

Dear Exhibitor,

Capital Convention Contractors is pleased to provide complete exhibitor services for the 22nd National Tanks Conference and Exposition, September 19-22, 2010 in Boston, MA. In our commitment to an enjoyable and smooth-running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 8'x 10' Booth package will include:

- 8' High Back Drape
- 3' High Side Drape
- One 6' Draped Table
- Two Chairs
- Wastebasket
- Exhibitor ID Sign
- One Electrical outlet (110 volt)

Drape Colors: Black

Exhibitor Move-in and Move-out Schedule:

Exhibitor move-in:	Sunday, September 19, 2010	12:00pm – 6:00pm
Exhibits open:	Monday, September 20, 2010 (Welcome reception: 5:00pm – 7:00pm)	10:00am – 7:00pm
	Tuesday, September 21, 2010 (Expo & Poster Session: 3:00pm – 5:00pm)	8:00am – 5:00pm
	Wednesday, September 22, 2010	8:00am – 12:00pm
Exhibitor move out:	Wednesday, September 22, 2010	12:00pm – 3:00pm

ADVANCE ORDER DEADLINE:

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **September 6, 2010**. *We must have a major credit card on file to process your orders!* Complete the Payment Policy Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to the specific contractor providing these services.

IMPORTANT SHIPPING PROCEDURES:

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*, Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **September 14, 2010**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: DO NOT ship exhibit materials directly to show site to arrive prior to **September 19, 2010**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o: CAPITAL CONVENTION CONTRACTORS.

OUTBOUND SHIPPING – Exhibitors MUST contact their carriers for pickup at the loading dock. Drivers must check-in at the loading dock by 2:00pm on September 22, 2010. If the outside carriers do not check-in by 2:00pm, Capital will re-route the shipment.

Please call our **Exhibitor Service Department at 877-335-3700** for any questions we may assist you with. We look forward to working with you!

Sincerely,

CAPITAL CONVENTION CONTRACTORS

PAYMENT POLICIES

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a check written on your company, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up costs, etc. are paid at the time the Show closes.

THIRD PARTY ORDERS: If you choose to contract work to a display or Exhibit House/company and/or require services from Capital, the Payment Policy presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight, please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor **MUST** be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a U.S. bank, and there will be a minimum charge for each NSF check written to Capital.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show opening. All requests for adjustments must be made on site prior to the Shows closing. Capital will not be responsible for adjustments after the Show closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt number prior to beginning the Show.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

RETURN VIA FAX: 508-351-9911

We accept: American Express - Visa - MasterCard (circle one)

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Email _____ Contact _____

Credit Card Used for Payment: No _____ Expires _____

Card Holder (Print Name) _____ Signature _____

Telephone number _____ Fax _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands, and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in Cardholder Agreement. All estimated charges must be paid **ADVANCE**, AND a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All Charges must be paid by the end of Show.

- **IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT POLICY FORM TO AVOID ANY MISUNDERSTANDING.**

ORDER SUMMARY

PAYMENT POLICY: All orders faxed or mailed to Capital must be accompanied by a Payment Policy Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer' bills.

Calculate your orders:

Service	Amount Due
* Exhibitor Booth Labor	\$ _____
* Material Handling	\$ _____
Furnishings & Accessories	\$ _____
Standard & Deluxe carpet	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs and Banners	\$ _____
Cleaning	\$ _____
MA 6.25% Sales Tax	\$ _____
TOTAL ESTIMATED CHARGES	\$ _____

* Indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

Orders received without full payment or credit card information will not be processed.

MAKE CHECKS PAYABLE TO: Capital *Convention Contractors*
 Checks must include exhibiting firm name and booth number

RETURN VIA FAX: 508-351-9911

PLEASE FILL OUT THE INFORMATION BELOW

Exhibitor _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

LIABILITY AND INSURANCE

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below.

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it's picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.

(Continued on the next page)

LIABILITY AND INSURANCE
(CONTINUED)

10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at 14 days prior to move-in.
3. **A completed Payment Policy Form MUST accompany this form from each party.**
4. *Capital's* prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

_____ All <i>Capital's</i> services	_____ Freight Handling
_____ Furniture/Carpet	_____ Booth Cleaning
_____ Booth labor	_____ Other/Specify _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

 Exhibiting Firm / Booth #

 Display House 3rd Party

 Address

 Address

 City / State / Zip

 City / State / Zip

 Telephone

 Telephone

 Authorized Signature

 Authorized Signature

 Print Name

 Print Name

SHIPPING INFORMATION

COLLECT SHIPMENTS WILL NOT BE ACCEPTED. All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late shipments are subject to additional handling and delivery charges. All shipments should be addressed to CAPITAL CONVENTION CONTRACTORS. **Freight delivered to show site prior to the first day of move-in will be refused.**

SHIPPING ADDRESSES

<p>ADVANCE WAREHOUSE (Deadline date: Sep 14, 2010)</p>	<p>THE WESTIN, BOSTON WATERFRONT (First day of freight acceptance: Sept. 19, 2010)</p>
<p>TO: (NAME OF EXHIBITOR)</p> <p>Capital Convention Contractors 35 Lyman Street Northborough, MA 01532</p>	<p>TO: (NAME OF EXHIBITOR)</p> <p>Capital Convention Contractors c/o: The Westin Boston Waterfront 425 Summer Street Boston, MA 02210</p>
<p>FOR: 22nd National Tanks Conference & Expo</p> <p>BOOTH NUMBER: _____</p>	<p>FOR: 22nd National Tanks Conference & Expo</p> <p>BOOTH NUMBER: _____</p>

PLEASE READ: Liability and Insurance Bulletin – Capital Convention Contractors shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Capital Convention Contractors** shall be not responsible for loss, theft, or disappearance of exhibitor's materials after it has been delivered to exhibitor's booth.

INBOUND SHIPMENTS:

Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative, **and during such time the materials will be left unattended. CAPITAL CONVENTION CONTRACTORS WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE.** Capital Convention Contractors recommends the securing of security from the facility or Show Management.

OUTBOUND SHIPMENTS:

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the material may be left unattended.** Capital Convention Contractors **WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Capital Convention Contractors highly recommends the securing of security services from the facility or Show Management. All Material Handling Agreements submitted to Capital Convention Contractors by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items an any agreement form submitted to Capital and the actual count of such items in the booth at the time of pickup.

Bills of Lading covering outgoing shipments that are furnished to Capital Convention Contractors by exhibitors will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur. Capital Convention Contractors shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for causes beyond its control.

Capital Convention Contractors liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, Capital Convention Contractors' sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to Dollar amount limit equal to amount paid by EXHIBITOR to Capital Convention Contractors for material handling services during the show or exposition under this contract.

Capital Convention Contractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital Convention Contractors by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

Use these labels *only* if shipping
in advance to warehouse.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
In advance to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
In advance to warehouse.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

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Convention Contractors
35 Lyman Street
Northborough, MA 01532

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

NOTE: Please review Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

Use these labels *only* if shipping
Direct to the Hotel.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Boston Westin Waterfront
425 Summer Street
Boston, MA 02210

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to the Hotel.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Boston Westin Waterfront
425 Summer Street
Boston, MA 02210

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to the Hotel.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Boston Westin Waterfront
425 Summer Street
Boston, MA 02210

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

Use these labels *only* if shipping
Direct to the Hotel.

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

c/o: Boston Westin Waterfront
425 Summer Street
Boston, MA 02210

Show: **22nd National Tanks Conference & Expo**

Booth #: _____

Carrier: _____

Piece #: _____ OF _____

RUSH
Exhibit Material

NOTE: Please review Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

MATERIAL HANDLING SERVICES

The rates quoted below are based upon straight time move-in and move-out. All charges are per cwt (100 lbs.) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. Capital Convention Contractors will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Capital Convention Contractors will receive direct shipments at show site on scheduled move in day(s). Capital Convention Contractors will provide delivery to the booth, storage of empty packing materials, and return outbound shipments to the loading dock.

ADVANCE SHIPMENTS TO WAREHOUSE, CRATED ONLY

Common Carrier

Weight of shipment _____ cwt x **\$85.00** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Crated only

Weight of shipment _____ cwt x **\$106.00** per 100 lbs. 200 lb. minimum = \$ _____

DIRECT SHIPMENTS TO CONVENTION CENTER

Common Carrier

Weight of shipment _____ cwt. x **\$81.00** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Crated Only

Weight of shipment _____ cwt. x **\$101.25** per 100 lbs. 200 lb. minimum = \$ _____

Specialized Carrier, Uncrated

Weight of shipment _____ cwt. x **\$121.50** per 100 lbs. 200 lb. minimum = \$ _____

SURCHARGES – Based upon the Material Handling Rate quoted above.

A 35% surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime:
 - Monday through Friday before 8:00 a.m. and after 4:30 p.m.
 - Saturday, Sunday, or observed union holidays
- Material is moved from the warehouse to show site on overtime due to scheduling conflicts beyond Capital's control.
- Freight is moved out of the show floor on overtime due to scheduling conflicts beyond Capital's control.
- Additional handling is required as described below under "classifications".

ADVANCE WAREHOUSE SHIPMENT– All materials shipped in advance to the warehouse must arrive by **Sept. 20, 2010**. Any shipment arriving after this date will be charged an additional 25% per cwt, \$50.00 minimum.

OUTBOUND SHIPPING – Exhibitors **MUST** contact their carriers for pickup at the loading dock. Drivers must check-in at the loading dock by 2:00pm on Wed., Sept. 22, 2010. If the carriers do not sign-in by 2:00pm, Capital will re-route the shipment.

CLASSIFICATIONS

CRATED:

Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

ADDITIONAL HANDLING:

Material delivered by the carrier in such a manner that it requires additional handling, such as stacked and constricted space unloading, loads mixed with pad wrapped material and shipments that require additional time, equipment or labor to unload. FedEx and UPS are included in this category due to their delivery procedures.

UNCRATED:

Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Tip to Save on Material Handling – CONSOLIDATE SHIPMENTS!

EXHIBITOR NAME: _____ TEL #: _____

BILLING ADDRESS: _____ FAX #: _____

CITY /STATE /ZIP: _____ AUTHORIZED BY _____

BOOTH #: _____ E-MAIL: _____

TABLE AND DRAPE ORDER FORMS
DEADLINE ORDER DATE: September 6, 2010

DISPLAY TABLES & COUNTERS - DRAPED

30" DRAPED TABLES*	40" DRAPED TABLES*
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Size	Qty	Discount Price	Standard Price	Qty	Discount Price	Standard Price	Total
4'x 2'	_____	\$75.00	\$89.00	_____	\$107.00	\$126.00	[_____]
6'x 2'	_____	\$98.00	\$116.00	_____	\$121.00	\$137.00	[_____]
8'x 2'	_____	\$110.00	\$130.00	_____	\$133.00	\$152.00	[_____]

DISPLAY TABLES & COUNTERS - UNDRAPED

30" UNDRAPED TABLES	40" UNDRAPED TABLES
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Size	Qty	Discount Price	Standard Price	Qty	Discount Price	Standard Price	Total
4'x 2'	_____	\$39.00	\$55.00	_____	\$43.00	\$67.00	[_____]
6'x 2'	_____	\$45.00	\$68.00	_____	\$55.00	\$81.00	[_____]
8'x 2'	_____	\$53.00	\$78.00	_____	\$62.00	\$91.00	[_____]

FOURTH SIDE TABLE DRAPE / * Necessary to cover entire perimeter of 6' or 8' table

	Discount Price	Standard Price	Total
<input type="checkbox"/> 6' or 8' Table	\$27.00	\$45.00	[_____]
<input type="checkbox"/> 6' or 8' Counter	\$27.00	\$45.00	[_____]

DRAPED RISERS

<input type="checkbox"/> 4' Draped Riser	\$40.00	\$56.00	[_____]
<input type="checkbox"/> 6' Draped Riser	\$44.00	\$62.00	[_____]

CUSTOM BOOTH DRAPE

	Color Choice	# of Feet	Discount Price	Standard Price	Total	
8' high drape/linear ft.	_____	_____	\$8.50	\$14.50	[_____]	
3' high drape/linear ft.	_____	_____	\$5.50	\$9.50	[_____]	
_____ Royal Blue	_____ Silver	_____ Burgundy	_____ White	_____ Red	_____ Black	Sub-Total: [_____]

MA 6.25% Sales Tax: [_____]
TOTAL: [_____]

Equipment is on a rental basis and remains property of Capital.
 No credit will be issued after the close of the show.
 Items ordered and delivered and subsequently cancelled will be charged 50% of the applicable Price.

EXHIBITOR NAME: _____	TEL#: _____
BILLING ADDRESS: _____	FAX#: _____
CITY / STATE /ZIP: _____	AUTHORIZED BY: _____
BOOTH #: _____	

STANDARD & CUSTOM CARPET ORDER
DEADLINE ORDER DATE: September 6, 2010

STANDARD CARPET

AVAILABLE COLORS: _____ BLUE _____ GREY _____ RED _____ BURGUNDY _____ FOREST GREEN
 Custom carpet is required for booths longer than 40' or booth configured as an island or Peninsula.
 Price includes: delivery, installation, carpet tape and removal.

	Advance Price	Floor Price	
_____ 9' x 10' Booth Carpet	\$115.00	\$127.00	_____
_____ 9' x 20' Booth Carpet	\$230.00	\$264.00	_____
_____ 9' x 30' Booth Carpet	\$345.00	\$381.00	_____

CUSTOM CARPET

AVAILABLE COLORS: _____ BLUE _____ GREY _____ RED _____ BURGUNDY _____ FOREST GREEN
 Minimum order of 100 square feet is required for custom carpet orders.
 Price includes: delivery, installation, carpet tape and removal.

	Advance Price	Floor Price	
_____ Custom Cut Carpet	\$2.45 sq. ft.	\$3.00 sq. ft.	_____
Booth size _____ x _____ = _____ sq. ft.			

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.
 Price includes: delivery, installation, carpet tape and removal.

	Advance Price	Floor Price	
_____ Custom Padding – 1/2"	\$1.00 sq. ft.	\$1.50 sq. ft.	_____
_____ Visqueen Plastic Covering	\$0.50 sq. ft.	\$1.00 sq. ft.	_____

PRESTIGE CARPETING

Minimum order of 100 square feet is required for prestige carpet orders.
 Price includes: delivery, installation, carpet tape and removal.

	Advance Price	
Please call CAPITAL for carpet choice colors		
_____ 26oz Prestige Carpet	\$2.50 sq. ft.	_____
_____ 50oz Prestige Carpet	\$3.25 sq. ft.	_____

RETURN VIA FAX: 508-351-9911

Sub Total: _____
MA 6.25% Sales Tax: _____
Grand Total: _____

No credit will be issued on equipment ordered and placed, even though not used. All materials are on a rental basis and remain the property of CAPITAL. The undersigned is responsible for all items ordered and for its condition at the close of the Show. If items are damaged or destroyed, in Capital's sole judgement, Exhibitor hereby authorizes Capital to charge the replacement costs of such items to the credit card contained herein. Before an order is accepted, Exhibitor must have a valid credit card on file with Capital with sufficient amounts authorized for payment of all charges by Exhibitor during Show. Exhibitor/Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and agrees to pay all charges described in Cardholder Agreement. All estimated charges MUST be paid in ADVANCE of services being rendered, and Cardholder hereby authorizes Capital to charge any modified and/or additional charges. All charges MUST be paid by end of Show. Initial estimate of charges MUST be paid, either by check. Or credit card at the time order is placed.

Exhibitor _____ Booth _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact Person _____ Signature _____

BOOTH FURNISHING ORDER FORM
DEADLINE ORDER DATE: September 6, 2010

Select accessories for your booth.

QTY	Description	Discount Price	Standard Price	Total
_____	Padded side chair	\$39.00	\$48.00	_____
_____	Padded armchair	\$43.00	\$65.00	_____
_____	Cocktail tables 30"	\$78.00	\$93.00	_____
_____	Cocktail tables 40"	\$88.00	\$99.00	_____
_____	Upholstered bar stool	\$48.00	\$60.00	_____
_____	Wastebasket	\$16.00	\$20.00	_____
_____	Tripod Easel	\$18.00	\$22.50	_____
_____	Literature Stand	\$75.00	\$93.75	_____
_____	4'x 8' Display Board	\$115.00	\$143.00	_____
_____	Raffle Drum	\$70.00	\$87.50	_____
_____	Bag rack	\$37.00	\$46.00	_____
_____	Garment Rack	\$55.00	\$68.75	_____

Sub Total _____
 MA 6.25% Sales Tax: _____
Total Amount Due _____

ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- Equipment is provided on a rental basis and remains the property of Capital.
- No credits will be issued after the close of the show.
- Items ordered and delivered, but subsequently cancelled, will be charged at 50% of the standard price to cover the cost of the labor involved.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with the order.
- PLEASE, NO TELEPHONE ORDERS.

RETURN VIA FAX: 508-351-9911

Exhibitor _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Contact _____

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink- wrapping and banding of materials.

RATES:

- Straight Time: \$106.00 per man-hour.** 8:00 a.m. to 4:30 p.m. Monday through Friday.
- Overtime: \$159.00 per man-hour** before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable.

CALCULATE LABOR

	DATE	TIME	NUMBER OF MEN	TOTAL HOURS	RATE PER MAN	TOTAL COST
INSTALLATION:	[] []	[] []	[] X	[] X	[]	= []
DISMANTLE:	[] []	[] []	[] X	[] X	[]	= []
TOTAL LABOR COST:						[]

ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

[Company Representative: _____]

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/ floor plans, etc.) with this labor order. Exhibitors must also include outbound shipping instructions with this labor order. Please see the next page for outbound shipping instructions.

Total labor cost:.....[]

Capital Supervision Fee (total labor cost x 50%):.....[]

Total Booth Labor: []

CAPITAL SUPERVISION - PLEASE PROVIDE THE FOLLOWING INFORMATION

Set Up Information:

Booth display being shipped to: [] Warehouse or [] Show site Scheduled delivery date []

Shipments consist of: _____ crates _____ carpets/pads _____ cartons

If no carpet is being shipped, is carpet ordered through Capital? _____ Yes _____ No

Blueprints & Exhibit instructions: _____ Attached _____ Shipped with display

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

EXHIBITOR NAME: _____ TELEPHONE: _____

BILLING ADDRESS: _____ FAX: _____

CITY/STATE/ZIP: _____ AUTHORIZED BY: _____

BOOTH #: _____ EMAIL: _____

**LABOR ORDER FORM (PAGE 2)
 OUTBOUND SHIPPING INSTRUCTIONS**

Only exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS

At the close of the show, exhibitor freight will be shipped to the following address:
 If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

Exhibitor Carrier Choice:

Official Show Carrier: UPS Freight

* Must arrive by: _____

Ground

Air Select Service Preferred: _____

PLEASE NOTE:

- If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show.
- Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Shipper (print name) _____

Freight Charges Billed To
 (Company) _____

Address: _____

City/State/Zip: _____

Telephone: _____ Attention: _____

EXHIBITOR NAME: _____	TEL #: _____
BILLING ADDRESS: _____	FAX #: _____
CITY/STATE/ZIP: _____	AUTHORIZED BY: _____
BOOTH #: _____	EMAIL: _____

FULL PAYMENT MUST ACCOMPANY ORDER

BOSTON UNION GUIDELINES LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

MATERIAL HANDLING

Union regulations require that the official material handling contractor off-load all equipment and display materials for **ALL** trucks, including box rental trucks of any size and all rental vans using the loading dock.

The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor.

HAND CARRY

Exhibitors may hand carry one item, one time, in or out of the facility without having access the loading dock. Hand –carried is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment weigh less than 30 lbs. Union claims jurisdiction under all other circumstances.

POV

Exhibitors may load and unload; Automobiles, Station Wagons, Mini Vans, SUV's Pick-up Trucks and Vans. Exhibitors may not have access to the loading dock. Any vehicle requiring dock use is under Union Jurisdiction.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from the union employees. Any labor services that may be required beyond what your regular full employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use labor supplied by Capital Convention Contractors. Supervision by Non-Official is allowed.

The following is required:

- Non-Official must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

TIPPING

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

22nd National Tanks Conference & Expo

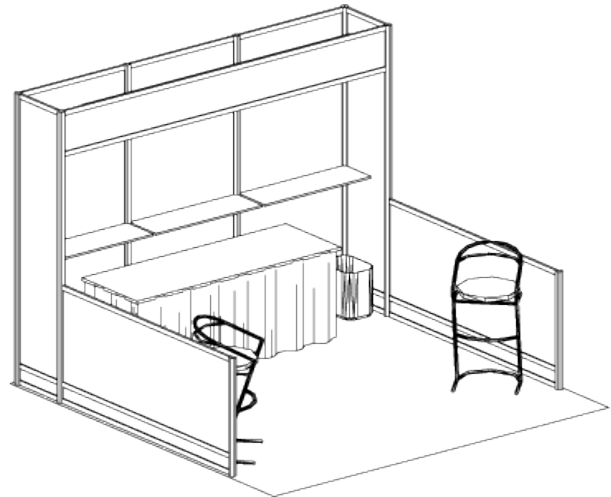
CUSTOM EXHIBIT BOOTH SPECIAL

Capital is offering a **CUSTOM EXHIBIT BOOTH SPECIAL** to exhibitors.

Capital will install a 10' custom hardwall booth to ensure your exhibit experience will be worry free. Your booth will be waiting for you when you arrive and that at the end of the show you will be able to just walk away.

Included in your custom booth package:

- Header Sign (Not Backlit)
- Standard Color Carpet
- Choice of Velcro Friendly, Sintra, Slatwall or Pegboard Walls.
- Tracklight with 1 head per panel (Power not included)
- 40" High Side Returns
- 3 – 12" Flat Shelves
- 6' Draped Counter
- Two Bar Stools
- One Wastebasket
- Set-up & Removal
- Opening Day Booth Cleaning
- 200 Lbs of Material Handling



ALL THIS FOR ONLY \$1,300.00 (Tax not included).

MATERIAL & COLORS FOR BACKWALL			
Choose only one option from below.			
FABRIC (Velcro Friendly) <input type="checkbox"/> Grey <input type="checkbox"/> Blue	SINTRA (Formica Hardboard) <input type="checkbox"/> White <input type="checkbox"/> Grey <input type="checkbox"/> Black	SLATWALL <input type="checkbox"/> Grey	PEGBOARD <input type="checkbox"/> White

CARPET COLORS	
Choose only one option from below.	
<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy
<input type="checkbox"/> Red	<input type="checkbox"/> Green
<input type="checkbox"/> Black	<input type="checkbox"/> Teal
<input type="checkbox"/> Grey	<input type="checkbox"/> Plum

HEADER COPY (Please print clearly)
Please Check Letter Color: <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Black Special artwork, logos or colors will be quoted upon request. Please include samples and comments with this order.

SKIRT COLORS	
Choose only one option from below.	
<input type="checkbox"/> Blue	<input type="checkbox"/> Green
<input type="checkbox"/> Red	<input type="checkbox"/> Black
<input type="checkbox"/> Grey	<input type="checkbox"/> White
<input type="checkbox"/> Burgundy	

Payment Policy

In order to receive this special pricing, your order must include payment in full and received **14 days prior to move-in**.
 Orders canceled prior to the show move-in will be charged 50% of original price.
 Orders cancelled after installation on showsite will be charged at 100% of original price.
 Equipment is on a rental basis only and remains property of Capital
 No Credit will be issued after close of show.
 If color selection is not indicated where specified, show colors will be provided.

SUB TOTAL:	\$1,300.00
MA Tax 6.25%:	\$ _____
TOTAL:	\$ _____

Exhibitor Name:	Telephone:	BOOTH #
Billing Address:	Fax:	
City / State / Zip:	Authorized By:	

Please contact Capital Convention Contractors at (877) 335-3700 if you are interested in other booth package options.

EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital Convention Contractors, please read, complete and submit this information to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this notification is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
 - a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence; \$2,000,000 with respect to injuries to more than one person in any occurrence; and \$500,00 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage; and naming Capital Convention Contractors as additional insured.
 - b. Agree to abide by all the rules and regulations of the show.
 - c. Agree to abide by all union rules and regulations.
 - d. Information must be received in the Capital office no later than 30 days prior to the show.
 - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Acknowledged and agreed to:

By: Signature of Exhibitor: _____ Date: _____

Name of Service Contractor: _____ | Booth #: _____

Contractor Street Address: _____

City/State/Zip: _____

Contractor Telephone: _____ | Contractor Fax: _____

Return this form, along with Certificate of Insurance, and name and addresses of employees who are working in your booth by **August 20, 2010** to CAPITAL.

SIGN ORDER FORM

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must** arrive at Capital Convention Contractors at least two (2) weeks prior exhibitor move-in. **DEADLINE DATE: August 30, 2010.**

SPECIAL SIGNS

Special or custom signs can be made. Prices listed are for one color copy, ten words or less to be applied on white card stock or foam core depending on size. We welcome inquires regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	TOTAL
[]	7"x 44"	\$30.00	\$45.00	[\$]
[]	14"x 22"	\$38.00	\$57.00	[\$]
[]	22"x 28"	\$65.00	\$88.00	[\$]
[]	28"x 44"	\$85.00	\$105.00	[\$]

TOTAL SIGNS: []

ADDITIONAL SIGN OPTIONS

Add your company's logo for an additional cost of \$125.00. The customer must supply artwork.

	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Logo	[]		[\$125.00]	[]
Over 10 words	[]	[\$1.00]	[\$2.00]	[]
Cardboard Easel back	[]	[\$4.00]	[\$6.00]	[]
Directional arrow	[]	[\$5.00]	[\$7.00]	[]

TOTAL SIGN OPTIONS: []

BANNERS

Prices are based upon one color vinyl graphics applied to white 10oz. material with grommets, with up to ten words of copy. Other color materials and hanging options are available.

QTY	DIMENSIONS	SQ. FT.	DISCOUNT PRICE	STANDARD PRICE	TOTAL
[]	[] X []	[]	\$14.00 per sq. ft.	\$26.00 per sq. ft.	[]

SUBTOTAL: []

MA 6.25% Sales Tax: []

TOTAL DUE: []

SPECIAL INSTRUCTIONS: _____

RETURN VIA FAX: 508-351-9911

<p>SIGN COPY: ____ Vertical sign ____ Horizontal sign Letter color: _____</p>
--

EXHIBITOR NAME: _____ **TEL #:** _____

BILLING ADDRESS: _____ **FAX #:** _____

CITY/STATE/ZIP: _____ **AUTHORIZED BY:** _____

BOOTH #: _____ **EMAIL:** _____

BOOTH CLEANING ORDER FORM

BOOTH CLEANING INCLUDES:

- Vacuuming of booth and emptying of wastebaskets once daily.

DISCOUNT RATE: \$0.36 per sq. ft. per day
FLOOR RATE: \$0.42 per sq. ft. per day

CALCULATE BOOTH CLEANING:

Booth Dimensions	Total Area	Discount Price	Standard Price	Cost per day
[] x []	= []	sq. ft. = \$0.36/sq.ft./per day	\$0.42/sq.ft./per day =	[\$]
	100 sq. ft. min.			

Number of Show Days	Cost per Day	Total Booth Cleaning
[] x []	[]	[]

PORTER SERVICE INCLUDES:

Emptying of wastebaskets in your booth once every **hour**, show hours only.
 Daily rate is based upon the size of your booth.

	Cost per day	# of Show Days	Total
<input type="checkbox"/> Up to 1,000 square feet	\$75 x [] = []	[]	_____
<input type="checkbox"/> 1,001 to 2,000 square feet	\$95 x [] = []	[]	_____
<input type="checkbox"/> 2,001 to 3,000 square feet	\$105 x [] = []	[]	_____
<input type="checkbox"/> Greater than 3,000 square feet	\$125 x [] = []	[]	_____

Please Note: If special cleaning services are required, please call Capital's Customer Service Department.

RETURN VIA FAX: 508-351-9911

BOOTH CLEANING MUST BE ORDERED AND PAID IN ADVANCE OF SHOW!

Exhibitor Name: _____ **Tel #:** _____

Billing address: _____ **Fax #:** _____

City/State/Zip: _____ **Authorized by:** _____

Booth #: _____ **EMAIL:** _____

**WESTIN BOSTON WATERFRONT
Electrical Service Form**

Name of Show:	Location/ Booth:				
Show Dates:	Set Up Time:				
Company Name:	Break Down Time:				
Address:					
City:	State:				
Exhibitor Representative:	Phone Number				
Accounts Receivable Number:					

GENERAL CONDITIONS

- All orders must be received 48 hours prior to show opening to insure advance prices. All other orders will be subject to floor prices, a 50% increase.
- On site payment terms will be credit card only. NO CASH OR CHECKS WILL BE ACCEPTED.
- All questions on billing must be settled prior to the closing date of show. No credit will be issued on any outlet as ordered, whether used or not.
- Electrical power for lights and displays will be turned on 1/2 hour before show opening and turned off 1/2 hour after closing time.
- Accompany this form with sketch of booth showing lighting and electrical outlets desired.
- Exhibitor shall not be allowed to arrange for work other than with Westin Boston technicians. Local ordinances prohibit the use of more than two (2) connections per outlet box for lighting and one (1) connection for power outlet.
- All wiring and other electrical installations, motors, etc. must be approved. Exhibitor shall not be permitted to add wattage except when ordering the same.
- All missing and damaged material will be subject to replacement in full by the exhibitor.
- If using specific NEMA connector for single phase (1) or three phase (3) application please enclose NEMA number, sketch and/or connector.
- All connections will be correct NEMA-type for current and voltage to be applied. All cable will be SO- or SJ-type. All connectors will be grounded. PLEASE ENCLOSE NEMA NUMBER, SKETCH AND/OR CONNECTOR NEMA #.
- Westin Boston Waterfront cannot be held responsible for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.
- Under no circumstances shall anyone other than the "licensed hotel electrician" make any electrical connections, liven power or reset
- All drapery, props, and materials used in the Westin Boston Waterfront must have fire retardant certifications or it will not be allowed.
- Local and long distance calls gives you the ability to dial outside of the hotel by dialing '9'. Incoming calls will be connected to you via the hotel operator (unless DID is requested).
- Direct inward dial (DID) installation fee gives you the ability to dial outside of the hotel by dialing '9'. Callers can dial directly to your location without going through the hotel operator.
- Audio conference phone (polycom) installation fee: this high quality audio conferencing system uses the digital signal processing technology to provide clear sound. It gives multiple users the ability to talk and listen simultaneously in a large room.
- Outdoor banner hanging is subject to different pricing and conditions. Please contact your event manager for details.
- Any request not shown on the Service Order Form should be directed to the Westin Boston Waterfront Engineering Department for further information.
- Electrical services are a one time charge. Telephone and internet services are charged on a daily basis.

I have read and agree to the general conditions as outlined by the hotel.

Initial _____

LIST REQUIREMENTS BELOW	Unit Cost	QTY	# of Days	TOTAL	Comments
Standard Electrical Service					
2400 watt/ 20 amp service	\$105.00			\$0.00	
Power strip	\$25.00			\$0.00	
3 - Wire extension cord	\$25.00			\$0.00	
Special Electrical Service - requires a minimum charge of 1 hour labor				\$0.00	
30 amps/3600 watt, 120 volt, 3PH circuit	\$325.00			\$0.00	
60 amps/7200 watt, 208 volt, 1PH/3PH circuit	\$525.00			\$0.00	
100 amps/12000 watt, 208 volt, 1PH/3PH circuit	\$850.00			\$0.00	
200 amps/24000 watt, 208 volt, 1PH/3PH circuit	\$1,050.00			\$0.00	
Engineering Labor- for above work					
\$70.00/hr 8:00am to 4:00pm Mon - Fri, 1/2 hr min	\$70.00			\$0.00	
\$140.00/hr Weekends, Holidays, Evenings, stand by service, phasing or troubleshooting, 1/2 hr min	\$140.00			\$0.00	
Television					
In House TV Video Access (VHS or DVD, Hotel must approve all Videos before airing), Per day	\$400.00			\$0.00	
Cable Access, per drop	\$75.00			\$0.00	
Internet Pricing (large bundles contact IT Dept.)					
1 network drop for a PC or device per room (includes 1 PC)	\$300.00			\$0.00	
- Each extra PC connected to each drop	\$100.00			\$0.00	
Wireless Internet Connection Per laptop (Groups under 12). Groups over 15 contact IT Dept.	\$50.00			\$0.00	
Wireless connection (PC's provided by customer), 12 computers at one time	\$500.00			\$0.00	
Specific customer bandwidth required, re-programming for 1 connection, per megabyte	\$400.00			\$0.00	
Network connection to BCEC 1 time fee per event (must coordinate with IT dept.)	\$500.00			\$0.00	
Extension of customer private network. Customer responsibility to deliver WAN to Dataroom	\$1,200.00			\$0.00	
Telephone charges - Subject to 7% MA State Tax					
Standard Analog line - in house line, use for credit card machines, per line	\$130.00			\$0.00	
Voice Mail, per line	\$40.00			\$0.00	
Multi line phones, per phone	\$150.00			\$0.00	
DID - (9 + _____) each, direct in dial	\$250.00			\$0.00	
Conference phone included with line (if extra microphones needed then add \$80)	\$250.00			\$0.00	
Miscellaneous				\$0.00	
2 man lift with operator, per hour	\$125.00			\$0.00	
Banner hanging, please contact your event manager, per banner	\$75.00			\$0.00	
TOTAL				\$0.00	

Payment information:

Master # Internet Code:

Enclose Check Payable to: **Westin Boston Waterfront**

Check Enclosed (____) Credit Card (____)

Mail Checks to: Convention Services Department
C/O Patty Sibanda Alexis, cmp
425 Summer Street
Boston, MA 02210

Credit Card Number _____ Exp Date _____

Telephone: 617-532-4878
Fax: 617-532-4889

Name of Card Holder _____ Phone # _____

Signature of Card Holder _____

For questions regarding electrical and telephone services please contact Patty Alexis through email at patty.sibanda@westin.com



2009

The WESTIN Boston Waterfront Exhibitor Audiovisual Order Form

Event Name: _____
 Telephone: (617) 532-4633 email: dlegrand@psav.com
 Service First.....Every Day

VIDEO EQUIPMENT:	Qty	DAILY RATE	Days Used	TOTAL	CUSTOMER INFORMATION:
1/2" VHS/VCR Player with Auto Repeat		\$ 65.00			Firm Name:
DVD Player		\$ 75.00			
Beta Videocassette Player		\$ 350.00			Address:
INTERNATIONAL 1/2" VHS/VCR (PAL & SECAM)		\$ 250.00			
32" HD Flat Panel + DVD/VHS Package		\$ 375.00			City:
25/27" Color Monitor (Not for Computer Use)		\$ 135.00			State: Zip:
32" HD Flat Panel		\$ 300.00			Ordered By:
Video Distribution AMP (For Multiple Monitor Use)		\$ 105.00			Telephone #:
42"/54" Rolling Cart (with Black Skirted Cart)		\$ 35.00			Fax #:
Kodak Caramate Viewer (35mm projector with 10" built-in screen)		\$ 30.00			E-Mail:
Other:					Please email completed form to the address below
Other:					dlegrand@psav.com
AUDIO EQUIPMENT:	Qty	DAILY RATE	Days Used	TOTAL	For special requests or additional equipment, please call (617) 532.4633.
Wired Microphone: Handheld		\$ 50.00			To guarantee equipment availability, order 14 days prior to delivery date.
Wired Microphone: Lavalier		\$ 60.00			DELIVERY INFORMATION:
Wireless Microphone: Handheld		\$ 175.00			Booth #: Room #:
Wireless Microphone: Lavalier		\$ 175.00			Start Date: Start Time:
CD Player (select sound system, below)		\$ 75.00			Strike Date: Strike Time:
Cassette Player (select sound system, below)		\$ 60.00			Onsite Contact Information:
Sound System: (1) Powered Speaker, (1) Stand, 4-Channel Mixer		\$ 155.00			
Sound System: (2) Powered Speakers, (2) Stands, 4-Channel Mixer		\$ 250.00			
Audio Press Box (12-Channel) - CALL for QUOTE for other options		\$ 110.00			ORDERING INSTRUCTIONS:
Other:					⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days the equipment will be used.
Other:					TAX:
COMPUTER / DISPLAY EQUIPMENT:	Qty	DAILY RATE	Days Used	TOTAL	* Add Massachusetts Sales Tax of 5% to all charges except labor
32" Flat Screen Monitor (Includes Interface)		\$ 300.00			⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, you MUST provide advance copies of the ST2 and ST5 issued by the Commonwealth of Massachusetts; otherwise, we are required to collect tax.
15"/17" Color Data Monitor		\$ 200.00			LABOR:
LCD Package: Meeting Room Projector, Cart, 6' Screen & Cables		\$ 680.00			* * Minimum labor charge is \$60 depending on equipment ordered
42" Plasma Monitor (Includes Interface)		\$ 700.00			⇒ Operating labor is subject to the prevailing hourly rate, with a 4-hour minimum
Overhead Projector Pkg: Projector, Cart, Tripod Screen & Cables		\$ 165.00			⇒ Set up and Strike labor are not included in equipment prices.
6' x 6', 7' x 7', 8' x 8' Tripod Screens (we'll select the appropriate size for the room)		\$ 65.00			⇒ On-site additions are subject to additional labor charges.
VIDEO WALLS: Custom configurations & all sizes					CANCELLATIONS:
Other:					⇒ Cancellation of equipment orders must be received 48 hours prior to delivery date to avoid incurring a minimum one-day charge.
Other:					⇒ If services have already been provided at the time of cancellation, 100% of the original charges will be applied.
RENTAL TOTALS:					
		EQUIPMENT TOTAL			
		SERVICE CHARGE @ 24%			
		SUBTOTAL			
		* SALES TAX @ 6.25%			
** LABOR: minimum charge \$60 + service charge depending on equipment ordered					
		TOTAL DUE to be finalized after addition of labor			
METHOD OF PAYMENT: PAYMENT IS DUE WHEN ORDER IS PLACED					Thank you for your order.
					RETURN FOR PROCESSING:
CARD NUMBER:					PRESENTATION SERVICES
	American Express	<input type="checkbox"/>			A Part of Audio Visual Services Corporation
	Visa	<input type="checkbox"/>			The WESTIN Boston Waterfront
Expiration Date ____/____	MasterCard	<input type="checkbox"/>			425 Summer Street
Print Cardholder's Name as it appears on card	Check	<input type="checkbox"/>			Boston, MA 02110
Cardholder's Signature					Phone: (617) 532.4633
					Please email completed form to the address below
					EMAIL: dlegrand@psav.com



Bloomin' Exhibits

FEDERAL ID # 05-0463830

237 NEW MEADOW ROAD
BARRINGTON, RI 02806-3748
TEL (401) 247-0590 • FAX (401) 245-7719

NAME OF SHOW _____ DATE _____ LOCATION _____

EXHIBITING COMPANY* _____ CONTACT PERSON _____ BOOTH # _____

STREET _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED SIGNATURE _____ PHONE _____ FAX _____

E-MAIL _____

RENTAL									
QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL	QTY	ITEM	PRICE	VARIETY (SUBJECT TO AVAILABILITY)	TOTAL
	3' Green Plant	\$40				Ivy, Pothos-MEDIUM	\$26		
	4' Green Plant	\$50				Ferns-MEDIUM	\$30		
	5' Green Plant	\$60				Ferns-LARGE	\$36		
	6' Green Plant	\$75				Bromeliad	\$30		
	Taller	PRICE ON REQUEST				Fish Bowl 8" GLASS	\$30		

PURCHASE (FLOWERING)					PLEASE INCLUDE ORDER FORM WITH CHECK	
QTY	ITEM	COLOR & VARIETY (SUBJECT TO AVAILABILITY)	PRICE	TOTAL		
	Potted Mums (Yellow, White, Lavender)		\$25		TOTAL _____ TAX _____ GRAND TOTAL _____ <small>ON SITE ORDERS 25% HIGHER</small>	
	Potted Seasonal Plant		\$30			
	Floral Arrangement/Seasonal	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$60 & up			
	Floral Arrangement/Tropical	<input type="checkbox"/> One Sided <input type="checkbox"/> Round	\$65 & up			
	<input type="checkbox"/> Other					

SPECIAL REQUESTS

All plants and potted flowers will be in black containers. Others available on request: Basket White

Special Instructions/Requests: _____

Please have a designer see us at our exhibit. Date/Time: _____ Representative _____

PAYMENT PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT. A CHECK OR CREDIT CARD IS REQUIRED.

I authorize Bloomin' Exhibits to charge any additional amounts incurred by me or my show representative. If credit card is declined, Standard Floor pricing prevails and a \$25 service charge may be added.

PAYMENT ENCLOSED: CHECK MC VISA AMEX CARD#

CARDHOLDER NAME _____ EXP DATE _____

CARDHOLDER ADDRESS _____ CITY _____ STATE _____ ZIP _____

SIGNATURE _____ DATE _____

CONTRACT CONDITIONS: ALL orders must be paid in full prior to delivery, in U.S. funds drawn on U.S. banks. There is a \$25 fee for returned checks. **Adjustments can not be made after the close of the show.** Cancellations must be received **in writing** 72 hours prior to show set up, or a 50% charge applies; no refund for on-site cancellations. All materials/plants available on rental basis only. Rental items missing from booth at close of show are the responsibility of exhibitor and an additional charge will be applied. All prices include delivery, installation, servicing, decorative containers and removal at end of show. Exhibitor agrees to hold Bloomin' Exhibits harmless for all injury or damage resulting from items supplied by this contract.

PLEASE NOTE: THIS ORDER FORM IS YOUR INVOICE. NO STATEMENT TO FOLLOW UNLESS SPECIFICALLY REQUESTED.

***IF YOU ARE A 3RD PARTY VENDOR PLACING THE ORDER, PLEASE ATTACH A 2ND PAGE WITH YOUR NAME, ADDRESS, PHONE, FAX AND EMAIL.**

U.S. FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.