

EXPOSITION INFORMATION

Select any item below to be taken directly to that page.

EXHIBITOR ESSENTIALS

- Exposition Schedule
- Key Contacts
- Deadline Checklist
- Items Included with Exhibit Space
- Shipping Addresses
- Parking Information
- Housing Reservations –Online Only – [Please click here.](#)
- Register Exhibitor Badges – **COMING SOON!**
- Enter Company Description Program and Online Listing –Online Only – [Please click here.](#)

RULES AND REGULATIONS

- Contract Rules and Regulations
- Exhibit Hall Rules and Regulations
- Height and Non-blocking Regulations

SERVICE ORDER FORMS

- Lead Retrieval (includes lead retrieval units, mailing lists & listing upgrades) - DirectLead
- Official Service Contractor (includes furniture, labor & material handling) - Freeman –
ORDER ONLINE BY AUGUST 9 FOR ADDITIONAL SAVINGS! –Online Only – [Please click here.](#)
- Electrical – Hi Tech Electric
- Internet – Smart City
- Floral Order Form – Urban Jungle
- Audiovisual Services – CCR Group
- Food and Beverage (Booth Catering) – **COMING SOON!**

MANDATORY FORMS

- Onsite Contact Information – Online Only – [Please click here.](#)
- EAC Notification - Online Only – [Please click here.](#) PDF Form available by request.
- Auxiliary Event Request - Online Only – [Please click here.](#) PDF Form available by request.
- Prize Drawing Sign Up - Online Only – [Please click here.](#) PDF Form available by request.

TIPS AND REMINDERS

- Security Tips
- Important Exhibitor Reminders
- Tips for Saving Time & Money
- Glossary of Trade Show Terms



INSTALLATION, EXPOSITION & DISMANTLE SCHEDULE

THE EXHIBITS WILL BE HOUSED IN HALL D OF THE WALTER E. WASHINGTON CONVENTION CENTER

INSTALLATION

ALL EXHIBITS MUST BE SET BY 11:30 AM ON WEDNESDAY, SEPTEMBER 4, 2013.

Tuesday, September 3, 2013	1:00 PM – 5:00 PM*
Wednesday, September 4, 2013	7:30 AM – 11:30 AM*

Any booths not set by 11:30 AM on Wednesday, September 4, 2013 will be forfeited to Exposition Management to use in a way that will compliment the overall appearance of the exposition. If you have any scheduling problems with the posted move-in hours, please contact Exposition Management at (800) 564-4220 or (703) 631-6200.

EXPOSITION

Your booth MUST BE staffed during the following hours:

Wednesday, September 4, 2013	1:30 PM – 4:00 PM
Thursday, September 5, 2013	12:30 PM – 2:30 PM*

DISMANTLING

Thursday, September 5, 2013	2:30 PM – 6:00 PM*
-----------------------------	--------------------

NO EXHIBIT MAY BE DISMANTLED PRIOR TO 2:30 PM ON THURSDAY, SEPTEMBER 5, 2013. This rule is in place for the courtesy and safety of other exhibitors and attendees that are in the exhibit hall until the end of the exposition.



KEY CONTACTS

<p>Exposition Management, Exhibit Sales, Registration, Housing, and Lead Retrieval: J. Spargo & Associates, Inc. 11208 Waples Mill Rd, Ste. 112 Fairfax, VA 22030 Tel: 800-564-4220 or 703-631-6200 meet@jspargo.com</p>	<p>Drayage & Decorating Contractor: Freeman Exhibit Services 9900 Business Parkway Lanham, MD 20706 Tel: 301-918-7975 Fax: 301-621-5606 FreemanWashingtonES@freemanco.com</p>
<p>Utility Services (Electric/Plumbing): Hi-Tech Electric 24209 Clawiter Road Hayward, CA 94545 Tel: 510-293-6151 Fax: 510-293-6155 dcexhibitorservices@hi-techelectric.com</p>	<p>Audio Visual, Video & Computer Rentals: CCR Events 7220 Oakley Industrial Boulevard Union City, GA 30291 Tel: 877-292-0101 Fax: 770-907-0103 exhibitor@ccrevents.com</p>
<p>Telecommunications (Phone/Internet): Smart City Networks 5795 W. Badura Ave., Ste 110 Las Vegas, NV 89118 Tel: 888-446-6911 Fax: 702-943-6001</p>	<p>Plant & Flower Rental: Urban Jungle Plate and Floral Service P.O. Box 6165 McLean, VA 22106 Tel: 703-241-8545 Fax: 866-516-3716</p>
<p>Exhibit Booth Catering: Centerplate/NBSE 801 Mount Vernon Place, NW Washington, DC Tel: 202-249-3524 Fax: 202-249-3522 dcboothcatering@centerplate.com</p>	<p>QUESTIONS? All questions regarding exhibit policies should be addressed to Exposition Management: Arina Kravets, CEM, CMP J. Spargo & Associates, Inc. Tel: (800) 564-4220 or (703) 631-6200 E-mail: arina.kravets@jspargo.com</p>

All questions and instructions pertaining to **material handling, storage, labor, utilities, furniture, floor coverings, special decorations, visual aids, sound equipment, floral, etc.** should be addressed to the appropriate firm(s) within this manual

DEADLINE CHECKLIST

- July 19, 2013** Shipments may begin arriving at the Advance Warehouse
- July 26, 2013** Company information to be included in the show program due to Exposition Management
- July 26, 2013** Intent to Use a Non-Official Contractor form due
- August 5, 2013** Early-bird price deadline for lead retrieval services
- August 9, 2013** Telecommunications discount deadline
- August 9, 2013** **Freeman services discount price deadline**
- August 9, 2013** Utility services discount price deadline
- August 23, 2013** Onsite contact form due to Exposition Management
- August 23, 2013** Audio-Visual services discount deadline
- August 23, 2013** Last day for advance shipments to arrive without surcharge
- September 3, 2013** Direct shipments to exhibit site may begin arriving at 8:00 AM
- September 4, 2013** **ALL EXHIBITS MUST BE SET BE SHOW READY BY 11:30 AM**
- September 4, 2013** Exhibits open at 1:30 PM
- September 5, 2013** All exhibitor material must be removed by 6:00 PM



ITEMS INCLUDED IN EXHIBIT SPACE CHARGE

Each 10'x10' booth includes the following:

- Display Space
- Standard Booth Equipment, consisting of flameproof 8' draped back wall (plum, white, black) and 36" draped side rails (plum)
- Aisle and Booth Carpeting (Tuxedo) – *different color carpet can be ordered and carpeted over at exhibitor's expense.*
- Standard 7" x 44" company ID sign
- One 6' draped table (white)
- One wastebasket
- General exhibit hall lighting and heating/air conditioning
- General perimeter exhibit hall security service
- Exhibitor registrations (based on booth size) – 3 complimentary registrations per 10'x10' space
- Daily AISLE cleaning
- Listing in the Final Convention Program



SHIPPING INFORMATION

Please refer to all shipping information in the Freeman Decorating Company portion of the exhibitor service manual (located under Service Order Forms). Shipping labels are available in that section as well.

Advanced Warehouse Shipping Address **DEADLINE FOR ITEMS TO ARRIVE: AUGUST 23, 2013**

Exhibitor Name, Booth Number
HSMAI's MEET National
c/o Freeman
9900 Business Parkway
Lanham, MD 20706

After August 23, 2013, a late charge will be applied to all materials sent to the Advanced Warehouse. For more information, please contact Freeman at 301-918-7975 or freemanwashingtones@freemanco.com.

Direct to Showsite Shipping Address **MAY BEGIN ARRIVING: SEPTEMBER 3, 2013**

Exhibitor Name, Booth Number
HSMAI's MEET National
c/o Freeman
Walter E. Washington Convention Center
801 Mount Vernon Place NW
Washington, DC 20001

Please note any materials arriving to the convention center before September 3, 2013 may be refused by the facility. If accepted, materials may accrue high fees.

PARKING

We have identified over 3,000 parking spaces in a three block radius of the facility. These spaces are available on a first come, first serve basis. We encourage exhibitors and attendees to use the public parking facilities, so that it does not impact the limited residential parking. There are also approximately 100 metered parking spaces within close proximity to the facility.

There are twelve designated public parking spaces designated for vehicles displaying disability parking placards/permits or license tags in the following locations:

- * North end of 7th Street between L and Mt Vernon Streets (3 metered spaces)
- * South end of 9th Street between Mount Vernon Place and L Street (3 metered spaces)
- * South end of 9th Street between L Street and M Street (3 metered spaces)
- * South end of 9th Street between M Street and N Street (3 metered spaces)

Parking signs are posted indicating that the spaces are for two-hour parking from 7:00am - 6:30pm daily.







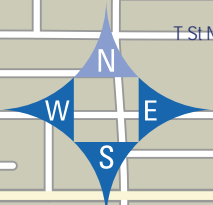
Larger map available on next page

PARKING LOT MAP

PARKING LOTS NEAR THE WALTER E. WASHINGTON CONVENTION CENTER

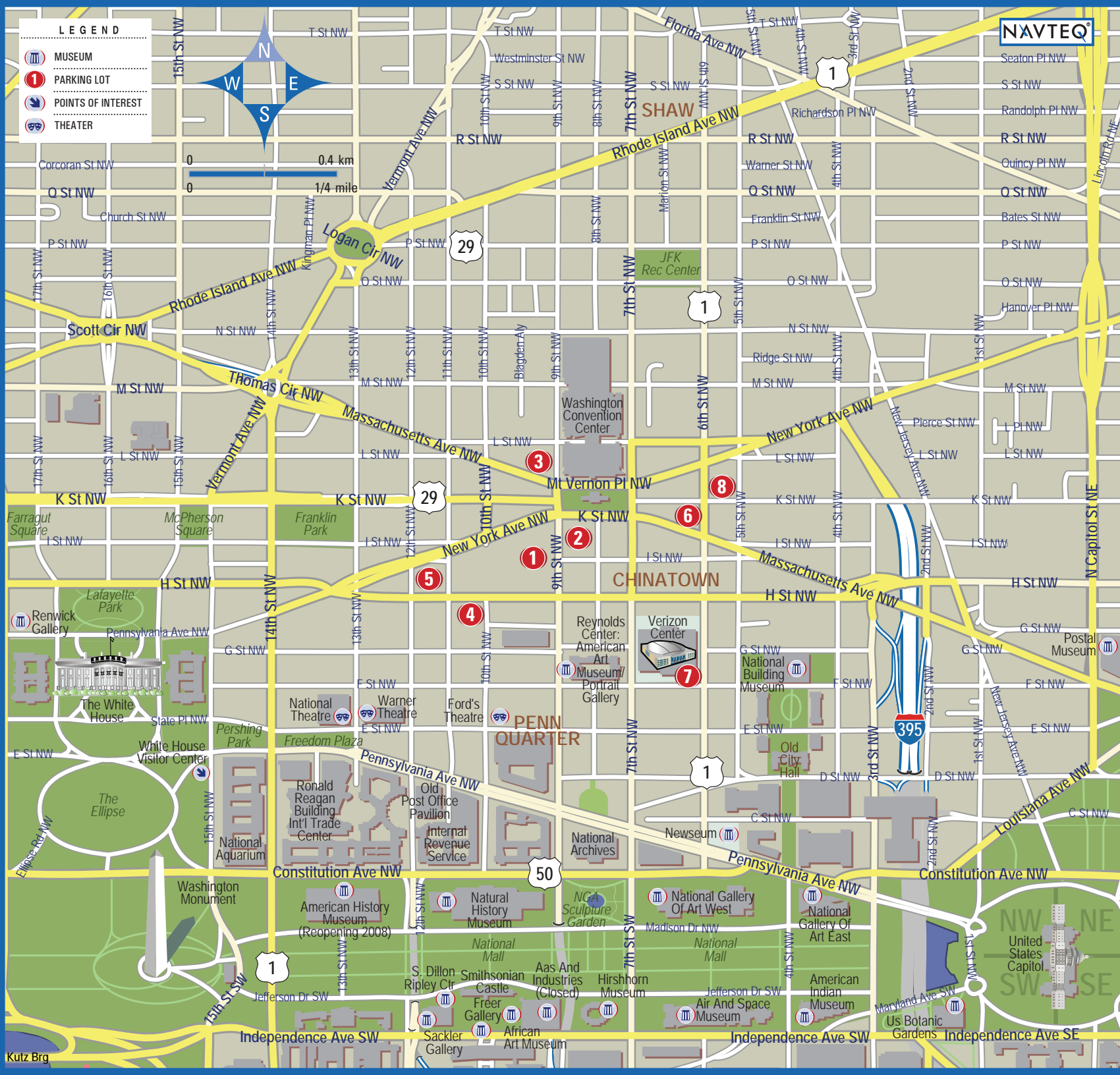
LEGEND

-  MUSEUM
-  PARKING LOT
-  POINTS OF INTEREST
-  THEATER



Name/Address	Spaces	Rate
1 Center City Parking 9th Street between New York Avenue and H Street (202) 265-0010 2 blocks to the Center	800	\$3.00 – 1 hour; \$5.00 – 2-3 hours; \$8.00 – 3-5 hours; \$12.00 – 5-10 hours \$20.00 – max \$15.00 – events \$20.00 – lost ticket
2 Interpark (Renaissance Hotel) 999 Ninth Street NW (202) 898-9000 1 block to the Center	1350	\$25.00 - self; \$32.00 - valet
3 PMI Parking 915 Mass. Ave. NW (202) 785-9191 Across the street from the Center	209	\$6.00 – 1 hour; \$10.00 – max; \$20.00 – Convention Center Special Events
4 Quick Park (Grand Hyatt) 1000 H Street NW (202) 582-1234 5 blocks to the Center	370	\$20.00 - self; \$30.00 - valet
5 Park America 700 11th Street NW (202) 789-1750 6 blocks to the Center	352	Mon. - Fri. \$6.00 - 1 hour; \$10.00 - 2 hour; \$15.00 - all day; \$7.00 - after 7pm; \$7.00 - Sat. Closed Sunday
6 PMI Parking 610 Mass. Ave. NW (202) 785-9191 2 blocks to the Center	100	\$6.00 - 1 hour; \$11.00 - max; \$5.00 - after 5pm; \$15.00 - Convention Center Special Events
7 Verizon Center 601 F Street, NW (202) 661-5000 7 blocks to the Center	500	\$20.00
8 Marc Parc 500 K Street NW (202) 464-2900 2 blocks to the Center	207	\$10.00 - All day

Total # of spaces: 3888



HSMAl'S MEET Mid-America, West and National Exposition Rules

1. Purpose

The objective of the HSMAl's MEET is to further HSMAl's objectives by providing a forum through exhibits and technical sessions. Exhibitors are limited to firms, organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. Active selling or order taking is NOT permitted.

2. Location of Exhibits

The Expositions will be held at the Navy Pier, Chicago, Illinois, Anaheim Marriott, Anaheim, CA and the Walter E. Washington Convention Center, Washington DC.

3. Subleasing

Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, Exhibitors not participating in MEETS' booth sharing program; which limits each 10'X10' booth to 1 (one) additional exhibiting company to share exhibit space for synergistic co-marketing purposes, are subject to adhere to the following: Exhibitor may not sublet his/her exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case identification shall be limited to the manufacturer's normal regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his/her booth. Ruling of HSMAl shall, in all instances, be final with regard to use of exhibit space. The Maximum number of represented exhibiting companies of 2 (two) per 10'x10' booth shall include the primary exhibitor who contracted for the space. Participating in the booth sharing program includes having all sharing companies complete a Co-Exhibitor Program Listing & Industry Contact Form (provided by show management).

4. Occupancy Default

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by HSMAl, and re-allocated or reassigned for such purposes or use HSMAl may see fit.

5. Eligibility

HSMAl has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

6. Cancellation or Change of Exposition

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of HSMAl or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of HSMAl. HSMAl shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of HSMAl. Causes for such action beyond the control of HSMAl shall include, but are not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Navy Pier, municipal, state or federal laws, or act of God. Should HSMAl terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to exhibitors at the sole discretion of HSMAl and in any case, will not exceed the amount of each exhibitor's paid exhibit space fee less any pro rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by HSMAl through the date of exhibitors' notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later.

7. Cancellation by Exhibitor

In the event of cancellation by an exhibitor, HSMAl shall determine an assessment covering the reassignment of space, prior services performed, and other damages related to cancellation, according to the following schedule: Until December 21, 2012, 0% of total booth rental fee. From December 21, 2012 – 120 days prior to the first day of the event, 50% of total booth rental fee. After 120 days prior to the first day of the event, 100% of total booth rental space fee.

HSMAl must receive written notification of the cancellation. Date cancellation notice is received by HSMAl will determine above assessment charges. In the event of either a full or partial cancellation of space by an exhibitor, HSMAl reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment. Appropriate payment must be received within 15 days of cancellation.

8. Limitation of Liability

Exhibitor agrees to make no claim for any reason whatsoever against HSMAl, its employees, agents, or representatives for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the Exposition as scheduled; nor for any action or omission of HSMAl. The exhibitor is solely responsible for his own exhibition material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of an exhibitor is in his care, custody, and control in transit to, or from, or within the confines of the exhibit hall. HSMAl shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representatives or personal property.

9. Insurance

Exhibitors shall, at their sole cost and expense, procure and maintain through the term of this contract, the following insurance: Comprehensive General Liability insurance with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in full compliance with all laws covering the exhibitor's employees. Proof of such insurance shall be provided to HSMAl or its agent or representative upon request.

10. Union Labor

Exhibitor shall employ only union labor, as made available by official contractors in the setting up and dismantling of the exhibits and in the operations when required by union agreements. Exhibitors planning to build special displays should employ union display companies in their fabrication, carpentry and electrical work.

11. Installing, Exhibiting, Dismantling

Hours and dates for installing, exhibiting, and dismantling shall be those specified by HSMAl. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by HSMAl.

12. Damage to Property

Exhibitor is liable for any damage caused by exhibitor, exhibitor's agents, employees or representatives to building floors, walls, or columns, or to standard booth equipment, or to other exhibitor's property. Exhibitor may not apply paint, lacquer, adhesive or other coatings to building columns, floors or walls, or to standard booth equipment.

13. Floor Loading

Under no circumstances may the weight of any equipment or exhibit material exceed the specified floor load limit of the exhibit hall. Exhibitor accepts full and sole responsibility for injury or damage to property or persons resulting from failure, knowingly or otherwise, to distribute the exhibit material and products in conformity with the maximum floor load specifications.

14. Alcoholic Beverages

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of HSMAl.

15. Flammable Materials

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

16. Lotteries or Contests

The operation of games of chance or lottery devices, or the actual or simulated pursuit of any recreational past time is permitted only on written approval from HSMAl.

17. Noise and Odors

Noisy or obstructive work will not be permitted during open hours of the Exposition, nor will noisily operating displays, nor exhibits producing objectionable odors. HSMAl shall have sole discretion in determining what is noisy, obstructive or objectionable.

18. Music

Any exhibitor using music must ensure that licensing fees have been paid to the appropriate agency, i.e., ASCAP or BMI. HSMAl is not responsible for any licensing fees for music played in exhibitor's booth.

19. Obstruction of Aisles or Booths

Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any periods specified by HSMAl.

20. Attendance

Admission policies shall remain, at all times, the prerogative of HSMAl, and may be revised or amended to suit unforeseen conditions.

21. Booth Personnel

Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear "exhibitor" badge identification furnished by HSMAl at all times while they are in the exhibit area. All other employees and representatives of the exhibiting companies must register as Show Attendees. HSMAl reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during show hours.

22. Height and Non-Blocking Regulations

All exhibit display construction design must conform to the regulations set forth in the "Display Rules and Regulations," a copy of which is supplied to each exhibitor by HSMAl. "Display Rules and Regulations" provides details as to what is allowed for exhibitor's booth so as to enable use of the space without detriment to neighboring exhibitors or the Exposition.

23. Electrical Safety

All wiring on booths or display fixtures must meet underwriters' rules and standard fire department inspection. This applies to booth construction only and not to pre-wired radio and electronic equipment.

24. Use of Space

Displays and demonstrations are limited to the confines of an exhibitor's own booth, as is the distribution of literature or other items.

25. Display

HSMAl shall have full authority for approval or arrangement and appearance of items displayed. HSMAl may, at its discretion, require replacement, rearrangement, or redecoration of any item or any booth, and no liability shall attach to HSMAl for the costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as to not be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished three hours before the scheduled opening of the show, HSMAl shall authorize the official decorator to effect the necessary finish and the exhibitor must pay all charges involved thereby.

26. Exhibitor Representative's Responsibility

Exhibitor agrees to indemnify HSMAl, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitor's agents, employees or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

27. Waiver of Rights

Any rights of HSMAl under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of HSMAl.

28. Relocation and Floor Plan Revisions

HSMAl retains the exclusive right to revise the exhibition hall floor plan and/or move assigned exhibitors as necessary.

29. Amendment and Addition Rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of HSMAl. HSMAl may, at any time, amend or add further rules to these rules, and all amendments made shall be binding on exhibitor equally with the foregoing rules and regulations.

30. Agreement to Rules

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by HSMAl.

EXHIBIT HALL & FACILITY RULES AND REGULATIONS

- **Americans with Disabilities Act (ADA)** - All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).
- **Animals** are NOT permitted in the facility unless they are service animals or part of a scheduled event.
- **Balloons** (Helium) are not permitted in the exhibit hall.
- **Booth Set-Up Guidelines** - Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in, move-out and **NO ONE** under the age of 18 is permitted on the show floor during that time. It is the responsibility of Exposition Management to ensure the overall appeal of the exhibit area. We need your cooperation in assuring an attractive Exposition. Guidelines addressing height, depth, structural integrity, storage and important detail for each type of booth construction follow in this section.
 - Exposition Management complies with any policy the Fire Marshal mandates, and adheres official IAEE Guidelines for Display Rules and Regulations. Should your exhibit not conform you will be asked to modify it on-site at your expense. Show Management will advise you if you are in violation and give you the opportunity to make adjustments prior to the Fire Marshal walkthrough.
- **Canopies and Ceilings** - Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements. The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with show general contractor. All canopies must be flame retardant and must have a fire extinguisher with a minimum rating of 3A4OBC in the booth.
- **Carpet/Flooring** – Individual booth carpet is included in your booth price. Booth carpeting is tuxedo (a black and white pattern). Exhibitors may carpet over the tuxedo carpeting provided by Show Management at their own expense. You may also order different carpet and extra padding through Freeman Decorating Company. Please refer to their order forms in the **SERVICE ORDER FORMS** section.

- **Ceiling Height** – Exhibits are located in Hall D in which the ceiling height is from 30' to 50'; though your booth and signage **MUST** comply with show rules. Booth height should not exceed 20', INCLUDING any signage. Should you have any questions please contact Show Management at 703-631-6200.
- **Children** and anyone under the age of 18 are not permitted in the exhibit areas at anytime (this includes installation, exhibit hours, and dismantling).
- **Cleaning – Booth and Aisle Areas** - Aisles will be vacuumed daily and trash placed in the aisle after the show closes each day will be removed. Services for individual booth cleaning should be ordered from Freeman. Please refer to the order form in the **SERVICE ORDER FORMS** section.
- **Crate Removal, "Empty" Storage and Crate Return** – Freeman is the EXCLUSIVE contractor for crates and carton removal and storage. Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during the show period. However, empty crates or boxes, when properly marked and identified by the exhibitor will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. **Empty** stickers are available at the Freeman Desk in the exhibit hall. – **Absolutely no storage of material of any type is allowed behind or between booths.**
- **Demonstrations** - As a matter of safety and courtesy to others, exhibitors should conduct presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of three feet (3') and/or install hazard barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, only qualified personnel should conduct demonstrations.
- **Direct Cash** sales from the show floor are NOT permitted.
- **Electrical Service** – The Walter E. Washington Convention Center **does not** automatically provide 24-hour electrical service. To order 24-hour electrical service or to order any other utilities, please complete the appropriate form in the **SERVICE ORDER FORMS** section.
 - Additionally, every exhibit facility has different electrical requirements; however, minimum guidelines are suggested: All 110-volt wiring should be grounded three-wire. Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage". Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures are not recommended and are often prohibited. Cube taps are not recommended and often prohibited. Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

- **End-Cap-Draping** – Any portion of your exhibit with **visible** unfinished sides or backs exposed **MUST BE DRAPED OFF**. (Example: metal grid behind pop-up displays) by 11:30 AM on Wednesday, September 4, 2013. After 11:30 AM Show Management reserves the right to drape of any unsightly areas at the Exhibitors expense. You may contact Freeman Decorating Company to arrange for end-cap draping. The sides and the back of the outside of your booth may also not carry any signs or other copy that would detract from the adjoining exhibit.
- **Exhibitor Sponsored Auxiliary Events** - Exhibitors may not host any events (inside or outside of the conference facility) during official conference hours. All auxiliary events must be approved by Show Management prior to booking. Please email arina.kravets@jspargo.com or call 703-631-6200 with any questions.
- **Firearms** are strictly prohibited. The only exception is for law enforcement officials or as part of a related firearms show or exhibit. All exceptions must have the authorization of Show Management and the Facility.
- **Fire Regulations**
 - All draperies, backdrops, bunting and other decorations must be flameproof; exhibitors must have certificate of flame retardancy!
 - All paper and other flimsy materials used for decorative purposes, including flameproof paper are prohibited.
 - The use of liquid petroleum and gases are prohibited.
 - Helium balloons and tanks are prohibited.
 - No liquid propane tanks – full or empty are allowed in the building.
 - All gasoline-powered vehicles used for indoor exhibits must contain less than one gallon tank of fuel per vehicle, have locking gas caps or heavy duct tape (no paper tape) placed over the fuel spout, and have both battery leads disconnected and taped. Tanks cannot be refueled or emptied inside the Walter E. Washington Convention Center.
 - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of the Walter E. Washington Convention Center.
 - Combustible crates and packaging boxes **MUST** be removed after set-up period to the storage area.
- **Food & Beverage** -Any Food or Beverage dispensed or given away at booths must be supplied and prepared by Centerplate/NBSE who has exclusive food and beverage distribution rights in the Walter E. Washington Convention Center.
- **Glitter/Stickers/Confetti** are NOT permitted in the facility.

- **Hanging Signs** and graphics are ONLY permitted in Island Booths. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements; for example, the highest point of any sign should not exceed the maximum allowable height for the booth type. Hanging signs & graphics should be set back ten feet (10') from adjacent booths.
- **Lighting** - Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting: No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting, which is potentially harmful, such as lasers, or ultraviolet lighting should comply with facility rules and be approved in writing by exhibition management. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- **Nails, Staples, etc.** – Do not nail, staple, tape, spray, hang or attach anything to walls ceilings, fixtures, and floors.
- **Parking** is not allowed in any of the loading dock areas. Any vehicle parked in an unauthorized area will be towed at the owner's expense.
- **Shipments of Exhibit Material** – Please follow all shipping instructions outlined in the **SERVICE ORDER FORMS** section of the exhibitor service manual. Be sure to ship all exhibit related materials to either the Advanced Warehouse or the On-Site shipping address provided in the information to avoid misplaced or missing shipments.
- **Side Rails** on a corner booth may be taken down at the exhibitor's request.
- **Smoking** is strictly prohibited in the exhibit hall.
- **Soliciting** outside of your exhibit space is prohibited.
- **Sound/Music** - In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, might be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.
- **Structural Integrity** - All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

- **Tips & Gratuities** to union employees are strictly prohibited.
- **Towers** - A tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used. Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

The above Rules and Regulations cover most of the common questions exhibitors seek answers to. If you cannot find the information you are looking for above or you feel that your display may not pass Show Management requirements, please contact Show Management at 703-631-6200 for additional Rules and Regulations.

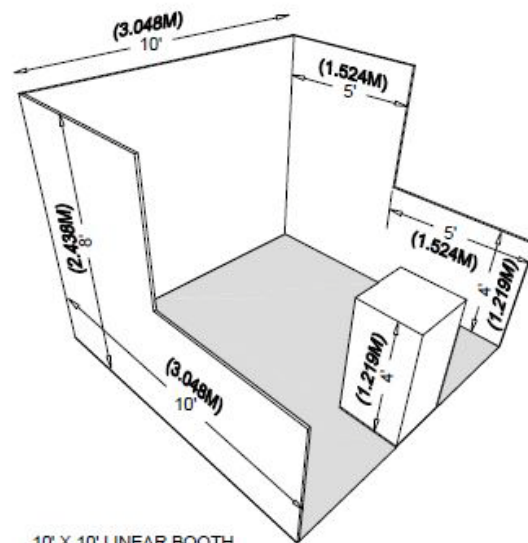
NON-BLOCKING REGULATIONS AND HEIGHT LIMITATIONS

PLEASE NOTE: Detailed plans for an exhibit not in compliance with Height and Non-Blocking Regulations as stated below **MUST BE** submitted to Exposition Management **IN WRITING** for approval. Approvals will be limited to cases where booth location or configuration allows for variances.

1. Linear displays should be built to a height not exceeding 8' within 5' of the back line of the booth, and not exceeding 40" above floor level at any point or side of the remaining booth area.
2. A canopy or false ceiling meeting the following specifications is permitted:
 - a. Forty-five degree taper (as viewed from above) from a point of not more than 3' forward of the rear corner of an adjacent booth.
 - b. Minimum clearance, including sign headers, above floor level is 7'. Maximum height of canopy is 8'.
 - c. Vertical supports no larger than 3" in diameter or 3" square, and not "grouped" to cause blocking.
3. High equipment, or equipment placed on tables or pedestals, must be positioned in the rear of the exhibit, in the best way possible, to prevent blocking the view of neighboring exhibits.

Linear & Peninsular Booths: Height limitation is 8', INCLUDING SIGNAGE.

Island Booths: Height limitation is 20', INCLUDING SIGNAGE, but consideration should be taken as not to block view of neighboring exhibitors.



MARKETING PACKAGE ORDER FORM

HSMAI's MEET National 2013 | September 4-5, 2013 | The Walter E. Washington Convention Center | Washington, DC

Contact Information (Please Print or Type Clearly)

Booth Number: _____ Contact: _____

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Tel: _____ Fax: _____ Email: _____

Onsite Contact: _____ Mobile Phone: _____

Order by Mail or Fax

J. Spargo & Associates, Inc.
 11208 Waples Mill Rd., Suite 112, Fairfax, VA 22030
 Phone: 703-995-1800 • Fax: 703-562-9047

Order Online

<https://www.directlead.com/order/meetnational13>

Marketing Package Options:	Advance By: 8/5/13	Standard After: 8/5/13	Quantity	Total
Complete Marketing Package \$595 <small>(Includes DirectLead™ Mobile Handheld [DMH] & 2013 Pre-show attendee list)</small>	\$595	\$695	_____	\$ _____
Lead Retrieval Only				
DirectLead™ Mobil Handheld [DMH]* \$350 <small>Battery Operated; & Leads provided on USB stick in an Excel spreadsheet when unit returned at close of event</small>	\$350	\$400	_____	\$ _____
DirectLead™ Handheld Touch [HHT]* \$350 <small>Battery Operated; Leads provided on a USB Stick in an Excel spreadsheet when unit returned at close of event</small>	\$350	\$400	_____	\$ _____
iLeads App. for iPhone & iPad [ILA] \$295 <small>iPads require WiFi service or an iPad with 3G. Instructions for App download will be provided 7 days prior to event</small>	\$295	\$345	_____	\$ _____
Optional Accessories:				
Wireless Thermal Printer [WTP]* \$100	\$100	\$150	_____	\$ _____
Custom Lead Qualifiers [CC]* (complete page 2) \$95	\$95	\$125	_____	\$ _____
Pre-Show Mailing List Only				
2013 Pre-Show Mailing List (includes addresses and emails) \$375 <small>A Post Show list will be sent automatically on a complimentary basis on September 12, 2013</small>	\$375	N/A	_____	\$ _____
<small>*For use with DirectLead™ Mobile Handheld and Handheld Touch</small>				Total: \$ _____

MARKETING PACKAGE ORDER FORM continued

HSMAI's MEET National | September 4-5, 2013 | The Walter E. Washington Convention Center | Washington, DC

License Agreement and Equipment Contract

Mailing List License Agreement

As an exhibitor you may order an attendee list and benefit from exhibiting at the HSMAI's MEET National Conference. Use of the mailing list is meant to facilitate your company's pre-show and/or post-show marketing efforts. The data will be provided in an Excel Spreadsheet. This License Agreement allows for the multiple use of the mailing list for six months following the date of purchase. The mailing list may not be reproduced or distributed to any other organization, individual or institution without the expressed written consent of J. Spargo & Associates, Inc. Exhibitor records are not available for purchase. This offer is valid to HSMAI's MEET National Conference exhibitors only. Publishers, competing organizations, associations and producers of trade shows, conferences and professional meetings are excluded from this offer.

Please check the box and sign below that you have read and understood the terms of this agreement

Signature _____

Lead Retrieval Equipment Usage Agreement

All equipment is the sole responsibility of the exhibitor during the rental period. The rental period ends 1 hour past the close of the posted exhibit hall hours. Equipment damaged or not returned is subject to an additional charge up to \$2,500.00 per unit. This charge may be imposed, without further notice, to the credit card on file. Your signature authorizes your credit card to be charged for the total payment due. JS&A reserves the right to charge the correct amount if different from the total listed above. Your order must be submitted on or prior to the discount deadline to receive the discounted rate.

Please check the box and sign below that you have read and understood the terms of this agreement

Signature _____

Payment Method:

Check made payable to: J. Spargo & Associates, Inc.

Visa MasterCard American Express

Card Number: _____ Total: \$ _____

Exp. Date: _____ Name on Card: _____

Signature: _____

(Signature Required)

Cancellation of order is subject to a \$50.00 administrative fee.

No refunds after August 20, 2013 or once mailing list has been sent.

You will be charged up to \$2,500.00 per unit damaged or not returned.

Units must be picked up at the Lead Retrieval Counter.

No credit issued for unit(s) not picked up.

Please allow 1-3 business days to receive confirmation of your order.

All mailing lists will be provided via email in an excel spreadsheet.

Order by Mail or Fax

J. Spargo & Associates, Inc.

11208 Waples Mill Rd., Suite 112, Fairfax, VA 22030

Phone: 703-995-1800 • Fax: 703-562-9047

Order Online

<https://www.directlead.com/order/meetnational13>

CUSTOMIZED LEAD QUALIFIERS ORDER FORM

HSMAI's MEET National | September 4-5, 2013 | The Walter E. Washington Convention Center | Washington, DC

Company Name: _____

Contact Name: _____ Booth #: _____

Please type or clearly print your Custom Lead Qualifiers below. Qualifiers are limited to 18 characters per line.

- Sample Lead Qualifiers**
- Send Brochure
 - Add to Mailing List
 - Have Sales Rep Call
 - Have Tech Rep Call
 - Immediate Interest
 - Need Demonstration
 - Send Price List
 - Send Proposal
 - Purchasing Authority
 - Current Customer
 - Distributor
 - Reseller
 - End User
 - Government
 - Corporate / Civilian
 - < 5K Budget
 - 5 - 10K Budget
 - 10 - 25K Budget
 - 25 - 50K Budget
 - > 50K Budget

Custom Lead Qualifiers

By 8/5/13 \$95
 After 8/5/13 \$125

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



WALTER E. WASHINGTON
CONVENTION CENTER

ELECTRICAL SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545
510-293-6151
510-293-6155 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2012-2013**

Deadline Date for Incentive Rates:

Event Name:		Event Dates:	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Country	
Credit Card No		Exp Date	
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name (Please Print)
Phone	Fax	Email	

***** PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

ELECTRICAL OUTLETS / LIGHTING SERVICES

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		95.00	115.00				
10 Amp / 1000 watts		117.00	141.00				
20 Amp / 2000 watts		171.00	211.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		315.00	386.00				
30 Amp		427.00	526.00				
40 Amp		540.00	666.00				
50 Amp		596.00	741.00				
60 Amp		777.00	954.00				
100 Amp		965.00	1,178.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		425.00	523.00				
30 Amp		617.00	745.00				
60 Amp		940.00	1,163.00				
100 Amp		1,704.00	2,045.00				
200 Amp		3,348.00	4,186.00				
400 Amp		5,510.00	6,887.00				

Transformer(s): Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		158.00	189.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		377.00	627.00		
480V 3Ø Motor & Equipment Outlets					
30 Amp		635.00	760.00		
60 Amp		1,128.00	1,354.00		
Over 60 Amp 3Ø Outlet – Call for Quote					
Description Of Service	Qty	Incentive	Base		

Overhead Quartz Lights: 10x10 & 10x20 In-line and Peninsula Booths Only!

Includes Power, Rigging, Labor & One Time Focus

25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends

All Island & Special Displays must use separate Rigging Order Form to order Overhead Quartz Lights

Price Per Each Overhead Quartz Light		700.00	900.00		
Additional Booth Lighting Services					
90 Watt On Stanchion Inline Booths Only		95.00	115.00		
250 Watt Krypton On Stanchion - Inline Booths Only		149.00	179.00		
Stem Lights Hard Wall Use Only		95.00	115.00		
Track Lighting – (3) 75watt fixtures		206.00	217.00		
10 ft. spreader bar required					

See Terms and Conditions Section for Labor Rates

Subtotal of Charges \$

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths 30x30 or larger to: dcexhibitorservices@hi-techelectric.com

<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Indicate all 24 hr and dedicated outlets on floor plan
---	--

TERMS AND CONDITIONS

Must be signed in order for electrical installation to be scheduled

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. Lift Rates: \$157.00 per hour (one hour minimum) plus operator's time
4. The minimum charge per booth is one hour installation and ½ the total time for dismantle.

RIGGING LABOR

1. \$91.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$174.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. A four (4) hour minimum per labor call applies.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

1. All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
 2. All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
 3. All Island booths will be charged labor and materials which are determined by the diagram submitted.
 4. All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
 5. Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
 6. All 208 volt outlets will require labor and materials.
 7. All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form
 - Electricity will be turned on within 30 minutes of show daily.
 - **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
 - **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate.
 - **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC JURISDICTION



1. Only HTE equipment is allowed for electrical distribution.
2. Exhibitors are not permitted to bring their own distribution system.
3. HTE installs all motor and equipment hook-ups requiring hard wiring connections.
4. HTE performs all installations and/or repair of electrical fixtures.
5. HTE performs installations of all electrical motors and electrical apparatus to be energized.
6. HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
7. HTE provides labor for all overhead truss rigging and overhead booth lighting.
8. HTE performs all installations of electrical cords under any booth space flooring.
9. The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

RIGGING JURISDICTION

1. Rigging includes all motorized rigging-to-building structures.
2. All exhibit hall rigging must provide a floor plan for approval by HTE
3. All motors for rigging must be ordered through HTE.
4. All labor for rigging-to-building structures will be provided by HTE.
5. No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
6. Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
7. A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT

- Special Equipment orders require 30 days notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

- All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

- Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

RAMPING UTILITY LINES

- All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

SUPERVISION FEES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.

CANCELLATIONS

- *Prior to event:* Exhibitor will be charged 20% of services ordered.
- *At Show Site:* Exhibitor will be charged 50% of services ordered.
- *Once services are installed:* Exhibitor will be charged 100% of all services rendered.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

DELAYS

- In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

TIPPING

- Tipping is not permitted to HTE employees. All payments must be made to a Customer Service Representative or HTE Management.

INDEMNITY

- The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

Print Name:

Signature:

Booth No:

Terms and Conditions / Payment Options

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 21 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Twenty (20) days before show move-in has started or (b) orders received on or before the 21 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 512 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|--|--|

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

- | | |
|---|--|
| <ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: Smart City. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. | <p style="text-align: center;">Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

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

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

	Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE:	Payment Rec'd (Amount):	Customer No: 2013 - 015 -	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=015>

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

Network Security Declaration

Center: Washington CC (015) - DC

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2013 - 015 -

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

Network Security Policy:

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

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

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

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

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

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

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

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

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

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

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

Rental Company Contact: _____ Contact Number: _____

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

Signature _____

Date _____

Printed Name _____

Title _____

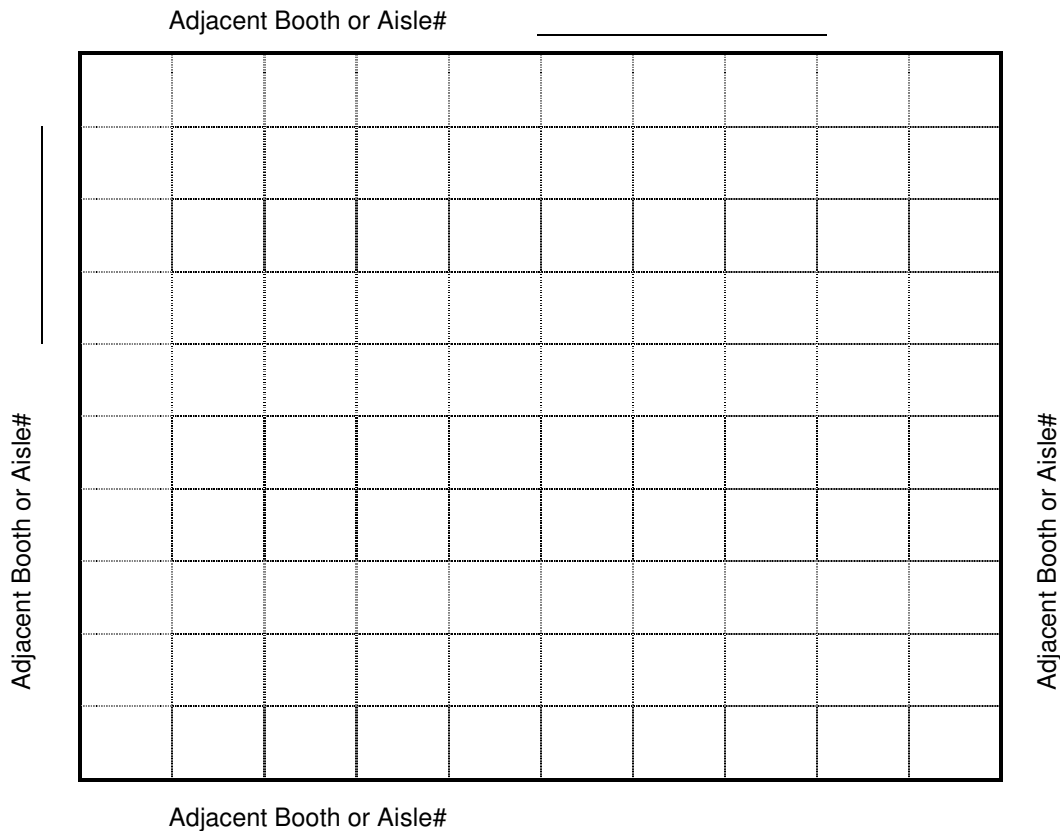
Floor Plan – Communications Cable

Center: Washington CC (015) - DC
 Show: _____

Company Name: _____
 Booth / Room #: _____
 Customer / Ref #: 2013 - 015 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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



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

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

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

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



Mail or fax this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 866-516-3716 fax
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
 info@urbanjungleinc.com

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 75.00	\$ 85.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 80.00	\$ 95.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	Pkg C: large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
◆ Call for prices on brass, chrome, terra cotta pots				
◆ Tax is based on show location		Sales Tax		\$
WDC - 6% MD - 6% VA - 5% Philadelphia - 8%		<i>See list at left</i>		
FDC	CALL FOR ITEMS AND FLOWERS YOU MAY WANT BUT DO NOT SEE ON THIS LIST.	TOTAL AMOUNT DUE		\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date_____ Time_____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
email:** _____

Show Name: _____
 Show Dates: _____

Location: _____
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Signature: _____

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}
****Email is required for confirmation and final invoices.**
***Orders must be received two weeks prior to show date for advance price!**



SHOW OFFICIAL MEANS:

- NO EXPENSIVE SHIPPING/STORAGE FEES!
- Free On-Site Technical Support
- Delivery, Installation & Testing Included
- Pre-Carpet Cable Installation Included
- Replacement Equipment On-Site
- All Pricing Is For Entire Show



Walter E Washington Convention Center
Washington D.C.
September 4 - 5, 2013

ONLINE ORDERING NOW AVAILABLE! - WWW.CCREVENTS.COM/ORDER.ASPX

Call Toll Free: 877-292-0101 ~ exhibitor@ccrevents.com ~ www.ccrevents.com ~ fax: 770-907-0103

Send Payments To: 7220 Oakley Industrial Boulevard, Union City, Georgia 30291

QTY	PERSONAL COMPUTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Dell Pentium IV 3Ghz, 1 Gig, 100 Gig HD, DVD/CDRW	\$95.00	\$110.00	
	Lenovo Core 2 Duo 2.53Ghz, 2 Gig, 160 Gig HD, DVDRW	\$125.00	\$145.00	
	HP i5 3.10Ghz, 4 Gig, 500Gig HD, DVDRW	\$175.00	\$205.00	
	Mac Mini Dual Core 2.4Ghz, 2 Gig, 320 Gig HD, DVDRW	\$195.00	\$225.00	
	Imac 21" Core 2 Duo 3.06Ghz, 4Gig, 1 TB, DVDRW	\$295.00	\$340.00	
	Imac 27" Core 2 Duo 3.06Ghz, 4Gig, 1 TB, DVDRW	\$350.00	\$405.00	
QTY	LAPTOP COMPUTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Lenovo Dual Core 1.6Ghz, 1 Gig, 120 Gig HD, DVDRW	\$150.00	\$175.00	
	Lenovo Core 2 Duo 2.1Ghz, 3 Gig, 250 Gig HD, DVDRW	\$195.00	\$225.00	
	HP i3 2.2Ghz, 4 Gig, 320Gig HD, DVDRW	\$225.00	\$260.00	
	MacBook Pro 13" i5 2.3Ghz, 4 Gig, 500 Gig HD, DVDRW	\$250.00	\$290.00	
	iPad 2/3 16GB WiFi	\$125.00	\$150.00	
	iPad 2/3 16GB WiFi Standing Kiosk	\$275.00	\$325.00	
QTY	COMPUTER PERIPHERALS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Wireless Keyboard	\$20.00	\$25.00	
	Wireless Mouse	\$20.00	\$25.00	
	Computer Multimedia Speakers	\$10.00	\$15.00	
	4 Port Ethernet Hub	\$25.00	\$30.00	
	8 Port Ethernet Hub	\$35.00	\$40.00	
	Surge Protector 6 Outlet	\$10.00	\$15.00	
QTY	PRINTERS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Hewlett Packard Laserjet 2430N/3005N (35ppm)	\$150.00	\$175.00	
	Hewlett Packard Laserjet 4240N (40ppm)	\$195.00	\$225.00	
	Hewlett Packard Color Laserjet CP2025N (21ppm)	\$295.00	\$345.00	
QTY	AUDIO EQUIPMENT	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	Wired Microphone: Handheld, Lavalier, Headset (<i>circle one</i>)	\$35.00	\$40.00	
	Shure UHF Wireless Microphone Kit	\$175.00	\$200.00	
	Mackie 1202 Mixer (4 Mic Inputs)	\$50.00	\$60.00	
	FBT Powered Speaker With Wall Mount or Floorstand (80 Watts)	\$95.00	\$110.00	
	FBT Sound System: 2 Speakers With Floor Stands and Mixer (160 Watts)	\$200.00	\$230.00	
	JBL Powered Speaker With Floor Stand (150 watts)	\$150.00	\$175.00	
	JBL Sound System: 2 Speakers With Floor Stands and Mixer (300 watts)	\$300.00	\$350.00	
	Custom Sound Systems Available	Call for Quote	Call for Quote	



SHOW OFFICIAL MEANS:

- NO EXPENSIVE SHIPPING/STORAGE FEES!
- Free On-Site Technical Support
- Delivery, Installation & Testing Included
- Pre-Carpet Cable Installation Included
- Replacement Equipment On-Site
- All Pricing Is For Entire Show



Walter E Washington Convention Center
Washington D.C.
September 4 - 5, 2013

ONLINE ORDERING NOW AVAILABLE! - WWW.CCREVENTS.COM/ORDER.ASPX

Call Toll Free: 877-292-0101 ~ exhibitor@ccrevents.com ~ www.ccrevents.com ~ fax: 770-907-0103

Send Payments To: 7220 Oakley Industrial Boulevard, Union City, Georgia 30291

QTY	PROJECTION EQUIPMENT	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	LCD Projectors 3K, 5K,10K, Available	Call for Quote	Call for Quote	
	6' Tripod Screen	\$65.00	\$75.00	
	8' Tripod Screen	\$75.00	\$85.00	
	Flipchart Stand, Pad & Marker	\$75.00	\$85.00	
QTY	FLAT SCREEN LCD DISPLAYS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	20" LCD Display (1280 X 1024)	\$95.00	\$110.00	
	20" LCD Touch Screen Display (1920 X 1080)	\$195.00	\$225.00	
	24" LCD Display (1920 x 1200)	\$150.00	\$175.00	
	26" LCD Display (1280 x 768)	\$175.00	\$195.00	
	32" LCD Display (1920 x1080)	\$195.00	\$225.00	
	37" LCD Display (1920 x 1080)	\$275.00	\$325.00	
	42" LCD Display (1920 X 1080)	\$350.00	\$405.00	
	42" LCD Touch Screen Display (1360 X 768)	\$595.00	\$685.00	
	46" LCD Display (1920 X 1080)	\$395.00	\$450.00	
	46" LCD Touch Screen Display (1920 X 1080)	\$795.00	\$925.00	
	52" LCD Display (1920 X 1080)	\$495.00	\$570.00	
	65" LCD Display (1920 X 1080)	\$950.00	\$1,100.00	
	80" LCD Display (1920 X 1080)	\$1,495.00	\$1,725.00	
	Floor Stand for LCD (Available for CCR Displays Only)	\$125.00	\$145.00	
QTY	VIDEO DISPLAYS	ADVANCE RATE (10 Days prior to Show)	STANDARD SHOW RATE	TOTAL
	26" LCD TV / DVD Combo With Auto Repeat	\$250.00	\$295.00	
	32" LCD TV / DVD Combo With Auto Repeat	\$295.00	\$345.00	
SHOW NAME:			SUBTOTAL	
LOCATION:		BOOTH #:	7% SVC CHG	
EXHIBITING COMPANY:			DEL / PICKUP	\$95.00
ORDERED BY:			TOTAL	
EMAIL ADDRESS:			ORDER DATE	
ADDRESS:			DELIVERY DATE	
CITY:	STATE:	ZIP CODE:	DELIVER TIME	
PHONE#:	FAX #:		PICKUP TIME	SHOW CLOSE
AMEX / VISA / MC #:			EXP. DATE:	
CARDHOLDER NAME:			CID#:	
CREDIT CARD BILLING ADDRESS:				
SIGNATURE:				
<p>PLEASE NOTE: All orders are to be prepaid unless guaranteed by credit card. A company representative must accept delivery at the designated time. All on-site cancellations will be charged 100% of the rental rate. All orders cancelled within 10 Business days prior to show opening, will be charged 50% of the rental rate.</p>				

SECURITY TIPS

HSMAI will provide perimeter security and roving security personnel throughout the exposition area in the Walter E. Washington Convention Center. Even though security will be provided during installation, show days, and dismantling, *it is always the exhibitor's responsibility to ensure the security of his/her exhibit and its contents.*

HSMAI, J. Spargo & Associates, Inc., the Walter E. Washington Convention Center, and all organizations and individuals who are employed by or associated with the convention and exposition, will not be responsible for injury that may occur to an exhibitor, his/her employees, or agents, nor for the safety of an exhibit or other property against theft, fire, accident or any other destructive causes. Exhibitors should check their insurance coverage.

The following security tips are offered:

1. NEVER leave small electronic equipment such as laptop computers, cell phones, personal electronic equipment, etc. unattended in your booth. This rule should apply to personal items such as briefcases, purses, etc. "Hiding" them under a draped table does not work.
2. Do not ship DVD players, PCs and laptops and other electronic equipment in the manufacturer's cartons.
3. Empty cartons and crates are not stored in a secure area. Some of the "empties" are stored off-site. Do not store valuables in them.
4. For those exhibits featuring theft-prone products, some thought should be given to displaying a replica or bringing "extras."
5. Use locking display cases and expose the locks and obvious security measures.
6. Cover your products before and after show hours. Use Velcro or grommets to secure the fabric over the products. Sometimes out of sight is out of mind.
7. Use lighting or other highlighting techniques to accent the product within the exhibit. When attention is drawn to a product, it is less likely to disappear during show hours.
8. At the close of the exposition and after your materials are packed, turn in your bills of lading at the Exhibitor Service Center. Do not leave them in your booth or attached to crates. Stay with your equipment, if possible.

IMPORTANT EXHIBITOR REMINDERS

****PLEASE SHARE THESE REMINDERS WITH ALL STAFF
WHO WILL BE MANNING YOUR BOOTH****

1. **ALL EXHIBITS MUST BE FULLY SET BY 11:30 AM ON WEDNESDAY, SEPTEMBER 4, 2013.** After this time, Exposition Management reserves the right to use any empty space in a way that will compliment the overall appearance of the exposition. Exhibitors may lose their right to exhibit if they do not adhere to this schedule. If you foresee any difficulty in meeting this deadline, please call Exposition Management at (800) 564-4220 or (703) 631-6200 **AT LEAST** forty-eight hours prior to move-in or e-mail arina.kravets@jspargo.com to request a variance.
2. **LABOR RULES** - If you require labor to set up your booth, please contact the Official Decorator, Freeman at 301-918-7975 or fax the form included in this manual to 301-459-0612. Please refer to the page entitled "Union Regulations", in the contractor section of this manual, so that you fully understand the rules of the Walter E. Washington Convention Center. **REMEMBER THAT UNION RULES VARY FROM CITY TO CITY.**
3. **DURING NON-EXHIBIT HOURS** - Exhibitors should stay in their own exhibit areas, NOT IN OTHER NON-STAFFED EXHIBITS.
4. **NO EXHIBIT MAY BE DISMANTLED PRIOR TO 2:30 PM, ON SEPTEMBER 5, 2013** - Exhibitors may lose their right to exhibit at other HSMAI events if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until closing time.
5. **BOOTH ETIQUETTE** - Vendors should not ask other vendors for giveaways. While we encourage exhibitor interaction, it is the attendee that the exhibiting companies provide giveaways for.
6. **EXHIBITOR SPONSORED AUXILIARY EVENTS** - Exhibitors may not host any events (inside or outside of the conference facility) during official conference hours. All auxiliary events must be approved by Show Management prior to booking. Please email arina.kravets@jspargo.com or call (703) 631-6200 with any questions.
7. **NO SUITCASING** - Anyone observed to be soliciting business in the aisles or other public areas, or in the booth of another company, will be asked to leave immediately. Additional penalties may also be applied. Please report any violations to Show Management.

EXHIBITING TIPS FOR SAVING TIME AND MONEY

- Read the exhibitor manual thoroughly, and be certain that forms are completed by someone familiar with your show needs and the on-site person.
- Be sure to complete all the Show Management required forms-such as exhibitor registration, program listing, lead retrieval etc.
- Make sure that your on-site representative has copies of all orders, invoices and paperwork associated with exhibiting and shipping.
- Order by the deadlines shown on the forms to take advantage of generous discounts.
- Provide diagrams whenever possible...for hanging signs, electrical placement/distribution, booth installations, etc.
- Be sure to comply with Fire Marshal and Show Management Rules & Regulations regarding booth design for the construction and design of your exhibit. On-site changes can be costly due to unapproved exhibits.
- Consider the costs of rental displays, carpet and booth furnishing versus shipping and material handling charges for the same.
- Meet your freight target times, and instruct your drivers to check in at the marshaling yard (if applicable) before the deadline noted in the service manual to avoid additional surcharges.
- If you provide your own booth carpet, ensure that it is packed at the rear of the truck so that it can be offloaded and installed first. Also consider shipping it in advance to allow for straight-time installation when possible.
- Please, make sure that all of your display items are packed securely in crates or boxes. Loose, pad-wrapped and non-palletized items are charged at higher rates.
- Work closely with your freight carrier representative to ensure that items being shipped are classified and labeled accurately.
- Ship hanging signs in advance to allow for straight-time installation when possible.
- Place a rider on your existing company insurance policy to ensure that your exhibit or product is covered from the time they leave your possession to the time they are returned, or purchase show insurance. Show Management and official contractors are not responsible for lost, stolen, damaged exhibits or products.
- Submit exhibitor personnel badge requests in advance.
- Submit Exhibitor Appointed Contractor paperwork and appropriate insurance no later than 30 days prior to move-in.
- Take necessary security precautions, such as not leaving laptops in your booth over night, etc.
- If you have a dispute regarding ANY payments for services or for damages to property, please be sure to notify a member of Show Management before the show closes. Show Management will be able to provide you with information on what steps you may want to consider taking next.
- Be sure to look over all products when delivered to your exhibit and document ANY damage. Be sure to provide Show Management with a copy of your report.
- If you plan to dispute any charges provided by any “Official Service Provider” please notify Show Management immediately; we may be able to lend assistance.



GLOSSARY OF TRADE SHOW TERMS

A

Advanced Order-An order for show services sent to the contractor before move-in.

Air Freight-Materials shipped via airplane.

Air Walls-Movable barriers that partition large areas. May be sound resistant, but not necessarily soundproof.

Aisle Signs-Signs, usually suspended, indicating aisle numbers or letters.

Audio/Visual-Equipment, materials and teaching aids used in sound and visual. (Also A/V)

B

Backloader-Truck, which loads from back opening door.

Backwall-Panel arrangement at rear of booth area.

Backwall Booth-Perimeter booth

Baffle-Partition to control light, air, sound, or traffic flow.

Bill of Lading (B/L)-Document of form listing goods to be shipped.

Blanket Wrap-Non-crated freight shipped via van line covered with protective blankets or padding.

Blister Wrap-Vacuum formed transparent plastic cover.

Bone Yard-Contractor storage area at show site.

Booth Number-Number designated to identify each exhibitor's space.

C

CAD-Computer-Aided Design

Canopy-Drapery, awning, or other room-like covering.

Capacity-Maximum number of people allowed in any given area.

Carpenter-Union that is responsible for uncrating of exhibits and display materials, installation and dismantle of exhibits including cabinets, fixtures, shelving units, furniture, etc., laying of floor tile and carpet, and recrating of exhibits and machinery.

Cherry Picker-Equipment capable of lifting a person (s) to a given height. (Also **HIGH JACKER, SCISSOR LIFT**)

Chevron-Type of cloth used for backdrops.

Corkage-The charge placed on beer, liquor, and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers.

Cross Bar-Rod used in draping or as a support brace.

Cut & Lay-Installation of carpet other than normal booth or aisle size.

CWT-Hundred weight. A weight measurement for exhibit freight. Usually 100 pounds.

D

Decorating-Dressing up exhibition with carpet, draping, plants, etc.

Decorator-Union that is responsible for hanging all signs except electrical signs, drape and cloth installation, and tacked fabric panels.

Direct Billing-Accounts receivable mailed to individuals or firms with established credit.

Dismantle-Take down and removal of exhibits.

Display Builder-Company, which fabricates display.

Dock-A place where freight is loaded onto and taken away from vehicles. (Also see **LOADING DOCK**)

Dolly-Low, flat, usually two feet square, platform on four wheels used for carrying heavy loads.

Drayage-The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your shipment at the close of the show.

Drayage Charge-The dollar cost based on weight. 100-pound units; or hundredweight, abbreviated CWT, calculates drayage. There is usually a minimum charge.

Duplex Outlet-Double electrical outlet.

E

Electrical Contractor-Company contracted by Show Management to provide electrical services to the exhibitors.

Electrician-Union that handles installation of all electrical equipment.

Empty Crate-Reusable packing container in which exhibit materials were shipped. When properly marked with "EMPTY" sticker indicating booth number and company name, they are removed, stored and returned at no charge.

Exclusive Contractor-Contractor appointed by show or building management as the sole agent to provide services. (Also **OFFICIAL**)

Exhibit Booth-Individual display area constructed to exhibit products or convey a message.

Exhibit Directory-Program book for attendees listing exhibitors and exhibit booth location. (Also **SHOW GUIDE**)

Exhibit Manager-Person in charge of individual exhibit booth.

E

Fire Exit-Door, clear of obstructions, designated by local authorities to egress.

Fire Retardant-Term used to describe a finish (usually liquid) which coats materials with a fire-resistant cover.

Flameproof-Term used to describe material, which is, or has been treated to be fire-retardant.

Floor Manager-Person retained by show management to supervise exhibit area and assist exhibitors.

Floor Marking-Method of marking booth space.

Floor Order-Goods and/or services ordered on-site.

Floor Plan-A map showing layout of exhibit spaces.

Foam Core-Lightweight material with a Styrofoam center used for signs, decorating, and exhibit construction.

Fork Lift-Vehicle with power-operated pronged platform for lifting and carrying loads.

Freight-Exhibit properties, products and other materials shipped for an exhibit.

Freight Aisle-Aisle to remain clear for incoming freight.

Freight Forwarder-Shipping company.

Full Booth Coverage-Carpet covering entire area of booth.

G

Garment Rack-Frame, which holds apparel.

General Contractor-Company, which provides all services to exhibition management and exhibitors.

Guarantee-The number or servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.

H

Hand-Carryable-Items that one person can carry unaided (meaning, no hand trucks or dollies).

Hand Truck-Small hand-propelled implement with two wheels and two handles for transporting small loads.

Hardwall Booth-Booth constructed with plywood or similar material as opposed to a booth formed by drapery only.

Header-1. Fascia 2. Overhead illuminated display sign.

Hospitality Suite-Room or suite of rooms used to entertain guests.

I

I&D-install and dismantle.

ID Sign-Booth identification sign.

Illuminations-Lighting available in hall, built into exhibit, or available on a rental basis.

Infringement-Use of floor space outside exclusive booth area.

Inherent Flameproof-Material that is permanently flame resistant without chemical treatment.

Installation-Setting up exhibit booth and materials according to instructions and drawings.

Island Booth-An exhibit space with aisles on all four sides.

J

Job Foreman-One who is in charge of specific projects.

K

Kiosk-Freestanding pavilion or light structure.

L

Labor-Refers to contracted workers who perform services.

Labor Call-Method of securing union employees.

Labor Desk-On-site area from which service personnel are dispatched.

Light Box-Enclosure with lighting and translucent face of plastic or glass.

Loading Dock-Area on premises where goods are received.

Lobby-Public area which serves as an entrance or waiting area.

Lock-up-Storage area which can be locked up.

M

Marshalling Yard-Check-in area for trucks delivering exhibit material.

Modular Exhibit-Exhibit constructed with interchangeable components.

Move-In-Date set for installation. Process of setting up exhibits.

Move-Out-Date set for dismantling. Process of dismantling exhibits.

Mylar-Trade name for plastic material.

N

Net Square Feet-The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

No Freight Aisle-Aisle that must be left clear at all times during set-up and dismantle. Used to deliver freight, remove empty boxes and trash, and in case of emergency.

O

Official Contractor-General contractor or decorator.

On-Site Order-Floor order placed at show site.

On-Site Registration-Process of signing up for an event on the day of, or at the site of, the event.

O.T. Labor-Work performed on overtime. Work performed before 8:00am and after 4:40pm Monday through Friday, and all hours on Saturdays, Sundays and holidays.

P

Package Plan-Management providing furniture and/or services to exhibitors for a single fee.

Padded Van Shipment-Shipment of crated or uncrated goods such as product or display materials. (Also **VAN SHIPMENT, AIR-RIDE**).

Pallet-Wooden platform used to carry goods. (Also **SKID**)

Pegboard Panel-Framed panel of perforated hardboard.

Perimeter Booth-Exhibit space located on an outside wall.

Pipe and Drape-Tubing with drapes, which separate exhibit booths.

Planting-Floral décor to enhance the appearance of the exhibition.

Pre-registered-Registration which has been made in advance with necessary paperwork.

Press Room-Space reserved for media representatives.

POV-A privately owned vehicle, such as a passenger car, van, or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, use the POV line. (See below).

POV Line-Special loading dock reserved for POV's where materials are unloaded at prevailing drayage rates. To get on a POV line, driver reports first to marshalling area.

Private Security-Security personnel hired from a privately operated company. (Also **BOOTH SECURITY**)

Pro-Number-Number designated by the freight forwarders to a single shipment, used in all cases where the shipment must be referred to.

Q

Quad Box-Four electrical outlets in one box.

R

Rail-Low drape divider between exhibit booths. (Also **SIDE RAIL**)

Rear-Lit-Method of lighting transparency from behind.

Registration-Process by which an individual indicates their intent to attend a trade show.

Rental Booth-Complete booth package offered to exhibitors on a rental basis.

Rigger-Union that is responsible for crating, unskidding, positioning, and reskidding of all machinery.

Riser-A platform for people or product.

S

Security Cages-Cages rented by exhibitors to lock up materials.

Service Charge-Charge for the services of waiters/waitresses, housemen, technicians, and other food function personnel.

Shop-Service contractor's main office and warehouse.

Showcard-Material used for signs.

Showcase-Glass-enclosed case for articles on display.

Show Manager-Person responsible for all aspects of exhibition.

Show Office-Management office at exhibition.

Shrink Wrap-Process of wrapping loose items on pallet with transparent plastic wrapping.

Side Rail-Low divider wall in exhibit area, usually 36" high.

Skirting-Decorative covering around tables/risers.

Smoker-Ash stand.

Space Assignment-Booth space assigned to exhibiting companies.

Space Rate-Cost per square foot for exhibit area.

Special Handling-Applies to display and/or product shipment requiring extra labor, equipment, or time in delivery to booth area.

Staging Area-Area adjacent to main event area for set-up, dismantling, and temporary storage.

Stanchions-Decorative posts which hold markers or flags to define traffic areas. Ropes or chains may be attached.

Stop Job-When an exhibitor is doing some type of work in the booth which is claimed by a union, that union's steward will request that you go to the service desk so that the contractor can supply the exhibitor union labor.

S.T. Labor-Work performed on straight time. Usually work performed 8:00am to 4:30pm, Monday through Friday.

T

Target Date-Move-in date assigned to exhibitors over 300 square feet by the general contractor and the show management.

Teamster-Union that handles all material in and out of the hall except machinery. Exhibitors are permitted to hand carry small packages into the hall.

Tent-Portable canvas shelter for outside.

Time & Materials-Method for charging services on a cost-plus basis. (Also **T & M**)

Traffic Flow-Movement of people throughout an area.

U

Union-An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to their employment.

Union Steward-On-site union official.

V

Velcro-Material used for fastening.

W

Waste Removal-Removal of trash from the building.