

Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**CUSTOM CLEANING
FORM**

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

CARPET CLEANING:

Vacuuming booth carpeting ONCE before initial opening of show - **\$.50 per sq. ft.**

Carpeting rented from TRADESHOW SERVICES, INC. is vacuumed ONCE before show at NO CHARGE

Vacuuming daily thereafter - **\$.50 per sq. ft.**

When ordering vacuuming service calculate # of _____ days.

Vacuuming _____ (square feet) x \$.50 sq. ft. (rate) x _____ (number of days) = \$ _____

Tax Exempt Item

EXHIBIT CLEANING:

Cleaning & Dusting of Display Background and Furnishings ONCE before initial opening of show- **\$30.00 per hour/1 hour minimum**

Cleaning & Dusting of Display Background and Furnishings DAILY thereafter **\$30.00 per hour/1 hour minimum**

When ordering Exhibit Cleaning Service: Calculate # of _____ Days

Cleaning _____ (hours) x \$30.00 (rate) per hour x _____ (number of days) = \$ _____

Tax Exempt Item

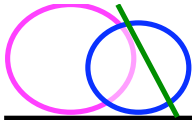
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK#	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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16TSS

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315

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Inc www.tradeshow-services.com

FURNITURE PACKAGE

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-mail Address (for order confirmation)		DATE

BOOTH PACKAGE 1

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket COST FOR PACKAGE _____ \$85.00
--

BOOTH PACKAGE 2

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket 1 - 9' x 10' Carpet COST FOR PACKAGE _____ \$200.00
--

NOTE: The packages listed above are quoted per 10'x10' Booths. Standard Show Colors will be used for Carpeting and Table Skirting.

Please Check Package Desired:

Package 1 _____

Package 2 _____

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

TOTAL \$ _____

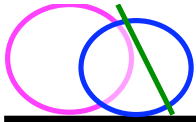
FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY
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**DEADLINE FOR ADVANCE PRICING:
WEDNESDAY, OCTOBER 6, 2010**

5TSS

BOOTH # _____



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**PLANT RENTAL
FORM**

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

BLOOMING & POTTED PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Azaleas	\$ 30.00	\$ 35.00	
	Chrysanthemums	\$ 20.00	\$ 23.00	
	Ferns	\$ 20.00	\$ 23.00	
	Assorted Blooming Plants	\$ 20.00	\$ 23.00	

TUBBED FLOOR PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	3 to 4 ft.	\$ 35.00	\$ 40.00	
	4 to 6 ft.	\$ 45.00	\$ 50.00	
	6 to 8 ft.	\$ 55.00	\$ 65.00	

FLOWER ARRANGEMENTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Long & Low	\$ 40.00 up	\$ 45.00	
	All Around	\$ 55.00 up	\$ 60.00	
	One Sided	\$ 35.00 up	\$ 40.00	
	Vase Arrangement	\$ 45.00 up	\$ 55.00	

CORSAGES & BOUTONNIERES

QTY.	CATEGORY	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Corsage	Carnations	\$ 15.00	\$ 17.50	
		Orchids	\$ 27.50	\$ 30.00	
		Roses	\$ 22.50	\$ 25.00	
		Seasonal Mix	\$ 17.50	\$ 20.00	
	Boutonnieres	Carnations	\$ 13.50	\$ 15.00	
		Roses	\$ 15.00	\$ 17.50	

Prices shown are for rental, delivery, use during event and removal at close of show. IT IS UNDERSTOOD THAT ALL FOLIAGE IS ON A LOAN BASIS ONLY. A REPLACEMENT COST WILL BE CHARGED IF ITEMS ARE NOT RETURNED.

SUB TOTAL \$ _____

7.0% SALES TAX \$ _____

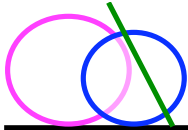
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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17TSS

BOOTH # _____



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RENTAL FURNITURE & CARPET ORDER FORM

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

ACCESSORIES

QTY.	ITEMS	ADVANCE	FLOOR
	STACKING CHAIR	\$13.00	\$15.50
	PADDED ARM CHAIR	25.00	29.00
	BAR STOOL	30.00	35.00
	WASTE BASKET	11.50	13.00
	ALUMINUM EASEL	25.00	30.00

CARPET & PADDING

QTY.	SIZE	ADVANCE	FLOOR
	9' x 10'	\$130.00	\$165.00
	9' x 20'	\$260.00	\$330.00
	9' x --	CALL FOR PRICING	
	PADDING	.75 SQ.FT.	N/A

CHECK COLOR OF CARPET DESIRED
 RED BLACK GRAY BLUE

REGULAR HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 30" SKIRTED	\$55.00	\$65.00
	2' x 4' x 30" PLAIN	27.00	29.00
	2' x 6' x 30" SKIRTED	60.00	70.00
	2' x 6' x 30" PLAIN	31.00	34.00
	2' x 8' x 30" SKIRTED	67.00	77.00
	2' x 8' x 30" PLAIN	35.00	39.00

COUNTER HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 40" SKIRTED	\$67.00	\$77.00
	2' x 4' x 40" PLAIN	35.00	37.00
	2' x 6' x 40" SKIRTED	72.00	82.00
	2' x 6' x 40" PLAIN	39.00	41.00
	2' x 8' x 40" SKIRTED	77.00	87.00
	2' x 8' x 40" PLAIN	43.00	45.00

COLORS AVAILABLE FOR SKIRTED TABLES

- BLUE BLACK RED NAVY BLUE
 GOLD WHITE TEAL BURGUNDY

PLAIN TABLE = White Vinyl Top Only
 SKIRTED TABLE = White Vinyl Top with Skirting on THREE SIDES
 TO SKIRT FOURTH SIDE OF TABLE ADD \$15.00 PER TABLE
 ___ # TABLES 4TH SIDE SKIRTED X \$ 15.00 each = \$ ___

CANCELLATION POLICY

Orders canceled prior to move-in will be charge 50% of the original price.
 Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

TOTAL \$ _____

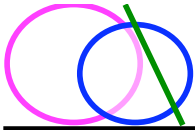
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CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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DEADLINE FOR ADVANCE PRICING:
WEDNESDAY, OCTOBER 6, 2010

4TSS

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315
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**I & D SERVICE
LABOR FORM**

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

RATES:	STRAIGHT TIME HOURLY RATE	OVERTIME HOURLY CHARGE
	8:00 A.M. - 5:00 P.M. MONDAY thru FRIDAY.....\$40.00	BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS ALL DAY SATURDAY,SUNDAY,& HOLIDAYS....\$60.00

PLAN A (SUPERVISION BY TRADESHOW SERVICES,INC.)

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES,INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible all work is done on straight time. **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require TRADESHOW SERVICES,INC. to also dismantle and pack our exhibit

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE	INSTALLATION LABOR	Number of Laborers Required	Estimated Number Hours Each Laborer
	DISMANTLING LABOR		

LOCATION OF PLANS _____ NUMBER OF PIECES _____

PLAN B (SUPERVISION BY EXHIBIT PERSONNEL) **IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.**

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

Labor for Installation	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move In Day 1				
Move In Day 2				
Labor for Dismantle	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move Out Day 1				
Move Out Day 2				

NAME OF SUPERVISOR _____ PHONE () _____

CALCULATION OF ORDER : No. of Laborers _____ X HRS. per Laborer _____ = _____ Total Hours
 Total Hours _____ X Rate per Hour _____ = \$ _____ Total Due (Non Taxable Item)

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked

TOTAL \$ _____

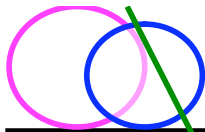
FOR OFFICE USE ONLY

LABOR IS NON TAXABLE

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE

6TSS

BOOTH # _____



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**SHIPPING & DRAYAGE
FORM**

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

INSTRUCTIONS

1. Mail this form immediately and mail your advance Bill of Lading when available to the letterhead address above.
2. **ALL SHIPMENTS MUST BE PREPAID. NO COLLECT SHIPMENTS WILL BE ACCEPTED.**
3. All material should be shipped to arrive no later than 5 days prior to installation date.
4. **ALL CHARGES FOR FREIGHT SERVICES IN ACCORDANCE WITH RATE SCHEDULES OF THIS FORM ARE DUE AND PAYABLE UPON PRESENTATION.**

DRAYAGE CHARGES NOT PAID IN ADVANCE, WILL BE COLLECTED AT SHOW SITE

ADVANCE SHIPMENTS TO WAREHOUSE

TO: (NAME OF EXHIBITOR)
 Tradeshow Services, Inc.
 c/o ABF Freight System, Inc.
 8051 Center Point 70 Blvd.
 Dayton, OH 45424
FOR: (NAME OF EXHIBITION and BOOTH #)
 Advance shipments will be accepted at the warehouse and allowed 30 days free storage. If delivered prior to the DATE.

DIRECT SHIPMENTS TO SHOW SITE

TO: (NAME OF EXHIBITOR)
 Tradeshow Services, Inc.
 c/o Dayton Convention Center
 22 East Fifth St.
 Dayton, OH 45402
FOR: (NAME OF EXHIBITION and BOOTH #)
 Direct shipments to the Exhibit Site, should be scheduled for delivery according to the SCHEDULED EXHIBITOR MOVE IN.

- CHECK ONE**
- WE PLAN TO SHIP OUR MATERIALS TO THE ADVANCE SHIPMENT WAREHOUSE
- WE PLAN TO SHIP OUR MATERIALS DIRECTLY TO SHOW SITE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

CALCULATION OF ORDER

ADVANCE SHIPMENTS TO WAREHOUSE	\$ 62.00 cwt.
DIRECT SHIPMENTS TO SHOW SITE	\$ 56.00 cwt.
SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING	\$ 76.00 cwt

WHEN RECORDING WEIGHT ROUND UP TO NEXT 100# EXAMPLE: 255# = 300# x RATE = TOTAL AMOUNT

_____ # TOTAL lbs.	X \$ _____	RATE = \$ _____	AMOUNT DUE (NON TAXABLE ITEM)
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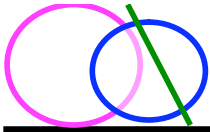
TOTAL \$ _____
 DRAYAGE IS NON TAXABLE

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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7TSS **DEADLINE FOR ADVANCE SHIPPING:
WEDNESDAY, OCTOBER 13, 2010**

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**SHIPPING & DRAYAGE
 OUTBOUND INFORMATION**

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

OUTBOUND SHIPMENTS AFTER THE SHOW

SHIP TO (CONSIGNEE NAME)		ATTENTION		
STREET ADDRESS		CITY	STATE	ZIP
TOTAL # OF PIECES	TOTAL WEIGHT	CONTACT PHONE		
SEND FREIGHT CHARGES TO: CHECK ONE: <input type="checkbox"/> (ADDRESS ABOVE) <input type="checkbox"/> OTHER (ADDRESS BELOW)				
STREET ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
ATTENTION _____		CONTACT PHONE _____		

GENERAL INFORMATION

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 a.m. to 5:00 p.m. OVERTIME will be charged before 8:00 a.m. and after 5:00 p.m. on weekdays and on Saturday, Sunday or Holidays.

OUTBOUND SHIPMENT assistance for setting up your outbound shipments will be available at the service desk located at showsite where shipping labels, bill of lading and shipping information will also be available. At the close of the show, where carriers fail to pick up or refuse to accept shipments, TRADESHOW SERVICES, INC reserves the right to re-route such shipments where no disposition is provided or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to 50% surcharge in addition to the rates listed. This classification shall be applied to but no limited to van shipments or shipments which are packed in such a manner to require unloading by hand, (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) Material will be unloaded from vans, exhibitor's trucks or trucks of others at the convention facility, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

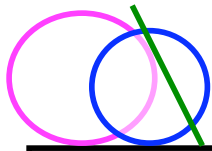
SPECIAL SERVICES AND RATES Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be into and out of the exhibit facility for \$50.00 per round trip.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the rate schedule will be applied.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the drayage contractor at the Dayton Convention Center service area during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the drayage contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the drayage contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and had failed to honor them.

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

EXHIBITS TO BE STORED will be charged at at minimum monthly rate of \$20.00 or a rate of \$2.00 cwt. per month or fraction there of. No charge will be made for inbound shipments when received 14 days prior to the show.



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ADVANCE PAYMENT FORM

NAME OF EVENT: 2010 AFCEA INFOTECH

COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.
ADDRESS			PHONE
CITY	STATE	ZIP	FAX
PLEASE PRINT OR TYPE CONTACT PERSON	E-Mail Address (for order confirmation)		DATE

METHOD OF PAYMENT

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order to qualify for the ADVANCE ORDER PRICES. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED AT FLOOR ORDER PRICES.** If advance orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

→ **PLEASE SPECIFY HOW YOU WILL BE PAYING FOR THIS ORDER:** ←

CHECK ENCLOSED MASTERCARD VISA AMERICAN EXPRESS

→ **CREDIT CARD INFORMATION** ←

CREDIT CARD NUMBER															
NAME ON CARD (PLEASE PRINT OR TYPE)		SIGNATURE								EXPIRATION DATE					

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT

SERVICES AND EQUIPMENT ORDERED

RENTAL FURNITURE & CARPET ORDER FORM	\$	
I & D SERVICE LABOR FORM (NON TAXABLE ITEM)	\$	
SHIPPING & DRAYAGE FORM (NON TAXABLE ITEM)	\$	
	\$	
	\$	
NOTE: Please include payment on this form only if the items you wish to order are on TRADESHOW SERVICES,INC. letterhead. If the sheet is not on TRADESHOW SERVICES,INC. letterhead, send your ORDER SEPARATELY TO THE FIRM LISTED ON THE FORM.	SUB TOTAL	\$
	7.0% SALES TAX	\$
	TOTAL	\$

Advance payment in full by check, money order, or credit card is required for all orders. 50% cancellation charge for orders cancelled/changed at show site. A \$30.00 surcharge will be added to your account if any checks or credit cards are denied. Applicable SALES TAX per letterhead address on this form with your remittance. (CLAYTON 7.0%)

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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1TSS

BOOTH # _____



22 E. Fifth Street, Dayton, OH 45402
 Phone: 937.333.4700 Fax: 937.333.4711

Utility Order Form

Name of Exhibition or Show: _____ Booth No. _____
 Firm / Booth Name: _____ Show Date: _____
 Address _____ Phone No. _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____

Please submit orders as early as possible to facilitate prompt service.

(Signature of Requesting party on order form indicates understanding of the attached Conditions)

On-site rate applies to all orders received within 5 business days of event!

110 Volt Electric Services

Qty.	Single Outlet	Pre-Order Rate	On-Site Rate	Totals
	Up to 500 Watts	\$55.00	\$75.00	\$
	Up to 1000 Watts	\$65.00	\$85.00	\$
	Up to 1500 Watts	\$75.00	\$95.00	\$
	Up to 2000 Watts	\$85.00	\$105.00	\$

Special 208 Volt Electric Service

Single Phase				Three Phase				Total
Amps	Qty.	Pre-Order	On-Site	Amps	Qty.	Pre-Order	On-Site	
10		\$75.00	\$105.00	10		\$105.00	\$135.00	\$
15		\$85.00	\$115.00	15		\$120.00	\$150.00	\$
20		\$100.00	\$130.00	20		\$135.00	\$165.00	\$
30		\$130.00	\$160.00	30		\$155.00	\$195.00	\$
40		\$150.00	\$180.00	40		\$175.00	\$215.00	\$
50		\$170.00	\$200.00	50		\$195.00	\$235.00	\$
60		\$195.00	\$225.00	60		\$215.00	\$255.00	\$
100		\$300.00	\$330.00	100		\$325.00	\$365.00	\$

Qty.	Item	Cost Each	
	Extension Cord	\$15.00	\$
	Power Strip	\$20.00	\$
Mandatory Labor Fee for Special Services (Do not add for 110 Volt Service)			\$45.00 → \$
Grand Total			\$



BILLING INFORMATION:

The Dayton Convention Center Accepts Visa, MasterCard and American Express



CARD NUMBER: _____ Name: _____
 EXPIRATION DATE: _____ Billing Address and Address: _____
 3-DIGIT SECURITY PIN: _____ on your statements: PO Box: _____
 (pin located on back of card) City: _____
 SIGNATURE: _____ State: _____ Zip: _____

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____
 (CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____

DAYTON CONVENTION CENTER

IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:

PREORDER RATES apply only to orders paid in full and received 5 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.

ON-SITE RATES must be paid at move-in for all orders. NO EXCEPTIONS.

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

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

- 1. Payment IN FULL, IN U.S. FUNDS, must accompany service order form.**
- 2. All order form information must be completed in full for order to be processed.** Incomplete order forms could result in processing and installation delays.
- 3. No service will be installed until full payment is received.**
4. Any returned check will have a \$25.00 Return Check Fee.
5. All equipment provided by the Dayton Convention Center shall remain the property of the Dayton Convention Center and shall be removed by our staff at the closing of the event.

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE SERVICE DESK PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!

ELECTRICAL SERVICE:

1. Rates quoted cover bringing of service to back of booth and **do not include** connection your equipment.
2. All wiring or electrical work on exhibitor's display will be charged on time and material basis.
- 3. Tagging of equipment for proper voltage, phase, connection etc., is the exhibitor's responsibility.**
- 4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.**
5. Dayton Convention Center is not responsible for voltage or frequency variances.
6. Any motor ½ horsepower or larger must have a safety switch.
7. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$45.00.
8. Due to Fire Code, **NO electrical cords can be placed under carpet.**

**IF YOUR DROP IS NOT IN PLACE WHEN YOU ARRIVE,
PLEASE NOTIFY SERVICE DESK WHEN YOU ARE READY FOR CONNECTION**

Phone Order Form

Name of Exhibition or Show: _____ Booth No. _____
 Firm / Booth Name: _____ Show Date: _____
 Address: _____ Phone No.: _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____

Please submit orders as early as possible to facilitate prompt service.

Signature of requesting party on order form indicates understanding of the following conditions:

- 1 Payment must accompany phone orders before any services are provided unless arrangements are made with our utility staff.
- 2 Only **Dayton Convention Center and AT&T** personnel are authorized to modify system wiring and cables.
- 3 **AT&T** is the exclusive provider of analog phone services for the Dayton Convention Center.
- 4 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment. Charges will apply for all damages and loss of equipment.
- 5 Rate quoted for phone service covers only the most convenient manner of bringing the service to the booth or room.
- 6 Prices are based on current rates and are subject to change.
- 7 **You must dial "9" to reach an outside line. Credit card machines must be configured to dial "9".**
- 8 All lines are analog and are toll free and long-distance capable. Phone use is unlimited throughout event. No Call Waiting, Speed Dialing or Call Forwarding is available. **Use of conferencing equipment needs to be approved before installation.**

TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE (Each)	TOTAL
	Telephone service drop to the booth (Analog service)	\$275.00	
	On-Site telephone service rate	\$500.00	
FOR HIGH-SPEED WIRELESS INTERNET SERVICE SEE <i>IMAGINE NETWORKS</i> ORDER FORM			
		Grand Total	

On-site rate applies to all orders received within 5 business days of event!



BILLING INFORMATION:

The Dayton Convention Center Accepts Visa, MasterCard and American Express



CARD NUMBER: _____
EXPIRATION DATE: _____
3-DIGIT SECURITY PIN: _____
 (pin located on back of card)
AUTHORIZATION SIGNATURE: _____

*Billing Name and
 Address as it appears
 on your statements:*

Name: _____
Address: _____
PO Box: _____
City: _____
State: _____ **Zip:** _____

<input type="checkbox"/> (CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____
<input type="checkbox"/> (CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____

Internet Access Order Form

Name of Exhibition or Show: Booth No.
Company / Booth Name: Show Date:
Address: City: State: Zip:
Contact: Phone:
Email:

Signature: Date:

Rules and Regulations:

- 1. HarborLink Network is the exclusive provider of High-Speed Internet Services for the Dayton Convention Center
2. Payment for services must be received prior to the start of the event
3. Credit will NOT be given for service ordered and not used.
4. Only HarborLink Network/Dayton Convention Center personnel are authorized to modify system
5. HarborLink Network/Dayton Convention Center is not responsible for any level fluctuations or circuit failure due to Venue or local ISP conditions.
6. All wireless equipment used must comply to 802.11 (b & g) standards.
7. Prices are based on current rates and are subject to change without notice.

HIGH - SPEED INTERNET SERVICES
DESCRIPTION OF SERVICES

- Basic wireless Internet Service (supported by must-see advertising) - \$ FREE
High-Speed Wireless Internet Service (per user, entire event) - \$50 Qty:
Wired High-Speed Internet Service (per network drop, per day) - \$250.00 Qty:
"Wired" Wireless Internet Service (per drop, per day) - \$150.00 Qty:
On-Site Technical support (Entire event) - \$ Call for pricing
Kiosk / Cyber Café Services - \$ Call for pricing

All orders must be received 14 days prior to scheduled event. Orders received later are subject to a 15% expediting fee.

Orders may be submitted via fax (937-294-8643) or phone (937-294-2954). For security reasons, a HarborLink representative will contact you upon receipt of order to discuss payment information.

All necessary credentials, IP settings or other information will be sent via email prior to the scheduled event.

For more information please contact us at 937-294-2954 or email info@harborlink.net. We look forward to working with you.

Dayton Convention Center

22 E. Fifth Street

Dayton, OH 45402

937.333.4700

937.333.4711



DC/AV Audio Visual Service Order Form

Name of Event		Contact Name	
Company		Telephone Number	
Address		Fax Number	
City, State Zip		E-mail Address	

BILLING INFORMATION:



CREDIT CARD BILLING INFORMATION
VISA or MasterCard ONLY



CARD NUMBER:	
EXPIRATION DATE:	
SIGNATURE:	

(CHECK HERE IF PAYING BY CHECK) CHECK # _____ AMT\$ _____

(CHECK HERE IF PAYING CASH) RECEIVED BY _____ AMT\$ _____

<i>Billing Address and Name as it appears on your statements</i>	Name	
	Address	
	City, State Zip	
	Card Name	
	Signature	

Please Make Checks Payable to:
 Dayton Convention Center
 22 E. Fifth Street
 Dayton, OH 45402
 Orders must be paid in full 5 days prior to event.
 There is a \$25.00 fee for all returned checks.
 Credit Card orders may be faxed to: 937.333.4711