

Brede

EXPOSITION SERVICES

BREDE-COLORADO, INC • 5140 Colorado Boulevard • Denver, CO 80216-3220 • (303)-399-8600 • FAX (303)-321-8694

DrupalCon
Colorado Convention Center
Denver, Colorado
March 19 - 22, 2012

Dear Sponsor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **DrupalCon**.

We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this sponsor service kit are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or e-mail Customer Service at cscolorado@brede.com.

A Brede Service Desk will be maintained in the exhibit area during sponsor move-in to answer your questions and assist with any last minute requirements.

We look forward to working with you and your company towards a successful show.

Thank you.

Brede EXPOSITION SERVICES

GENERAL INFORMATION

BREDE CUSTOMER SERVICE

- **Customer Service** (303) 399-8600 • Fax (303) 321-8694 • e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- Questions regarding table & drape, booth furnishings, carpet, labor, material handling, Brede rental exhibits, signs, hanging signs, booth cleaning, and forklift.
- No telephone orders accepted; please fax your order and credit card information to Brede.

ASSOCIATION CONTACT

- **Annie Stone** • e-mail: annie@associaton.drupal.org

EACH SINGLE BOOTH INCLUDES

- Standard Booth Size 10' W X 8' H X 10' D
- (1) One 6' Royal Blue Skirted Table
- (2) Two Padded Side Chairs
- (1) One Wastebasket
- (2) Two 110V Electrical Outlets
- (1) One ID Sign With Company Name & Booth Number - Provided By Show Management
- Appropriate Draping (8' drape backwall and 3' drape sidewalls)

EACH DOUBLE BOOTH INCLUDES

- Standard Booth Size 20' W X 8' H X 10' D
- (2) Two 6' Royal Blue Skirted Tables
- (4) Four Padded Side Chairs
- (2) Two Wastebaskets
- (2) Two 110V Electrical Outlets
- (1) One ID Sign With Company Name & Booth Number - Provided By Show Management
- Appropriate Draping (8' drape backwall and 3' drape sidewalls)

Special Note: The area is carpeted; however, you may order carpet to coordinate the colors of your booth.

BOOTH CLEANING

- Vacuuming and emptying of wastebaskets is not included in your booth space rental, nor is it part of the cleaning process for the facility. If you require these services please order on the booth cleaning order form.
- All carpets ordered through Brede are installed clean. However, you may want to order cleaning services for debris created during move-in. This is highly recommended.

SHOW COLORS

- Royal Blue

GENERAL INFORMATION

MATERIAL HANDLING

- Advanced shipments will be accepted at the warehouse from **February 17, 2012 to March 14, 2012**. Late fees apply after **March 9, 2012**.
- A credit card is required for Material Handling Services. Please complete on the "Recap of Services" form.
- Refer to the Estimated Material Handling Order Form for shipping addresses.
- **A Brede Bill of Lading is required for all outbound shipments.** Please turn in at the Brede Service Desk on show site.
- Sponsors are urged to carry ALL-RISK INSURANCE to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be done by riders to existing policies. Please read our Limits of Liability.

INSTALLATION & DISMANTLE INFORMATION

- | | | | | | |
|---------------------|-----------|----------------|----------|---|---------|
| • Sponsor Move-In: | Monday | March 19, 2012 | 1:00 pm | - | 5:00 pm |
| • Show Hours: | Monday | March 19, 2012 | 5:00 pm | - | 7:00 pm |
| | Tuesday | March 20, 2012 | 10:15 am | - | 6:00 pm |
| | Wednesday | March 21, 2012 | 10:15 am | - | 6:00 pm |
| | Thursday | March 22, 2012 | 10:15 am | - | 4:00 pm |
| • Sponsor Move-Out: | Thursday | March 22, 2012 | 4:00 pm | - | 7:00 pm |
- Drivers must be checked in at the Brede Service/Freight Desk by: **Thursday, March 22, 2012 by 6:00 pm or the freight will be re-routed via the Contractor's Choice.**

PAYMENT / PRICING POLICIES & HELPFUL INFORMATION

DISCOUNT & STANDARD PRICING

- To take advantage of discount pricing, orders must be received, with payment in full, no later than
March 2, 2012
- Orders received, with payment in full, AFTER the deadline date, will be invoiced at "Standard-Floor" pricing

PAYMENT SCHEDULE

- Orders received without full payment or credit card information will not be processed.
- **A credit card on file is required when using Brede Exposition Services.**
- All charges must be paid prior to close of show.
- If you are sharing a booth, the party responsible for renting the booth from the association is the ONLY sponsor we invoice.

METHOD OF PAYMENT

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS

- Cancellation clauses are noted on each order sheet.
- No adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.
- To qualify for exemption in Colorado, most counties require both a city and state tax exemption certificate.

THIRD PARTY PAYMENT BILLING

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy.
- The sponsoring company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the sponsor. See Third Party Payment Policy form.
- A resale certificate must be sent to Brede prior to the show to qualify for non-taxable resale items.

NON-OFFICIAL I&D CONTRACTORS

- If using a non-official contractor to set-up and/or dismantle your exhibit, the "Intent to Use Non-Official I&D Contractor" form along with an original certificate of insurance naming Brede-Colorado, Inc. as an additional insured, must be received by
February 17, 2012

Otherwise, labor will have to be hired from Brede by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management, the sponsors, and Brede.

SPONSOR SAFETY

- Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

MISCELLANEOUS

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

TABLE & DRAPE ORDER FORM

DRAPE COLORS: Black - Blue - Burgundy - Green - Grey - Plum - Purple - Red - Teal - White
 (If no color is selected, show colors prevail.)

QTY		DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
30" EXPO TABLES ~ DRAPED (30" high with white vinyl top)				
_____	2' X 2' Draped Table Color: _____	\$ 76.00	\$ 99.00	\$ _____
_____	4' X 2' Draped Table Color: _____	\$ 86.00	\$ 112.00	\$ _____
_____	6' X 2' Draped Table Color: _____	\$ 96.00	\$ 125.00	\$ _____
_____	8' X 2' Draped Table Color: _____	\$ 106.00	\$ 138.00	\$ _____
_____	Fourth Side Draping <input type="checkbox"/> 4' X 2' <input type="checkbox"/> 6' X 2' <input type="checkbox"/> 8' X 2'	\$ 34.00	\$ 44.00	\$ _____
42" EXPO COUNTERS ~ DRAPED (42" high with white vinyl top)				
_____	2' X 2' Draped Counter Color: _____	\$ 96.00	\$ 125.00	\$ _____
_____	4' X 2' Draped Counter Color: _____	\$ 106.00	\$ 138.00	\$ _____
_____	6' X 2' Draped Counter Color: _____	\$ 116.00	\$ 150.00	\$ _____
_____	8' X 2' Draped Counter Color: _____	\$ 126.00	\$ 164.00	\$ _____
_____	Fourth Side Draping <input type="checkbox"/> 4' X 2' <input type="checkbox"/> 6' X 2' <input type="checkbox"/> 8' X 2'	\$ 34.00	\$ 44.00	\$ _____
EXPO TABLE RISERS ~ DRAPED (5" or 10" high with white vinyl drape. These can be stacked.)				
_____	4' X 10" Riser Draped in Vinyl <input type="checkbox"/> 5" High Riser <input type="checkbox"/> 10" High Riser	\$ 52.00	\$ 68.00	\$ _____
_____	6' X 10" Riser Draped in Vinyl <input type="checkbox"/> 5" High Riser <input type="checkbox"/> 10" High Riser	\$ 57.00	\$ 74.00	\$ _____
_____	8' X 10" Riser Draped in Vinyl <input type="checkbox"/> 5" High Riser <input type="checkbox"/> 10" High Riser	\$ 72.00	\$ 94.00	\$ _____
_____	White Table Skirting to Drape any 10" High Riser	\$ 43.00	\$ 56.00	\$ _____
30" EXPO TABLES ~ UNDRAPED (30" high with white vinyl top)				
_____	2' X 2' Undraped Table	\$ 46.00	\$ 60.00	\$ _____
_____	4' X 2' Undraped Table	\$ 56.00	\$ 73.00	\$ _____
_____	6' X 2' Undraped Table	\$ 66.00	\$ 86.00	\$ _____
_____	8' X 2' Undraped Table	\$ 76.00	\$ 99.00	\$ _____
42" EXPO COUNTERS ~ UNDRAPED (42" high with white vinyl top)				
_____	2' X 2' Undraped Counter	\$ 66.00	\$ 86.00	\$ _____
_____	4' X 2' Undraped Counter	\$ 76.00	\$ 99.00	\$ _____
_____	6' X 2' Undraped Counter	\$ 86.00	\$ 112.00	\$ _____
_____	8' X 2' Undraped Counter	\$ 96.00	\$ 125.00	\$ _____
EXPO MISC. ITEMS				
_____	Change Table Drape Color	\$ 42.00	\$ 55.00	\$ _____
_____	3' High Draping/per linear foot - 5' min (other than provided booth draping) Color: _____	\$ 16.00	\$ 21.00	\$ _____
_____	8' High Draping/per linear foot - 5' min (other than provided booth draping) Color: _____	\$ 18.00	\$ 23.50	\$ _____
_____	Upright with Base <input type="checkbox"/> 3' <input type="checkbox"/> 8'	\$ 23.00	\$ 30.00	\$ _____
_____	Crossbar/Slider	\$ 23.00	\$ 30.00	\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:

March 2, 2012

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE

Sub Total \$ _____

7.72% Sales Tax \$ _____

Total Amount Due \$ _____

* Orders cancelled prior to move-in will be charged 50% of the original price
 * Orders cancelled after move-in begins will be charged 100% of the original price

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
 A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**


















PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone (_____) _____ Fax (_____) _____ e-mail address _____

MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Job # 4194

BOOTH FURNISHINGS ORDER FORM

QTY		DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
_____	 Padded Side Chair - Grey Fabric	\$ 49.00	\$ 64.00	\$ _____
_____	 Padded Arm Chair - Grey Fabric	\$ 59.00	\$ 77.00	\$ _____
_____	 Custom Swivel Chair - Grey Fabric	\$ 90.00	\$ 117.00	\$ _____
_____	 Counter Stool with Back - Grey Fabric	\$ 65.00	\$ 84.50	\$ _____
_____	 White Pedestal Table - 30" Diameter <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High	\$ 68.00	\$ 88.50	\$ _____
_____	 White Pedestal Table - 36" Diameter <input type="checkbox"/> 30" High <input type="checkbox"/> 42" High	\$ 75.00	\$ 97.00	\$ _____
_____	 Coffee Table 2' x 3'	\$ 50.00	\$ 65.00	\$ _____
_____	 Waste Basket	\$ 15.00	\$ 19.50	\$ _____
_____	 Floor Easel	\$ 33.00	\$ 43.00	\$ _____
_____	 Sign Stand - 22" x 28"	\$ 65.00	\$ 84.50	\$ _____
_____	 Pole Easel	\$ 33.00	\$ 43.00	\$ _____
_____	 Garment Rack	\$ 53.00	\$ 69.00	\$ _____
_____	 Bag Rack	\$ 53.00	\$ 69.00	\$ _____
_____	 Waterfall Rack - <input type="checkbox"/> Quad as pictured <input type="checkbox"/> Double	\$ 87.00	\$ 113.00	\$ _____
_____	 Literature Rack	\$ 83.00	\$ 108.00	\$ _____
_____	 Tensa Stanchions	\$ 65.00	\$ 125.00	\$ _____
_____	 Chrome Stanchions	\$ 23.00	\$ 30.00	\$ _____
_____	<input type="checkbox"/> ft. Black Rope	\$ 8.00 per ft	\$ 7.00 per ft	\$ _____

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Sub Total \$ _____

7.72% Sales Tax \$ _____

Total Amount Due \$ _____

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone (_____) _____ Fax (_____) _____ e-mail address _____

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Job # 4194

CARPET ORDER FORM

STANDARD CARPET COLORS: *Beige - Black - Blue - Burgundy - Green - Grey - Purple - Red - Teal - Light Blue*
 (If no color is selected, show colors prevail.)

QTY	STANDARD 9' WIDE EXPO CARPETING (includes taping on front edge) * If ordered in multiples, not guaranteed to match in color, please order full coverage carpet.	DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____	9' X 10' Carpet Color: _____	\$ 118.00	\$ 153.50	\$ _____
_____	9' X 20' Carpet Color: _____	\$ 236.00	\$ 306.00	\$ _____
_____	9' X 30' Carpet Color: _____	\$ 354.00	\$ 460.00	\$ _____
_____	9' X 40' Carpet Color: _____	\$ 472.00	\$ 613.50	\$ _____
SPECIAL CUT STANDARD CARPETING (20'x 20' or larger)				
_____	Full Coverage Carpet Color: _____ Size: _____ ft. X _____ ft.	\$ 2.30 per sq. ft.	\$ 3.58 per sq. ft. (100 sq. ft. minimum)	\$ _____
OPTIONS				
_____	Carpet Pad Size _____ ft. X _____ ft.	\$.75 per sq. ft.	\$.85 per sq. ft.	\$ _____
_____	Visqueen - Plastic Covering Size _____ ft. X _____ ft.	\$.35 per sq. ft.	\$.45 per sq. ft.	\$ _____

10' WIDE PLUSH CUSTOM CARPETING

Colors: *Prestige Black - Onyx - Charcoal - Cement - Light Cement - Light Gray - Dove Gray - Navy - Midnight Blue - Cobalt Blue - Blue Mist - Royal Blue
 Sea Foam - French Beige - Desert Tan - Ivory - Red*

Booth Size _____ ft. X _____ ft. = _____ sq. ft. at \$ 3.50 per sq. ft. \$ 4.62 per sq. ft. \$ _____
 (100 sq. ft. minimum)

- Includes visqueen plastic covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders will be charged 100%.

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 March 2, 2012**

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Sub Total \$ _____

7.72% Sales Tax \$ _____

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone (_____) _____ Fax (_____) _____ e-mail address _____

BOOTH CLEANING ORDER FORM

Minimum - 100 SQ FT PER DAY	DISCOUNT PRICE	STANDARD PRICE
Vacuum ONCE before show opens. Includes emptying of wastebaskets.	.50 per sq. ft.	.65 per sq. ft.
Vacuum before show opens and daily thereafter. Includes emptying of wastebaskets.	.45 per sq. ft. per day	.59 per sq. ft. per day
Empty Wastebaskets Only. Each day after show closes or prior to show opening the next day.	.26 per sq. ft. per day	.34 per sq. ft. per day

PORTER SERVICE:	SIZE	DISCOUNT PRICE Per hour - 4 hour minimum	STANDARD PRICE Per hour - 4 hour minimum
Empty wastebaskets at one-hour intervals during show hours. Vacuuming is not included.	Straight time <small>as defined on the labor page</small>	\$38.00	\$49.50
	Over time <small>as defined on the labor page</small>	\$57.00	\$74.00

Booth Size = ____ sq. ft. x rate x number of days = **TOTAL**

Vacuum Carpet Once	____ x ____ = ____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ ____ per sq. ft.		\$
Vacuum Carpet Daily	____ x ____ = ____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ ____ per sq. ft.	<i>For duration of show only</i> 4 Days	\$
Empty Wastebaskets	____ x ____ = ____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ ____ per day	<i>For duration of show only</i> 4 Days	\$
Porter Service	Date ____ Time from ____ to ____ Date ____ Time from ____ to ____ Date ____ Time from ____ to ____	\$ ____ per day	<i>For duration of show only</i> 4 Days	\$

Please Note: If special cleaning services are required, please call the Brede Customer Service Department.

There will be additional labor charges for cleaning carpets that are subjected to excessive wear and tear. i.e. wood or metal shavings generated by industrial demonstrations or food sampling.

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 March 2, 2012**

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone (_____) _____ Fax (_____) _____ e-mail address _____

SPECIALTY ITEMS ORDER FORM

QTY		DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
_____	1 Meter Counter - White - locking doors	\$ 275.00	\$ 357.50	\$ _____
_____	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 350.00	\$ 455.00	\$ _____
_____	Velcro <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 375.00	\$ 487.50	\$ _____
_____	2 Meter Counter - White - with locking doors	\$ 510.00	\$ 663.00	\$ _____
_____	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 580.00	\$ 754.00	\$ _____
_____	Velcro <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 630.00	\$ 819.00	\$ _____
_____	1 Meter Curved Exhibit Counter - White	\$ 325.00	\$ 422.50	\$ _____
_____	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 375.00	\$ 487.50	\$ _____
_____	Velcro <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 425.00	\$ 552.50	\$ _____
_____	2 Meter Curved Exhibit Counter - White	\$ 585.00	\$ 760.00	\$ _____
_____	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 660.00	\$ 858.00	\$ _____
_____	Velcro <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray	\$ 725.00	\$ 942.50	\$ _____
_____	1 meter Showcase	\$ 395.00	\$ 513.50	\$ _____
_____	2 meter Showcase	\$ 550.00	\$ 715.00	\$ _____
_____	Computer Kiosk	\$ 450.00	\$ 585.00	\$ _____
_____	42" High Round Pedestal Table - Black	\$ 210.00	\$ 273.00	\$ _____
_____	Banana Counter Stool - Black	\$ 140.00	\$ 182.00	\$ _____
_____	Small Refrigerator (approximately 32" high x 19" deep x 18" wide)	\$ 220.00	\$ 286.00	\$ _____
_____	Raffle Drum - Ticket Tumbler	\$ 60.00	\$ 78.00	\$ _____
_____	Ballot Box <input type="checkbox"/> Table	\$ 130.00	\$ 169.00	\$ _____
_____	<input type="checkbox"/> Floor	\$ 275.00	\$ 357.50	\$ _____

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____

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PERFBOARD/TACKBOARD ORDER FORM

QTY			DISCOUNT PRICE	STANDARD PRICE (late order)	TOTAL
_____	Horizontal Pegboard Panel	89 1/2" x 38"	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel	38" x 89 1/2" (1 panel)	\$ 94.50	\$ 123.00	\$ _____
_____	Vertical Pegboard Panel	76" x 89 1/2" (2 panels)	\$ 189.00	\$ 246.00	\$ _____
_____	Vertical Pegboard Panel	114" x 89 1/2" (3 panels)	\$ 283.50	\$ 369.00	\$ _____
_____	Vertical Pegboard Side Panel	18" x 89 1/2"	\$ 58.00	\$ 76.00	\$ _____
_____	Single Pegboard Hook - 6" single		\$ 2.75	\$ 3.50	\$ _____
_____	Shelves - 3' x 8" wide - white laminate		\$ 22.00	\$ 28.50	\$ _____
_____	Arm Light		\$ 39.00	\$ 50.75	\$ _____
_____	6' Grid Panel (1 piece)	Chrome <input type="checkbox"/> Black <input type="checkbox"/>	\$ 61.80	\$ 80.50	\$ _____
_____	6' Corner Grid (2 pieces)	Chrome <input type="checkbox"/> Black <input type="checkbox"/>	\$ 123.60	\$ 160.50	\$ _____
_____	6' Triangle Grid (3 pieces)	Chrome <input type="checkbox"/> Black <input type="checkbox"/>	\$ 185.50	\$ 241.50	\$ _____
_____	6' Backwall Grid (5 pieces)	Chrome <input type="checkbox"/> Black <input type="checkbox"/>	\$ 309.00	\$ 401.50	\$ _____
_____	8' Grid Panel (1 piece)	Chrome <input type="checkbox"/> Black <input type="checkbox"/>	\$ 64.50	\$ 83.50	\$ _____
_____	Grid Panel Hook	4" <input type="checkbox"/> 6" <input type="checkbox"/>	\$ 6.00	\$ 7.80	\$ _____
_____	Base for Grid Panel		\$ 24.00	\$ 31.25	\$ _____
_____	4' x 8' Horizontal Velcro Compatible Posterboard - Grey		\$ 131.00	\$ 170.25	\$ _____
_____	Vertical Slatwall Panel	38" x 89 1/2" (1 panel)	\$ 160.00	\$ 208.00	\$ _____
_____	Vertical Slatwall Panel	76" x 89 1/2" (2 panels)	\$ 320.00	\$ 416.00	\$ _____
_____	Vertical Slatwall Panel	114" x 89 1/2" (3 panels)	\$ 480.00	\$ 624.00	\$ _____

- To create a 10' solid backwall - order: 3 - 38" x 89 1/2" panels
- All perfbboard displays come standard in a white finish with 1/4" diameter holes
- Limited inventory of Pegboard / grid panel hooks (no guarantee if ordered on showsite)
- Tables not included, please order on the Table & Drape Order Form

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March 2, 2012

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PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone (_____) _____ Fax (_____) _____ e-mail address _____

MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Job # 4194

LABOR ORDER FORM

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

	Per Person - Per Hour	Labor Hours
STRAIGHT TIME	\$63.00	Monday through Friday 8:00 a.m. to 4:30 p.m.
OVER TIME	\$94.50	Monday through Friday 4:30 p.m. to Midnight Saturdays & Sundays 8:00 a.m. to Midnight

- ONE HOUR MINIMUM PER PERSON ~ Labor thereafter is charged in 1/2 hour increments per person.
- Orders received after **March 14, 2012**, and on show site, will incur a 20% surcharge for late labor orders.
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested. Sponsor supervised labor ordered yet not used will result in a one hour minimum no-show labor charge.
- A credit card is required for all labor orders.
- Double Time rate applies Monday through Sunday midnight to 8:00 a.m., all day on holidays, and Union observed holidays.
- Accessible storage is available for \$110.00 per pallet with a minimum of 1/2 hour site order labor charge each time it is accessed.
- Shrink wrap services are available for \$30.00 per skid plus a minimum of 1/2 hour site order labor charge.
- Banding services are available for \$1.32 per foot plus a minimum of 1/2 hour site order labor charge.

	DATE	TIME	# OF LABORERS REQUESTED	ESTIMATED TIME	SUPERVISION OPTION <small>(circle one)</small>	
INSTALL					A Brede Supervised Add 30%	B Sponsor Supervised
DISMANTLE					A Brede Supervised Add 30%	B Sponsor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to sponsor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Work is performed under Brede supervision; and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$50.00 on installation and \$50.00 dismantle. If Brede does not supervise the installation, we do not recommend Brede Supervision on the dismantle. If this is necessary we can not accept responsibility or damage due to improper packing.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite. Scheduled to be delivered on: _____

Shipment consists of: _____ crates _____ carpets/pads _____ cartons

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

Blue Prints & Exhibit Instructions: Attached Shipped with display. If shipped, in which crate? _____

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: _____ Via: Contractor's Choice ~ Ground or Air

_____ To be received by: _____

_____ (Showsite Bill of Lading prevails)

Contact Name: _____ Telephone Number: _____

Option B ~ Sponsor Supervised

All work is performed under the direction of the sponsor. Sponsor **MUST** meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting time is guaranteed only when labor is ordered for the start of the workday. Brede will make every attempt possible to provide labor promptly when requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone (_____) _____ Fax (_____) _____ e-mail address _____



UNION LABOR REQUIREMENTS

Convention, Display, Trade Show Labor Conditions:

All decorating, display, drayage, theatrical, rigging, production, audio visual, commercial presentations as well as all material handling for conventions, trade shows, promotional displays, and consumer shows are performed by the Denver Theatrical Stage Employees Union, IATSE, Local No. 7.

Display and Exhibit Work - Installation, Dismantling and Decorating:

Full time employees of an exhibiting firm may install and dismantle their own respective company display*, if such work can be completed in less than sixty minutes and without the use of mechanized tools.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of the General Service Contractor and all related work is to be performed under their contract with IATSE, Local 7 members.

(*Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.)

Show/Job Site Drayage:

Exhibitors may handle their own hand-carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through the General Service Contractor.

Dock Space:

Dock space is limited at the Colorado Convention Center, and it is under the control and authority of the General Service Contractor.

Denver Theatrical Stage Employee's Union

IATSE, Local No. 7

1475 Curtis Street

Denver, CO 80202

Business Agent

Office: (303) 534-2423

Fax: (303) 534-0216

UNION JURISDICTION - CONVENTION, DISPLAY, TRADE SHOW

All decorating, display, and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK-INSTALLATION, DISMANTLING AND DECORATING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the sponsoring companies, however, may set their own exhibits without assistance from this local union. Any installation & dismantle labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Installation & dismantle labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIALS DELIVERED TO OR PICKED UP FROM THE FACILITY:

All material handling, other than sponsor owned vehicles as described below, will be handled by the Official Service Contractor, including unloading or loading of any and all contracted carriers. Please refer to the material handling section of your sponsor service kit for rates and liability information. This is a chargeable service and will be strictly enforced.

EXHIBITOR OWNED VEHICLES -PERSONALLY OWNED VEHICLES (POV):

Sponsors and show organizers may handle their own material if it can be carried in within the allowed 15 minute dock pass. Sponsors may not borrow, rent or bring their own hand trucks, dollies, flat trucks, pallet jacks or other material handling equipment. Any item that cannot be carried by one person must be handled by the Official Service Contractor. To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under exclusive control of the Official Service Contractor. As conditions and time permit, space may be made available to sponsor owned vehicles to load and unload - one person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes - a timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

TIPPING:

Brede-Colorado, Inc. requests that sponsors 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 Brede-Colorado, Inc. representative at the Service Desk or correspondence may be directed to the attention of the General Manager at our Denver, Colorado address.

SAFETY:

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede-Colorado, Inc. 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.

Any questions should be addressed to the Official Service Contractor or show management.

**To arrange for display labor or material handling,
complete the enclosed Brede order forms.**

MATERIAL HANDLING RATE SCHEDULE

- Advanced shipments will be accepted at the warehouse from **February 17, 2012 to March 14, 2012**. Late fees apply after **March 9, 2012**
- Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Direct Shipments will be accepted **during sponsor move-in hours only**.
- Early Shipments will be refused. • Shipments must be sent prepaid. Collect Shipments will be refused.
- A Brede Bill of Lading must be completed and turned in at the Brede Service Desk for all outbound shipments.

Straight Time <i>both move-in & move-out on ST</i> per 100 lbs.	O/T** One Way <i>either move-in or move-out on OT</i> per 100 lbs.	O/T*** Two Ways <i>both move-in & move-out on OT</i> per 100 lbs.
200 lb. MINIMUM per shipment		
\$57.00	\$71.25	\$85.50
\$59.00	\$75.50	\$89.50
\$66.00	\$82.50	\$99.00
\$77.00	\$96.25	\$115.50
LATE & OFF-TARGET SHIPMENTS		
\$18.00 per 100 lbs.	\$36.00 200lbs. minimum	
<p>** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.</p> <p>*** Freight handled BOTH into and out of the exhibit area on overtime will be charged overtime rates both ways.</p>		
<p>Rates are calculated on a "Round Trip Basis", whether you utilize the move-in only or the move-out only, or both, it is the same 200 lb. minimum rate.</p>		

ADVANCE SHIPMENTS TO WAREHOUSE ~ CRATED (Receiving hours: M - F 8:00 a.m. to 4:00 p.m.)

• Receive crated shipments at the warehouse. • Store up to 30 days prior to the convention. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL ~ CRATED

• Receive crated shipments at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE ~ CRATED ~ SPECIAL HANDLING (FED X / UPS)

• Receive FEDERAL EXPRESS, UPS, crated van line, or crated personally owned vehicles at the warehouse or at showsite. • Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL ~ UNCRATED ~ SPECIAL HANDLING

• Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.

* LATE WAREHOUSE & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING*

- Freight received at the warehouse **AFTER March 9, 2012** add an additional.
- Freight received at show site **AFTER Show Opening** add an additional.
- Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)

SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE ~ VEHICLE SPOTTING

• Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$250.00 minimum. • Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees ~ prior to 30 days before show, or after 3 days following the show \$1.30 per 100 lbs. per day ~ (\$40.00 minimum). • On-Site container storage for freight brought in by sponsors - \$25.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$180.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. 200 lb. minimum charge applies to each shipment Brede receives. Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in **TWO** 200 lb. minimum charges. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

OVERTIME CHARGES: Please see box above for detailed description.

Overtime charges apply on INBOUND shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday.

Overtime charges apply on OUTBOUND shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday.

Inbound Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments (i.e. - Fed-X, UPS, etc.).

Empty Container Labels: Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the sponsor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels. Once in storage, if the exhibitor needs to retrieve them again, appropriate labor charges will be incurred.

For shipments that require specialized handling: A quote can be obtained in advance by calling our Customer Service Department.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

****ADVANCE SHIPMENTS:****
 (Please use provided freight labels)

TO: Your Company Name / Booth #
 DrupalCon
 Brede Exposition Services*
 c/o YRC
 15950 Smith Road
 Aurora, CO 80011

DIRECT SHIPMENTS:
 (Received ONLY during exhibitor move-in hours)

TO: Your Company Name / Booth #
 DrupalCon
 c/o Brede Exposition Services
 Colorado Convention Center - Korbel Ballroom
 700 - 14th Street
 Denver, Colorado 80202-3221

*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
 **Advance Shipments to Brede ~ 5140 Colorado Boulevard, Denver are discouraged ~ a 25% surcharge will be assessed per shipment.

COMPLETE AND RETURN TO BREDE

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS <i>Warehouse</i>					
DIRECT SHIPMENTS <i>Showsite/ Exhibit Hall</i>					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND BREDE BILLS OF LADING** must be completed and turned in at the Brede Service Desk. You must fill out a Brede Bill of Lading for each outbound shipment.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

ADVANCE

ADVANCE
SHIP TO:

Brede EXPOSITION SERVICES
c/o YRC
15950 Smith Road
Aurora, CO 80011

DrupalCon
Colorado Convention Center
Denver, Colorado
March 19 - 22, 2012

Sponsor: _____

Booth No(s): _____

(Refer to Material Handling Pages)

----- Cut along line and tape label to shipment -----

ADVANCE

ADVANCE
SHIP TO:

Brede EXPOSITION SERVICES
c/o YRC
15950 Smith Road
Aurora, CO 80011

DrupalCon
Colorado Convention Center
Denver, Colorado
March 19 - 22, 2012

Sponsor _____

Booth No(s): _____

(Refer to Material Handling Pages)

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

DIRECT

DIRECT
SHIP TO:

Brede EXPOSITION SERVICES
c/o Colorado Convention Center
Korbel Ballroom
700 - 14th Street
Denver, Colorado 80202-3221

DrupalCon
Colorado Convention Center
Denver, Colorado
March 19 - 22, 2012

Sponsor: _____

Booth No(s): _____

Accepted from: **March 19, 2012**

----- Cut along line and tape label to shipment -----

DIRECT

DIRECT
SHIP TO:

Brede EXPOSITION SERVICES
c/o Colorado Convention Center
Korbel Ballroom
700 - 14th Street
Denver, Colorado 80202-3221

DrupalCon
Colorado Convention Center
Denver, Colorado
March 19 - 22, 2012

Sponsor _____

Booth No(s): _____

Accepted from: **March 19, 2012**

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to FACILITY NAME.
If more labels are needed, copies are acceptable.

ATTENTION!

HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE. Job # 4194

IMPORTANT! PLEASE READ!

LIMITS OF LIABILITY

Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

LIMITATIONS OF BREDE EXPOSITION SERVICES LIABILITY AND RESPONSIBILITY

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of sponsor's materials after same have been delivered to sponsor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from sponsor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by sponsors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Brede Exposition Services 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 sponsor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an sponsor, or by any shipper on behalf of any sponsor shall be construed as an acceptance by such sponsor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the sponsor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the sponsor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Sponsors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with sponsors, to change designated carriers.
12. Labor and services ordered on behalf of sponsors by display builders or other parties must be so authorized in a letter from sponsors. Payment for all labor and services will be the responsibility of the sponsor.
13. Freight handling charges are the responsibility of the sponsor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the sponsor from whose booth shipments are made. Sponsors may not assign this responsibility to suppliers or customers.

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

14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an sponsor indicates choice of carrier for pickup it is the sponsor'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 sponsor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the sponsor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage 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.
17. **SPONSORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the sponsor and the amounts payable to Brede Exposition Services herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

SIGN ORDER FORM

Special or custom signs can be made. Prices listed are for one color copy, ten words or less, on white card stock. We welcome inquiries regarding signs not listed.

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	Additional Options	TOTAL
_____	7" X 11"	\$ 47.25	\$ 61.50	_____	\$ _____
_____	7" X 44"	\$ 31.50	\$ 41.00	_____	\$ _____
_____	11" X 14"	\$ 55.25	\$ 71.75	_____	\$ _____
_____	14" X 22"	\$ 69.25	\$ 90.00	_____	\$ _____
_____	14" X 44"	\$ 83.00	\$ 108.00	_____	\$ _____
_____	22" X 28"	\$ 89.25	\$ 116.00	_____	\$ _____
_____	28" X 44"	\$ 131.25	\$ 170.50	_____	\$ _____

Additional Options

- Call for additional quotes
- Cardboard Easelback ~ \$10.00
- Border (one color), add 10%
Specify color: _____
- Colored Background, add \$10%
Specify color: _____
- Simple black & white logo, add 50%
- Color logo, add 50% for each color
- Schedule or menu sign, add 100%
- Directional Arrow (loose) ~ \$9.00 each

Sign Copy:

Vertical

Horizontal

Color Letters _____

Additional Option(s) _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:

March 2, 2012

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.
 Orders received less than 48 hours prior to show opening and on Saturday, Sunday and Holidays will be billed at DOUBLE the "Standard-Floor" price

Sub Total \$ _____

7.72% Sales Tax \$ _____

Total Amount Due \$ _____

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
 A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

MAIL OR FAX TO: Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120
 (303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Job # 4194

BREDE RENTAL EXHIBITS ORDER FORM

	QTY.	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
White Hardwall Panels				
Plan A ~ 10' exhibit	_____	\$1,700.00	\$2,210.00	\$ _____
Plan B ~ 20' exhibit	_____	\$3,240.00	\$4,210.00	\$ _____
Plan C ~ 20' exhibit	_____	\$3,700.00	\$4,810.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$6,680.00	\$8,680.00	\$ _____
Color Hardwall Panels				
• Choice of panel color (circle one): Black ~ Blue ~ Grey				
Plan A ~ 10' exhibit	_____	\$1,940.00	\$2,520.00	\$ _____
Plan B ~ 20' exhibit	_____	\$3,730.00	\$4,850.00	\$ _____
Plan C ~ 20' exhibit	_____	\$4,250.00	\$5,525.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$7,700.00	\$10,000.00	\$ _____
Velcro Compatible Hardwall Panels				
• Choice of panel color (circle one): Black ~ Blue ~ Grey				
Plan A ~ 10' exhibit	_____	\$2,058.00	\$2,675.00	\$ _____
Plan B ~ 20' exhibit	_____	\$3,885.00	\$5,051.00	\$ _____
Plan C ~ 20' exhibit	_____	\$4,431.00	\$5,760.00	\$ _____
Plan D ~ 20' x 20' exhibit	_____	\$8,022.00	\$10,429.00	\$ _____

RENTAL INCLUDES:

- Hardwall Panels
- Standard Expo Carpeting ~Choice of color: (circle one): *Beige, Black, Blue, Burgundy, Green, Grey, Purple, Red and Teal*
- Movable Counter ~ 39-1/4" x 21-1/2" x 36"
- Header ~ One line with black block letters
COPY: _____

(logos, color and special lettering available at an additional cost - call for quote)

- Labor to install and dismantle exhibit

ADDITIONAL OPTIONS:	QTY	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
• Standard Counter 40-1/2" x 21-1/2" x 40-1/2"	_____	\$ 210.00	\$ 273.00	\$ _____
• Velcro Counter 40-1/2" x 21-1/2" x 40-1/2"	_____	\$ 225.00	\$ 292.50	\$ _____
• Adjustable Shelves	_____	\$ 29.00	\$ 37.75	\$ _____
• Spot Lights (for use with rental unit only)	_____	\$ 42.00	\$ 54.50	\$ _____
• Black Block Letter Header	_____	\$ 100.00	\$ 130.00	\$ _____
• Color Logo Header (up to 3 colors)	_____	\$ 175.00	\$ 227.50	\$ _____

*Additional booth furnishings can be found throughout this service kit.
 Look for upgraded carpet, carpet pad, graphics, couches, chairs, etc. . .*

PLEASE CALL FOR ADDITIONAL CUSTOM RENTAL DESIGNS

Please note:

Electricity is NOT included with rental.

Rental exhibits and panel colors are subject to availability. Please order early to assure colors and units desired.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
March 2, 2012
 ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____
 7.72% Sales Tax \$ _____
Total Amount Due \$ _____

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES
 A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Phone () _____ Fax () _____ e-mail address _____

B RENTAL EXHIBITS D E

Plan A



Plan B



Plan C



Plan D



--- Plan A ---

10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---

20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---

20' N-Line

Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---

20' X 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.



Call our experienced professionals for an innovative and *unparalleled* approach.

Custom (has cost) 1) made or performed according to personal order
2) specializing in custom work or operation

Brede EXPOSITION SERVICES

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address:

Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

1. Sponsors must return this completed form to Brede Exposition Services by February 17, 2012.
2. Non-Official contractors **must submit** proof of adequate insurance, in the form of a policy rider, furnished by their broker to Brede's office no later than February 17, 2012. This must include a copy of your Worker's Compensation Insurance.
3. If using a non-official contractor to set-up and/or dismantle your exhibit, this form along with an original certificate of insurance naming Brede-Colorado, Inc. as an additional insured, must be received by the date above. Otherwise, labor will have to be hired from Brede by the non-official contractor in order for them to supervise your exhibit. These stipulations are strictly enforced to protect you, show management, the sponsors, and Brede.
4. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
5. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied.

If the sponsoring company fails to comply with any or all of the above, the Non-Official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The Non-Official contractor will be able to provide supervision only.

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

CITY, STATE, _____

ZIP: _____

PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

CELL PHONE /PAGER #: _____
 (In case of emergency)

CONTACT IN BOOTH: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Contact Person _____ Booth No. _____

Address _____ City/State _____ Zip _____

Phone () _____ Fax () _____ e-mail address _____



Executive Group



Fusion Tables

Executive Black Sofa	H - 3 ft.	L - 6 ft. 11 in	W - 3 ft.	\$ 460.00	\$ 589.00
Executive Black Chair	H - 3 ft	L - 3 ft. 10 in	W - 3 ft.	\$ 320.00	\$ 390.00
Executive Black Loveseat	H - 3 ft.	L - 5 ft. 2 in.	W - 3 ft.	\$ 355.00	\$ 453.00
Executive Chrome Coffee Table				\$ 175.00	\$ 205.00
Executive Chrome End Table				\$ 135.00	\$ 172.00
Fusion Chrome Coffee Table				\$ 150.00	\$ 195.00
Fusion Chrome End Table				\$ 125.00	\$ 162.00



_____	Showcase with Shelving - 36"	\$ 395.00	\$513.50	\$ _____
_____	Showcase with Shelving - 72"	\$ 550.00	\$715.00	\$ _____
_____	Black Pole Lamp	\$ 85.00	\$125.00	\$ _____
_____	42" High Round Pedestal Table – Black	\$210.00	\$273.00	\$ _____
_____	Barrel Back Swivel Counter Stool – Black	\$140.00	\$182.00	\$ _____
_____	Small Refrigerator (approximately 32" high x 19" deep x 18" wide)	\$220.00	\$286.00	\$ _____



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com



Logistics Solutions Reaching Across the Country and Around the World

EXPANDING HORIZONS AND DELIVERING EXCELLENCE FOR OVER 25 YEARS.

Trans-Trade was founded in the Dallas/Fort Worth area in 1984 with the simple business objective of delivering dependable, high-quality freight forwarding services to every client, every time. The past quarter-century has brought steady growth as Trans-Trade expanded its service offerings to become a full service supplier of leading-edge logistics services for clients throughout the United States and around the globe. The simple objective of everything Trans-Trade does is to create logistics solutions that provide our clients with a clear business advantage.

We offer a complete range of services for domestic and international freight—from simple point-to-point shipments to fully integrated supply chain solutions that combine origin services, air/sea transport and domestic 3PL and distribution services. Our mission is to work with you to convert your logistics challenges into solutions that deliver value, dependability and profitability time after time.

Logistics Services

- Import Services
- Export Services
- Domestic Services
- 3PL & Warehouse Services



Trans-Trade, Inc.

Domestic (US) Offices

Cape Canaveral, FL
Charlotte, NC
Dallas, TX
Denver, CO
Fort Worth, TX
Gurleen, TX
Jacksonville, FL
Litchfield, CT
Los Angeles, CA
Louisville, KY
Miami, FL
Orlando, FL
Salt Lake City, UT
Seattle, WA
Washington, DC

International Offices

Mexico City, Mexico

Trans-Trade, Inc.

1000 East 51st Avenue
Unit A
Denver, CO 80239

Phone: 303-574-0000
Toll Free: 877-854-7794
Fax: 303-574-9922
E-mail: GEN@transtrade.com





15550 W. 72nd AVE.
 ARVADA, CO 80007
 303.422.3336
 303.423.4145 Fax
www.littleeden.com
 TERRY RENNOLDS
 PRESIDENT
 Email, Littleeden@mac.com

SHOW NAME: _____

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

FLORAL ARRANGEMENTS

____ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP
 ____ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP
 SPECIFICATIONS: _____

TROPICAL AND BLOOMING PLANTS

____ 2 FEET HIGH @ \$30.00 \$ _____
 ____ 3 FEET HIGH @ \$35.00 _____
 ____ 4 FEET HIGH @ \$45.00 _____
 ____ 5 FEET HIGH @ \$60.00 _____
 ____ 6 FEET HIGH @ \$70.00 _____
 ____ POTTED FERNS Small @ \$25.00, Large @ \$30. _____
 ____ POTTED BLOOMING MUMS @ \$20.00 _____
 COLORS: ____ WHITE ____ YELLOW ____ LAVENDER ____ BRONZE
 ____ POTTED BLOOMING ANTHURIUM @ \$26.00 _____

- PLANT CONTAINER: ____ WHITE ____ BLACK
 - RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total _____
 - PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) _____
 TOTAL _____

PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# _____ EX. DATE _____
 [] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE
 SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL _____

COMPANY NAME _____
 ADDRESS _____
 CITY/STATE _____ ZIP CODE _____
 PHONE _____ FAX _____ EMAIL _____
 BOOTH # _____ ON-SITE REPRESENTATIVE _____

PLEASE RETURN COPY TO ABOVE ADDRESS!

Cronin Photography

FAX - (303) 458-1070

E-MAIL – bill@croninphoto.com

Exhibitor ** Order Form

PHONE - (303) 4580883

2543 Xavier St. Denver, CO 80212

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BOOTH AND EXHIBIT PHOTOGRAPHS		RATE	QUANTITY	TOTAL
COLOR VIEWS	EACH VIEW...INCLUDES 8 X 10	\$100.00		\$
	Additional 8 X 10's Same View	\$20.00		\$
	12 X 18 Display Print	\$40.00		\$
	CD of Each View	\$40.00		\$
DIGITAL CANDID PHOTOGRAPHY	10-25 Candid Photos on CD Action Shots (10-15 Minute Shoot During Show)	\$125.00		\$
Shipping and Handling...Add \$10.00		\$10.00	1	\$10.00
Please Add Sales Tax If Applicable (Colorado)		7.60%		\$
Total				\$

Payment Information: Fax to 303-458-1070 or E-mail to: bill@croninphoto.com				
Check enclosed or Invoice# (Invoiced on requested)				
Credit Card#	Exp:	Visa	MC	AE

Special Instructions	Empty Booth	w/Staff	w/Crowd
Publicity, Awards, Banquets, Portraits on location-Please call for more information			

Convention Name:	
Location:	Dates:
Exhibitor Name:	Booth #:
Billing Company:	
Attention:	E-mail
City, State, Zip	
Show Contact	Cell #



Exhibitor Services Order Forms

Save time and money by ordering online only at
www.denverconvention.com to receive 20% discount
*****applies to many prices in this kit*****



In this kit, you will find orders for

Electrical services
Telephone services
Air/Water/Drain and Natural Gas services
Internet services
Audio Visual Services
Business Center services
Catering services

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain. **Orders in this packet should be faxed, emailed or mailed *directly to the CCC, not to show management or the Decorator.***
2. **Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.**
3. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
4. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
5. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
6. The **CCC** reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save even more money, order on-line at www.denverconvention.com. These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements:

Properly oriented Service Locator Form or Map – Specifies adjacent booth numbers, surrounding your booth, to ensure proper orientation and clarifies the locations of where each utility service is needed to be installed, prior to your arrival. Any on-site changes will be charged additional labor.

Individual orders are required for each booth you will occupy.

If you have any questions, call us direct at 303-228-8027 before you order.

We look forward to seeing you in Denver.

PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
 All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
 All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
 The date received by the **CCC** will determine the applicable rate.
 All charges incurred during the show must be rendered in full at the time of service.
 Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
 If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG/CCC** in connection therewith.
 Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. There is a \$25.00 service charge for all returned payments.
4. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
5. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the SMG/CCC employees at the close of the show.
6. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
7. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
8. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
9. Credit will not be given for service or equipment installed and not used.
10. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. ***Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.***
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

CONDITIONS AND REGULATIONS

ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.

WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



GENERAL BUILDING POLICIES:

- 1) Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
- 2) Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
 - a) If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - b) Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
- 3) No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
- 4) The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
- 5) The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY:

- 1) The **CCC** is a non-smoking facility.
- 2) If the function is open to the **general public**, there will be no designated smoking area within the facility.
- 3) Smoking is not permitted on the exhibit hall floor during move-in or move-out.
- 4) The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE:

- 1) Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached (303) 228-8050 for in booth catering.
- 2) Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at (303) 228-8050 for more detailed information.

SECURITY:

- 1) The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
- 2) Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES:

- 1) The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
- 2) Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING:

- 1) The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303-228-8070 for information and to request a parking map if needed.
- 2) Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



RIGGING/SUSPENSION OF LOADS:

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

- 1) All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
- 2) If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval.
- 3) The rigging plot should conform to the following:
 - a) Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
 - b) Rigging plots must be drawn in 1/16"=1' scale.
 - c) Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
 - d) Rigging plots must include facility column locations and roof steel locations.
- 4) Call 303-228-8126 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC**.

BASIC FIRE CODE REGULATIONS:

- 1) Exits in all areas of the facility should not be blocked or covered for any reason.
- 2) Exterior and loading dock doors and fire doors may not be propped open.
- 3) All aisles should be kept clear, clean and free of obstructions.
- 4) Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
- 5) Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
- 6) Vehicles with gasoline engines that are to be displayed should conform to the following:
 - a) Battery cables must be disconnected.
 - b) Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - c) Must have protective covering under motors, drive trains and tires on any carpeted area.
- 7) Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
- 8) Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
- 9) All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
- 10) All electrical equipment should be U.L. (Underwriters Laboratories) approved.
- 11) Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
- 12) All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
- 13) Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
- 14) Storage in meeting room and ballroom corridors is not permitted.
- 15) Multi-level exhibits have special requirements in order to obtain approval from the Fire Prevention Bureau. Contact **CCC** Operations at 303-228-8013 for clarification and specifics.

FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC EVENT PLANNER'S RESOURCE BROCHURE.

Questions should be directed to:
Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
(303) 228-8027
(303) 228-8101 FAX

STANDARD 120V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
 CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			

****See Special 120V order form for 24-hour power and overhead drop pricing and ordering.****

ADDITIONAL ITEMS (Electrical Service must first be ordered)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

[] [] [] []	[] [] [] []	[] [] [] []	[] [] [] []	[] [] [] []	[] [] [] []
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PRINT CARDHOLDERS NAME:	CARDHOLDERS SIGNATURE:
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All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form. Standard placement of 10x10 and in-line booth power is the back center of the space. For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services. To ensure proper orientation, include adjacent booth numbers, surrounding your booth. Orders received without maps will be placed most convenient and charged time and materials for any relocation. Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute. All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr. **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303-228-8027.**

INTERNAL USE ONLY
CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

Electrical Services:

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

Telephone Services:

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

Internet Services:

- I**— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

SPECIAL 120V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE. CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

ELECTRICAL SERVICES	QTY	24-hour Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	Overhead Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-hour Overhead	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER:	AMEX	MC	Visa		EXPIRATION DATE:
<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
PRINT CARDHOLDERS NAME:				CARDHOLDERS SIGNATURE:	

All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.

Standard placement of 10x10 and in-line booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, **include adjacent booth numbers**, surrounding your booth. Orders received without maps will be placed most convenient and charged time and materials for any relocation.

Overhead power is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.

Service must be ordered for each individual location requested. Exhibitors may bring their own 3-wire cords and equipment to distribute if desired.

All changes made after services are placed will be charged a one (1) hour labor minimum. The fee is \$75/hr.

FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303-228-8027.

INTERNAL USE ONLY
CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth spaces (i.e. Islands and Peninsulas,) must submit a properly oriented floor plan, including adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement. **If a floor plan is not provided, services will be placed in the most convenient location.**

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Internet Services:

- I**— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

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Please indicate scale: 1 square = _____ Feet. Other scale: _____

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL																
20 AMPS OR 3,300 WATTS		\$280.00																	
30 AMPS OR 4,900 WATTS		\$325.00																	
40 AMPS OR 6,500 WATTS		\$575.00																	
50 AMPS OR 8,300 WATTS		\$755.00																	
60 AMPS OR 10,000 WATTS		\$890.00																	
100 AMPS OR 16,600 WATTS		\$1370.00																	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL																
20 AMPS OR 5,700 WATTS		\$375.00																	
30 AMPS OR 8,600 WATTS		\$435.00																	
40 AMPS OR 11,500 WATTS		\$710.00																	
50 AMPS OR 14,400 WATTS		\$900.00																	
60 AMPS OR 17,200 WATTS		\$1100.00																	
100 AMPS OR 28,800 WATTS		\$1615.00																	
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.																			
LABOR <small>Special placement, changes or repairs charged in 1 hour minimums.</small>		\$75.00																	
TOTAL PAYMENT																			
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <i>SHOW</i> MOVE-IN DAY.																			
CREDIT CARD NUMBER: AMEX MC Visa		EXPIRATION DATE:																	
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PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:																	

All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.

For higher voltage call **Exhibitor Services at 303-228-8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.

Standard placement of 10x10 and in-line booth power is the back center of the space. **For booth spaces with multiple services and drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, internet, cable t.v., compressed air, drain and water services.** To ensure proper orientation, **include adjacent booth numbers**, surrounding your booth. Services ordered without maps will be placed most convenient and charged time and materials for any relocation.

INTERNAL USE ONLY
CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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- T— Indicates Telephone Lines
- F— Indicates Data/Fax Lines

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- I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

INDUSTRIAL 208V ELECTRICAL ORDER FORM



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 Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	\$560.00	\$700.00	
30 AMPS OR 4,900 WATTS		\$490.00	\$650.00	\$815.00	
40 AMPS OR 6,500 WATTS		\$865.00	\$1150.00	\$1140.00	
50 AMPS OR 8,300 WATTS		\$1135.00	\$1510.00	\$1890.00	
60 AMPS OR 10,000 WATTS		\$1335.00	\$1780.00	\$2225.00	
100 AMPS OR 16,600 WATTS		\$2055.00	\$2740.00	\$3425.00	
THREE-PHASE SERVICE	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 5,700 WATTS		\$560.00	\$750.00	\$940.00	
30 AMPS OR 8,600 WATTS		\$655.00	\$870.00	\$1090.00	
40 AMPS OR 11,500 WATTS		\$1065.00	\$1420.00	\$1775.00	
50 AMPS OR 14,400 WATTS		\$1350.00	\$1800.00	\$2250.00	
60 AMPS OR 17,200 WATTS		\$1650.00	\$2200.00	\$2750.00	
100 AMPS OR 28,800 WATTS		\$2425.00	\$3230.00	\$4040.00	

TOTAL PAYMENT

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS

All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.

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For higher voltage call Exhibitor Services at 303-228-8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.

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CCC electricians will not split/branch service to achieve multiple locations.

INTERNAL USE ONLY
CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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Internet Services:

- I**— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

		BACK		
		FRONT		

Note adjacent booth # to left side of your booth

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

TELEPHONE & CABLE T.V. ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
 City _____ St _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 Onsite Contact _____

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.
 CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

TELEPHONE SERVICE—dial 9 for all outside calls	QTY	RACK RATE	TOTAL
STANDARD PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
MULTI-BUTTON PHONE (6 call Capability)		\$450.00	
ADDITIONAL LINE (Multi-Button Phone)		\$250.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines)		\$50.00	

LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.
 INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: _____

SPECIAL SERVICES	QTY	RACK RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.
 To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.
 Order # _____ Circuit No. _____ Carrier Installation Date _____

LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
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CABLE TV SERVICES—(Provided By Comcast)	QTY	RACK RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$250.00	
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

TOTAL PAYMENT

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED
 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC Visa EXPIRATION DATE:

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PRINT CARDHOLDERS NAME: _____ CARDHOLDERS SIGNATURE: _____
SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES AND ALL CONDITIONS AND REGULATIONS

Phone Usage Charges: Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
 Standard placement for 10x10 and inline booth is center back of space. For booth spaces with multiple services and drop locations, exact placements must be indicated on the Service Locator Plan. To ensure proper orientation, include surrounding booth and aisle numbers, adjacent to your booth. Orders received without maps will be placed most convenient and charged time and materials for relocation.

Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
 Cable T.V. Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY
 CHECK NO. _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

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Internet Services:

- I— Indicates Main Drop or Hub

Compressed Air/Water/Drain:

Indicate by writing Air/Water/Drain

Please indicate on plan the location of any overhead or hanging utilities and all height information pertinent to each.

Please indicate scale: 1 square = _____ Feet. Other scale: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

COMPRESSED AIR, WATER, & DRAIN ORDER FORM



Order via Mail, Fax or Online at:

Colorado Convention Center
 Attn: Exhibitor Services (303) 228-8027 Ph
 700 14th Street (303) 228-8101 Fx
 Denver, CO 80202 www.denverconvention.com

Event Name: _____
 Booth # _____ Booth Dimensions _____
 Event Dates _____
 Company Name _____
 Address _____
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 Onsite Contact _____

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COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
Standard Drop		\$300.00	
Branch to additional locations		\$200.00	
DRAIN SERVICES — Gravity Flow-1 ½" Max outlet	QTY	RACK RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
Jacuzzi/Hot Tubs (Includes (1) 50A electrical service)	QTY	RACK RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	

Other Fill and Drain Services call 303-228-8027 for quote and requirements.

LABOR Connections, changes and repairs charged in 1 hour minimums		\$75.00	
TOTAL PAYMENT			

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 A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: AMEX MC Visa **EXPIRATION DATE:**

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Natural Gas Service available in Exhibit Halls A & B only. PLEASE CALL 303-228-8027 with any questions.

INTERNAL USE ONLY
CHECK NO. _____

SERVICE LOCATOR PLAN

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I— Indicates Main Drop or Hub

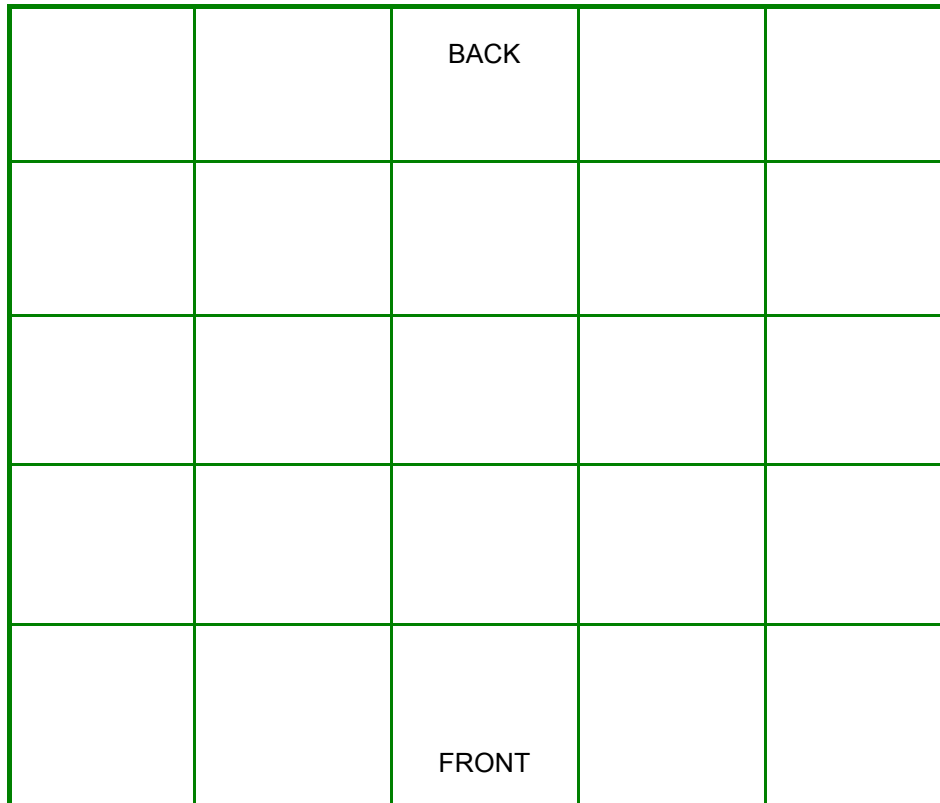
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Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

AUDIO VISUAL EQUIPMENT GUIDE



Colorado Convention Center

PROJECTION PACKAGES

Standard Data Projection Package **\$350.00**
 4000 ANSI LCD Data Projector (WXGA/720p),
 Projector Stand and an 8' Draped Tripod Screen

High-Brightness Data Projection Package **\$750.00**
 7000 ANSI Data Projector, Projector Stand and
 up to a 9'x12' Screen

Projection Support Package **\$100.00**
 8' Tripod Screen, VGA, power cables and set-up
 of client-owned projector and computer

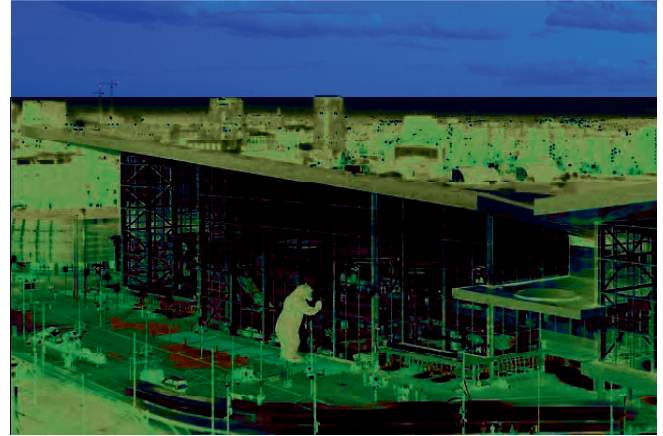
COMPUTER DISPLAY

17" Flat Panel LCD Computer Monitor **\$ 75.00**
 22" Flat Panel LCD Computer Monitor **\$125.00**
 40" Flat Panel HDTV LED LCD Flat-Panel **\$300.00**
 with stand
 55" Flat Panel HDTV LED LCD Flat Panel **\$450.00**
 with stand
 Laptop Computer **\$125.00**
 Wireless Computer Mouse **\$ 40.00**
 Professional PowerPoint® Advancing System **\$100.00**
 1 X 2 VGA Distribution Amplifier **\$ 40.00**

SCREENS

8' Tripod	w/bottom skirt	\$ 50.00
6'x10'/7.5'x10'	Includes full dress kit	\$200.00
7'x12'/9'x12'	Includes full dress kit	\$225.00
9'x16'/12'x16'	Includes full dress kit	\$325.00
15'x20'/15'x26'		\$450.00

(most screens can be configured as either 4:3 or 16:9 aspect ratios)



MEETING PACKAGES

40" LCD FlatPanel/DVD Package **\$325.00**
 40" LED backlit LCD flat panel monitor (1080p)
 Blu-ray DVD Player and 72" mobile stand

55" LCD FlatPanel/DVD Package **\$475.00**
 55" LED backlit LCD flatpanel monitor (1080p)
 Blu-ray DVD Player and 72" mobile stand

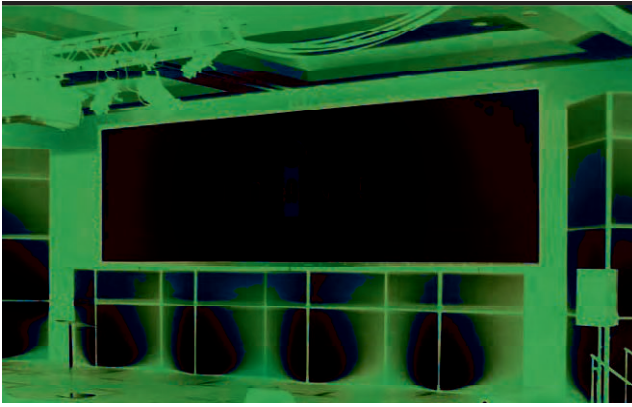
Flipchart Package **\$40.00**
 Flipchart stand with cover, paper pad and four markers

Adhesive-Backed Flipchart Package **\$50.00**

VIDEO AND DISPLAY EQUIPMENT

4000 ANSI WXGA(720p) Video/Data Projector	\$300.00
7000 ANSI Video/Data Projector	\$600.00
12000 ANSI Video/Data Projector	\$1000.00
40" Video/Computer Flat-Panel HDTV	\$225.00
55" Video/Computer Flat-Panel HDTV	\$375.00
Mobile Stand for Flat-Panel HDTV	\$75.00
1 Screen Universal Seamless Switcher	\$250.00
3 Screen Universal Seamless Switcher	\$1200.00
DVCAM Deck or DVD Video Recorder	\$200.00
3CCD HDTV Broadcast Camera and Tripod	\$500.00
Blu-ray DVD Player	\$75.00
VHS Player/Recorder	\$50.00
HDTV Digital Camcorder w/Tripod	\$150.00
Video Production Services	CALL
Image Magnification Packages	CALL
Videoconferencing Systems	CALL

AUDIO VISUAL EQUIPMENT GUIDE



SOUND SYSTEM PACKAGE

Please note that microphones are not included in packages

Small Package (Up to 50 people)	\$150.00
<i>(2) 10" Speakers, (2) Speaker stands and 4-Channel Mixer</i>	
Medium Package (Up to 100 people)	\$200.00
<i>(2) 15" Speakers, (2) Speaker Stands and 4-Channel Mixer</i>	
Large Package (Up to 300 people)	\$375.00
<i>(4) 15" Speakers (4) Speaker stands, 12-Channel Mixer</i>	
Large Venue Sound Package	CALL
Basic Audio Processing Package	\$150.00
<i>Stereo EQ, stereo compressor and CD player</i>	
Advanced Audio Processing Package	\$300.00
<i>Driverack PA, 2 stereo EQ's, 2 stereo compressors and CD player</i>	

MEETING AIDS

Flipchart Pad	\$20.00
Adhesive-Backed Flipchart Pad	\$30.00
Flipchart Stand	\$20.00
Poster Easel	\$15.00
4'x6' Rolling Whiteboard	\$50.00
4'x6' Rolling Corkboard	\$45.00
42" , 48" or 54" Rolling Cart, Draped	\$30.00
56" Safe-Lock Projection Stand	\$20.00
High-Brightness Green Laser Pointer	\$30.00
2 Way Radio (ea.)	\$20.00
Plexiglass Lectern	\$100.00
Digital Speaker Timer	\$75.00
16' High Pipe & Drape (per foot)*	\$13.00

LIGHTING

Follow Spot	\$95.00
Stage Wash Packages	CALL
LED Color Wash Instruments	CALL
Intelligent Lighting Packages	CALL

AUDIO

Hand Held Wired Microphone	\$25.00
Laptop Audio patch (does not include mixer)	\$15.00
UHF Wireless Microphone Package	\$125.00
<i>(hand held or lavalier)</i>	
Desktop Gooseneck Microphone	\$35.00
PZM Plate Microphone	\$30.00
Compact Disc Player	\$35.00
5 Disc Compact Disc Player	\$60.00
4-Channel Microphone Mixer	\$25.00
12-Channel Mic/Audio Mixer	\$75.00
16-Channel Mic/Audio Mixer	\$100.00
24-Channel Mic/Audio Console	\$150.00
48-Channel Digital Audio Console	\$350.00
Hard-Disk Audio Recorder w/ CD Burner	\$150.00
Portable Compact-Flash Audio Recorder	\$75.00
CD Recorder	\$100.00
Digital Background Music Package	CALL
Professional Cassette Recorder	\$50.00
Instant Replay Audio Playback System	\$200.00
Executive Speakerphone	\$100.00
Digital Telephone Conferencing System	\$250.00
10" Amplified Speaker w/Tripod Stand	\$75.00
15" Amplified Speaker w/Tripod Stand	\$100.00
Press Mutlt-Box Audio Distribution	\$100.00

Set-up, strike and general operation labor is governed by union regulations. Please call for rates. Engineering and Technical positions, Video Directors, PowerPoint®, ARS technicians and other specialized skill positions are billed at the following rates:

Monday- Friday

7:00a.m. to 5:00p.m.	\$50.00
5:00p.m. to Midnight	\$60.00
Midnight to 7:00a.m.	\$80.00

Saturday, Sunday & Holidays

7:00a.m. to Midnight	\$75.00
Midnight to 7:00a.m.	\$100.00

*Labor is based on a four-hour minimum charge.

The prices listed are rental rates for each day used. Cancellation must be received 48 hours prior to the start of your meeting to avoid any charge

IMAGE AUDIOVISUALS

Colorado Convention Center

700 14th Street

Denver, CO 80202

303 - 228 - 8047 Direct

303 - 758 - 1818 Corporate

303 - 961 - 2093 Cell

www.imageav.com





Image Audiovisuals
 Colorado Convention Center
 Denver, CO 80222
 www.ImageAV.com
 (800) 818-1857 FAX (303)758-5722

Exhibitor Rental Form

Any Questions Please Call Scott Collinsworth 303-961-2093 / email: scollinsworth@imageav.com
 or Dave Kreutz 303-901-2738 / email: dkreutz@imageav.com

Company Name: _____
 Mailing Address: _____
 City, State, Zip: _____
 Contact: _____
 Phone Number: _____
 Show Name: _____
 Booth Number: _____
 Booth Name: _____

Order Date: _____
 Delivery Date: _____ Drop Time: _____
 Show Dates: _____ To: _____
 Pick-up Date: _____ Pick up Time: _____

Presentation Aids

Qty	Item	Qty	Total
_____	42" Projection / Video Cart w/ Drapes	\$30 x _____ Days = _____	\$0
_____	Flipchart Stand with Paper Pad w/ Makers	\$40 x _____ Days = _____	\$0
_____	Poster/ Sign Easel	\$15 x _____ Days = _____	\$0
_____	4' x 6' White Board	\$50 x _____ Days = _____	\$0
_____	Speaker Phone	\$100 x _____ Days = _____	\$0
_____	Standing Podium	\$100 x _____ Days = _____	\$0
_____	Wireless Handheld or Lapel Microphone	\$125 x _____ Days = _____	\$0
_____	Wired Handheld Microphone	\$25 x _____ Days = _____	\$0
_____	Wireless Lapel Microphone	\$125 x _____ Days = _____	\$0
_____	Microphone Mixer (4 Channel)	\$25 x _____ Days = _____	\$0
_____	Small PA System w/ 2 speakers	\$150 x _____ Days = _____	\$0
_____	Large PA System w/ 2 to 4 speakers	\$375 x _____ Days = _____	\$0
_____	CD Player	\$35 x _____ Days = _____	\$0
_____	Overhead Projector	\$35 x _____ Days = _____	\$0
_____	Tripod Screens (5' - 8')	\$50 x _____ Days = _____	\$0

Labor / Delivery Charges

Labor to be billed at \$50 / hour / technician

Please fax the completed form back to 303-758-5722. Upon receipt, an order confirmation will be sent back to you.

E-Mail Address: _____

Fax #: _____

A Credit Card Authorization Form will be sent with your order confirmation.

Video Equipment

Qty	Item	Qty	Total
_____	DVD or Blu-ray Player	\$75 x _____ Days = _____	\$0
_____	VHS Auto Repeat	\$50 x _____ Days = _____	\$0
_____	DVCAM Deck	\$200 x _____ Days = _____	\$0
_____	Betacam SP Edit Recorder	\$350 x _____ Days = _____	\$0
Monitors			
_____	17" Flat Panel LCD Monitor	\$75 x _____ Days = _____	\$0
_____	22" Flat Panel LCD Monitor	\$125 x _____ Days = _____	\$0
Cameras / Camcorders			
_____	HDTV Camcorder w/Tripod	\$150 x _____ Days = _____	\$0
_____	3CCD Camera w/Studio Pack	\$650 x _____ Days = _____	\$0
Video Equipment Accessories			
_____	Small Fluid Head Tripod	\$25 x _____ Days = _____	\$0
_____	Professional Fluid Head Tripod	\$50 x _____ Days = _____	\$0

Computer Data Equipment

Qty	Item	Qty	Total
_____	40" LCD Monitor	\$225 x _____ Days = _____	\$0
_____	55" LCD Monitor	\$375 x _____ Days = _____	\$0
_____	Floor Stand for 4" & 55" Mon.	\$75 x _____ Days = _____	\$0
_____	2000 ANSI Lumen LCD Projector	\$200 x _____ Days = _____	\$0
_____	4000 ANSI Lumen LCD Projector	\$300 x _____ Days = _____	\$0
_____	7000 ANSI Lumen LCD Projector	\$600 x _____ Days = _____	\$0
_____	Laptop Computer	\$125 x _____ Days = _____	\$0

Total Rentals*: \$0.00
Sales Tax @ 7.72%: \$0.00
Total Rental Charges: \$0.00

*Prices subject to change without notice for orders received within 5 days of event.

*Additional Labor may apply in some cases.

*Payment must be received 48Hrs prior to event.

*All applicable Denver and Colorado Sales Taxes will apply

Additional equipment not listed here is available. Please call.





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



Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature:	

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

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5/IP addresses/Devices) - No addl allowed	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses/Devices)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
4. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
5. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

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

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

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

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2011 - 051 -	

ORDER ON LINE: <https://www.smartcity.com/order/center.asp?center=051>

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

Terms and Conditions / Payment Options

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. 11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶Orders received prior to the 1st day of show move-in should be installed 24 hours prior to show opening. ▶Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply). 13. Network Security Declaration: The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer. | <ol style="list-style-type: none"> 14. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 15. Internet Security Disclaimer: Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits. 16. Use of Network Connection: (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services shall not disrupt any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof 17. CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 18. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show. 19. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 20. Equipment Management: (a) Customers should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 21. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 22. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed. 23. Prices are based upon current rates and are subject to change without notice. 24. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request. 25. There will be a \$25 service charge for all returned checks. 26. Any unpaid balance after close of show will incur a 1.5% / month service charge. |
|---|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

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

ORDER ON LINE: <https://www.smartcity.com/order/center.asp?center=051>

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

Network Security Declaration

Center: Colorado CC - (051) - CO

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2011 - 051 -

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

Network Security Policy:

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

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

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

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

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

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

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

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

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

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

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

Rental Company Contact: _____ Contact Number: _____

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

Signature _____

Date _____

Printed Name _____

Title _____



Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2011 - 051 -

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

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

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

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

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

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

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



Business Services at the Colorado Convention Center

My Office Business Center

The In-House Business Center of the Colorado Convention Center

Exhibitors: Customize Your Message to this Target Audience!

For only \$295, we'll print 500 full color show special flyers.


Please call about other quantities and print services.
No additional shipping charges or taxes. No worry about lost items.
Simply pick up your materials when you arrive.


Master Account form on reverse side, please sign and fax back to set up account.

Out-of-the-Office Services ©

Located off Lobby A-Street Level

- Copy – Fax – Print
- Laptop Data Ports
- Workstations - Internet
- Overnight Delivery
- Display Supplies
- Office Supplies
- Packaging Supplies
- Laminating Services

 My Office

 Business Centers

 myofficeco.com

700 14th Street

Denver CO 80202

720.904.2300

Fax 720.904.0796

www.myofficeco.com

Order Form

Quantity	Item	Unit Price	Amount
_____	500 full color flyers*	295.00	_____
_____	1000 full color flyers*	490.00	_____
_____	Fax Machine Rental	125.00 **	_____
_____	Copier Rental 20 ppm	395.00 **	_____
_____	Copier Rental 45 ppm, staple, Sort, Duplex.	695.00 **	_____

*Send files via email to bborgerding@myofficeco.com

All equipment provided on a rental basis and must be returned in good condition. Fax machine rental does not include fax phone line. A credit card authorization is required. Prices include rentals up to 5 days. Orders received less than two weeks prior to the event are subject to availability.

Subtotal _____

**7.72 % Tax _____

Total _____

Name of Event _____

Company _____ Booth No. _____

Address _____

City, State, Zip _____

Tel. _____ Fax _____

Contact Person _____

Credit Card Number _____ Exp. _____

I authorize the above charges and any additional charges for these services only to be charged to this credit card.

Signed _____ Date _____

Card Holder's Name _____



EXHIBITOR BOOTH SERVICES MENU





Centerplate

EXHIBITOR BOOTH SERVICES MENU

Welcome to the Colorado Convention Center and Centerplate Catering.
On this menu you'll find just a sampling of some of our most popular items,
available at your booth or for your hospitality suite.
Contact Catering Sales at 303.228.8050

Refreshments for your staff or to encourage traffic to your booth...
we have a wide range of choices to meet your every need!

BEVERAGES

Freshly Brewed Lavazza Coffee	\$50.00 per gallon
Regular and Decaffeinated	\$25.00 per pot
Freshly Brewed House Blend Coffee,	\$45.00 per gallon
Decaffeinated Coffee and Herbal Tea	\$22.50 per pot
Fruit Punch, Lemonade or Iced tea	\$30.00 per gallon
	\$15.00 per pitcher
Fresh Squeezed Orange Juice	\$30.00 per gallon
Apple or Cranberry Juice	\$30.00 per gallon
Individual Bottled Juices	\$4.25 each
Chilled Whole, Low-fat and Non-fat Milk	\$2.00 each
Non-carbonated Bottled Water	\$ 3.50 each
Assorted Soft Drinks	\$3.00 each
Water Cooler (Hot and Cold)	\$ 85.00each
Water Replenishments	\$ 35.00 each

BAKE SHOP SPECIALTIES

Soft Pretzels Served Warm	\$ 40.00 per dozen
Pecan Sticky Buns	\$ 40.00 per dozen
Cinnamon Rolls	\$ 40.00 per dozen
Assorted Croissants	\$ 40.00 per dozen
Assorted Bagels with Cream Cheese	\$ 35.00 per dozen
Assorted Danish Pastries	\$ 38.00 per dozen
Assorted Donuts	\$ 28.00 per dozen
Tea Breads	\$ 35.00 per loaf
<i>(One loaf serves approximately 12 guests)</i>	
Tuxedo Dipped Strawberries	\$30.00 per dozen
Double Fudge Brownies or Blondies	\$30.00 per dozen
Assorted Giant Homemade Cookies	\$29.00 per dozen
Sliced Seasonal Fresh Fruit Platter	\$5.00 per person

SNACKS

Bulk Candy with Candy Dish (call for prices)	\$/pound
Whole Fresh Fruit	\$ 2.00 each
Granola Bars	\$ 2.75 each
Assorted Candy Bars	\$ 2.50 each
Assorted Lays Potato Chips	\$ 4.00 each
Snack Mix	\$ 12.00 pound
Trail Mix	\$ 16.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & Dip	\$ 4.00 per person
<i>Romano Ranch & Classic Onion Dip</i>	
Pretzel Twists	\$ 7.00 pound
Tortilla Chips, Salsa & Guacamole	\$ 5.00 per person

BOX LUNCH SELECTIONS

*All Box Lunches Served with Individual Bag of Potato Chips,
Gourmet Chocolate Chip Cookie, Soda or Bottled Water*

Box Lunch Sandwich \$19.00 each
Choice of any of the following:

- ~Smoked Turkey & Swiss on a Fresh Roll
- ~Roast Beef & Cheddar on a Fresh Roll
- ~ Sliced Deli Ham & Cheddar on a Fresh Roll
- ~ Grilled Vegetables on a Fresh Roll

More Menu Items to Choose From!
Contact Catering Sales at 303.228.805

Tempting Treats That Attract Attention & Draw attendees to your booth!**Antique Popcorn Cart****\$375.00**

- Includes (250) Individual Servings
- Additional Servings @ \$1.50++ each
- Dimensions: 42" x 68"
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Hot Pretzel Cart**\$350.00**

- Includes (100) Pretzels served with your choice of Nacho Cheese or Yellow Mustard
- Additional Servings @ \$3.50++ each
- Dimensions: 31 ½ " x 20" x 20" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Ice Cream Cart**\$400.00**

- Includes (100) Ice Cream Bars:
Varieties to include: Snickers, Ice Cream Sandwiches, Cookiewiches & Drumsticks
- Additional Servings @ \$4.00++ each
- Dimensions: 31" x 45" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Host One of Our Specialty Subcontractors At Your Booth...**“Mad Berry’s” Smoothies Tiki Bar****\$500.00**

- “Tiki” Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
- Includes (100) 12oz Tropical Fruit Smoothies
- Additional 12oz Smoothies @ \$5.00++ each
- Dimensions: 2'x2' cart or 4'x8' full size smoothie cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Gourmet Coffee Bar by “Blue Bear”**\$625.00**

- A Full Service Espresso Bar providing the following coffee drinks:
Cappuccino, Espresso, Latte, Americano & Hot Chocolate
- Includes (125) 12oz beverages
- Additional 12oz Beverages @ \$5.00++ea
- Dimensions: 3'x8' (with 2 foot clearance for Barista behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

“Go Nuts” Sweet and Roasted Nuts

\$500.00

- Gourmet Flavored Nut Machine creating on site the following treats:
Cinnamon Roasted Almonds, Cinnamon Roasted Pecans and Salted Cashews
- Includes (100) Individual Servings
- Additional Servings @ \$5.00++ each
- Dimensions: 3'x8' (with 2 foot clearance for attendants behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

Observe Dippin' Dots Ice Cream

\$625.00

- An All Time Favorite with the Choice of (3) of the following flavors :
Liberty Ice, Mint Chocolate, Chocolate, Cookies & Cream or Banana Split
- Includes (125) 5oz Servings
- Additional 5oz Servings @ \$5.00++ each
- Dimensions: 3'x8' cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

The Donut Lady

\$500.00

- Fresh Made to Order Donuts in the following flavors :
Plain, Cinnamon and Sugar
- Includes (100) Bags with 10 Mini Donuts in Each
- Additional Serving of 10 donuts @ \$5.00++ each
- Dimensions: 3'x6' cart
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

DRAFT BEER – KEG

DOMESTIC
IMPORTED

STARTING AT \$450.00 PER KEG
STARTING AT \$550.00 PER KEG

*Customization of all liquor, beer and wine available upon request.
Please consult with your Catering Sales Representative for pricing.*

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

Appropriate electric service to operate the above equipment must be prearranged through your event manager.



Ordering is Simple...
Choose one of 2 options:
Call Catering Sales at 303.228.8050

or

Fill Out the Order Form Below and Fax Your Order to
303.228.8212

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Phone Number: _____
On-site Contact Name: _____	Fax Number: _____
Street Address: _____	Email Address: _____
City, State, Zip: _____	

Order: *Minimum labor charges associated with booth delivery or catering services apply.*

Date of Delivery: _____ Time of Delivery: _____ a.m. / p.m. Ending Time / Time of Pickup: _____ a.m. / p.m.

1. Quantity: _____ Item: _____
2. Quantity: _____ Item: _____
3. Quantity: _____ Item: _____
4. Quantity: _____ Item: _____
5. Quantity: _____ Item: _____

Method of Payment: Check
 Credit Card: (circle one) Amex Visa Master Card

Credit Card Number: _____ Expiration: _____

Signature: _____ Name on Credit Card: _____

****To process your credit card you must include with your fax a photocopy of the front and back of the credit card****

Full payment is required in advance of any service rendered. In order to insure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee of \$75 will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone) • 303-228-8212 (fax)