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GES INFORMATION & ORDER FORMS



Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Official Service Provider

GES Exposition Services®
7050 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

Show Information

HSMAI

Booth Size: 10' x 10'
Backwall Drapes: Blue/Silver/White/Silver/Blue
Sidewall Drapes: Blue
Table Skirt Color: White
Aisle Carpet Color: Blue
10' x 10' Blue Carpet
(1) 6' White Skirted Table
(1) Wastebasket
(1) One Line ID Sign (7" x 44")

Important Dates *Be sure to check all order forms for additional deadlines*

Tuesday,	March 23	Discount Deadline Date for GES orders received with payment
Monday,	March 15	Advance Shipments may begin arriving at the Warehouse
Thursday,	April 8	Last day for Advance Shipments to arrive at the Warehouse without surcharges Advance Warehouse Hours for receiving are Monday - Friday, 8:00 AM to 2:30 PM Warehouse will be closed April 4, 2010
Tuesday,	April 13	Direct Shipments to arrive at the Exhibit Site, from 11:00 AM - 5:00 PM
Tuesday,	April 13	Installation 1:00 PM - 5:00 PM
Wednesday,	April 14	Show Hours 12:15 PM - 3:00 PM
Thursday,	April 15	12:15 PM - 2:30 PM
Thursday,	April 15	Dismantle 2:30 PM - 8:00 PM
Thursday,	April 15	Empty containers will be returned after: 3:30 PM
Thursday,	April 15	Carriers must be checked in by: 6:00 PM
Thursday,	April 15	All exhibitor materials must be removed by: 8:00 PM

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Advance Shipments to Warehouse: c/o GES Exposition Services
2350 South Wood Street
Chicago, IL 60608
USA

Shipments should arrive on or between:
March 15 - April 8, 2010
Warehouse will be closed April 4, 2010

Direct Shipments to Exhibit Site: c/o GES Exposition Services
Navy Pier, Festival Hall A
600 E. Grand Ave.
Chicago, IL 60611
USA

Shipments should arrive ONLY on:
April 13, 2010; 11:00 AM - 5:00 PM

GES Servicenter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

Tuesday,	April 13,	12:00 PM - 5:00 PM	Wednesday,	April 14,	7:30 AM - 3:00 PM
Thursday,	April 15,	11:00 AM - 8:00 PM			

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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture & Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation & Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

How Can I Order My Show Services?

GES® Online

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is on site to place any last minute orders and provide show information.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

NEED ASSISTANCE?

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071002737

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HSMAI's Affordable Meetings[®] Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicer[®]. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone.

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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Safety is very important for everyone working in the exhibit hall.

GES Exposition Services values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Use good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP.



THINK.



SAFETY.

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Navy Pier, Festival Hall A
April 14 - 15, 2010

Union Information

To assist you in planning your participation in your Chicago area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

There are six major unions which have jurisdiction over trade shows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction. Adherence to these guidelines can save you a substantial amount of money.

Teamsters

Responsible for handling all material in and out of the hall. Exhibitors are permitted to carry small packages into the hall without the use of wheeled carts and /or dollies.

Riggers

Responsible for handling machinery in and out of the hall. Riggers also handle the uncrating, unskidding, positioning and leveling of all machinery and reskidding of all machinery.

Carpenters

Responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc. laying of floor tile, carpet, rekrating of exhibits and closing of machinery crates. Installation and dismantling of scaffolding, bleachers and binding of chairs.

Decorators

Responsible for hanging all non-electrical signs, drape and cloth installation and tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that requires tools or more than one person for installation.

Electricians

Responsible for assembly, installation and dismantle of anything that uses electricity as a source of power. This includes electrical wiring, hook-ups, interconnections, etc.

Plumbers

Responsible for all plumbing work such as compressed air, water, drain or natural gas.

Helpful Hints

Exhibitors may perform the following functions as long as they are a full-time employee of the exhibiting company:

- w Hand carry small items and pop-up displays. No hand trucks or carts are permitted.
- w Install and dismantle displays within a 300 sq. ft. or less booth space without the use of tools.
- w Install graphics and small signs, using any other type of fastener as long as no tools or ladders are required and the total time to hang the sign does not exceed 1/2 hour.
- w Remove small computers and appliance from crates or boxes provided work is done without a forklift or any power equipment.
- w Make technical, electrical connections and interwire equipment for computers providing the cables do not exceed 10' in length.
- w Perform simple electrical requirements, such as installing light bulbs.

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this to the attention of GES Exposition Services. Please refrain from voicing complaints directly to labor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



GES Terms & Conditions of Contract

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GES Terms & Conditions of Contract are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use un-supervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

NEED ASSISTANCE?

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Navy Pier, Festival Hall A

April 14 - 15, 2010

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the decorator's electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

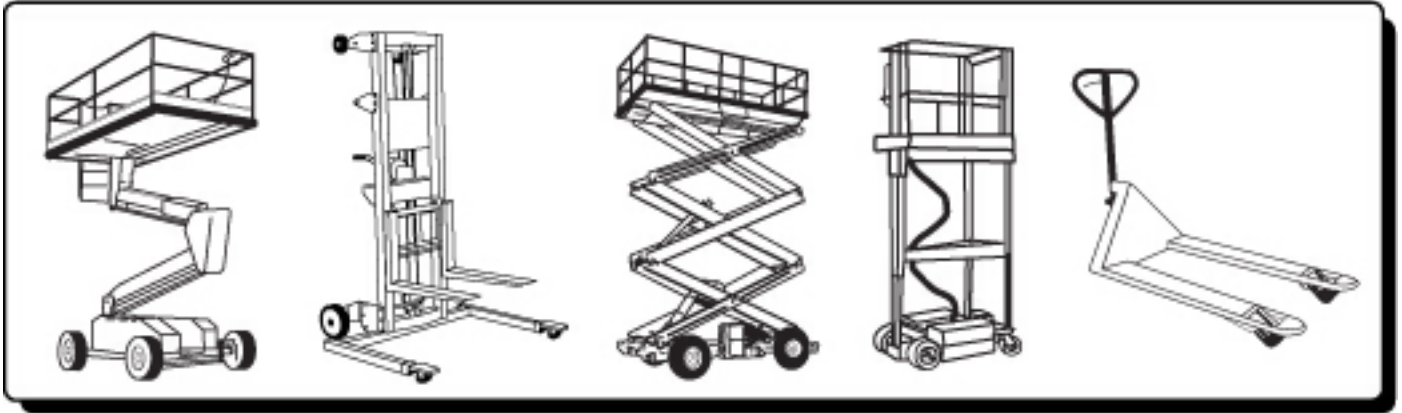
Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

HSMIA's Affordable Meetings[®] Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES[®] Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

NEED ASSISTANCE?

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071002737

Order directly with GES ONLINE at: www.ges.com

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Navy Pier, Festival Hall A

April 14 - 15, 2010

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES Exposition Services.
- Do **not** consign **international** shipments c/o GES Exposition Services; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicer**®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

NEED ASSISTANCE?

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Order directly with GES ONLINE at: www.ges.com

071002737



Save 10% on material handling with GES[®] Transportation Plus

Book your round-trip shipping to receive this discount.



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Priority move in / move out
- On-site GES support team
- Online tracking 24/7
- Domestic and international coverage

Get an instant quote today at: www.ges.com/logistics/quote

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5,000 lbs.



Transportation Plus & Material Handling Form

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America
 Navy Pier, Festival Hall A
 April 14 - 15, 2010

Form Deadline Date:
March 23, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/info/specialhandling.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Transportation Plus: Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your saving with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Order Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. For international shipments please call 877.828.4445, or complete the GES Logistics - International Shipping Order Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5,000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 77.50 cwt	\$ 69.75 cwt
ST/OT	\$ 100.75 cwt	\$ 90.68 cwt
OT/OT	\$ 124.00 cwt	\$ 111.60 cwt

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 100.75 cwt	\$ 90.68 cwt
ST/OT	\$ 130.98 cwt	\$ 117.88 cwt
OT/OT	\$ 161.20 cwt	\$ 145.08 cwt

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

Crated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 89.50 cwt	\$ 80.55 cwt
ST/OT	\$ 116.25 cwt	\$ 104.63 cwt
OT/OT	\$ 143.25 cwt	\$ 128.93 cwt

Special Handling Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 116.35 cwt	\$ 104.72 cwt
ST/OT	\$ 151.13 cwt	\$ 136.02 cwt
OT/OT	\$ 186.23 cwt	\$ 167.61 cwt

Uncrated Materials

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 143.20 cwt	\$ 128.88 cwt
ST/OT	\$ 186.00 cwt	\$ 167.40 cwt
OT/OT	\$ 229.20 cwt	\$ 206.28 cwt

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 29 days (any materials stored beyond 29 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Mon, Mar 15, 2010: Advance shipments may begin arriving at warehouse.

Thu, Apr 8, 2010: Last day for shipments to arrive at warehouse.

Warehouse will be closed April 4, 2010

Direct Dates:

Tue, Apr 13, 2010: Direct shipments may begin arriving at exhibit site after 11:00 AM.

Tue, Apr 13, 2010: Last day for shipments to arrive at exhibit site by 5:00 PM.

How To Know What Rates To Use Based On Show Move-In/Move-Out:

This is a ST/ST rate show; however, please read the below definitions to make sure these rates are applicable to your freight schedule.

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks loaded / unloaded after 4:30 pm will be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 26.25 fee will be charged per shipment.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

GES is unable to receive flatbed shipments or any single piece weighing over 5,000 pounds at the Advance Warehouse.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 46.25	1	\$
Small Package, Each Additional Package	\$ 23.10		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
C. Payment Enclosed			A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 South Wood Street
Chicago, IL 60608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Mar 15, 2010 - Thursday, Apr 8, 2010

Warehouse will be closed April 4, 2010

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 South Wood Street
Chicago, IL 60608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Mar 15, 2010 - Thursday, Apr 8, 2010

Warehouse will be closed April 4, 2010

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces





FROM:



TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
Navy Pier, Festival Hall A
600 E. Grand Ave.
Chicago, IL 60611
USA**

**SHIPMENT SHOULD ARRIVE ONLY ON:
Tuesday, Apr 13, 2010 11:00 AM - 5:00 PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 26.25 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
Navy Pier, Festival Hall A
600 E. Grand Ave.
Chicago, IL 60611
USA**

**SHIPMENT SHOULD ARRIVE ONLY ON:
Tuesday, Apr 13, 2010 11:00 AM - 5:00 PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 26.25 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces





Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HSMAI's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Form Deadline Date:
March 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	BOOTH NUMBER		

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	BOOTH NUMBER		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION			
ADDRESS STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	BOOTH NUMBER		

Method of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery**
 - 2nd Day Delivery**
 - Deferred Delivery**
 - Van Line -** Full Pad Partial Pad Crated
 - Specialized Service:** _____

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

- Other:** _____
- Common Carrier**
- Air**
 - Next Day Delivery
 - 2nd Day Delivery
 - Deferred Delivery
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

*This form must be returned to GES for your order(s) to be processed.

082009

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

071002737



GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)
------------------	--------------------------	----------------------	----------------------------

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):
-------	--

ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
----------	-------	--------	------	----------

PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
------------------	---------------	-------------

SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Delivery	WEEKEND:
---	----------------------------------	-----------------------------------	----------

Delivery Information

DATE:	RECEIVING HOURS
-------	-----------------

DESTINATION:	EXHIBITOR NAME:
--------------	-----------------

SHOW NAME:	BOOTH NUMBER
------------	--------------

ADDRESS STREET	CITY:	STATE:	ZIP:	COUNTRY:
----------------	-------	--------	------	----------

SHOW CONTRACTOR:	CONTACT:	PHONE NUMBER:
------------------	----------	---------------

Method of Shipment

Ground: <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)
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Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:	Total Weight:	Hazardous Materials Contact Number () _____ - _____
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You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

X	AUTHORIZED NAME - PLEASE PRINT	DATE
---	--------------------------------	------

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less. Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

071002737

Get GES® Global Transportation Plus and

SAVE 10%
on material handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive world wide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics roundtrip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, and limits of liability set forth by the carrier.

**To request a quote call 888.454.4437
or contact us at GESlogistic_international@ges.com**



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GES WORLDWIDE NETWORK

United States of America United Kingdom Canada United Arab Emirates





GES Logistics - International Shipping Quote Form

R-20

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
Pick Up Information					
PICKUP DATE		SHIPPING / RECEIVING HOURS			
ADDRESS	STREET	CITY	PROVINCE	POSTAL CODE	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY)					<input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment					
Type of Customs Entry:		<input type="checkbox"/> Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$):		\$
		<input type="checkbox"/> Temporary (To Return)	Value of Temporary Goods (US\$):		\$
Mode of Transport:		<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight	<input type="checkbox"/> Truck
Type of Equipment for FCL:		<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube	<input type="checkbox"/> Other:
Commodity:					
Desired Delivery Date or Targeted Move-In Date:					

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

Check this box if you would like to receive a return quote back to origin specified at the top of this form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

Total Gross Weight (7)		Total Value (8)
kilos		\$
AUTHORIZED NAME - PLEASE PRINT	DATE	

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SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$1,500 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

NEED ASSISTANCE?

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Order directly with GES ONLINE at: www.ges.com

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Carpet Order Form

C-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

Go to below link to view Images and information:
<http://ges.com/ecomm/info/C1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
STANDARD CARPET			
<i>Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.</i>			
5001	13 oz. Standard Carpet 9'x10'	\$ 135.20	\$ 226.80
5002	13 oz. Standard Carpet 9'x20'	\$ 270.30	\$ 456.50
5003	13 oz. Standard Carpet 9'x30'	\$ 405.50	\$ 685.65
VISQUEEN PLASTIC COVERING FOR PROTECTION			
<i>Includes installation and removal.</i>			
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.60	\$ 0.85
PADDING			
<i>GES Offers the finest padding used in the industry, a 5/8" double-netted rebound pad. We guarantee your satisfaction.</i>			
500400	Carpet Padding, 5/8" Thick, Per Sq.Ft.	\$ 1.30	\$ 1.90

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CUSTOM-CUT CARPET			
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5000	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.	\$ 2.55	\$ 3.85
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 3.50	\$ 5.25
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 4.25	\$ 6.35
<i>Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.</i>			
<i>Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.</i>			

Please Indicate Choice Place Order Here

13 oz. Standard Carpet Colors (Item #'s 5001, 5002, 5003, 5000 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

26 oz. Plush Custom-Cut Carpet Colors (Item #'s 5006 ONLY).

Dove will be provided if no color is indicated below:

- | | | |
|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Bahama | <input type="checkbox"/> Boysenberry | <input type="checkbox"/> Cement |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Cobalt | <input type="checkbox"/> Dove |
| <input type="checkbox"/> Hunter Green | <input type="checkbox"/> Lava Rock | <input type="checkbox"/> Navy |
| <input type="checkbox"/> Onyx | <input type="checkbox"/> Red | <input type="checkbox"/> Royal Blue |
| <input type="checkbox"/> Silky Beige | <input type="checkbox"/> Silver | <input type="checkbox"/> Snow |
| <input type="checkbox"/> Soft Ivory | <input type="checkbox"/> Spice Teal | <input type="checkbox"/> Sun Gold |
| <input type="checkbox"/> Taupe | <input type="checkbox"/> Violet | |

50 oz. Ultra Plush Custom-Cut Carpet Colors (Item #'s 5007 ONLY).

Iceberg will be provided if no color is indicated below:

- | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Bisque | <input type="checkbox"/> Black | <input type="checkbox"/> Cabernet |
| <input type="checkbox"/> Graphite | <input type="checkbox"/> Iceberg | <input type="checkbox"/> Midnight |
| <input type="checkbox"/> Seascape | <input type="checkbox"/> Sterling | <input type="checkbox"/> Teal |

Do you require electrical or utilities under the carpet?

- Yes No

Calculate Total Square Footage:

Width: _____ x Length: _____ = _____ Square Feet

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 9'x10'		1	\$
5002	13 oz. Standard Carpet 9'x20'		1	\$
5003	13 oz. Standard Carpet 9'x30'		1	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
				\$
				\$
				\$
A.	Total All Items Ordered (Excluding Carpet Plastic)			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Total 1		C + D = E	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
500410	Carpet Plastic Covering, Per Sq.Ft.			\$
F.	Total (for Carpet Plastic Order Only)			\$
G.	Petroleum Surcharge Assessment: 3%		F x 3% = G	\$
H.	Subtotal		F + G = H	\$
I.	Sales Tax: 10.25%		H x 10.25% = I	\$
J.	Total 2		H + I = J	\$
K.	Payment Enclosed		E + J = K	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

NEED ASSISTANCE?

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Order directly with GES ONLINE at: www.ges.com

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Furniture & Accessories Order Form

A-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

Go to below link to view images and information:
<http://ges.com/ecommm/info/A1-Brochure-CORE.pdf>

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Accessories			
300051	Chair, Contemporary Arm, 31"x23"x18"	\$ 98.20	\$ 147.25	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.75	\$ 7.10
300052	Chair, Contemporary Side, 31"x23"x18"	\$ 90.30	\$ 135.45	300123	Aisle Stanchion, without Chain	\$ 44.90	\$ 67.45
300050	Chair, Plastic Contour, 32"x18"x18.5"	\$ 57.50	\$ 86.35	300103	Aluminum Easel	\$ 60.90	\$ 91.35
300053	Stool, Contemporary, 48"x17"x18"	\$ 72.90	\$ 109.40	300111	Bag Stand	\$ 84.00	\$ 126.00
Tables				300102	Coat Rack	\$ 84.00	\$ 126.00
300057	Table, Rectangle, 24"x36"x30" High	\$ 102.40	\$ 153.55	300104	Garment Rack	\$ 84.00	\$ 126.00
300056	Table, Square, 24"x24"x30" High	\$ 94.50	\$ 141.75	300106	Literature Rack	\$ 141.75	\$ 212.65
300059	Table, Starbase, 30" Diameter x 40" High	\$ 205.55	\$ 308.45	300201	Perfboard, White, 4'x8'	\$ 161.95	\$ 243.10
300058	Table, Starbase, 40" Diameter x 30" High	\$ 205.55	\$ 308.45	300120	Sign Holder, Bell Base	\$ 76.15	\$ 114.20
Skirted Tables				300108	Sign Holder, Chrome, 22"x28"	\$ 76.15	\$ 114.20
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300211	Tackboard, 4'x8'	\$ 170.90	\$ 257.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 114.35	\$ 171.45	300112	Ticket Tumbler, Small, Table Top	\$ 130.45	\$ 195.85
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 140.60	\$ 210.85	300113	Wastebasket	\$ 17.65	\$ 27.90
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 157.25	\$ 236.25	300118	Waterfall Stand	\$ 84.00	\$ 126.00
3007	Table, Skirt 4th Side	\$ 43.05	\$ 64.60	<i>Prices include delivery, installation, rental, and removal.</i>			
Skirted Counters							
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>							
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 160.90	\$ 241.50				
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 185.85	\$ 278.80				
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 210.00	\$ 315.00				
3017	Counter, Skirt 4th Side	\$ 43.05	\$ 64.60				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot	\$ 15.40	\$ 23.10				
3002	Drape, 8' High, Per Foot	\$ 18.60	\$ 27.90				
Display Furniture							
300073	Display Case 4', Corner View	\$ 542.35	\$ 813.50				
300074	Display Case 4', Full View	\$ 527.10	\$ 790.65				
300075	Display Case 4', Half View	\$ 527.10	\$ 790.65				
300076	Display Case 4', Quarter View	\$ 527.10	\$ 790.65				
300078	Display Case 5', Full View	\$ 542.35	\$ 813.50				
300079	Display Case 5', Half View	\$ 542.35	\$ 813.50				
300080	Display Case 5', Quarter View	\$ 542.35	\$ 813.50				
300082	Display Case 6', Full View	\$ 557.80	\$ 836.85				
300083	Display Case 6', Half View	\$ 557.80	\$ 836.85				
300084	Display Case 6', Quarter View	\$ 557.80	\$ 836.85				
300088	Display Case 7', Vertical	\$ 729.25	\$ 1,093.85				

Please Indicate Choice

Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Red | <input type="checkbox"/> Teal | <input type="checkbox"/> White |

4th Side Table Skirt (3007 ONLY).

- 6' Table 8' Table

4th Side Counter Skirt (3017 ONLY).

- 6' Table 8' Table

Tackboard/Perfboard Alignment (300201 and 300211 ONLY).

- Horizontal Vertical

Please include Booth Layout form (H-3) for placement of items

Orders received after the discount deadline date are subject to availability and/or substitutions.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

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Furniture Package Order Form

A-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ Booth Number _____

GES Furniture Packages offer significant savings!

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 245.93	\$ 370.31	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 554.40	\$ 832.82

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Choice

Place Order Here

Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Red | <input type="checkbox"/> Teal | <input type="checkbox"/> White |

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

NEED ASSISTANCE?

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March 23, 2010

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<http://ges.com/ecommm/info/B1-Brochure-CORE.pdf>
Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas & Loveseats				Seating - Office & Utility Seating			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 617.40	\$ 926.10	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 353.60	\$ 530.50
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 428.15	\$ 642.35	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 322.10	\$ 483.25
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 676.75	\$ 1,015.10	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 384.55	\$ 577.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,339.55	\$ 2,009.45	305126	Chair, Task, 25"L 26"D 21"H	\$ 127.60	\$ 191.35
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,234.80	\$ 1,852.20	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 241.25	\$ 362.00
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 621.10	\$ 931.60	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 185.60	\$ 278.50
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 480.10	\$ 720.30	Seating - Barstools			
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 674.65	\$ 1,011.95	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 138.60	\$ 207.90
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 556.50	\$ 834.75	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 138.60	\$ 207.90
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 591.15	\$ 886.75	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 178.75	\$ 268.30
305123	Sofa, Rio, Blue Suede, 76"L 34"D 33"H	\$ 577.75	\$ 866.80	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"	\$ 181.15	\$ 271.70
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 561.50	\$ 842.35	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 229.95	\$ 344.95
Seating - Club Chairs				305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 199.00	\$ 298.45
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 419.20	\$ 628.95	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 199.00	\$ 298.45
305072	Chair, Barcelona, Black, 30"L 31"D 29"H	\$ 683.55	\$ 1,025.35	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 199.00	\$ 298.45
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 715.85	\$ 1,073.90	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 253.85	\$ 380.90
305181	Chair, Blue Suede, 39"L 34"D 33"H	\$ 448.35	\$ 672.55	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 253.85	\$ 380.90
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 325.25	\$ 488.00	Tables - Cafe			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 301.90	\$ 452.80	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 195.05	\$ 292.70
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 469.10	\$ 703.75	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 260.15	\$ 390.35
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 387.20	\$ 580.90	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 195.05	\$ 292.70
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 379.30	\$ 569.10	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 227.60	\$ 341.50
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 400.85	\$ 601.40	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 260.15	\$ 390.35
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 329.70	\$ 494.55	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 308.95	\$ 463.60
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 464.90	\$ 697.45	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 227.60	\$ 341.50
Seating - Chairs				305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 308.95	\$ 463.60
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 259.60	\$ 389.55	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 195.05	\$ 292.70
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 101.35	\$ 152.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 227.60	\$ 341.50
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 101.35	\$ 152.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 260.15	\$ 390.35
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 129.95	\$ 195.05	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 308.95	\$ 463.60
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 129.95	\$ 195.05	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 195.05	\$ 292.70
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 181.65	\$ 272.50	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 260.15	\$ 390.35
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 271.95	\$ 407.95	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 252.55	\$ 378.80
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 171.95	\$ 258.05	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 317.35	\$ 476.20
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 286.40	\$ 429.70	Tables - Bar			
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 208.45	\$ 312.65	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 203.45	\$ 305.30
305108	Chair, New York, 23"L 32"D 33"H	\$ 176.95	\$ 265.40	305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 265.40	\$ 398.20
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 187.15	\$ 280.90	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 203.45	\$ 305.30
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 179.80	\$ 269.85	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 249.65	\$ 374.60
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 179.80	\$ 269.85	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 265.40	\$ 398.20
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 179.80	\$ 269.85	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 312.65	\$ 469.10
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 179.80	\$ 269.85	305135	Table, Bar, Silver/Black, 36" Round 42"H	\$ 249.65	\$ 374.60
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 266.20	\$ 399.25	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 312.65	\$ 469.10
Seating - Ottomans				305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 203.45	\$ 305.30
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 359.10	\$ 538.65	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 249.65	\$ 374.60
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 359.10	\$ 538.65	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 265.40	\$ 398.20
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 93.70	\$ 140.70	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 312.65	\$ 469.10
305083	Ottoman, Cube, Blueberry, 17"L 17"D 18"H	\$ 93.70	\$ 140.70	305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 203.45	\$ 305.30
305082	Ottoman, Cube, Lemon, 17"L 17"D 18"H	\$ 93.70	\$ 140.70	305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 265.40	\$ 398.20
305084	Ottoman, Cube, Raspberry, 17"L 17"D 18"H	\$ 93.70	\$ 140.70	305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 265.40	\$ 398.20
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 87.95	\$ 132.05	305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 328.15	\$ 492.20
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 357.80	\$ 536.80	Tables - Cocktail			
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 357.80	\$ 536.80	305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 207.65	\$ 311.60
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 269.05	\$ 403.75	305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 213.40	\$ 320.25
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 269.05	\$ 403.75	305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 279.30	\$ 418.95
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 214.45	\$ 321.85	305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 245.45	\$ 368.30
305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 299.25	\$ 448.90	305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 322.10	\$ 483.25
305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 299.25	\$ 448.90	305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 277.45	\$ 416.35
Seating - Office & Utility Seating				305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 277.45	\$ 416.35
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 314.75	\$ 472.25	305022	Table, Cocktail, Visions, 48"L 28"D 17"H	\$ 200.80	\$ 301.35
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 301.10	\$ 451.75				
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 140.70	\$ 211.05				

NEED ASSISTANCE?

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Standard Exhibit System Order Form

D-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/info/D1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits				Accessories			
600022	Exhibit Select #2202, 20'x20' Island/Peninsula	\$ 10,959.65	\$ 16,439.50	600103	Exhibit, Counter, 1M Curved	\$ 738.40	\$ 1,107.75
600023	Exhibit Select #2211, 20'x20' Island/Peninsula	\$ 17,217.45	\$ 25,826.10	600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 373.30	\$ 559.90
600024	Exhibit Select #2216, 20'x20' Island	\$ 17,290.20	\$ 25,935.30	600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 511.35	\$ 767.05
600005	Exhibit System GEM #5, 20'x20' Island	\$ 7,888.95	\$ 11,833.45	600221	Exhibit, Light Box, Large 37"x85"	\$ 679.35	\$ 1,019.05
10x20 Exhibits				600222	Exhibit, Light Box, Medium 37"x56"	\$ 536.05	\$ 804.05
600017	Exhibit Select #1209, 10'x20' Inline	\$ 9,405.65	\$ 14,108.60	600223	Exhibit, Light Box, Small 37"x28"	\$ 331.00	\$ 496.65
600019	Exhibit Select #1215, 10'x20' Inline	\$ 12,685.60	\$ 19,028.35	661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 468.05	\$ 702.20
600021	Exhibit Select #1216, 10'x20' Inline	\$ 13,585.70	\$ 20,378.65	600291	Exhibit, Panel, Wirewall, 1M	\$ 457.00	\$ 685.65
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 6,800.60	\$ 10,201.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 62.20	\$ 93.45
10x10 Exhibits				Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600011	Exhibit Select #1101, 10'x10' Inline	\$ 6,174.25	\$ 9,261.55				
600012	Exhibit Select #1107, 10'x10' Corner	\$ 6,565.90	\$ 9,849.00				
600013	Exhibit Select #1114, 10'x10' Inline	\$ 4,909.30	\$ 7,363.90				
600014	Exhibit Select #1118, 10'x10' Inline	\$ 4,935.55	\$ 7,403.30				
600015	Exhibit Select #1119, 10'x10' Inline	\$ 4,896.40	\$ 7,344.75				
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,639.60	\$ 2,459.35				
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 3,093.30	\$ 4,639.95				
6ft Table Display							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,546.65	\$ 2,320.00				
Accessories							
600410	Exhibit, Ad Board, 1M x 8'	\$ 534.70	\$ 802.20				
600110	Exhibit, Armight Black	\$ 79.30	\$ 118.90				

Please Indicate Choices

13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray |
| <input type="checkbox"/> Pepper | <input type="checkbox"/> Red | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige | <input type="checkbox"/> Black | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray | <input type="checkbox"/> Mauve | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Red | <input type="checkbox"/> Teal | <input type="checkbox"/> White |

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Fabric: Gray will be provided if no color is indicated below:

- | | |
|---|---|
| <input type="checkbox"/> Fabric: Black | <input type="checkbox"/> Fabric: Blue |
| <input type="checkbox"/> Fabric: Gray | <input type="checkbox"/> Laminate: Black |
| <input type="checkbox"/> Laminate: Oxford White | <input type="checkbox"/> Laminate: Prism Blue |
| <input type="checkbox"/> Laminate: Silver Gray | |

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Silver |
|--------------------------------|---------------------------------|

Electrical or Utilities Under Carpet?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email gesed@ges.com

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Hardwall Exhibit System Order Form

Z-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

Go to below link to view images and information:
<http://ges.com/ecom/info/Z1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
10x20 Hardwall Exhibits				Smoothwall Grid Accessories			
600016	Exhibit Select #1206, 10'x20' Inline	\$ 6,785.10	\$ 10,177.65	660221	Hardwall, Grid, Hang Bar, 1M	\$ 69.55	\$ 104.50
600018	Exhibit Select #1210, 10'x20' Inline	\$ 6,785.10	\$ 10,177.65	660222	Hardwall, Grid, Hang Bar, 2M	\$ 155.40	\$ 233.10
10x10 Hardwall Exhibits				661681	Hardwall, Grid, Hook 4" Black	\$ 6.55	\$ 9.85
600031	Hardwall System 1, 10'x10' Inline	\$ 2,101.05	\$ 3,151.60	661684	Hardwall, Grid, Hook 6" Black	\$ 6.55	\$ 9.85
600032	Hardwall System 2, 10'x10' Inline	\$ 2,126.00	\$ 3,189.10	661687	Hardwall, Grid, Hook 8" Black	\$ 6.55	\$ 9.85
600033	Hardwall System 3, 10'x10' Inline	\$ 2,166.40	\$ 3,249.75	661701	Hardwall, Grid, Waterfall, 5-Ball Black	\$ 28.60	\$ 43.05
600034	Hardwall System 4, 10'x10' Inline	\$ 1,512.55	\$ 2,268.80	661704	Hardwall, Grid, Waterfall, 7-Ball Black	\$ 28.60	\$ 43.05
600035	Hardwall System 5, 10'x10' Inline	\$ 2,019.40	\$ 3,029.25	661707	Hardwall, Grid, Waterfall, Hooks Black	\$ 28.60	\$ 43.05
Slatwall Accessories				Hardwall Accessories			
661851	Hardwall, Slatwall, Hang Bar, 1M	\$ 69.55	\$ 104.50	660111	Hardwall, Armlight, Black 300W Halogen	\$ 69.55	\$ 104.50
661852	Hardwall, Slatwall, Hang Bar, 2M	\$ 155.40	\$ 233.10	661848	Hardwall, Shelf, 1M x 10" White	\$ 69.30	\$ 103.95
661878	Hardwall, Slatwall, Hook 4" Black	\$ 6.55	\$ 9.85				
661881	Hardwall, Slatwall, Hook 6" Black	\$ 6.55	\$ 9.85				
661884	Hardwall, Slatwall, Hook 8" Black	\$ 6.55	\$ 9.85				
661894	Hardwall, Slatwall, Waterfall, 7-Ball Black	\$ 28.60	\$ 43.05				
661897	Hardwall, Slatwall, Waterfall, Hooks Black	\$ 28.60	\$ 43.05				

Please Indicate Choices

13 oz. Standard Carpet Colors (10x20 Hardwall Exhibits, 10x10 Hardwall Exhibits ONLY).

Gray will be provided if no color is indicated below:

- Black Blue Blue Jay
 Burgundy Emerald Green Gray
 Pepper Red

Electrical or Utilities Under Carpet?

- Yes No

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8%		C x 8% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT

DATE

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to <http://www.ges.com/graphics/quote/> for a quote. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

STANDARD ID SIGN COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
For Custom Exhibits, please send a request to email exhibitdesign@ges.com

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HSMIA's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Sending your graphic and image files to the GES Creative Services Department

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

Accepted Media

- **CD-ROM** (CD-R or CD-RW)
- **DVD-ROM** (DVD-R only)
- **Email attachment** (limited to maximum size of 2mb)
- **FTP** (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. Do not send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

Optimal File Types and Resolution

VECTOR: This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

BITMAP: This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

Acceptable Software

Program	Version	File Extension	Description	Special Considerations
Adobe® Acrobat®	8.0	.pdf	Portable Document File	Convert to .pdf using high-quality or press-quality output settings
Adobe® Illustrator®	CS3 (13.0)	.ai or .eps	Vector Drawing	Avoid embedding bitmap images
Adobe® InDesign®	CS3 (5.0)	.indd	Page Layout	Include appropriate links / fonts / images
Adobe® Photoshop®	CS3 (10.0)	.tif, .psd or .eps	Bitmap Editing	File should be in a CMYK color space
CorelDRAW®	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkXPress®	7.0	.qxd	Page Layout	Include appropriate links / fonts / images

Page / Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in vector and page layout applications should be specified using the Pantone Matching System (PMS). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

Typefaces / Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).

Pantone Matching System is a registered trademark of Pantone

Adobe, Acrobat, InDesign, Photoshop and Illustrator are either registered trademarks or trademarks of Adobe Systems Incorporated

Corel and CorelDRAW are registered trademarks of Corel Corporation or its subsidiaries in Canada and the U.S. and/or other countries

QuarkXPress is a registered trademark of Quark, Inc

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Graphics & Signage Order Form

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HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 80.85	\$ 121.30
600506	Sign, 11"x14"	\$ 28.60	\$ 43.05
600507	Sign, 14"x22"	\$ 40.95	\$ 61.45
600508	Sign, 14"x44"	\$ 82.95	\$ 124.45
600509	Sign, 20"x60"	\$ 160.90	\$ 241.50
600510	Sign, 22"x28"	\$ 82.95	\$ 124.45
600512	Sign, 28"x44"	\$ 165.40	\$ 248.05
600514	Sign, 40"x60"	\$ 322.10	\$ 483.25
600515	Sign, 48"x96"	\$ 619.00	\$ 928.45
600501	Sign, 7"x11"	\$ 28.60	\$ 43.05
600502	Sign, 7"x44"	\$ 40.95	\$ 61.45
600547	Easel Back	\$ 9.10	\$ 13.65

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

- | | |
|------------------------------|------------------------------|
| <i>Graphic Design</i> | <i>Large Format Printing</i> |
| <i>Desktop Publishing</i> | <i>POP Displays</i> |
| <i>Backlit Graphics</i> | <i>Lamination</i> |
| <i>Vinyl Graphics</i> | <i>Logo Reproduction</i> |
| <i>Graphics Presentation</i> | <i>Vinyl Banners</i> |

For custom work quotation, please contact us at:

<http://www.ges.com/graphics/quote/>

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

Please Indicate Choice

Background Color (600505-600502 ONLY).

White will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Green |
| <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Yellow |

Copy Color (600505-600502 ONLY).

Black will be provided if no color is indicated below:

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Green |
| <input type="checkbox"/> Red | <input type="checkbox"/> White | <input type="checkbox"/> Yellow |

Indicate Physical Alignment (600505-600502 ONLY).

- | | |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical |
|-------------------------------------|-----------------------------------|

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 10.25%		C x 10.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

COMPLETE COPY

Please Print. Attach a layout to this form if necessary.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com



Installation & Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

Go to below link to view images and information:
<http://ges.com/ecomm/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Full - time employees of the exhibiting company may install and dismantle displays within a 300 sq. ft. or less booth space if one person can accomplish the task in less than one-half (1/2) hour without the use of power tools.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a 1 (one) hour "No-Show" charge per worker will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 96.50	\$ 120.75	\$ 145.00
Install & Dismantle, OT Code: 705000	\$ 145.00	\$ 181.25	\$ 241.50

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
- Double Time:** All other times Monday through Saturday. All day Sunday & Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

If an individual laborer has worked for eight straight hours between 8:00 AM and 4:30 PM, Monday through Friday (excluding holidays), the overtime rate will apply during the hours of 4:30 PM through 8:30 PM on that same day for that laborer.

On Thursday, April 15, 2010, Straight Time labor Rates will apply until 8:30 PM. Overtime labor rates will apply after 8:30 PM.

Please Indicate Service

GES Supervised (OK to Proceed)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- Pop-up
- Two Story
- Custom
- Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	GRAND TOTAL
	AM PM	AM PM											\$
	AM PM	AM PM											\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered					\$
Authorized Signature - Please Sign:							B.	25% (\$50.00) GES Supervision					\$
X							C.	Payment Enclosed					\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

071002737



Key Information\Supervised Labor Checklist

L-2

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HSMAI's Affordable Meetings® Mid-America

Form Deadline Date:
March 23, 2010

Navy Pier, Festival Hall A
April 14 - 15, 2010

COMPANY NAME _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) Warehouse Showsite

Set-up Information for GES Installation

<input type="checkbox"/> Set-up Drawings/Instructions Attached	<input type="checkbox"/> Rental Carpet Color _____
<input type="checkbox"/> Set-up Drawings With Exhibit	<input type="checkbox"/> Own Carpet Color _____
<input type="checkbox"/> Case/Crate Number _____	<input type="checkbox"/> Padding _____
<input type="checkbox"/> Number of Workers required for set up _____	Approximate Time for set-up _____
<input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____
<input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description _____
<input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	Description _____

Did You Order ---

Electrical <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No	
Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor	<input type="checkbox"/> With the Exhibit	
Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Items _____	
Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Telephone <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached	<input type="checkbox"/> Rental Carpet Color _____
<input type="checkbox"/> Tear-down Drawings With Exhibit	<input type="checkbox"/> Own Carpet Color _____
<input type="checkbox"/> Case/Crate Number _____	<input type="checkbox"/> Padding _____
<input type="checkbox"/> Number of Workers required for set up _____	Approximate Time for tear-down _____
<input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____	Special Equipment Required _____
<input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description _____
<input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	Description _____

Outbound Freight Information

Outbound Freight Charges _____
 PrePaid Collect (for non-GES Logistics Shipments only)
 Bill To _____
 GES Storage _____
Method GES Logistics Common Carrier AirFreight
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor completed and attached GES' Outbound Material Handling Form, attached: Yes No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form, attached: Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization Yes No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X _____

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

071002737

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A

April 14 - 15, 2010

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

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

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

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

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

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name GES Exposition Services, Inc. (Official Service Provider), J. Spargo & Associates (Show Management), HSMAI's Affordable Meetings® Mid-America (Show) and Navy Pier (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
 - h. Must coordinate all of its activities with GES Exposition Services.
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
 7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

071002737

Order directly with GES ONLINE at: www.ges.com

ACORD						CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/09				
1. PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234						THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE						
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819						INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:						
COVERAGES												
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.												
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS							
A	GENERAL LIABILITY	000P98298-A11	01/01/09	01/01/10	EACH OCCURENCE	\$1,000,000						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000						
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000						
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000						
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000						
	GENERAL AGGREGATE LIMIT APPLIES PER					PRODUCTS-COMP/OP AGG	\$2,000,000					
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC											
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/09	01/01/10	COMBINED SINGLE LIMIT	\$2,000,000						
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)							
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY	\$						
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)							
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY	\$						
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				(Per accident)							
	<input type="checkbox"/>				PROPERTY DAMAGE	\$						
<input type="checkbox"/>	(Per accident)											
A	GARAGE LIABILITY	XL1234567	01/01/09	01/01/10	AUTO ONLY-EA ACCIDENT	\$						
	<input type="checkbox"/> ANY AUTO				OTHER THAN	\$ 1,000,000						
	<input type="checkbox"/>				AUTO ONLY:	\$						
	UMBRELLA/EXCESS LIABILITY					EACH OCCURENCE	\$1,000,000					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	AGGREGATE	\$1,000,000					
					<input type="checkbox"/> DEDUCTIBLE		\$					
					<input type="checkbox"/> RETENTION \$		\$					
							\$					
							\$					
D	OTHER Professional Liability	000P98298-A11	01/01/09	01/01/10	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER						
					E.L. EACH ACCIDENT					\$1,000,000		
					E.L. DISEASE-EA EMPLOYEE					\$1,000,000		
					E.L. DISEASE -POLICY LIMIT					\$1,000,000		
Each Occurrence & Aggregate					\$1,000,000			\$3,000,000				
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES Exposition Services, Inc. (Official Service Provider), J. Spargo & Associates (Show Management), Navy Pier (Facility), and HSMAl's Affordable Meetings® Mid-America (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: April 14 - 15, 2010 at city of Chicago.												
CERTIFICATE HOLDER		<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION							
6. GES Exposition Services Operations Department 5248 S. Cicero Avenue Chicago, IL 60638 Fax 773.284.3970					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS							
					AUTHORIZED REPRESENTATIVE John Smith, CIC							

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" from of coverage.
- NAME ADDITIONAL INSUREDS: GES Exposition Services, Inc. (Official Service Provider), J. Spargo & Associates (Show Management), HSMAl's Affordable Meetings® Mid-America (Show) and Navy Pier (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be GES Exposition Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: GES Exposition Services Operations Department • 5248 S. Cicero Avenue, Chicago, IL 60638 • Fax: 773.284.3970
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Form Deadline Date:
March 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor _____ Street Address _____ City, State, Zip _____ Phone (area code _____) _____ Fax (area code _____) _____ Contact: _____ Description of Proposed Service for Exhibitor: _____ _____
--

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
- The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.

- During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and GES Exposition Services harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

- Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with GES, will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

071002737



Hanging Sign Labor Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Hanging Signs

GES is responsible for assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, *please check the appropriate box on the Hanging Sign Labor Order Form (H-2).*

Remember:

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Please complete and return the

Hanging Sign Labor Order Form (H-2) by March 23, 2010.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Shipping Instructions

All OK to Proceed hanging signs should be received in advance at the GES Warehouse by April 08, 2010.

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.



Hanging Sign Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America
Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS.

- A crew will be assigned consisting of a lift with two decorators for banners that are 8' wide or less.
- A crew will be assigned consisting of a lift with three decorators for banners that are wider than 8'.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Lift w/2 Workers Per Hour	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 291.50	\$ 437.00	\$ 582.75
High Lift, OT Code: 705300	\$ 364.50	\$ 547.25	\$ 729.25

A 8% Rental Tax will be added to the price of the Aerial Lift.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: Monday through Friday from 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 4:30 PM.

Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site
On Thursday, April 15, 2010, Straight Time labor rates will apply until 8:30 PM. Overtime Labor rates will apply from 8:30 PM to 12:30 AM.

Please Indicate Service

GES Supervised (OK to Proceed)
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Exhibitor Supervised (Do Not Proceed)
Exhibitor will supervise.
• Indicate workers needed for installation and dismantling.
• GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Type of Sign (Select one sign type per order)

Banner Structural Signage Systems

Shape of Sign (Select one sign type per order)

Square Rectangle Triangle

Circle Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs

_____ Structural Pick Points: # of Pounds _____ at each point
Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet

Is Your Sign Electrical? If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"

Yes No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign Information.

Yes No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN: Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF X LIFTS W/ CREW X	LABOR RATE	= TOTAL	X 3% PSP	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

A.	Total Labor Ordered	\$
B.	25% (50.00) GES Supervision	\$
C.	Payment Enclosed	\$

Authorized Signature - Please Sign:

AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 South Wood Street
Chicago, IL 60608
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Mar 10, 2010 - Thursday, Apr 8, 2010

Warehouse will be closed April 4, 2010

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:30 PM; Closed 11:30 AM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

HSMAI's Affordable Meetings® Mid-America

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES
2350 South Wood Street
Chicago, IL 60608
USA**

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Carrier _____
Number _____ of _____ pieces





Cleaning Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMIA's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Discount Deadline Date:
March 23, 2010

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.50	\$ 0.75
500600	Duration of Show (per sq. ft. per day)	\$ 0.35	\$ 0.55
500602	Per Day (per sq. ft. per day)	\$ 0.30	\$ 0.70
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.55	\$ 0.85
Mopping & Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.30	\$ 0.45
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 Sq.Ft., Per Day	\$ 90.30	\$ 135.45
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 274.60	\$ 411.85
501010	Porter Service, 1501-3000 Sq.Ft., Per Day	\$ 330.50	\$ 495.85
501010	Porter Service, 3001 sq.ft. and Up, Per Day	\$ 387.20	\$ 580.90

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 39.50	\$ 49.25	\$ 59.00
Porter Service, OT Code: 705010	\$ 69.00	\$ 86.25	\$ 103.25

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

Yes No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicenter. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			2	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$

A.	Total All items Ordered				\$
B.	Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
C.	Payment Enclosed			A + B = C	\$

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com



Payment & Credit Card Charge Authorization

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Form Deadline Date:
March 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER	CONTACT'S HOTEL (OPTIONAL)		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES Exposition Services accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank wire transfer payment information:

Beneficiary: GES Exposition Services
 c/o Bank of America **Account #:** 7188-1-01819
 901 Main Street **ABA Routing #:** 0260-0959-3
 TX1-492-07-14 **SWIFT Address:** BOFAUS3N
 Dallas, TX 75202-3714 USA **CHIPS Address:** 0959
 Telephone # 800-657-9533, extension 59248

If requested, following is the physical address for routing identifiers:
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicercenter® at 800.475.2098 or visit the GES Servicercenter® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

Credit Card Charge Authorization

All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Account Number Corporate Card Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE

EXPIRATION DATE _____

MasterCard
 VISA
 American Express

CARDHOLDER'S NAME PLEASE PRINT _____

CARDHOLDER'S BILLING ADDRESS _____ CITY _____

STATE _____ ZIP _____ COUNTRY _____

PLEASE SIGN

X
CARDHOLDER'S SIGNATURE _____ DATE _____

Calculation of Orders	TOTAL
Material Handling	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition Services for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____

Check Number: _____ Dated: _____

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

*This form must be returned to GES for your orders to be processed.

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com



3rd Party Billing Request

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HSMAI's Affordable Meetings® Mid-America

Navy Pier, Festival Hall A
April 14 - 15, 2010

Form Deadline Date:
March 23, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Exhibiting Firm:

- Booth Cleaning
- Exhibit Systems
- I & D Labor
- Transportation Charges
- Other (Please Specify) _____
- Rental Furniture
- Signs
- Material Handling In & Out

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____-_____-_____-_____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard VISA American Express

_____-_____-_____-_____

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

Third Party		
THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Third Party:

- All Services
- Rental Furniture
- Signs
- Material Handling In & Out
- Other (Please Specify) _____
- Booth Cleaning
- Exhibit Systems
- I & D Labor
- Transportation Charges

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____-_____-_____-_____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard VISA American Express

_____-_____-_____-_____

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

PLEASE SIGN _____
CARDHOLDER'S SIGNATURE

DATE

NEED ASSISTANCE?

Toll Free: 800.475.2098 Tel: 702.515.5970 www.ges.com/chat

Order directly with GES ONLINE at: www.ges.com

ADDITIONAL SERVICE ORDER FORMS

Navy Pier Exhibitor and Utility Ordering Guide

HSMMAI's Affordable Meetings® Mid-America

Utility Deadline: March 15, 2010
Smart Value Pricing Deadline: March 15, 2010



Need help completing the forms?

Contact FOCUS One

312-791-6113 (Office)

312-791-6159 (Fax)

focusone@mpea.com (E-mail)

www.navypier.com (Web)





\$\$ SAVING TIPS \$\$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your utility services via our Online Ordering System. Visit us at www.navy Pier.com
- Exhibitors may save \$\$ by doing some types of work within their own booth. Refer to pages 24-25 for this information.
- **Smart Value Pricing** is an order option that provides you with a **guaranteed** price for utility services ordered, and related labor and equipment. Refer to page 19-21 regarding **Smart Value Pricing**.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call FOCUS One Internet Technical Services at 312-567-8060 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your conventional order, floor plans and full payment submitted by your Utility DEADLINE DATE will save you approximately 33% on your utility order.
- Bottled gases normally need a two-week advanced order, as gases are not stocked on our premises. Refer to page 11 for additional information.
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

Standard Time	Monday-Friday 8:00 am-4:30 pm
Over Time	Monday-Friday 4:30 pm-8:00 pm Saturday before 4:30 pm
Double Time	Saturday 4:30 pm to Monday 8:00 am or after 8 hours at work on Saturday regardless of starting time. All day Sunday and Holidays.

- Navy Pier requires an approved credit card to be on file for all utility orders regardless of the method of payment you select. Please be sure to submit this information when placing your utility order to prevent any processing delays.

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<i>Smart Value Pricing</i> Questionnaire	20-21	Hazardous Demonstration/	
Hanging Items Form (HM1)	22	Display Materials/Pyrotechnics	26
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Welcome!



On behalf of all Navy Pier employees, we look forward to welcoming you to our facilities. FOCUS One, Your Utilities Resource, is an organization created by Metropolitan Pier and Exposition Authority that is responsible for the delivery of utility services to exhibitors, contractors and show management. Our utility services include electrical, plumbing, communication services and internet. From the time you place your order, through your move out, FOCUS One is here to serve you in a professional, efficient, and user-friendly manner.

We believe you will find this ordering guide full of useful information that will help you choose the utility services that are right for your exhibit. Our staff wants your experience at our facilities to be a positive one. If there are other ways we can assist you during your visit, please let us know.

Contact FOCUS One

312-791-6113 (Office)

312-791-6159 (Fax)

focusone@mpea.com (E-mail)

Order on-line at www.navy Pier.com

PLACING A CONVENTIONAL ORDER

A Conventional Order is an order in which you pay for the costs of your utility services when ordered, and are billed on event site for the costs of labor, equipment and materials required for installation and removal of your booth utility services.

When ordering, pay particular attention to the FOCUS One Utility **deadline date**. If you place your utility services order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The Advance rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us plan effectively, place your order by the deadline date.

Please Note: An **Advance Order** applies to the rate you pay. An **Advance Order** does not guarantee that your services will be installed prior to your arrival.

A Complete Order contains all of the following elements:

- the completed Utility Service Order Form (SO1)
- the completed Floor Plan Template (FT1)
- the completed Order and Payment Summary Form (OP1)

For conventional orders (not **Smart Value Pricing**), once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

During the event you will receive an On-Site Invoice for your utility services including itemized inbound labor and non-itemized tear out labor. You will remit payment for the On-Site Invoice at this time.

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

PLACING A SMART VALUE PRICING ORDER

Smart Value Pricing is an order option that provides a **GUARANTEED PRICE** for booths that are larger than 300 sq. ft. in size.

Complete the **Smart Value Pricing** forms located on pages 19-21, and submit them along with a detailed, scaled floor plan. Based on this information, FOCUS One will provide **Smart Value Pricing** that includes the cost of the requested utility services along with the estimated cost of the labor and equipment required to install, setup, and remove those services.

When the **Smart Value Pricing** quote is accepted, the price is guaranteed except for the following:

1. Telephone usage will be billed to you at the close of the event.
2. Any changes from the information provided for the Smart Value Pricing quote.

The Smart Value Pricing deadline date is 30 days before the first day of the event. After this deadline date, FOCUS One cannot guarantee that a quote will be provided to you.

For more accurate quotes, we ask that you complete and submit the following forms:

- **Smart Value Pricing Quote Sheet (SV1), page 19** – Complete the company and contact information on the top portion of this form. For the “Summary of the Utility Services Required” portion of the form, use the Utility Service Order Form (SO1) found on pages 15-17 for the utility order codes and list the quantities of each service required.
- **Smart Value Pricing Questionnaire, pages 20-21** – Please answer the questions completely, then use the table to indicate the additional electrical equipment planned to be installed in the booth.
- **Floor Template Form (FT1), page 18** – Complete this form or a separate layout may be used. Be sure to include the locations of each utility service, dimensions for each location, and the orientation of the booth in relation to the neighboring booths.

Smart Value Pricing is a great tool allowing you to plan and control your budget in addition to minimizing many on-site concerns. If there are any questions regarding **Smart Value Pricing**, please contact FOCUS One by telephone at (312) 791-6452 or by fax at (312) 567-8294.



GENERAL TIPS ON BOOTH SET-UP

Carpet Cutting: Many of our services are provided from utility floor ports. If the utility port necessary to provide you with our utility service is covered by carpet when we arrive to install utility services, it may be necessary for us to cut your carpet. The FOCUS One service technician will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so we may complete the installation.

Tile, Hardwood or Solid Floors: If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact FOCUS One to discuss your booth utility installation, and make sure to make a note of the special flooring on your ordering form.

Ramping: All ramping in aisles is performed by Navy Pier carpenters and must be pre-approved by Show Management and FOCUS One. All ramping in a client’s booth space is performed by your official service contractor.

The general rule for ramping charges is that if an exhibitor’s service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees.

ELECTRICAL SERVICES NAVY PIER POWER DISTRIBUTION Order Form on page 15

All Overhead Services will require aerial lift time at our published hourly rate. These costs are in addition to the actual service itself.

Exhibitors are required to bring their own distribution panels. Exhibitors using distribution panels are required to supply all cables from panel(s) to display materials. If voltages other than those listed on order forms are needed, we recommend exhibitors bring their own transformers. Transformers must have a readily accessible means of disconnect for both the primary and secondary sides of the transformer with proper overload protection, i.e. fusible safety disconnect.

International Exhibitors - International clients bringing equipment requiring voltages other than 120, 208, or 480 must bring a transformer capable of transforming 120, 208, or 480 voltages to the equipment’s required voltage. Hertz converters are not available.

The following types of power are available in Festival Hall:

Voltages	Amps Range	Phase
120 Volts Floor Port	5-20	Single
208 Volts Floor Port	30	Single and Three
208 Volts Overhead Only*	60-400	Single and Three
480 Volts Overhead Only*	30-400	Single and Three

*** Overhead Service requires an aerial platform at our hourly rate and are more labor intensive to install.**

SPECIAL NOTES AND IMPORTANT ORDERING INFORMATION

1. Only **ONE** piece of equipment may be connected to **ONE** electrical service with the following two exceptions:
 - A. 120-volt/500 watt service (Codes 1103 and 1104).
 - B. 120-volt/1500 watt service (Codes 1110 and 1111).

These services are referred to as **multiple connection services**. This is because “multiple pieces of equipment” can be connected to these services as long as they do not exceed the rated wattage of the electrical service. If you have lighting in your booth, these are the services that you need to order for your use.

Prices for each above service include ½ hour installation labor and ½ hour dismantle labor for the first two services only.

2. Power: If you need electrical power in your booth outside of the published hours, you must notify your FOCUS One Service Desk no later than 2:30 p.m. When ordered, 24-hour power begins the evening before the first event day and is turned off on the last day at the close of the event. 24-hour power is available before or after these times for an additional charge. Contact the FOCUS One Service Desk.
3. Labor Request: If you need to schedule manpower for an early start the following day, you must notify your FOCUS One Service Manager by 11:00 a.m. the day before. If you need to schedule manpower after 4:30 p.m., you must notify your FOCUS One Service Desk by 1:30 p.m. that same day.
4. Send detailed floor plans showing locations for the services ordered.
5. We have 1000 watt Par Can fixtures that mount on the building steel at ceiling height. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of additional light.

CODE COMPLIANCE

- All electrical wiring and equipment installed at Navy Pier must comply with the City of Chicago Electrical Code. FOCUS One Electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City of Chicago Electrical Code.
- If a client is found in non-compliance of the Code, FOCUS One Electricians may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor’s expense.
- Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.
- Electrical equipment must be listed and labeled by a nationally recognized testing laboratory, i.e. UL, ETL or CSA, or be specifically approved by the City of Chicago Bureau of Electrical Inspection and subject to field inspection.
- All 120-volt cords and cables must be 3-wire grounded. All larger cables must contain wire also.
- 2-wire fixtures and electrical cords are not allowed.
- Spring clamp light fixtures are not allowed.
- Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.
- Electrical equipment must be securely fastened in place using recognized suitable methods. Examples of suitable fastening methods include bolted or integrated. Examples of non-suitable fastening methods include Velcro, tape and glue.



- All wiring between permanently mounted fixtures or devices within the same wall panel, or in regard to light boxes mounted on a panel, metallic raceway must be used, i.e. electrical metallic tubing or flexible metallic conduit.
- Your distribution system must have all cables clearly identified. Branch circuit cables must be provided and rated for extra hard usage.
- Neon and low voltage lighting systems can be hazardous. Please be sure to be in compliance with the City of Chicago Electrical Code, or call FOCUS One with specific questions.

HANGING ITEMS

Order Form on page 22

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.

The responsibility to hang an item is shared by your official service contractor and FOCUS One:

- Official service contractor hangs items weighing less than 500 lbs.
- FOCUS One hangs the following items:
 - Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
 - Electrical items regardless of the weight

Please note: When an item weighing less than 500 lbs. is hung from a motor, FOCUS One will install the motor, while the official service contractor hangs the item.

Approval Requirements:

All requests for hanging items must be reviewed and approved PRIOR TO MOVE-IN by the following people:

1. Show Management
 2. Official Service Contractor: For items weighing less than 500 lbs.
 3. FOCUS One:
 - For items weighing more than 500 lbs., drawings that have been reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY must be submitted for approval.
 - Requests must be submitted to FOCUS One 60 days prior to the first move-in date.
- Fax: (312) 567-8294
E-mail: focusone@mpea.com
U.S. Mail: 2301 S. Lake Shore Drive, Chicago, Illinois 60616

FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.

TELEPHONE SERVICES

Order Form on page 16

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the FOCUS One Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact FOCUS One at (312) 791-6113.
3. If your intent is to use your telephone line for your computer, telephone usage charges will apply. You may want to consider an internet service that is flat rate, non-usage based.
4. **Additional Usage Fees:** Network access fees are added into the cost of each telephone call. Pricing is based on time of day, length of call, and distance. There is a \$0.50 charge for all 800, 888 (and similar toll-free numbers), and 0+ calls. There is a \$.95 charge for Directory Assistance calls.
5. Prices include the use of our telephone instruments. There is no discounted price if you bring your own telephone. (If you order a standard telephone and do not return it, a \$150.00 charge will apply for a single line telephone, \$500.00 for a multiple-line telephone, and \$1500 for polycom telephone.)
6. **Standard telephones must be picked up and returned to our FOCUS One Service Desk. You may keep the slim line telephone.** FOCUS One standard telephone and equipment must be returned to us in the same condition it was distributed to you. Do not affix any adhesive materials to the standard telephone that you cannot completely remove, or you may be assessed a telephone cleaning charge.
7. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
8. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.



DESCRIPTION OF TELEPHONE SERVICES

1. **Analog Single Line Service:** (Telephone / Modem / Fax) Includes the installation of a touch-tone line and rental of a single line telephone instrument. Telephone usage is not included; usage is billed after the close of the event and billed to your credit card.
2. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line, allowing you to receive multiple incoming calls as well as make outgoing calls. Voicemail is included along with fixed features such as hold, conference and transfer. Telephone usage is not included; usage is billed separately after the close of the event and billed to your credit card.
3. **AUDIX (Audio Information Exchange):** is our voicemail system. Our system is designed to ensure that all incoming calls to your booth will always be answered. Once activated, our voicemail is operational 24 hours a day for the duration of the event. A “message waiting” lamp on the telephone lights up to indicate messages are waiting for you to retrieve.
4. **Extension - Single Line:** is an extension of the Digital Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments, and only if you have ordered an Analog Single Line Service.
5. **Other Carrier Services:** Any service delivered by an outside vendor such as POT’s (Plain Old Telephone), T1’s and ISDN.

CABLE TELEVISION ACCESS

Order Form on page 16

We are pleased to offer you cable television access right in your booth. Our prices include the installation and removal of one connection point only. Additional connections will be made on a time and material basis. Prices do not include any converter boxes, monitors/receivers, video recorders, amplifiers or speakers. A listing of specific cable stations is available upon request.

INTERNET SERVICE

Order Form on page 16

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. FOCUS One Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail inetsales@mpea.com.

Please note:

- All prices for our internet access services include the first connection to one point in your booth. Additional wiring to fan the main drops within your booth will be performed on a time and material basis.
- Do not forget to order the appropriate electrical service.
- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Ethernet 128	128 kbps Fixed	Includes 1 IP address	For one computer. For more than one computer, please order the Ethernet 256 service below.
Ethernet 256	256 kbps minimum	Includes 1 IP address, up to 6 additional can be ordered.	For up to 7 computers with low bandwidth needs (e-mail, simple websites, small downloads).
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs
Ethernet 768	768 kbps Dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications
Ethernet 1.55	1.55 mbps dedicated	Includes 75 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Additional Bandwidth	Add additional bandwidth to Ethernet 1.55	Please call to request more than 75 IP addresses.	For very high speed applications (video, CAD/CAM, etc.)
LAN Connection (Virtual Local Area)	10 mbps (default) 100 mbps (additional charges may apply)	Please call for assistance	To create private networks to link locations throughout the Navy Pier Complex

THE INTERNET ACCESS SERVICE YOU REQUIRE MAY NOT BE AVAILABLE IN ALL AREAS. TO ENSURE PROPER CONNECTION IS AVAILABLE IN YOUR AREA, ALWAYS CONTACT OUR INTERNET REPRESENTATIVE AT (312) 567-8060.

Save time by ordering your utility services Online.
Visit us at www.navypier.com.



METROPOLI TAN PIER AND EXPOSITION AUTHORITY TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes:** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs:** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in: 1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or 2) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services:**
 - A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's 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. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
 - C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's 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 Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - D. Customer agrees not to use the Authority's services 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.
4. **Wireless Specific:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer:** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this agreement, Customer's sole remedy shall be a refund of a prorata portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
6. **Internet Security Disclaimer:** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties:** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.
8. **Limitation on Liability:** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity:** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination:** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes:** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.navypier.com
12. **Miscellaneous:** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.



PLUMBING SERVICES

Order Form on page 17

Prices for codes 2200, 2201, 2202, & 2203 include ½ hour labor to install and ½ hour labor to remove up to the first two services only.

The FOCUS One Plumbers are responsible for all connections on the event floor.

Anchoring: There is NO drilling allowed on the Festival Hall floor. The use of felt vibration pads instead of drilling is recommended. Base plates should have bearing pads separating it from the floor, and anchoring will be done to the base plate.

Removal of Hazardous Chemicals: Our FOCUS One Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

Size of Service: Plumbers can provide any 1-inch service. Services larger than 1-inch are available with advance notice, and will incur additional labor charges. We do not stock metric plumbing fittings, tubing, nuts or bolts.

Venting: All venting is done by FOCUS One Plumbers. Venting is necessary for smoke, heat and obnoxious gases. If venting is required, contact FOCUS One at (312) 791-6113 for further information.

Welding: can be done either in your booth or in the FOCUS One Plumbing shop.

FACILITY PRESSURES TO KNOW

Compressed Air: Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.

Hose Pressure: All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.

Natural Gas: A one-inch gas line provides a constant one pound pressure per square inch.

Water Pressure: Constant pressure of 60 pounds per square inch (psi).

Drain: Four inch drainage is available in the floor.

BOTTLED GASES

We do not stock any bottled gasses on premise. Please call FOCUS One at (312) 791-6113 for a list of our available gases. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and anything red tagged, must be removed from the event floor during the evening. If you order any flammable gas from FOCUS One, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact FOCUS One to make arrangements to remove, store, and return the tanks on a daily basis. **No propane, MAPP, or Butane in any size are permitted in Navy Pier.**

	Water*	Drain	Air	Gas
Festival Hall A	Floor Ports	Floor Ports	Columns	North & West Walls
Festival Hall B	Floor Ports	Floor Ports	Columns	North Wall

* All of our water is cold. If you need hot water, you will need to bring a hot water heater or you may rent one from us. Please contact FOCUS One to identify the correct required electrical service for the water heater.



(312) 791-6113 (Office)
(312) 791-6159 (Fax)
focusone@mpea.com (E-Mail)
www.navypier.com (Web)

FOCUS One Order Forms

You can order on-line at www.navypier.com.

If you are placing a Conventional Order, Complete and submit Forms OP1, SO1, and FT1.

If you would like to take advantage of our **SmartValue Pricing**, Complete and Submit Forms FT1, SV1, and the **Smart Value Pricing** Questionnaire, Parts 1 and 2.

If your event allows hanging items, complete and submit Form (HM 1) Items Weighing Over 500 lbs.

If you require overhead electrical service or hoist motors, be sure to order them from the Utility Service Order Form.

Please include your company name and booth number on all order forms.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check or cash ONLY.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form (Op1). Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 10% of the value of the utility service ordered will be charged.

For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of the Metropolitan Pier and Exposition Authority for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "METROPOLITAN PIER & EXPOSITION AUTHORITY"

1. Via US mail (remember to allow ten days):

MPEA Trade Shows • 75 Remittance Drive, Suite 1335 • Chicago, Illinois 60675-1335

2. Via Overnight Express:

The Northern Trust Company • 350 North Orleans Street • Receipt & Dispatch 8th Floor
MPEA Trade Shows, Suite 1335 • Chicago, Illinois 60654

3. Fax To: (312) 791-6159

You may fax your complete order information. FOCUS One will return a confirmation notice of receipt of your faxed order confirmation.

4. Wire Transfer:

Northern Trust • ABA #071-000-152 • Account #86444 • MPEA M & O Account

All wire transfers should include the following information:

• Your company name • The event/show name • Your booth/space number

5. Federal Tax ID Number: 366009091

6. Illinois Tax ID Number: E9988509303



FOCUS ONE
Your Utilities Resource

Order and Payment Summary Form (OP1)

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 ORDER SUBMITTED BY: _____ DATE: _____
 ON-SITE CONTACT NAME: _____ CELL #: _____
 E-MAIL: _____

FOR OFFICE USE ONLY

EVENT NAME: HSMAI's Affordable Meetings	DATE RECEIVED:
EVENT CODE: HSMNVP - 19257	ORDER #:
DEADLINE DATE: March 15, 2010	CUST #: CK AMT \$:
EVENT DATES: April 14-15, 2010	BATCH #: CK #:

WHEN ORDERING ANY UTILITY SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE (FT1) AND THE UTILITY SERVICE ORDER FORM (SO1). PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED. MAILING INSTRUCTIONS ARE FOUND ON PAGE 13. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE CHECK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ WIRE TRANSFER CREDIT CARD
 ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: "METROPOLITAN PIER & EXPOSITION AUTHORITY"
 PAYOR IS RESPONSIBLE FOR ANY SERVICE CHARGES.

- THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS, AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL, AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW
OR
 FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:
 WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

ACCOUNT NO.: _____
 EXPIRATION DATE: _____
 PERSONAL CREDIT CARD COMPANY CREDIT CARD
 CARDHOLDER'S NAME: _____
 AUTHORIZED SIGNATURE: _____
 PRINT NAME: _____
 CARDHOLDER'S BILLING ADDRESS: _____

 CITY/STATE/PROVINCE/ZIP: _____
 PHONE: _____ EXT: _____
 FAX: _____

ACCOUNT NO.: _____
 EXPIRATION DATE: _____
 PERSONAL CREDIT CARD COMPANY CREDIT CARD
 CARDHOLDER'S NAME: _____
 AUTHORIZED SIGNATURE: _____
 PRINT NAME: _____
 CARDHOLDER'S BILLING ADDRESS: _____

 CITY/STATE/PROVINCE/ZIP: _____
 PHONE: _____ EXT: _____
 FAX: _____

CALCULATION OF ORDERS Sub-Total from each Order Section (Pages 15, 16, and 17)

ELECTRICAL	PG. 15	\$	
TELEPHONE	PG. 16	\$	
CABLE TV	PG. 16	\$	
INTERNET	PG. 16	\$	
*TEL/INT TAX	PG. 16	\$	
PLUMBING	PG. 17	\$	
BOTTLED GASES	PG. 17	\$	
GRAND TOTAL		\$	

FOCUS One

312-791-6113 (Office)
 312-791-6159 (Fax)
 focusone@mpea.com (E-mail)
 www.navy pier.com (Web)

LABOR NOT INCLUDED

*SUBJECT TO CHANGE WITHOUT NOTICE.
 YOUR SIGNATURE ON THIS FORM INDICATES YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY AND TERMS & CONDITIONS ON PAGE 13.

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

Remove this page and return with your completed order forms.



Utility Service Order Form (So1)

Order Number: _____

Event Name: HSMAI's Affordable Meetings

Event Dates: April 14-15, 2010

Company Name: _____

Booth/Space#: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form

ELECTRICAL SERVICES						
STANDARD SERVICE 120 VOLT SINGLE PHASE - FLOOR						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1103		120V 500 WATT	MULTIPLE	\$89.00	\$133.00	
1104		120V 500 WATT 24-HR	MULTIPLE	\$180.00	\$270.00	
1110		120V 15A SERVICE	MULTIPLE	\$208.00	\$312.00	
1111		120V 15A SERVICE 24-HR	MULTIPLE	\$415.00	\$623.00	
1112		120V 20A SERVICE	ONE	\$246.00	\$369.00	
1113		120V 20A SERVICE 24-HR	ONE	\$492.00	\$739.00	
1114		120V 30A SERVICE	ONE	\$397.00	\$595.00	
1115		120V 30A SERVICE 24-HR	ONE	\$806.00	\$1210.00	
STANDARD SERVICE 120 VOLT SINGLE PHASE - OVERHEAD						
1210		120V 15A SERVICE	MULTIPLE	\$208.00	\$312.00	
1211		120V 15A SERVICE 24-HR	MULTIPLE	\$415.00	\$623.00	
1212		120V 20A SERVICE	ONE	\$246.00	\$369.00	
1213		120V 20A SERVICE 24-HR	ONE	\$492.00	\$739.00	
1214		120V 30A SERVICE	ONE	\$397.00	\$595.00	
1215		120V 30A SERVICE 24-HR	ONE	\$806.00	\$1210.00	
208 VOLT SINGLE PHASE SERVICE - FLOOR						
1126		208V 30A SERVICE	ONE	\$415.00	\$623.00	
1127		208V 30A SERVICE 24-HR	ONE	\$830.00	\$1245.00	
1120		208V 60A SERVICE	ONE	\$454.00	\$681.00	
1121		208V 60A SERVICE 24-HR	ONE	\$909.00	\$1364.00	
208 VOLT SINGLE PHASE SERVICE - OVERHEAD						
1226		208V 30A	ONE	\$415.00	\$623.00	
1227		208V 30A 24-HR	ONE	\$830.00	\$1245.00	
1220		208V 60A	ONE	\$454.00	\$681.00	
1221		208V 60A 24-HR	ONE	\$909.00	\$1364.00	
1222		208V 100A	ONE	\$909.00	\$1364.00	
1223		208V 100A 24-HR	ONE	\$1818.00	\$2727.00	
1224		208V 200A	ONE	\$1818.00	\$2727.00	
1225		208V 200A 24-HR	ONE	\$3638.00	\$5457.00	
208 VOLT THREE PHASE SERVICE - FLOOR						
1136		208V 30A 3PH	ONE	\$543.00	\$814.00	
1137		208V 30A 3PH 24-HR	ONE	\$1086.00	\$1628.00	
1130		208V 60A 3PH	ONE	\$588.00	\$882.00	
1131		208V 60A 3PH 24-HR	ONE	\$1176.00	\$1764.00	
208 VOLT THREE PHASE SERVICE - OVERHEAD						
1236		208V 30A 3PH	ONE	\$543.00	\$814.00	
1237		208V 30A 3PH 24-HR	ONE	\$1086.00	\$1628.00	
1230		208V 60A 3PH	ONE	\$588.00	\$882.00	
1231		208V 60A 3PH 24-HR	ONE	\$1176.00	\$1764.00	
1232		208V 100A 3PH	ONE	\$959.00	\$1438.00	
1233		208V 100A 3PH 24-HR	ONE	\$1918.00	\$2877.00	
1234		208V 200A 3PH	ONE	\$1918.00	\$2877.00	
1235		208V 200A 3PH 24-HR	ONE	\$3836.00	\$5754.00	
1252		208V 400A 3PH	ONE	\$3598.00	\$5397.00	
1253		208V 400A 3PH 24-HR	ONE	\$7194.00	\$10790.00	

ELECTRICAL SERVICES						
480 VOLT THREE PHASE SERVICE - OVERHEAD						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1248		480V 30A 3PH	ONE	\$627.00	\$941.00	
1249		480V 30A 3PH 24-HR	ONE	\$1254.00	\$1880.00	
1246		480V 60A 3PH	ONE	\$851.00	\$1276.00	
1247		480V 60A 3PH 24-HR	ONE	\$1702.00	\$2552.00	
1240		480V 100A 3PH	ONE	\$986.00	\$1479.00	
1241		480V 100A 3PH 24-HR	ONE	\$1971.00	\$2957.00	
SUPPLEMENTARY ELECTRICAL SERVICES						
1160		Light Tower 9 Ft. high - 4-90 Watt Halogen Lamps 3-250 Watt Quartz Lamps (North & Lakeside Bldg Only) 4-150 Watt Incandescent Floods (North and Lakeside Bldg Only)		\$209.00	\$314.00	Prices Include Power and Labor
1162		1000 Watt Par-Can Light (Requires par-can locations with this order). Floor plan with Par-Can locations must be received no less than 10 business days prior to the first day of move-in, or labor will not be included.		\$353.00	\$530.00	Prices Include Power and Labor
1163		Gooseneck Light (Requires hard back wall. Does not include power and labor. Requires Electrical Service to be ordered).		\$35.00	\$53.00	
1270		Truss Per Linear Foot/per 5 days		\$16.00		
		Additional Truss Rental (Per Linear Foot/per 5 days)		\$8.00		
1280		Hoist Motors		\$331.00		

SUB-TOTAL HERE AND ON PAGE 14

UTILITY PRICES DO NOT INCLUDE LABOR OR AERIAL LIFT TIME

IF NO UTILITY PORTS ARE IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE NEAREST SOURCE. YOU PAY THE COST TO BRING THE SERVICES TO YOUR BOOTH

REFER TO PAGE 3 FOR MORE INFORMATION.

LABOR RATES ARE EFFECTIVE: JULY 1, 2009 - JUNE 30, 2010		EQUIPMENT RATES ARE EFFECTIVE: JULY 1, 2009 - JUNE 30, 2010	
Straight Time	\$99.00	Aerial Lift	\$137.00
Overtime	\$138.00	Scissor Lift	\$69.00
Double Time	\$178.00		

Utility Service Order Form (So1) Continued

Event Name: HSMAI's Affordable Meetings

Event Dates: April 14-15, 2010

Company Name: _____	Booth #: _____
Address: _____	Phone #: _____
City: _____ State: _____ Zip: _____	Fax #: _____
Order Submitted by: _____	Date: _____
On-Site Contact Name: _____	Cell #: _____
E-mail Address: _____	

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE

TELEPHONE SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$265.00	\$398.00	
3321		SINGLE LINE EXTENSION – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$132.00	\$198.00	
3315		MULTI-LINE MAIN – Includes voicemail and the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$580.00	\$870.00	
3322		MULTI-LINE EXTENSION – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$290.00	\$435.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00		
3311		AUDIX (Voice Mail) Per Telephone Line	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	

Do you want your telephone number published in the Event Directory? YES NO
 If yes, please print how your company's name should appear _____

SUB-TOTAL HERE AND ON PAGE 14

CABLE TELEVISION SERVICES					
Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$238.00	\$357.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$31.00	\$46.00	

SUB-TOTAL HERE AND ON PAGE 14

TAX BREAKDOWN

7% State excise, 0.50% State Infrastructure, 6.5% City excise

** See Internet terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

DIGITAL INTERNET SERVICES					
All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software.					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3364		ETHERFAST 128 – 128 kbps** connection speed with plug & play simplicity. Just plug in, enter the supplied username/password and go. FOR A SINGLE COMPUTER. NO ROUTERS. WIRED CONNECTION ONLY.	\$500.00*	\$600.00*	
3351		ETHERNET 256 – 256kbps** connection speed, includes 1 static address. Up to 6 additional static TCP/IP addresses can be added.	\$1000.00*	\$1300.00*	
3369		ETHERNET 512 – 512kbps** connection speed. Includes 5 static addresses. Up to 6 additional static TCP/IP address can be added.	\$2000.00*	\$2300.00*	
3352		ETHERNET 768 – 768 kbps** connection speed (half the speed of a T1). Includes 11 static addresses. Up to 12 additional TCP/IP addresses can be added.	\$2800.00*	\$3000.00*	
3353		DEDICATED ETHERNET 1.55 – A dedicated 1.55 mbps** (T1 speed) connection. Includes 29 static and fully routable TCP/IP addresses.	\$5600.00*	\$5900.00*	
ADDITIONAL SERVICES					
3368		ADDITIONAL BANDWIDTH – Add speed to the Dedicated Ethernet 1.55 Per MBPS, 1.55 Dedicated service only.	Call for assistance	CALL TODAY!	
3366		VLAN CONNECTION – We can create a private network for you. Our extensive fiber backbone allows for connectivity throughout the complex.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS – Do you need to add additional computers? Purchase one per additional computer up to the limit for your level of service.	\$125.00	\$188.00	
3358 3375 3376 3377		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 12, 16 and 24 port varieties.	8- \$125 12- \$150 16- \$200 24- \$300		
3367		Firewall rental – We offer Cisco Pix ® firewalls. Includes basic programming. Special configuration is extra.	\$500.00		
3378		WIRELESS ACCESS POINT RENTAL – We offer Cisco 1200® Series Wireless Access Points for rent. This is a device rental and does not provide Internet connectivity . Please order an Internet service from above.	\$300.00		

SUB-TOTAL HERE AND ON PAGE 14



Utility Service Order Form (So1) Continued

Order Number: _____

Event Name: HSMAI's Affordable Meetings

Event Dates: April 14-15, 2010

Company Name: _____

Booth/Space#: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form

PLUMBING SERVICES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2200		WATER 1" = 35 GPM Number of connections _____ Size of connections _____	\$436.00	\$654.00	
2201		DRAIN Number of connections _____ Size of connections _____	\$436.00	\$654.00	
2202		COMPRESSED AIR 1" = 180 CFM Number of connections _____ Size of connections _____	\$487.00	\$731.00	
2203		NATURAL GAS 1" = 1 LB. Number of connections _____ Size of connections _____	\$448.00	\$672.00	
WATER FILLING AND DRAINING					
2306		1 to 50 Gallons	\$62.00	\$93.00	
2300		51 to 149 Gallons	\$227.00	\$340.00	
2301		150 to 299 Gallons	\$341.00	\$511.00	
2302		300 to 999 Gallons	\$626.00	\$939.00	
2303		1000 to 4,999 Gallons	\$750.00	\$1125.00	
2304		5,000 to 14,000 Gallons	\$1137.00	\$1706.00	
2305		Over 14,000 Gallons	CALL	CALL	
		VENTING TO ATMOSPHERE			
		Size of Flu Pipes _____	CALL	CALL	
		Draft Inducer Required <input type="checkbox"/> Y <input type="checkbox"/> N			
A 2-WEEK NOTICE IS REQUIRED FOR THE FOLLOWING RENTAL ITEMS:					
2000		SINK RENTAL DOUBLE	\$121.00	N/A	
2001		SINK RENTAL SINGLE	\$63.00	N/A	
2002		WATER HEATERS (6 gallons) *	\$121.00	N/A	
2102		WATER HEATERS (52 gallons) *	\$144.00	N/A	
2105		WATER HEATERS (82 gallons) *	\$169.00	N/A	
2003		FIRE EXTINGUISHERS (ABC)	\$35.00	N/A	
		*** Recharge fire extinguishers	\$24.00	N/A	
2004		BALLOON BLOWERS	\$35.00	N/A	
2005		AIR BLOW GUN	\$35.00	N/A	
2006		AIR REGULATOR	\$35.00	N/A	
2007		WATER REGULATOR	\$60.00	N/A	
2008		GAS REGULATOR	\$35.00	N/A	
2010		WATER FILTER	\$35.00	N/A	
2013		TANK STANDS	\$35.00	N/A	
2014		SUMP PUMPS	\$35.00	N/A	
2015		GASOLINE OR ELECTRIC WELDER	\$62.00	N/A	
2018		FAUCET	\$35.00	N/A	
2019		BASKET STRAINER	\$16.00	N/A	

BOTTLED GASES					
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
WE CAN SUPPLY A COMPLETE LINE OF ANY 2, 3 OR 4 MIXTURES AND QUANTITY WITH ADVANCE NOTICE. WE DO NOT STOCK ANY BOTTLED GASES ON THE PREMISES. MANY OF OUR GASES REQUIRE A MINIMUM OF 2-WEEKS NOTICE					
2026		ARGON - 336 CU. FT.	\$165.00	\$247.00	
2131		CO2 TANK G SIZE 50 LBS.	\$142.00	\$214.00	
2052		HELIUM 0 244 CU. FT.	\$170.00	\$255.00	
2135		HELIUM "T" TANK 291 CU. FT.	\$178.00	\$267.00	
2073		NITROGEN - 230 CU. FT.	\$135.00	\$202.00	
2075		NITROGEN ULTRA HIGH PURITY GRADE 5 230 CU. FT.	\$191.00	\$286.00	
2159		NITROGEN PRE-PURIFIED "T" TANK GRADE 4.8 -304 CU. FT.	\$171.00	\$256.00	
2078		NITROGEN CRADLES (12 TANKS) W/ DEMURRAGE - 3584 CU. FT.	\$677.00	\$1015.00	

SUB-TOTAL HERE AND ON PAGE 14

Bottled Gases and Medical Grade Gases can be ordered online at www.mccormickplace.com.

For more information please call (312) 791-6113

IMPORTANT:

Refer to page 18 for floor plan template (FT1). Please submit a separate floor plan for plumbing services

- IF THERE ARE NO UTILITY PORTS IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICE TO YOUR BOOTH.
- UTILITIES MAY BE DRAWN FROM YOUR BOOTH FOR A NEIGHBORING EXHIBIT EVEN THOUGH YOU HAVE NOT ORDERED PLUMBING CONNECTIONS FOR YOUR BOOTH.

SUB-TOTAL HERE AND ON PAGE 14

*ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. PLEASE CONTACT FOCUS ONE TO IDENTIFY THE CORRECT REQUIRED ELECTRICAL SERVICE.



Floor Plan Template (FT1)

(for Conventional Orders and *Smart Value Pricing*)

Event Name: HSMAI's Affordable Meetings		Event Dates: April 14-15, 2010	
Deadline Date: March 15, 2010		Company Name:	
Booth #:	Phone #:	Fax #:	
On-Site Contact Name:			
Contact Arrival Date:	Equipment Delivery Date:	Carpet Installation Date:	

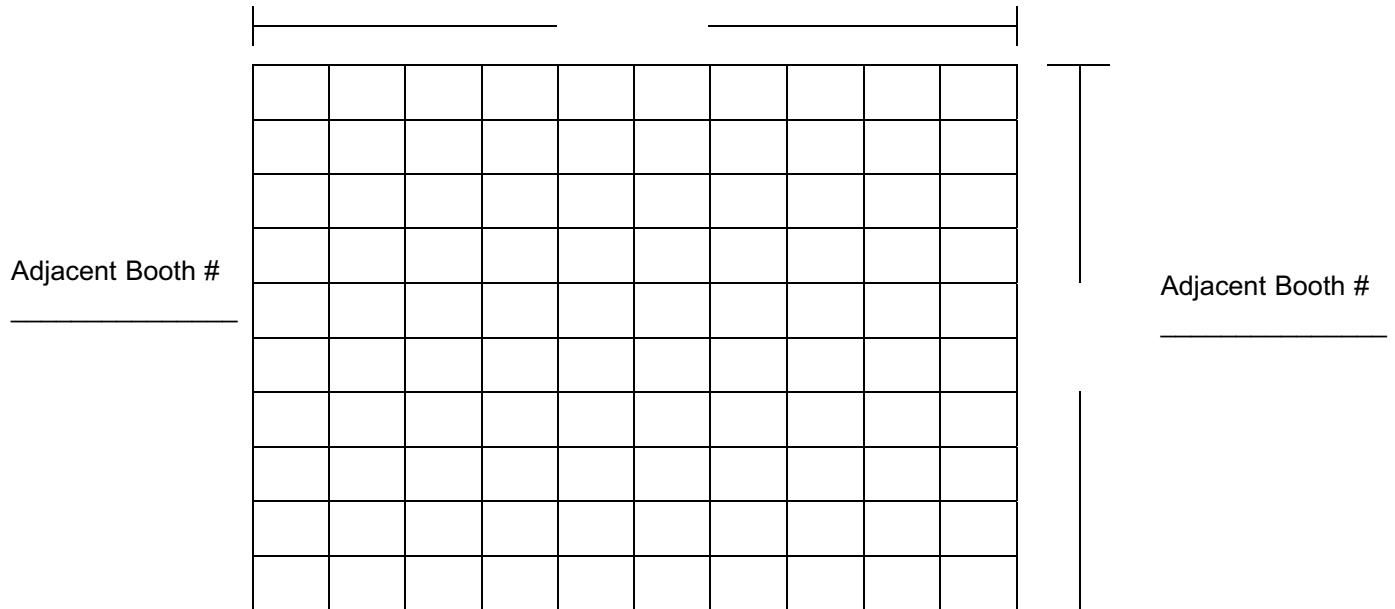
Remove this page and return with the Order and Payment Summary Form (OP1)

Using the legend below, please complete this form for all utility services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, office phone and fax #s, name of on-site contact and their expected arrival date, equipment delivery date and carpet (flooring) installation date.
- Submit one floor plan for each utility service ordered (e.g. 4 copies if ordering electrical, telephone, Internet & plumbing services).
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your service






1 square = 1 square foot (Unless otherwise noted)

Back of Booth


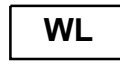




Aisle
COMMENTS

ELECTRICAL

-  480V ELECTRICAL OUTLET
-  208V ELECTRICAL OUTLET
-  120V ELECTRICAL OUTLET
-  TELEPHONE JACKS
-  INTERNET ACCESS
- CABLE T.V.

PLUMBING

-  COMPRESSED AIR LINE (Diameter in inches)
-  WATER LINE (Diameter in inches)
-  DRAIN LINE (Diameter in inches)
-  NATURAL GAS

BOOTH DIMENSIONS

(L) X (D)
Length Depth



Smart Value Pricing Quote Sheet - (SV1)

USE THIS FORM FOR SMART VALUE PRICING QUOTE ONLY
*** THIS IS NOT YOUR UTILITY ORDER FORM ***

To obtain a *Smart Value Pricing* quote, complete this form and fax it, along with your detailed, dimensioned floor plan to us. We will return a price quote that includes the installation and removal of the services you have requested in the locations specified.

Event Name: HSMAI's Affordable Meetings Event Dates: April 14-15, 2010

COMPANY NAME: _____			BOOTH #: _____		
ADDRESS: _____			PHONE #: _____		
CITY: _____	STATE: _____	ZIP: _____	FAX #: _____		
SUBMITTED BY: Mr. _____ Ms. _____ Mrs. _____			E-MAIL: _____		
BOOTH SIZE: (Length by Width) _____					

Summary of Utility Services Required
 (use additional paper if not enough room is available)

Type of Service	Quantity	Utility Ordering Code (Use SO1 for specific service codes)
ELECTRICAL		
TELEPHONE		
INTERNET - If you are requesting Internet services, call FOCUS One Internet Technical Service Section at (312) 567-8060.		
PLUMBING		

Return this form via fax to FOCUS One (312) 567-8294. This price quote may not apply if there are changes to the utility services you actually require, or if their locations change. Refer any questions to (312) 791-6452, or E-mail us at Smartvaluepricing@mpea.com.

Remove this page and return with the Smart Value Pricing Questionnaire



Event Name: HSMAI's Affordable Meetings

Event Dates: April 14-15, 2010

COMPANY NAME:	BOOTH #:	BOOTH SIZE (WxL)
---------------	----------	------------------

Please answer the following questions and return this form, along with the **Smart Value Price** Quote Sheet (SV1) to the FOCUS One Estimators (fax: (312) 567-8294) on or before the deadline date to receive a quote. Be sure to include all specific requirements or characteristics about your booth. **In order to provide you with the most accurate quote, the questionnaire must be filled out completely and accompanied by a detailed dimensioned drawing that includes a layout of equipment and services.** If you have any questions regarding **Smart Value Pricing**, call the FOCUS One Estimators at (312) 791-6452.

1. Are you using an EAC (Exhibitor Appointed Contractor) to set-up your booth? YES NO

If yes, company name: _____

Contact Name: _____ Phone: _____ Fax#: _____

2. Has this exhibit been set-up for a show before? YES NO

If yes, has this exhibit been set-up for a show at McCormick Place/Navy Pier? YES NO

3. Please use the blank calendar below to show your schedule for move-in and move-out as shown in the example. Indicate the dates in the blanks provided and be sure to include the following: Floor layout,

Equipment delivery, Carpet installation, Interconnections, Completion date, event dates, and Dismantle date.

EXAMPLE

Monday	Tuesday	Wednesday	Thursday	Friday
4/ 1 8 AM - Floor Layout 1 PM - Carpet installation	4/ 2 8 AM - Equipment Delivery 10AM - Connect machinery	4/ 3 8 AM - Continue machinery and install lighting 2hrs.-Overtime	4/ 4 Completion date 8 AM - finish work in booth, focus lighting	4/ 5 Show Opens

(If more room is necessary, please use separate paper)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
___/___	___/___	___/___	___/___	___/___	___/___	___/___
___/___	___/___	___/___	___/___	___/___	___/___	___/___
___/___	___/___	___/___	___/___	___/___	___/___	___/___

4. Do you plan to work overtime or double time during the installation of the booth? YES NO

5. Do you plan to work overtime or double time during the dismantling of the booth? YES NO

If you answered yes to either of the above questions, please indicate on the calendar which days that work will occur similar to the example. Note that your **Smart Value Price** quote will be based at Straight time labor rates unless you indicate otherwise. If no indication of Overtime or Double time is made and work is done on Overtime or Double time, you will be billed the difference between the rates.

6. Will you need any electricians for standby during the run of the show? YES NO

7. Will you require an electrical foreman? YES NO

8. Will you require the use of an aerial platform (over 25') / scissors lift (under 25') for installation other than what is required for us to install overhead services? YES NO If yes, please specify:

Remove this page and return with the Floor Plan Template (FT1) form



\$mart Value Questionnaire (Part 2)

10. Will you require any 24-hour power during move-in or the show? YES NO
 11. Are there any specific requirements we need to be aware of that may affect your \$mart Value Pricing?

12. Please check any of the following that are part of your exhibit:

Items	Quantity/Dimensions	Power Requirements (Volts, Amps, Wattage, Phase)
Aerial Truss If Yes, Will you need to rent truss from Focus One? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Feet of Truss _____ # of motors _____	
Par Cans	<input type="checkbox"/>	
Track Lighting	<input type="checkbox"/> # of tracks _____ # of lights	
Fluorescent Fixtures	<input type="checkbox"/>	
Wall mounted light fixtures	<input type="checkbox"/>	
Kiosks with lighting & power	<input type="checkbox"/>	
Light fixture headers	<input type="checkbox"/>	
Light boxes/duratrans	<input type="checkbox"/>	
Plasma Screens	<input type="checkbox"/>	
Video Wall	<input type="checkbox"/> # of monitors _____	
Sound System	<input type="checkbox"/> # of mics _____ # of speakers _____	
Distribution Panel (s) (Must be supplied by customer)	<input type="checkbox"/> # of panel (s) _____ # of circuits from panels _____	
Transformers (Must be supplied by customer)	<input type="checkbox"/>	
Rotating Electrical Signs	<input type="checkbox"/>	
High Voltage Machinery	<input type="checkbox"/>	
Machinery Interconnections	<input type="checkbox"/>	
Computers	<input type="checkbox"/>	
Computer Network Cabling	<input type="checkbox"/>	
Cable Trough/Raceway	<input type="checkbox"/> Linear feet of trough _____	
220-volt European lighting	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	

Note: Your Smart Value price quote will be based on the list of electrical items you provide. If additional electrical items not listed require installation in your booth, the labor, equipment and/or services required for that installation will be billed in addition to the Smart Vale price quote.

13. Will you require a Water Fill & Drain? YES NO If Yes, how many containers and what size is each container?
 _____ Will any of the pump-out fluids need to be disposed of in
 barrels? YES NO If Yes, how many barrels? _____

14. Will you require any plumbing interconnections (per the show labor rules)? YES NO If Yes, how many connections and what is your time estimate? _____

	# of Lines	Total # of connections	Size of connections (NPT only)	Flow rates for connections
Water Lines				GPM
Drain Lines				GPM
Compressed Air Lines				CFM

Please send any enlarged drawings, (i.e. blueprints, floor/electrical plans), that are to be considered for \$mart Value Pricing to the following address: McCormick Place – FOCUS One Estimators – 2301 S. Lake Shore Drive, Chicago, IL 60616 or E-mail: smartvaluepricing@mpea.com.



HANGING ITEMS APPROVAL/REQUEST FORM (HM 1)

COMPANY NAME: _____	BOOTH #: _____
ADDRESS: _____	PHONE #: _____
CITY: _____ STATE: _____ ZIP: _____	FAX #: _____
CONTACT NAME: _____	E-MAIL: _____

PLEASE PRINT

EVENT NAME: HSMAI's Affordable Meetings
HANGING ITEM DEADLINE DATE: March 5, 2010
EVENT DATES: April 14-15, 2010

NAVY PIER HANGING ITEMS RULES & REGULATIONS

These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.

1. The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
2. All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
3. Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the MPEA Assistant Director of Fire Safety at (312) 791-6079.
4. Hanging material pick-points must be pre-fabricated and ready for use.
5. The exact placement of any hanging items shall be determined by FOCUS One to insure minimum stress to the supporting framework and avoid contact with fire retardant beams.
6. No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
7. All electrical and neon items must conform to the City of Chicago Electrical Codes.
8. We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.
9. FOCUS One will provide truss on a "first-come, first-serve" rental basis only. Should we exhaust our supply of on-hand truss and have to rent more, additional charges may apply. In those instances, a FOCUS One representative will notify you.
10. Rental prices for hoist motors include the electrical service, but do not include labor, truss or rigging materials.
11. The use of MIS, Octonorm or similar component systems for hanging signs is not permitted at our facilities.

ITEM DESCRIPTION, SIZE & WEIGHT

For items other than banners, please include a floor plan containing detailed information so hanging point can be determined.

TYPE:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Cloth Banner | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Non-Electrical |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Other (specify) |

Note: MIS Signs not permitted

SHAPE:

- Square Triangle Rectangle Circle
 Other (specify) _____

SIZE:

Height _____ Length _____
 Width _____ Weight (in lb.) _____

Does your item require a hoist motor(s)? YES NO

Does your item require assembly? YES NO

If assembly required, set up plans must be provided.

Is sign rotating? YES NO

RETURN THIS FORM WITH PLACEMENT LAYOUT TO:
NAVY PIER - FOCUS ONE
2301 S. LAKESHORE DRIVE, CHICAGO, IL 60616
 Fax (312) 567-8294

Remove this page and return with the Floor Plan Template (FT1) form

LABOR

In no other center in the country will you find the level of skilled labor that we have in Chicago. We have a “can do” attitude that has become a standard of excellence.

Navy Pier Labor Work Rules: Not all labor services are contracted through Navy Pier. Navy Pier FOCUS One provides electrical, communication services, plumbing and Internet services. The official service contractor to the event provides drayage, decoration, rigging, carpentry and freight movement.

Non-Navy Pier Work Rules: The Show Manager has selected an official service contractor to perform the following tasks: drayage, decorating, freight unloading and loading, rigging and carpentry. The trades’ people who perform these functions are hired by the official service contractor and are not employed by Navy Pier.

An exhibitor or a full-time employee of the exhibitor is allowed to do much more of their own work. In a booth of 300 sq. ft. or less, an exhibitor may do his/her own assembly and decorating work if they so choose. An exhibitor’s full-time employee may work along with a laborer in assisting with the installation and dismantling of a booth of 300 sq. ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders. This change in work rules does not mean you must do this work yourself. You may continue to have this work done by the official service contractor’s workers or an Exhibitor Appointed Contractor (EAC).

Decorator crew size has also been reduced from 4 workers to 3 for aerial sign hanging jobs, unless safety is a concern.

Carpenters and Decorators are now organized into a single unified labor force who will work across traditional union jurisdictional lines. As a result, exhibitors will only need to place one request to obtain the labor required to set up a booth. This translates into faster service and greater efficiency.

- **Carpenters:** Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging structural signs; re-crating exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; and the installation of structural signs.
- **Cleaning:** The event’s official service contractor is responsible for and provides overall cleaning in the exhibit hall. It is the exhibitor’s responsibility to hire porter service through the service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours. However, if an exhibitor leaves excessive debris behind at the end of the event, Navy Pier will dispose of it and bill the exhibitor for the service accordingly. Excess debris includes literature, lumber, skids and pallets, carpet and products or waste from a product or demonstration.
- **Decorators:** Responsible for hanging all signs and installing all drape, cloth and/or tacked fabric panels. Decorators are also responsible for velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener as long as no tools or ladders are required and the total time to hang the sign does not exceed ½ hour. Exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps or velcro.

Note: Structural signs and electrical signs are the responsibility of carpenters and FOCUS One electricians respectively.

- **Projectionists:** Responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to, motion picture, video, holography, laser, slide and film used for the projection of an image on a screen or surface.



- **Riggers:** Responsible for uncrating, unskidding, positioning and reskidding all machinery. Exhibitors may carry in computers and appliances provided the movement may be reasonably done by hand. Exhibitors may remove small computers and appliances from crates or boxes provided work is done without a forklift or any power equipment. Exhibitors removing large items, which require the use of tools to release/remove restraining straps, would require rigging labor.
- **Stagehands:** Responsible for public performances of theatrical events that require temporary installation of lighting and audio equipment, including the installation, operation and removal of such equipment
- **Teamsters:** Responsible for the handling of all material (except machinery) in and out of the exhibit hall. Exhibitors may carry in small packages, including pop-up booths, provided they can be hand-carried. Four wheel dollies are not permitted. Questions regarding the movement of freight should be directed to the official service contractor at the show.

Other Non-Navy Pier Labor: Services such as AV equipment, photography, florists, booth security and water coolers can be contracted through your event's service contractors. Refer to your Exhibitor Manual or contact Show Management for ordering information.

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through FOCUS One.
- Non-domestic, endangered or exotic animals: Again, use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

Exhibitor Appointed Contractors (EAC)

- EAC employees are not "exhibitors". Therefore, an employee of an EAC cannot perform tasks allowed to "exhibitors".
- Employees of an EAC are not permitted to wear exhibitor badges.
- EAC's are required to register annually with the Metropolitan Pier and Exposition Authority, who governs Navy Pier. For further details, contact Navy Pier at (312) 791-6456.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the Navy Pier Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Privately Owned Vehicles (POVs)

- The unloading of any materials from a POV must be done at the loading dock only.
- POVs cannot stand or wait at any entrance or taxi staging area. These gates are designed for passenger drop-off and pick-up. For safety and to maintain efficient traffic movement throughout the event, vehicles left unattended in any tunnel or taxi gate will be towed.

Smoking

- Smoking is not permitted within Navy Pier. Smoking stations are located outside of the facility.

Vehicle Displays

- Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours.
- Refueling must be done off property.

FIRE AND SAFETY REGULATIONS

The fire prevention and safety regulations enforced at Navy Pier are taken from the Chicago Fire Prevention Code, the National Fire Protection Association(NFPA) and Navy Pier Operations Department. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserve the right to make any final decisions. Adjustments for non-compliance can be costly.

Contact the Fire Marshall at (312) 595-5175 or via fax at (312) 791-6013 for more information.



Booth Storage

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall or under tables.
- You may not store empty cartons in or behind your booth backwall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

Fire Retardancy

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing your demonstrations and displays, note that the following devices require pre-approval by Navy Pier:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglass or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. Navy Pier Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

- All L.P. gases
- Hay and straw
- Charcoal
- Propane
- MAPP gases
- Untreated Christmas Trees
- Cut Evergreen Trees or similar trees
- Wood fireplace logs and similar materials
- Untreated mulch and Spanish moss trees

Cooking and Heat-Generating Devices

if you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

Multiple Levels or Ceilings (Including Tents)

Before discussing Navy Pier requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

“Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

Format 1: Exhibits with two stories under 225 sq. ft.

Format 2: Exhibits with two stories at or over 225 sq. ft.

Format 3: Exhibits with ceilings under 225 sq. ft.

Format 4: Exhibits with ceilings at or over 225 sq. ft.

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “Fire Code Items” section.

Fire Code Compliance Exhibits with Multiple Levels or Ceilings

	Fire Code Item	Booth Format			
		1	2	3	4
1.	Max Dimensions	Yes	Yes	No	Yes
2.	Second Level	Yes	Yes	No	No
3.	Exit Stairways	Yes	Yes	No	No
4.	Smoke Detectors	Yes	Yes	Yes	Yes
5.	Fire Extinguishers	Yes	Yes	Yes	Yes
6.	Fire Guards	No	Yes	No	Yes
7.	Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8.	Certified Approval	Yes	Yes	No	No
9.	Fire Marshall Review	Yes	Yes	Yes	Yes



For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths:

Maximum Dimensions: To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq ft. of enclosed area.

Second Level: Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

Staircases: Staircases between levels must meet the following requirements, as well as A.D.A. compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

Smoke Detectors: All areas under the second level or ceiling, including closets, need to be equipped with a UL-approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers: A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

Fire Guards: Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, a special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by Navy Pier Fire Marshall.

Certified Approval: After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

Fire Marshal Review: Send your stamped blueprints to Navy Pier for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

All exhibits must comply with the Americans with Disabilities Act.

UTILITY ORDERING GUIDE SURVEY

Dear Customer,

Pleasing you is one of the most important parts of our job. We are always looking for ways to improve our Utility service. Our objective is the continued development of a more user friendly Utility Ordering Guide. For this reason, we are asking for your assistance with any suggestions or comments you feel would enable us to accomplish this. Please take a minute to help us better serve you.

Optional:

Your Name _____ Telephone Number _____

Company Name _____ Booth Number _____

Event Name _____

(Please circle one)

- | | | |
|--|-----|----|
| 1. Was the Guide user friendly? | Yes | No |
| 2. Did you call our Call Center (312) 791-6113 for assistance? | Yes | No |
| 3. Was the Call Center knowledgeable and helpful in assisting you? | Yes | No |
| 4. Did you opt to use our \$mart Value Pricing? If not, why? | Yes | No |

(Explain)

Yes No

5. Would you change anything about the format of this Guide?

If so, what would you change? _____

Please return this survey with your Utility Service Order Forms via mail or fax it to us @ (312) 791-6159
 The MPEA FOCUS One Team

NOTES

NOTES

NOTES

NOTES

Want a guaranteed price for all your utilities and utility labor?

Want to know your utility costs, including labor, before you arrive?

Ask us about
Smart Value Pricing!!!

Smartvaluepricing@mpea.com

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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact



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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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NEED ASSISTANCE?

Toll-free: 800.475.2098 Tel: 702.515.5970 www.ges.com/contact