ 96.00	\$125.00	\$ _____
_____ Literature Stand	\$ 42.00	\$ 54.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$124.00	\$162.00	\$ _____
_____ Velcro Panels - with lights	\$148.00	\$192.00	\$ _____
_____ Showcases (48' Wide)			
<input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for: 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____	\$ _____	\$ _____	\$ _____

**Total Due: \$ \_\_\_\_\_**

**Late Order Rates Will Apply To All Orders Received  
 Less Than Two Weeks Prior to Exhibitor Installation**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Return Copy →

Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

# WESTERN EVENT SERVICE

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## CARPET

### STANDARD CARPET

#### STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$150.00	\$195.00	\$ _____
_____ 9' x 20'	\$270.00	\$350.00	\$ _____
_____ 9' x 30'	\$390.00	\$506.00	\$ _____
_____ 9' x 40'	\$510.00	\$662.00	\$ _____
_____ For longer lengths, add \$120 per 10'			\$ _____

Colors (Circle One): **Blue** **Red** **Gray** **Black**  
**Teal** **Burgundy** **Show Color**

NOTE: Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes. All colors may not be available after show installation has begun.

#### STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.  
Please Note: May not be available as floor order.

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$2.00 sq.ft. x \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

#### CARPET PADDING – Standard Sizes

	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$ 90.00	\$118.00	\$ _____
_____ 9' x 20'	\$180.00	\$234.00	\$ _____
_____ 9' x 30'	\$270.00	\$350.00	\$ _____
_____ 9 x 40'	\$360.00	\$468.00	\$ _____
_____ For longer than 40', add \$70 per 10'			\$ _____

#### CARPET PADDING – Custom Sizes

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$1.50 sq.ft. X \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

### DELUXE CARPET

#### DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$4.00 sq.ft. x \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

#### DELUXE CARPET COLOR

- |                                      |                                       |                                       |
|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Berry       | <input type="checkbox"/> Charcoal     | <input type="checkbox"/> Peacock      |
| <input type="checkbox"/> Black       | <input type="checkbox"/> Emerald      | <input type="checkbox"/> Plum         |
| <input type="checkbox"/> Blue Mist   | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red          |
| <input type="checkbox"/> Burgundy    | <input type="checkbox"/> Grey Pearl   | <input type="checkbox"/> Silver Cloud |
| <input type="checkbox"/> Crème       | <input type="checkbox"/> Navy         | <input type="checkbox"/> White        |
| <input type="checkbox"/> Colony Blue |                                       |                                       |

### PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior to show opening date will be charged 100% of order.

**TOTAL CARPET ORDER \$ \_\_\_\_\_**

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

**LATE ORDER RATES APPLY FOR ALL ORDERS  
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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Sysco Sacramento  
Sacramento Conv Ctr  
March 24, 2010

# WESTERN EVENT SERVICE

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

**LABOR RATES** \$ 88.00 per hour straight-time (One hour minimum per person)  
\$102.00 per hour overtime (One hour minimum per person)  
\$126.00 per hour double-time (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 5:00 p.m. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

**O.K. TO PROCEED** – *Exhibitor need not be present, please begin as soon as possible.*

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

Plans included with this order, proceed without exhibitor.

Plans with exhibit, proceed without exhibitor. Plans in case / crate # \_\_\_\_\_.

Executive supervision is available on request for an additional charge of 25% of the total labor charges.

**DO NOT PROCEED** – *Exhibitor will call for labor and supervise workers.*

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: \_\_\_\_\_ At: \_\_\_\_\_ AM - PM

**PLEASE NOTE:** A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: \_\_\_\_\_ Local Phone # \_\_\_\_\_

### INSTALL LABOR

Number of laborers to install on straight-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to install on overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to install on double-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ DT

### DISMANTLE LABOR

Number of laborers to dismantle on straight-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to dismantle on overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to dismantle on double-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ DT

### TOTAL LABOR RECAP

Total ST Hours \_\_\_\_\_ x \$ 88.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total OT Hours \_\_\_\_\_ x \$102.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total DT Hours \_\_\_\_\_ x \$126.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Your final bill will be for the total hours actually provided.

Hours will be billed in ¼ hour increments after the 1<sup>st</sup> hour.

**Total Due for Labor** \$ \_\_\_\_\_

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

# WESTERN EVENT SERVICE

1970 Williams Street Avenue  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## ELECTRICAL

**ELECTRICAL SERVICE** – Basic lighting or power outlets, includes labor.

QUANTITY		ADVANCE ORDER	LATE ORDER	
_____	Single Outlet 500 watts or less	\$ 88.00	\$124.00	\$ _____
_____	Single Outlet 1000 watts or less	\$150.00	\$219.00	\$ _____
_____	Single Outlet 1500 watts or less	\$194.00	\$272.00	\$ _____
_____	Single Outlet 2000 watts or less	\$238.00	\$333.00	\$ _____
_____	150 watt Floodlight on 8' upright	\$ 45.00	\$ 58.00	\$ _____
_____	Double 150 watt floodlight on 8' upright	\$ 60.00	\$ 80.00	\$ _____
_____	3 – wire x 25' Extension cord	\$ 16.00	\$ 20.00	\$ _____
_____	Multi-outlet power strip	\$ 16.00	\$ 20.00	\$ _____

### POWER & MOTOR OUTLETS

Description	120 volt			208 volt Single Phase			208 volt 3 Phase			Total
	Quantity	Advance	Late	Quantity	Advance	Late	Quantity	Advance	Late	
Up to 5Amp Service		\$96	\$134		\$156	\$218		\$198	\$277	
10 Amp Service		\$160	\$224		\$180	\$234		\$234	\$304	
15 Amp Service		\$204	\$286		\$254	\$330		\$330	\$429	
20 Amp Service		\$248	\$348		\$308	\$400		\$400	\$520	
30 Amp Service	NA	NA	NA		\$355	\$460		\$460	\$598	
60 Amp Service	NA	NA	NA		\$465	\$626		\$570	\$742	
_____ Amp Service	NA	NA	NA							

For above 60 Amps, add \$8 per amp for 208v single phase and \$16 per amp for 208volt three phase.

**LATE ORDER RATES WILL APPLY FOR ALL ORDERS NOT RECEIVED AND PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

For outlets that require  
24 hour service, add  
100 % of standard rate: \$ \_\_\_\_\_

**Total Electrical \$ \_\_\_\_\_**

Connections requiring additional labor for installation and dismantle; equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the ELECTRICAL LABOR order form for your additional labor needs.

**OUTLET LOCATION AND DISTRIBUTION** – You will need to designate a location for each outlet ordered. All distribution will be done on a time and materials basis. If you fail to provide us with a location or floor plan, installation will be done at our discretion and any changes will be billed at time and materials. Designate your outlet locations on our ELECTRICAL LABOR order form.

✓ All inline booth outlets will be installed on the floor, at the rear of booth along the booth backwall drape line, unless you direct us otherwise. Any location within the booth, other than along the backwall line, will require additional Labor

✓ Island Booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.

Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets. No credits will be issued for any electrical service installed as ordered and not used. WES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and approximately 30 minutes after show close each day.

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

# WESTERN EVENT SERVICE

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## ELECTRICAL LABOR

- NO Labor Needed** – Place Electrical Along Booth Backwall Line.
- Exhibitor Will Supervise Electrical Installation** (Do Not Proceed)  
Exhibitor will call of labor at: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.
- OK to Proceed – Complete No Later Than:** Date: \_\_\_\_\_ Time: \_\_\_\_\_  
All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.


- Carpet has been ordered from WES.
- Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### HOURLY RATES

- Straight-Time: \$105.00 per hour = 8:00 a.m. – 4:30 p.m. Monday through Friday.
- Overtime: \$166.00 per hour = All other times, including observed union holidays.

### LABOR CALCULATOR

INSTALLATION: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 # of Men # of Hours Hourly Rate

DISMANTLE: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
 # of Men # of Hours Hourly Rate

**TOTAL ESTIMATED LABOR COST = \$ \_\_\_\_\_**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_  
 By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_



**Return Copy →**

Sysco Sacramento  
 Sacramento Conv Ctr  
 April 6, 2011

# WESTERN EVENT SERVICE

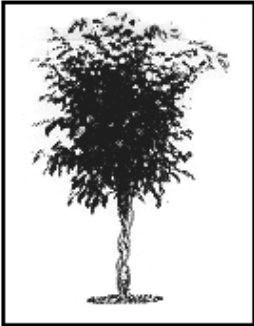
1970 Williams Street  
 San Leandro, CA 94577  
 (510) 430-0510 • FAX (510) 430-0511

Booth #

## PLANT & FLORAL

### Standing Plants in Quality Baskets:

\_\_\_ Ficus    \_\_\_ Philodendron    \_\_\_ Kentia Palm    \_\_\_ Dragon Palm



**Ficus - Weeping Fig**  
*Ficus benjamina*

QUANTITY	HEIGHT	PRICE	TOTAL AMOUNT
	2' - 3'	\$60.00	
	4' - 5'	\$80.00	
	6' - 7'	\$100.00	



**Split-leaf Philodendron**  
*Monstera deliciosa*

### Hedging and Topiary

QUANTITY	ITEM & HEIGHT	PRICE	TOTAL AMOUNT
	Wax leaf hedge 36" tall	\$10. Per foot	
	Ficus Topiary 3 Globe 6'	\$75.00	

### Table Plants

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Seasonal Potted Flowers	\$28.00	
	Chrysanthemum	\$25.00	
	Boston Fern 6"-16" spread	\$25.00	
	Boston Fern 8"-24" spread	\$30.00	



**Kentia Palm**  
*Howeia forsteriana*

### FLORAL

QUANTITY	ITEM	PRICE	TOTAL AMOUNT
	Designer Floral Arrangement	\$50-\$200	
	Carnation Boutonniere (6 min)	\$10.00	
	Rose Corsage (6 min)	\$15.00	



**Dragon Tree**  
*Dracaena marginata*

**TOTAL ORDER \$** \_\_\_\_\_

Add 30% for orders received less than 2 weeks prior to show \$ \_\_\_\_\_

**TOTAL DUE \$** \_\_\_\_\_

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Return Copy →

Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

# WESTERN EVENT SERVICE

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## WATER & UTILITY SERVICE

### Compressed Air - 90 – 100 Lbs. PSI

	<i>Pre-Order</i>	<i>On Site Order</i>	
_____ Service Charge for first outlet a rear of booth	\$300.00	\$390.00	\$ _____
_____ Each additional outlet	\$175.00	\$230.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____

Plumbing Contractor not responsible for moisture, oil or water in lines, or loss of flow or drop in pressure. Exhibitor must supply filters, driers or other required equipment.

### Water - 1/2" & 3/4" Connections

_____ Service Charge for first outlet a rear of booth	\$270.00	\$355.00	\$ _____
_____ Each additional outlet	\$170.00	\$220.00	\$ _____
_____ Number of connections: SIZE _____	\$ 80.00	\$104.00	\$ _____
PSI Require _____	GPM Required _____		

Pressure may vary. No Guarantees can be made of minimum or maximum pressures. Exhibitor must Provide regulator valve or pressure pump if critical. Plumbing contractor not responsible for sediment.

### Fill & Drain

_____ Fill & Drain	0 – 199 Gallons	\$150.00	\$195.00	\$ _____
_____ Fill & Drain	200 – 399 Gallons	\$200.00	\$260.00	\$ _____
_____ Fill & Drain	400 – Gallons and over	\$300.00	\$390.00	\$ _____

### Labor – Charged in 1 hour increments, with a one hour minimum.

Labor as needed for connections, repairs to customers equipment.

_____ Monday to Friday, 8:00 am – 4:00 pm (except Holidays) @ \$88.00 per hour	\$ _____
_____ All other hours, Saturday, Sunday & Holidays @ \$102.00 per hour	\$ _____

TOTAL Order \$ \_\_\_\_\_

For orders received less than 2 weeks prior to show move-in add 30% \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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Booth #

## SIGN & BANNER HANGING

INCLUDES EQUIPMENT AND OPERATOR AND ONE ADDITIONAL HELPER  
FOR INSTALL AND DISMANTLING OF HANGING SIGNS OR BANNERS

### HIGH LIFT LABOR RATES

\$284.00 per hour straight-time (One hour minimum)  
\$330.00 per hour overtime (One hour minimum)  
\$376.00 per hour double-time (One hour minimum)

### HELPER LABOR RATES – When additional personnel is required for large signs or difficult installations.

\$ 88.00 per hour straight-time (One hour minimum)  
\$102.00 per hour overtime (One hour minimum)  
\$126.00 per hour double-time (One hour minimum)

Straight-time = All hours between 8:00 AM & 4:30 PM weekdays

Overtime = All hours between 4:30 PM & 10:00 PM weekdays and 8:00 AM – 12:00 PM Saturday

Double-time = All other Hours

### O.K. TO PROCEED – Signage sent to Advance Warehouse.

Western Event Service will proceed with your order.

- Plans included with this order, proceed without exhibitor.
- Plans with sign, proceed without exhibitor.

### DO NOT PROCEED – Exhibitor will bring sign and supervise hanging.

Exhibitor will check in at the service desk to pick up labor on: Date: \_\_\_\_\_ At: \_\_\_\_\_ AM - PM

NOTE: A minimum charge of one hour per person will apply and will commence in accordance with exhibitors' request.

Total High Lift ST Hours \_\_\_\_\_ X \$284.00 per hour = \$ \_\_\_\_\_

Total High Lift OT Hours \_\_\_\_\_ X \$330.00 per hour = \$ \_\_\_\_\_

Total High Lift DT Hours \_\_\_\_\_ X \$376.00 per hour = \$ \_\_\_\_\_

Total Helper ST Hours \_\_\_\_\_ X \$ 88.00 per hour = \$ \_\_\_\_\_

Total Helper OT Hours \_\_\_\_\_ X \$102.00 per hour = \$ \_\_\_\_\_

Total Helper DT Hours \_\_\_\_\_ X \$126.00 per hour = \$ \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**HANGING INSTRUCTIONS:** Please be sure to note any special equipment or materials required (an additional charge may apply).

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_



Return Copy →

Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

**WESTERN  
EVENT SERVICE**

1970 Williams Street  
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(510) 430-0510 • FAX (510) 430-0511

Booth #

## Order For Freight Handling Service

**Please complete and return this form even if you will not be sending freight for the show!**

Exhibitor:		<input type="checkbox"/> <b>No freight will be sent.</b>
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site		Expected arrival date: / / 2011
<b>Advance Freight Total Weight:</b>	<b>lbs. @ \$ 58.00 per CWT = \$</b>	<b>due (\$174 minimum).</b>
<b>Show Site Freight Total Weight:</b>	<b>lbs. @ \$ 62.00 per CWT = \$</b>	<b>due (\$186 minimum).</b>
<b>Additional services:</b>	<b>= \$</b>	<b>due.</b>
<b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		Total Freight Charges = \$

**Advance Freight** Western Event Service  
**Shipping Address:** 1970 Williams Street  
San Leandro, CA 94577

**Mark for:** SYSCO Sacramento  
Exhibiting Company Name  
Booth Number \_\_\_\_\_

*The last date we can receive freight at this address for this show is: Friday – April 1<sup>st</sup>, 2011.*

### Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owners expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

Please fill out and return a completed Payment form along with this Order for Freight Handling Service.



1970 Williams Street  
 San Leandro, CA 94577  
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*Sysco Sacramento 2011*  
*Sacramento Convention Center*  
*April 6, 2011*

Trade Show Freight Service Options & Rates	Per 100 Lbs.
1. Shipments of freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. THERE IS A 300 POUND MINIMUM CHARGE FOR THIS SERVICE.	\$58.00 \$174.00 minimum
2. Receipt of freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. THERE IS A 300 POUND MINIMUM CHARGE FOR THIS SERVICE.	\$62.00 \$186.00 minimum
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of <b>March 25, 2011</b> , or which arrive without proper identification or paperwork on file, will be assessed a additional surcharge per CWT.	\$12.00
4. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
5. For delivery of shipments, at close of show, back to Yellow Freight warehouse for loading to outbound carriers, THERE IS A 500 POUND MINIMUM FOR THIS SERVICE (\$80.00).	\$16.00 \$80.00 minimum

Special Services	Straight Time	Overtime
6. Material Handler.	\$88.00	\$122.00
7. Vehicle spotting charge.	\$88.00	\$122.00
8. 3,000 lb. Forklift with driver.	\$126.00	\$162.00
9. Crate or pallet banding & shrink wrapping (per hr plus material).	\$88.00	\$122.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$76.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

**Insurance:** Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW**

Return Copy →

Sysco Sacramento  
Sacramento Conv Ctr  
April 6, 2011

**WESTERN  
EVENT SERVICE**

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(510) 430-0510 • FAX (510) 430-0511

Booth #

## Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show:

- ✓  Official Freight Service (YRC Freight Service) designated for this show.
- ✓  Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock.
- ✓  Exhibitor selected carrier will pick-up at show site:

\_\_\_\_\_  
(Name of Exhibitor selected carrier)

←-----→  
I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓  **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for pick up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:  
\$16.00 per CWT (hundred pounds) with a 500-pound minimum charge (\$80.00).  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*
- ✓  **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show. Freight charges to be marked COD.

Exhibiting Company \_\_\_\_\_  
Outbound Recipient \_\_\_\_\_  
Attention \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Shippers Phone / Emergency Contact # \_\_\_\_\_

**NOTE:** It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received.

Return Copy →

Sysco Sacramento  
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April 6, 2011

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Booth #

## *Application for Non-Official Contractor*

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

### **Rules and Regulations for other than Official Service Contractor**

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

### **I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION**

(Please print or type)

I & D Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Contact Number at Show Site (Mobil Phone) ( \_\_\_\_\_ ) \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_



# Guidelines for Exhibitor Appointed Contractors

## Sysco Sacramento 2011

**Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.**

**Official Service Contractors are appointed to:**

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

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

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

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

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.



Sacramento  
Convention Center

## Telecommunications, Internet & Equipment Rental Order Form

~ 2011 Calendar Year Edition ~

(Updated 12/2010)



Please complete this Order Form and fax back to: 1.877.996.6846

Questions? Please contact our office at: 1.877.722.4108

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_ Booth/ Rm #(s): \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

City/ State/ Country, Zip: \_\_\_\_\_

(On Site) Contact: \_\_\_\_\_ Phone : \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax : \_\_\_\_\_

COMMUNICATIONS SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
<b>Standard Phone Line - Includes a non-refundable \$25 Toll / Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use:</b> <input type="checkbox"/> Calls <input type="checkbox"/> Modem <input type="checkbox"/> Both <input type="checkbox"/> Credit Card Machine		\$220	\$275	
<b>Phone Instruments &amp; System Features:</b>				
• Single Line Phone Handset		---	\$25	
• Cordless Phone Handset		---	\$50	
• Polycom Full Duplex Conference Phone		---	\$125	
<b>2-Way Radio - Includes 1 Radio and Charging Accessory.</b>		---	\$45	
HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
<b>Shared High-Speed Internet Connection</b> (1) Wired 512Kbps - 1.5Mbps burstable, 10Mbps Shared Internet Connection. NO SERVERS OR GATEWAYS ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$656	\$820	
<b>Wireless Shared High-Speed Internet Connection</b> (1) Wireless 512Kbps - 1.5Mbps burstable, 10Mbps Shared Internet Connection. NO SERVERS OR GATEWAYS ALLOWED ON SHARED NETWORK - CALL FOR DETAILS - *** OUTSIDE WIRELESS DEVICES ARE STRICTLY PROHIBITED UNLESS AUTHORIZED BY WOMBO INC.		\$400	\$500	
<b>Additional Wired -or- Wireless Shared High-Speed Internet Connection</b> Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, Hub and Cables not included.		---	\$150	
<b>3MB Dedicated High-Speed Internet Connection</b> (1) Private wired 1.5Mbps Synchronous Internet drop, (29) Devices max, Hub & Cables not included.		\$3,080	\$3,850	
<b>6MB Dedicated High-Speed Internet Connection</b> (1) Private wired 3.0Mbps Synchronous Internet drop, (29) Devices max, Hub and Cables not included.		\$4,400	\$5,500	
<b>10MB Dedicated High-Speed Internet Connection</b> (1) Private wired 5.0Mbps Synchronous Internet drop, (29) Devices max, Hub and Cables not included.		\$6,600	\$8,250	
<b>VLAN Connection</b>		\$1,200	\$1,500	
<b>8 Port Hub and Cable Package</b>		---	\$125	
<b>24 Port Hub and Cable Package</b>		---	\$175	
<b>50' of Cat5 Ethernet Cable</b>		---	\$50	
SPECIAL SERVICES	QTY	*ADVANCED	STANDARD	TOTAL
<b>Dry Pair Order &amp; Extension of 3rd Party Circuit:</b>				
• Extension of 3rd Party Lines from Demarc		---	\$1,500	
• Fiber Runs & Cross Connects		---	Call for Pricing	
*COMPUTERS & SOFTWARE	QTY	*ADVANCED	STANDARD	TOTAL
<b>Desktop Systems</b>		<i>*Call for Discount Pricing &amp; Quote</i>		
<b>Microsoft Office (Includes: Word, Excel, PowerPoint, Access &amp; Outlook)</b>		<i>Included</i>		
<b>Cybercafé or Kiosks (5 or more Systems)</b>		<i>*Call for Discount Pricing &amp; Quote</i>		

**TERMS AND CONDITIONS**  
**(Continued)**

**ORDERING INFORMATION:**

14. Please provide all information requested on the form for speedy processing of your order.
15. An Onsite contact **MUST** be given to receive your items on show site.
16. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
17. Facility cannot be held liable for services provided by Wombo, Inc.
18. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
19. Any long distance charges for phone or ISDN services will be billed separately.
20. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.
21. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be returned to Wombo.

**PAYMENT TERMS:**

22. Full payment **MUST** accompany all orders.
23. Credit will not be given for service installed and not used.
24. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
25. There will be a \$30.00 service charge for returned checks.
26. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
27. All Wire Transfers must include Bank Transfer Fee of \$45.00
28. When paying by check, credit card information must be provided for incidentals.

**CANCELLATION & REFUNDS:**

29. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
30. A \$150 cancellation fee applies to all processed orders under \$1,000. All processed orders exceeding \$1500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
31. Refunds will be processed within **30 days** of show closing.
32. No credits will be issued after delivery or attempted delivery of rented equipment.

<b>PAYMENT INFORMATION:</b>	<input type="checkbox"/> <b>Credit Card ( VISA / MC / AMEX )</b>	<input type="checkbox"/> <b>Company Check / PO#</b>
Credit Card #/ PO #:	CVV2 #:	Expiration: ____/____/____
Billing Address on Card: _____		
City/ State/ Zip: _____		
Name on Card: _____	Signature: _____	
Company Contact (if other than name on card): _____		Phone: _____
E-mail Contact: _____	Fax : _____	

*By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID # 77-0485659***

- **Questions regarding services — Please Call 1.877.722.4108**
  - **Email us — support@wombo.com**
- **Mailing Payment — 8733 Magnolia Ave., Suite 100, Santee, CA 92071**
  - **Faxing orders — Please dial 1.877.996.6846**

<b>FOR OFFICE USE ONLY:</b>
Check Number: _____ Approval Number: _____ Date: ____/____/____