

F R E E M A N

445 E. Glendale Avenue
Sparks, NV 89431
Ph:(775) 355-4600 • Fax: (775) 356-6236

DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 22, 2006

**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

NAME OF SHOW: **NLC Congress of Cities & Exposition • December 6 - 8, 2006**

FACILITY: **RENO SPARKS CONVENTION CENTER**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE _____ FAX #: _____

E-MAIL ADDRESS: _____

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

ELECTRICAL OUTLETS (Double Price for 24 Hr Service)

110/120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	75.00	112.50 = \$	_____
1000 Watts (10 amps)	_____	_____	157.00	235.50 = \$	_____
1500 Watts (15 amps)	_____	_____	183.00	274.50 = \$	_____
2000 Watts (20 amps)	_____	_____	209.00	313.50 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

5 Amps	_____	_____	185.00	277.50 = \$	_____
10 Amps	_____	_____	276.00	414.00 = \$	_____
15 Amps	_____	_____	313.00	469.50 = \$	_____
20 Amps	_____	_____	393.00	589.50 = \$	_____
30 Amps	_____	_____	470.00	705.00 = \$	_____
60 Amps	_____	_____	617.00	925.50 = \$	_____
100 Amps	_____	_____	814.00	1,221.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

5 Amps	_____	_____	278.00	417.00 = \$	_____
10 Amps	_____	_____	366.00	549.00 = \$	_____
15 Amps	_____	_____	422.00	633.00 = \$	_____
20 Amps	_____	_____	528.00	792.00 = \$	_____
30 Amps	_____	_____	632.00	948.00 = \$	_____
60 Amps	_____	_____	828.00	1,242.00 = \$	_____
100 Amps	_____	_____	1,092.00	1,638.00 = \$	_____
150 Amps	_____	_____	1,303.00	1,954.50 = \$	_____
200 Amps	_____	_____	1,644.00	2,466.00 = \$	_____
400 Amps	_____	_____	3,005.00	4,507.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$4.25 per Amp (20 Amp Min.)

Qty _____ Amps _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	633.00	949.50 = \$	_____
30 Amps	_____	_____	758.00	1,137.00 = \$	_____
60 Amps	_____	_____	993.00	1,489.50 = \$	_____
100 Amps	_____	_____	1310.00	1,965.00 = \$	_____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	_____	103.00	154.50 = \$	_____
Double Light stand	_____	_____	158.00	237.00 = \$	_____
4' Track with 3 Lights	_____	_____	175.00	262.50 = \$	_____
Arm Light	_____	_____	115.00	172.50 = \$	_____

*May require labor and or lift at additional charge.

Extension cords and power strips are available for rent at the Show Service Desk.

LABOR (Minimum Charge for Orders - 1 Hour)

Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

Straight Time.....\$ 89.00 per hour
Monday - Friday, 8:00 am - 5:00 pm
(Excluding Holidays)

Overtime.....\$178.00 per hour
Monday - Friday, 5:00 pm - 8:00 am
All day Saturday, Sunday and Holidays

ADDITIONAL INFORMATION

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)
- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.
- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Tax	\$ <u>N/A</u>
GRAND TOTAL	\$ _____

FREEMAN ELECTRICAL

ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

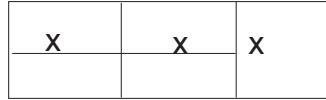
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

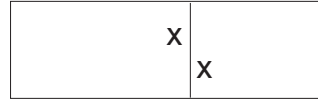
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle)



IN-LINE BOOTHS / PENINSULA

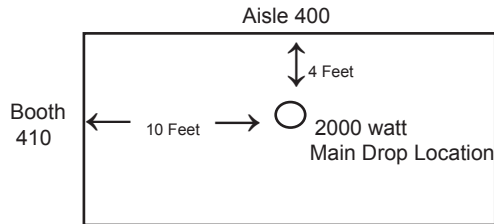


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

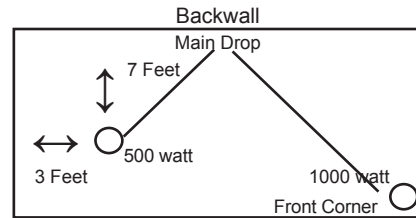
Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

FREEMAN

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Sparks, NV 89431
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**INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER**

FREEMAN ELECTRICAL LABOR

NAME OF SHOW: **NLC Congress of Cities & Exposition • December 6 - 8, 2006**

FACILITY: **RENO SPARKS CONVENTION CENTER**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE _____ FAX #: _____

E-MAIL ADDRESS: _____

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

LABOR RATES

Straight Time..... **\$ 89.00 per hour**
 Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)

Overtime..... **\$178.00 per hour**
 Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

Step 1

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions, I & D Houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring.
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- 4 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes.
- 5 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts).
- 6 Signage -
 - a) Installation of ground supported or hanging electrical or rotating signs.
 - b) Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems.
- 8 Lift Services -
 - a) Forklift
 - b) Scissorlift
 - c) Boom Lift
- 9 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - c) Changes to or the addition of electrical connectors to electrical apparatus.
 - d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floor work can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floor Work or #1 as Type of Work.

NLC CONGRESS OF CITIES & EXPOSITION • DECEMBER 6 - 8, 2006

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

STEP 3

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE _____

(Enter applicable # from Step 1)

Labor Request Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____
 Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____

Lift Request Day _____ Date _____ Time _____ Est. # of Hours _____ Type of Lift _____

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

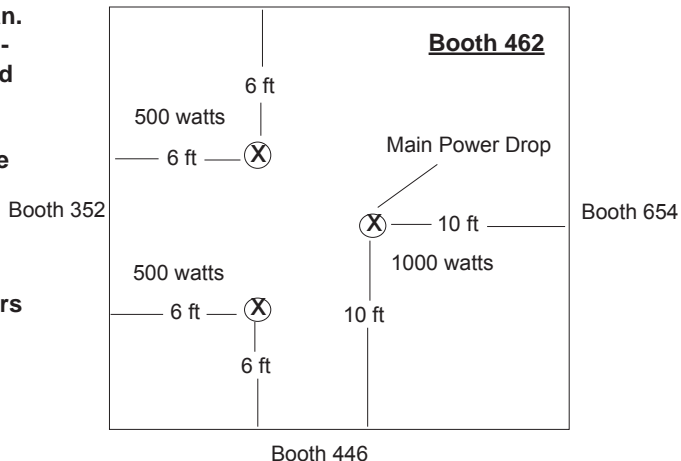
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 5:00 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 5:00 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor and lift service charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 The first 90 feet of cable required to deliver power to your booth is provided at no charge. Additional cabling will be supplied on a time and material basis. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement. directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers





Ext. #
Pick-up Date & Return:
Return Date & Time:

Exhibitor Information

Name of Show:		Show Dates:	
Exhibiting Firm Name:		Booth Numbers:	
Address:	City:	State:	Zip:
Contact:	Telephone:		
E-mail:	Fax:		

Service Order

To qualify for our advance discount rate completed order forms with full payment must be received 14 DAYS PRIOR TO MOVE IN. Orders that are not received 14 days prior to move in will be subject to the standard rate.	Quantity	Advanced Rate	Standard Rate	Total
Telephone / Voice				
				\$
				\$
Single Phone Line (phone included, \$25 charge if not returned)		\$235.00 per line	\$260.00 per line	\$
Multi-Line Telephone Line (price is per line on the phone)		\$200.00 per line	\$200.00 per line	\$
Fax Line		\$235.00 per line	\$260.00 per line	\$
Data Services				
Dial-up Modem Line (up to 56k)		\$250.00 per line	\$275.00 per line	\$
Credit Card Line		\$235.00 per line	\$260.00 per line	\$
High Speed Internet Access		\$500.00 per line	\$500.00 per line	\$
ISDN Line (up to 128k) (45 day order lead time)		\$700.00 per line	\$700.00 per line	\$
ADSL (up to 1.5Mbps downstream and 128Kbps upstream) (45 day order lead time) (Dedicated Line)		\$1000.00 per line	\$1000.00 per line	\$
T-1 Line (up to 1.5Mbps) (45 day order lead time)		\$5,000 per line	\$5,000 per line	\$
Call Rates For All of The Above Services Local Calls..... No charge 800/866/877/888 Calls..... \$0.75 per call Long Distance \$0.50 per minute International & Directory Assistance Rates Will Vary	State of Nevada Sales & Use Tax @ 7.375%			\$
	Total Amount Due:			\$

Method of Payment

<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Company Check (Credit card must be on file)			
Credit Card Number:	Expiration Date:	Print Name as it Appears on Card:	
Authorized Signature:	Title:	Date:	

I have read and agree to the Terms & Conditions on the reverse side.

Please mail or fax to:
 Reliance
 4812 Longley Lane
 Reno, NV 89502

Phone: (877) 595-1751 or (775) 828-9062
 Fax: (775) 828-9602
 Please make checks payable to Reliance

Rental of Equipment Relianse agrees to rent and provide to customer equipment and services which must be fully paid for in advance .

Term The equipment and services will be provided during the date of the relevant event set fourth on the reverse side.

Services & Rates Relianse will provide local and long distance service at the rates set forth as noted above. Exhibitors are responsible for all charges associated with their telephone & data services to include labor for installation and calls made. Each 800/888/877 calls made either from a phone, fax, dial up modem or credit card machine will have a charge of 75¢ per call.

Payments Payments can be made with Master Card, Visa or American Express. A check will be accepted for a pre-payment, however, a credit card must be supplied on the order form for any calls made & applicable tax.

Cancellation Fee There will be a \$50.00 cancellation fee on any hardwire line orders if order is cancelled with in 14 days prior to the first day of move in on a show. Notice of cancellation needs to be in letter format and signed by the person who placed the order. Please fax the letter to Relianse at 775-828-9602.

Equipment Return Customer will be responsible for returning all telephone & data equipment to the Relianse at the close of the show, unless previously arranged with Relianse.

Customers' Use of Equipment Customer will use the equipment in a careful and proper manner and shall be liable for any loss or damage to the equipment. Relianse offers optional loss/damage insurance for the Wireless Pocket Phones & Wireless Internet Access Unit that will cover if the equipment is lost or damaged. The insurance, however, does not cover negligence or neglect. If insurance is not purchased, the customer understands they are responsible for the replacement value of \$600.00 for both the Wireless Pocket Phone & Wireless Internet Access Unit, or cost of repair should any of this equipment be damaged or lost.

Default Customer is in default hereunder if customer fails to pay when due any rental payment or service charge, and Relianse may repossess the equipment whereupon customer's right to use the equipment shall cease but customer shall remain liable for all unpaid charges.

Limitation of Liability Relianse shall not be liable for delays, failure to perform, or damage or devastation or malfunction of the equipment or service or any consequences of any of the above.

Indemnification Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless Relianse and its agents, employees, officers, directors and any and all successors and assigns, from any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, cost and expenses, including attorneys fees, in contract, in tort, or otherwise which result from or arise out of the negligent or wrongful use of the equipment or the services by the customer.

Entire Agreement This agreement constitutes the entire agreement between the parties.

Governing Law This agreement shall be constructed under the laws of the State of Nevada.



**NATIONAL LEAGUE OF CITIES
2006 CONGRESS OF CITIES & EXPOSITION
DECEMBER 5 - 9, 2006
RENO NEVADA**



EQUIPMENT RATES SHOWN ARE WEEKLY COVERING 12/5 - 12/9

Computer Display Equipment				SHOW RATE		Customer Information			
	Qty	Advanced **	Total						
18" Flatscreen Monitor w/ Table Stand *		\$150.00	\$0.00	Firm Name:					
20" Flatscreen Monitor w/ Table Stand *		\$225.00	\$0.00						
42" Plasma Display w/ Table Stand *		\$900.00	\$0.00	Address:					
50" Plasma Display w/ Table Stand *		\$1,200.00	\$0.00						
Dual Post Plasma Stand		\$225.00	\$0.00	City:					
Plasma or Monitor Wall Mount		\$50.00	\$0.00	State:		Zip:			
* Wall or Truss mounted Plasmas & Monitors may require additional labor. Please call to confirm.				Ordered By:					
Other:				Telephone #:					
Computer Equipment				SHOW RATE		Ordering Instructions			
	Qty	Advanced **	Total						
Laptop w/ Windows XP, Office, CD / DVD		\$275.00	\$0.00	Fax #:					
Desktop PC w/ Windows XP, Office, CD / DVD, 15" monitor		\$250.00	\$0.00	Email:					
Laserjet B&W Printer		\$300.00	\$0.00	⇨ The total charge per item is determined by multiplying the quantity by the show rate. ⇨ 25% surcharge on orders added onsite. ⇨ Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. ⇨ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. ⇨ Items ordered after deadline date are subject to applicable freight charges. ⇨ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.					
Computer Speakers		\$35.00	\$0.00						
Video Equipment								SHOW RATE	
	Qty	Advanced **	Total						
LCD Projector 2300 Lumens		\$675.00	\$0.00						
20" Television Monitor (NOT for computer use)		\$150.00	\$0.00						
27" Television Monitor (NOT for computer use)		\$225.00	\$0.00						
DVD Player		\$125.00	\$0.00						
1/2" VHS Player with "end of tape" Repeat		\$120.00	\$0.00						
Beta SP Player		\$550.00	\$0.00						
Tripod Screen - 4', 5', 6', 7', 8' (Circle size needed)		\$125.00	\$0.00						
Rolling Cart w/ Black Skirt - 54" or 42" (Circle size needed)		\$35.00	\$0.00						
Other:									
Audio Equipment				SHOW RATE					
	Qty	Advanced **	Total						
Sound System with (2) Speakers, (2) Stands and (1) Mixer		\$300.00	\$0.00						
Wired Microphone: Handheld or Lavalier (Circle one)		\$90.00	\$0.00						
Wireless Microphone: Handheld, Lavalier, Headset (Circle one)		\$375.00	\$0.00						
CD Player		\$120.00	\$0.00						
Other:									
Custom Designed Presentation Equipment									
Please attach your specifications				Call for Quote					
Rental Totals						Delivery Information			
EQUIPMENT TOTAL ** 25% surcharge on orders added onsite	1		\$0.00	On-Site Contact:					
DELIVERY/SETUP/PICKUP (20% of line 1)	2		\$0.00	Cell #:					
SUBTOTAL	3		\$0.00	Booth #:					
SALES TAX (7.75% of line 1)	4		\$0.00	Delivery Date:		Time: 8a-12p <input type="checkbox"/> 1p-5p <input type="checkbox"/>			
TOTAL DUE	5		\$0.00	Pickup Date:		Time:			
Method of Payment - PAYMENT IS DUE WHEN ORDER IS PLACED				PLEASE CHECK ONE		Return for Processing			
Card Number: _____				American Express <input type="checkbox"/>		exhibitor@swankav.com PHONE: 314-534-1940 FAX: 314-345-4013			
Exp Date ___ / ___				Visa <input type="checkbox"/>					
Cardholder's Name (as appears on card): _____				MasterCard <input type="checkbox"/>					
Cardholders Signature: _____				Check <input type="checkbox"/>					

IMPORTANT EXHIBITOR INFORMATION

Please take a moment to read our policies

1. All food and beverages must be ordered through Well Bread Restaurant Services Group, the exclusive caterer at the Reno-Sparks Convention Center.
2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting company without prior approval and written authorization by Well Bread Restaurant Services Group. Only exhibitors with booths in the trades show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be show related. Sample sizes must be limited to 2 ounces of beverage and 1 ounce of food unless otherwise approved by Well Bread Restaurant Services. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Convention Center.
3. Orders submitted less than two (2) weeks in advance may be subject to a 10% increase in pricing.
4. All food service ordered must be **paid in full** prior to any service commencing. We will accept company checks, Visa, Master Card, or American Express only, and a credit card is required to be on file for any additional services ordered during the show.
5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show.
6. There will be a \$75.00 per day charge for all booths selling or distributing their food or beverage items.
7. The exhibitor is responsible for supplying any electricity required for food service equipment, trash removal from booth, as well as table needs for food service.
8. All service delivered on disposable ware, unless special arrangements are made otherwise.
9. To all food and beverage prices add 19% Taxable Service Charge plus applicable Sales Tax.
10. A wide variety of additional menu items are available upon request.
11. Cancellation on all perishable goods must be made in 48 hours in advance.

Name of Convention _____			
Company Name _____	Telephone _____	Booth# _____	
Address _____	City _____	State _____	Zip _____
Contact _____	Title _____	Date _____	
Product(s) you wish to distribute: _____			
Size of portion to be distributed: _____			
Proposed method of distribution: _____			
Please explain purpose of offering samples: _____			

CONTACT:

WELL BREAD RESTAURANT SERVICES GROUP

at the

Reno-Sparks Convention Center

Phone (775) 827-7729 Fax: (775) 335-8885

Exhibitor Hospitality

*The following special food and beverage services may be ordered for your Exhibit Booth or for your Hospitality Suite.
To reserve a Meeting Room for your Hospitality Suite, please check with show management for available meeting rooms.*

HOSTED FULL SERVICE BAR

(Beverages are charged on a consumption basis)

Premium Brand Cocktails
Call Brand Cocktails
Domestic Beer
Imported Beer
House Wines
Assorted Sodas (Coke Products Only)
Spring/Mineral Waters

Bartender Fee - Based upon 3 hours minimum (Required)

INDIVIDUALLY PRICED ITEMS

(Beverages are not charged on consumption)

Booth Attendant: \$35 per hour (4 hour minimum)

Domestic Beer (Can)

Domestic Beer (Keg) (165 servings)*

Imported Beer (Can/Bottle)

Imported Beer (Keg) (165 servings)*

Exhibitor is responsible for necessary space and electrical requirements for keg

Bartender Fee - Based upon 3 hours minimum (Required)

House Wines By The Bottle (750ml)

Assorted Sodas (Coke Products Only)

Spring/Mineral Waters

Assorted Individual Juices

Cocktail Punches (One Gallon Provides Approximately 20 servings)

Champagne Mimosa Punch, Pre-Mixed Bloody Marys and Screwdrivers

each

each

each

gallon

Hors D'Oeuvre Selections

(100 Pieces per Item)

COLD

Tomato Pesto-Roma Tomatoes and Basil Pesto in Tartlet Shell
Eggs Ala Russe-Topped with Caviar
Shrimp Crustade-Crab Mousse with a Poached Shrimp
Salmon Roulades-Smoked Salmon and Cream Cheese
Chicken Galantine-Boneless Chicken, Onions on Croustade
Proscuitto Ham and Melon
Ham Roulades-Stuffed with White Asparagus
Pate Fois Gras-Goose Liver Pate and Croustades
Roast Beef Roulades-Creamed Horseradish
Boursin Cheese and Cherry Tomatoes
Tuna Tataki- on Daikon Radish with Wasabi
Maine Lobster Medallions-on Herb Croustade with Aioli
Salami Cornets-Stuffed with Garlic Cream and Spanish Olive
Roquefort and Celery
Crabmeat and Cucumber-Crabmeat Salad in Sweet Cucumber

HOT

Chicken Fingers-Served with Honey Mustard and Barbecue Sauce
Quiche-Assortment of Spinach, Ham, and Cheese
Scallops in Bacon-Jumbo Scallops and Lean Bacon
Chicken Brochettes-Chicken Breast, Peppers with Onions and Dijon Sauce
Coconut Shrimp-Served with Mango and Toasted Coconut Remoulade
Mini Egg Rolls-Duck Sauce and Mustard Sauce
Beef Empanadas-Beef, Mushrooms and Onions in Puff Pastry
Chicken Empanadas-Chicken, Mushrooms, Peppers, and Onions in Puff Pastry
Crabmeat Stuffed Mushrooms-Topped with Parmesan Cheese

*To All Prices Please Add 19% Service Charge Plus 6% Sales Tax
A Delivery Fee of \$25.00 Will Be Charged For Orders Less Than \$75.00*

Exhibitor Favorites

Tables and Electrical Power needed for any Equipment will be the Responsibility of the Exhibitor

Popcorn Machine Rental	per day
<i>Pre-Measured Popcorn Packets</i>	per case
<i>Approx. 200 (2) oz. Servings, includes Oil and Seasoning Scoop, Napkins and Bags</i>	
Giant Gourmet Cookies (oven included)	per case
Cappuccino/Esspresso Machine Rental	per day
Beverage cost	per cup
<i>Minimum of 500 Cups per Day Required, Personnel, All Product and condiments Included.</i>	
Ice Cream Freezer Rental	per day
Filled with Your Choice of Premium Ice Cream Bars	
Fruit Bars, Frozen Yogurt Bars, Ice Cream Sandwiches	
Frozen Smoothie Machine Rental	
Beverage cost (6 Oz Servings)	per serving
Mango, Strawberry, Pina Colada, Iced Cappuccino, Lemon-Lime	
<i>Minimum of 65 servings per Day Required, Personnel, All Product and Condiments Included.</i>	
Hard Candy Jar	
Your choice of Individually Wrapped Starlight Mints, Jolly Ranchers Assortment, Sugar-Free Hard Candies (1-gallon jar)	
	per jar
Spring Water Cooler Rentals (does not include water)	
Refundable Deposit	
Five-Gallon Container Spring Water (cups included)	
Cubed Ice (20 Lb. Bags)	

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Refreshments

All beverage services include appropriate condiments, disposable cups, and ice.

Freshly Brewed Coffee	gallon
Freshly Brewed Decaffeinated Coffee	gallon
Herbal Tea	gallon
Traditional Iced Tea	gallon
Lemonade	gallon
Fruit Punch	gallon
One gallon of the above provides approximately twenty servings	
Fresh Florida Orange Juice	gallon
Fresh Grapefruit Juice	quart
Cranberry, Apple or Tomato Juice	quart
Assorted Individual Fruit Juice	each
Assorted Sodas to Include Diet	each
Bottled Waters & Mineral Waters	each
Half-Pint Containers of Milk	each

Snacks

Individual Containers of Fruit Yogurt	each
Assorted Whole Fresh Fruit	each
Assorted Candy Bars	each
Granola Bars	each
Fruit Kabobs	each
Individual Bags of Potato Chips & Pretzels	each
Potato Chips, Pretzels & Goldfish	pound
Chip Dips	quart
Tortilla Chips and Salsa	pound
Mixed Nuts	pound

Fresh from the Bakery

Assorted Muffins	dozen
Fruit & Cheese Danish	dozen
Bagels with Cream Cheese	dozen
Assorted Sliced Yogurt Breads	dozen
Assorted Breakfast Bakeries to Include Muffins, Danish & Croissants	dozen
Fresh Baked Croissants	dozen
Giant Sticky Buns	dozen
Above served with Butter & Preserves, Disposable Plates, Cutlery & Napkins	
Fresh Baked Assorted Cookies	dozen
Assorted Tea Cookies	dozen
Fresh Baked Brownies	dozen
Giant Hot Pretzels with Mustard	dozen
Deluxe French Pastries	dozen
Chocolate Truffles	dozen
Chocolate Dipped Strawberries	dozen
Sheet Cakes	

One Half (Serves Approx. 50p)

Full Sheet (Serves Approx. 100p)

With Custom logo

Priced upon request

*To All Prices Please Add 19% Service Charge Plus 6% Sales Tax
A Delivery Fee of \$25.00 Will Be Charged For Orders Less Than \$75.00*

Booth Luncheons

(Minimum Order for 10 Persons Required)

All luncheon buffets are served with disposable plates, cutlery, napkins, and appropriate condiments.

THE DELI

Platter of Sliced Roast Beef, Baked Ham, Turkey, Sliced American & Swiss Cheeses, Lettuce, Tomatoes, Onions, Pickles & Assorted Fresh Baked Rolls, Served with Potato Chips per person

THE SANDWICH BOARD

Assorted Mini Deli Sandwiches with Turkey Pastrami, Honey Cured Ham and Roast Beef served with Sliced Swiss, Provolone & Cheddar Cheeses served on Fresh Breads & Rolls of Sourdough, Onion, Five-Grain Wheat & Croissants, Appropriate Condiments, Served with Potato Chips per person

GOURMET SANDWICH SELECTION

Herb Roasted Sirloin Beef with Peppers, Grilled Onions, Roma Tomatoes, and Boursin Cheese on Fresh Focaccia Bread or Island Spiced Pork in a Chile Pepper Wrap with Black Bean Salsa Served with Pineapple Slaw per person

ALL-AMERICAN HOT DOG

Vienna All Beef Hot Dogs served with Choice of Sauerkraut, Onions, Pickle Relish, Assorted Condiments and Potato Chips per person
With Cheese and Chili per person

"MAKE YOUR OWN" FAJITAS

Grilled Chicken Strips with Soft Tortilla Shells, Peppers, Onions, Refried Beans, Shredded Cheese, Sour Cream and Salsa per person

GRILLED BREAST OF CHICKEN SANDWICH

Grilled Chicken Breast on a Baguette with Steak Cut Tomatoes & Watercress, Dijonaise Sauce & Black Bean Salad per person

ANTIPASTO BOARD

Cold Pasta Marinated with Italian Meats, Cheese and Vegetables
Served with Crusty French Bread per person

*To All Prices Please Add 19% Service Charge Plus 6% Sales Tax
A Delivery Fee of \$25.00 Will Be Charged For Orders Less Than \$75.00*

Booth Luncheons

(Minimum Order for 10 Persons Required)

Box Lunches

MEDITERRANEAN CHICKEN

Char Grilled Chicken Breast with Basil Aioli and Feta Cheese on Multigrain Roll. Served With Crisp Lettuce, Sliced Tomato and Pasta Salad

TURKEY BREAST

Tender Slices of Smoked Turkey Breast, Provolone Cheese, and Cranberry Mayonnaise on Sesame Kaiser Roll. Served with Lettuce, Tomato, and Pasta Salad

ITALIAN PANINI

Sliced Ham, Capicola, Genoa Salami, Roasted Red Pepper And Provolone Cheese On Focaccia. Served with Butter Lettuce and Roasted Vegetable Spread

CHICKEN CAESAR SALAD

Crisp Romaine Lettuce Topped With Grilled Chicken Breast, Grated Parmesan Cheese And Herb Croutons. Creamy Caesar Dressing

*To All Prices Please Add 19% Service Charge Plus 6% Sales Tax
A Delivery Fee of \$25.00 Will Be Charged For Orders Less Than \$75.00*

