



# Payment & Credit Card Charge Authorization

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

FORM DEADLINE DATE:

January 8, 2007

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

### Payment Policy

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

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

**Method of Payment** — PDC/GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

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

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

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

\*If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

### Bank wire transfer payment information:

<b>Beneficiary:</b> GES Exposition Services c/o Bank of America, Illinois 231 La Salle Street Chicago, IL 60693 USA Telephone # 312.828.5000	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959
--	---

**Address for routing identifiers if requested:**  
100 West 33rd Street, New York, NY 10001 USA

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

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

If you have any questions regarding our payment policy, please call PDC/GES National Servicer<sup>SM</sup> at 800.475.2098 or visit the PDC/GES Servicer<sup>®</sup> at the show.

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with PDC/GES.**

You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

**For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

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

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

PLEASE SIGN

X  
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

### Credit Card Charge Authorization (All Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- MasterCard
- VISA
- Diners Club
- Discover
- American Express
- Corporate
- Personal

Account Number

Account Number - - - -

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

PLEASE SIGN

X  
CARDHOLDER'S SIGNATURE

DATE

### Calculation of Orders

	TOTAL
Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Hanging Sign & Truss	\$
Labor	\$
Material Handling	\$
PDC/GES Electrical	\$
Other PDC/GES Services (Specify)	\$
1. Total of All Above Items	\$
2. FULL PAYMENT in U.S. funds drawn on a U.S. Bank PDC/GES Exposition Services, Inc. Federal ID #59-1008863 PDC/GES is exempt from backup withholding tax.	\$

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

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No. [ ] Dated [ ]



# 3<sup>rd</sup> Party Billing Request

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

FORM DEADLINE DATE:  
January 8, 2007

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

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

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

Exhibiting Firm			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

- All Services
- Rental Furniture
- Material Handling In & Out
- Other (Please Specify) \_\_\_\_\_
- I & D Labor
- Signs
- Transportation Charges

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

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

### Exhibiting Firm Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE**  \_\_\_\_\_  
EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

Third Party			
EXHIBITING FIRM			
STREET ADDRESS			
CITY	STATE	ZIP	
PHONE	FAX		

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

- All Services
- Rental Furniture
- Material Handling In & Out
- Other (Please Specify) \_\_\_\_\_
- I & D Labor
- Signs
- Transportation Charges

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

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

### Third Party Credit Card Charge Authorization (All Information Must Be Provided)

**PROVIDE EXPIRATION DATE**  \_\_\_\_\_  
EXPIRATION DATE

MasterCard  
 VISA  
 Diners Club  
 Discover  
 American Express

Corporate  
 Personal

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE



# PDC/GES Terms & Conditions of Contract

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

PDC/GES TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT PDC/GES' SOLE DISCRETION WITHOUT NOTICE TO ANY PARTIES

### I. Definitions:

**PDC/GES:** PDC/GES Exposition Services, Inc., d/b/a PDC/GES and/or PDC/GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees;

**Agents:** PDC/GES' agents, sub-contractors, carriers, and the agents of each.

**Customer:** Exhibitor or other party requesting Services from PDC/GES.

**Carrier:** Motor carrier, van line, air carrier, or air or surface carrier/ freight forwarder.

**Shipper:** Party who tenders Goods to Carrier for transportation.

**Goods:** Exhibits, property, and commodities of any type for which PDC/GES is requested to perform Services.

**Cold Storage:** Holding of Goods in a climate controlled area.

**Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows.

**Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services.

**Show Site:** The venue or place where an exposition or event takes place.

**Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by PDC/GES.

**Un-Supervised Labor:** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by PDC/GES. Customer assumes the responsibility for the work of union labor when Customer elects to use unsupervised labor.

### II. Scope:

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

**By acceptance of services of PDC/GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

### III. Customer Obligations

**Payment for services.** Customer shall be liable for all unpaid charges for services performed by PDC/GES or Agents. Customer authorizes PDC/GES to charge its' credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. PDC/GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to PDC/GES, PDC/GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

### IV. Mutual Obligations

#### Indemnification:

**Customer to PDC/GES:** Except to the extent of PDC/GES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify PDC/GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold PDC/GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**PDC/GES to Customer:** To the extent of PDC/GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, PDC/GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. PDC/GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**V. No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

#### VI. PDC/GES Liability for Loss or Damage to Goods

**Negligence standard:** PDC/GES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of PDC/GES.

**Condition of Goods:** PDC/GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. PDC/GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipt of Goods:** PDC/GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

**Force Majeure:** PDC/GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

**Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. PDC/GES assumes no liability or responsibility for Cold Storage.

**Accessible Storage:** PDC/GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

**Unattended Goods:** PDC/GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

**Labor:** PDC/GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of PDC/GES provided union labor. If PDC/GES supervises labor for a fee, PDC/GES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide PDC/GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise

assigned labor.

**Empty Storage:** PDC/GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the PDC/GES Service Desk for empty container storage. Damage that is the direct result of PDC/GES' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight:** PDC/GES shall not be liable for Goods not picked up by Customer's chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, PDC/GES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases PDC/GES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at PDC/GES' discretion, and at Customer's expense assuming the Goods are labeled for return. PDC/GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

**Concealed Damage:** PDC/GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

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

**Measure of damage:** PDC/GES' liability shall be limited to the lesser of 1) the depreciated value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be \$.50 (fifty cents) per pound per piece, \$100.00 (one hundred dollars) per package or \$1,500.00 (one thousand five hundred dollars) per occurrence.

**Excess Declared Value:** If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the PDC/GES services order form(s) and also on the **Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by PDC/GES.** Maximum liability for damages resulting from PDC/GES' negligence shall then be increased to the amount declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and PDC/GES' liability in all circumstances shall be limited to the amount of this cap.

**No Insurance:** PDC/GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that PDC/GES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

**Notice of loss or damage:** In order to have a valid claim notice of loss or damage to Goods must be given to PDC/GES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

**Filing of claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

**Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.**

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by PDC/GES within sixty (60) days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. PDC/GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with PDC/GES, Customer will not withhold payment or any amount due PDC/GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay PDC/GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against PDC/GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. PDC/GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

**Filing of suit:** Any action at law regarding loss or damage to Goods must be filed within two years of the date of declaration of any part of a claim.

**VII. Jurisdiction, Choice of forum.** This Agreement shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

#### VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to PDC/GES' liability for Customer's Goods:

The responsibility of PDC/GES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. PDC/GES shall be liable only for loss or damage to Goods caused by PDC/GES' sole negligence. PDC/GES' liability is limited to sixty cents per pound (\$.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. PDC/GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond PDC/GES' immediate control. PDC/GES is not responsible for the marbling, scratching or breakage of glass or other fragile items. PDC/GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by PDC/GES. In no event shall PDC/GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by PDC/GES as to appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and PDC/GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.



# Show Information

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

### Official Service Contractor

PDC/GES Exposition Services 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: <a href="http://www.ges.com/contact">www.ges.com/contact</a>	International Calls: 702.515.5970 International Faxes: 702.263.1520
--	---	--

### Show Information

Backwall Drape:	Blue / White
Sidewall Drape:	Blue
Exhibit Hall Carpet Color:	Hall is Not Carpeted
Aisle Carpet Color:	Blue
Booth Size:	10' x 10'
One-line ID Sign (7" x 44")	Provided Automatically

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

<b>Monday, January 8</b>	Discount Deadline for orders received with payment, 14 days prior to exhibitor move-in
<b>Tuesday, January 2</b>	Advance Shipments may begin arriving at Warehouse
<b>Wednesday, January 24</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Monday, January 29</b>	Direct Shipments may begin arriving at Exhibit Site; 1:00 pm – 6:00 pm
<b>Tuesday, January 30</b>	Last day for Direct Shipments to arrive at Exhibit Site; 6:00 pm
<b>Monday, January 29</b>	Installation 1:00 pm – 6:00 pm
<b>Tuesday, January 30</b>	8:00 am – 6:00 pm
<b>Wednesday, January 31</b>	Show Hours 9:00 am – 4:00 pm
<b>Thursday, February 1</b>	9:00 am – 5:30 pm
<b>Friday, February 2</b>	9:00 am – 2:30 pm
<b>Friday, February 2</b>	Dismantle 2:30 pm – 8:30 pm
<b>Saturday, February 3</b>	8:00 am – 12 noon
<b>Saturday, February 3</b>	Carriers must be checked in by 8:00 am
<b>Saturday, February 3</b>	All exhibitor materials must be removed by 12 noon

### Shipping Addresses

<b>Advance Shipments to Warehouse</b>	c/o PDC/GES Exposition Services 491 'C' Street Chula Vista, CA 91910	<b>Shipments should arrive on or before:</b> January 24, 2007
<b>Direct Shipments to Exhibit Site</b>	c/o PDC/GES Exposition Services San Diego Convention Center 111 West Harbor Dr. San Diego, CA 92101	<b>Shipments will be accepted beginning:</b> January 29, 2007; 1pm-6pm

### PDC/GES Servicenter®

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



## Trade Show Tips

### AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

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

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

#### Ordering Trade Show Services.

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

#### Inbound - Move In.

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

#### Showsite.

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

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

#### Outbound - Move out.

- Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.



# General Information

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

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

### What is a General Services Contractor?

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

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

### PDC/GES Show Services

#### Booth Furniture & Accessories

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

#### Booth Carpet

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

#### Custom Exhibits

Let PDC/GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### Installation & Dismantle Services

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

#### Graphics

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

#### Shipping

PDC/GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your "shipping made easy".

#### Lighting & Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

### How Can I Order My Show Services?

#### 1. PDC/GES National Servicer<sup>SM</sup>

The PDC/GES National Servicer<sup>SM</sup> provides consistency and continuity of customer service for all PDC/GES exhibitors at all PDC/GES shows, offering the following services:

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

7050 E. Lindell Road  
Las Vegas NV, 89118  
Phone: 800.475.2098  
Fax: 866.FAX.1GES (866.329.1437)  
International Phone: 702.515.5970 / Fax: 702.263.1520

#### 2. PDC/GES Servicer<sup>®</sup>

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

### Exhibitor Services

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



# Furniture & Accessories Order Form

A-1

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AFCEA / USNI West 2007**

San Diego Convention Center • January 31 - February 2, 2007

**DISCOUNT DEADLINE DATE:**

**January 8, 2007**

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

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CHAIRS</b>				<b>DISPLAY FURNITURE (Continued)</b>			
5401	Plastic Contour Chair, 32x18x18.5	\$ 53.75	\$ 80.75	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 308.75	\$ 463.25
5402	Contemporary Chair, 31x23x18	\$ 81.25	\$ 122.00	5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 333.50	\$ 500.25
5403	Contemporary Arm Chair, 31x23x18	\$ 88.25	\$ 132.50	5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 333.50	\$ 500.25
5404	Contemporary Stool, 48x17x18	\$ 95.25	\$ 143.00	5643	BET1: Etagere, Silver Finish	\$ 234.25	\$ 351.50
<b>TABLES</b>				5644	BET2: Etagere, Black	\$ 234.25	\$ 351.50
5407	Square Table, 24x24x30	\$ 74.00	\$ 111.00	5818	4' Full View Display Case	\$ 405.50	\$ 608.25
5408	Rectangular Table, 24x36x30	\$ 80.25	\$ 120.50	5819	5' Full View Display Case	\$ 417.50	\$ 626.25
5409	Round Starbase Table, 40x30h	\$ 180.50	\$ 270.75	5820	6' Full View Display Case	\$ 429.25	\$ 644.00
5412	Round Starbase Table, 30x40h	\$ 180.50	\$ 270.75	5821	4' Half View Display Case	\$ 405.50	\$ 608.25
<b>SKIRTED TABLES</b>				5822	5' Half View Display Case	\$ 417.50	\$ 626.25
Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides				5823	6' Half View Display Case	\$ 429.25	\$ 644.00
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 92.75	\$ 139.25	5824	4' Quarter View Display Case	\$ 405.50	\$ 608.25
5805	Skirted 6' Table, 24x30	\$ 111.50	\$ 167.25	5825	5' Quarter View Display Case	\$ 417.50	\$ 626.25
5806	Skirted 8' Table, 24x30	\$ 130.25	\$ 195.50	5826	6' Quarter View Display Case	\$ 429.25	\$ 644.00
5807	4th Side Skirted, Optional	\$ 42.50	\$ 63.75	5827	4' Corner View Display Case	\$ 417.50	\$ 626.25
<b>SKIRTED COUNTERS</b>				5828	7' Vertical Display Case	\$ 561.00	\$ 841.50
Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides				<b>ACCESSORIES</b>			
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 117.75	\$ 176.75	5801	Pegboard, White (1/4" Hole)	\$ 112.50	\$ 168.75
5809	Skirted 6' Counter, 24x42	\$ 143.00	\$ 214.50	5816	Tackboard, Gray	\$ 118.50	\$ 177.75
5810	Skirted 8' Counter, 24x42	\$ 161.75	\$ 242.75	5730	Bell Base Sign Holder	\$ 58.50	\$ 87.75
5811	4th Side Skirted, Optional	\$ 48.75	\$ 73.25	5731	Chrome Sign Holder	\$ 58.50	\$ 87.75
<b>RISERS</b>				5732	Aluminum Easel	\$ 46.75	\$ 70.25
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 28.75	\$ 43.25	5733	Clothes Tree	\$ 64.50	\$ 96.75
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 40.75	\$ 61.25	5734	Bag Stand	\$ 64.50	\$ 96.75
5814	4' Double Tier, 7" and 15"h, 8"w	\$ 40.75	\$ 61.25	5735	Garment Rack	\$ 64.50	\$ 96.75
5815	6' Double Tier, 7" and 15"h, 8"w	\$ 52.50	\$ 78.75	5736	Waterfall Stand	\$ 64.50	\$ 96.75
<b>CUSTOM BOOTH DRAPE</b>				5737	Literature Rack, Black Pockets	\$ 83.50	\$ 125.25
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 14.35	\$ 21.55	5802	Large Security Cage w/o Lock	\$ 357.50	\$ 536.25
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 11.95	\$ 17.95	5803	Small Security Cage w/o Lock	\$ 238.00	\$ 357.00
<b>DISPLAY FURNITURE</b>				5741	Refrigerator	\$ 256.00	\$ 384.00
5645	BPDL: Pedestal w/Locking Door, Black	\$ 346.50	\$ 519.75	5738	Aisle Stanchion w/o Chain	\$ 34.75	\$ 52.25
5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 172.00	\$ 258.00	5739	Plastic Chain Price/Ft.	\$ 3.55	\$ 5.35
5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 172.00	\$ 258.00	5740	Ticket Tumbler	\$ 100.50	\$ 150.75
5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 232.25	\$ 348.50	5817	Wastebasket	\$ 14.35	\$ 21.55
5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 232.25	\$ 348.50	Prices include delivery, installation, rental, and removal.			
5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 293.00	\$ 439.50	<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
5651	BPDE: Pedestal, Graphite Nebula 24x24x36	\$ 293.00	\$ 439.50				
5652	BPDE: Pedestal, Grey Nebula 24x24x42	\$ 308.75	\$ 463.25				

**Please Indicate Choice**

**Place Order Here**

- ▶ **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
 

<input type="checkbox"/> Beige	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Purple
<input type="checkbox"/> Black	<input type="checkbox"/> Gold	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Mauve	<input type="checkbox"/> White
- ▶ **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).
 

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- ▶ **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).
 

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- ▶ **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).
 

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

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

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

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

<b>I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms &amp; Conditions of Contract.</b>	1. Total All Items Ordered \$
<b>Authorized Signature – Please Sign:</b>	2. Payment Enclosed \$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT _____ DATE _____

050806 Cstm



# Specialty Furniture Order Form Page 1 of 2

B-1

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING COLLECTIONS - NEWPORT</b>				<b>SEATING - CHAIRS (Continued)</b>			
5500	BLSD: Loveseat, Charcoal Leather	\$ 578.50	\$ 867.75	5542	BSCY: Panton Side Chair, Yellow	\$ 160.25	\$ 240.40
5501	BCOD: Corner, Charcoal Leather	\$ 397.50	\$ 596.25	5508	BSC9: Panton Side Chair, White	\$ 160.25	\$ 240.40
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1145.00	\$ 1717.50	5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 151.25	\$ 226.90
5503	BCHD: Armless Chair, Charcoal Leather	\$ 342.75	\$ 514.15	5544	BSC4: Jetson Chair, Black	\$ 147.00	\$ 220.50
<b>SEATING COLLECTIONS - SOUTH BEACH</b>				5545	BSC6: Manhattan Chair, Oyster	\$ 178.00	\$ 267.00
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1055.50	\$ 1583.25	5546	BSC3: Brewer Chair, Onyx/Black	\$ 111.00	\$ 166.50
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 183.50	\$ 275.25	5547	BSC2: Brewer Chair, Grey/Chrome	\$ 111.00	\$ 166.50
5506	BSO1: Sofa, Platinum Suede	\$ 479.75	\$ 719.65	5548	BCO4: Iso Mesh Chair, Black	\$ 232.50	\$ 348.75
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65	5549	BXC6: Altura Guest Chair, Black Crepe	\$ 222.00	\$ 333.00
5508	BSC9: Panton Side Chair, White	\$ 160.25	\$ 240.40	5550	BXC3: Luxor Guest Chair, Black Leather	\$ 244.75	\$ 367.15
<b>SEATING COLLECTIONS - RIO</b>				5551	BCS2: Stacking Chair, Red	\$ 99.50	\$ 149.25
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 494.00	\$ 741.00	5552	BCS1: Stacking Chair, Blue	\$ 99.50	\$ 149.25
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90	<b>SEATING - BARSTOOLS</b>			
<b>SEATING COLLECTIONS - LISBON</b>				5553	BBS1: Ohio Barstool, Red/Chrome	\$ 170.00	\$ 255.00
5511	BSOC: Sofa, Black Leather	\$ 576.75	\$ 865.15	5554	BBS2: Ohio Barstool, Black/Chrome	\$ 170.00	\$ 255.00
5512	BLSC: Loveseat, Black Leather	\$ 527.75	\$ 791.65	5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 170.00	\$ 255.00
5513	BCHC: Chair, Black Leather	\$ 401.00	\$ 601.50	5556	BBST: Banana Barstool, White/Chrome	\$ 118.75	\$ 178.15
<b>SEATING COLLECTIONS - FLORENCE</b>				5557	BBS5: Banana Barstool, Black/Chrome	\$ 118.75	\$ 178.15
5514	BSOG: Sofa, Cream	\$ 444.00	\$ 666.00	5558	BBSD: Oslo Barstool, Blue	\$ 217.00	\$ 325.50
5515	BCHG: Chair, Cream	\$ 360.50	\$ 540.75	5559	BBS2: Oslo Barstool, White	\$ 217.00	\$ 325.50
<b>SEATING COLLECTIONS - CAPPUCCINO</b>				5560	BBSL: Gin Barstool, Maple/Chrome	\$ 153.00	\$ 229.50
5516	BOCL: Occasional Chair, Chocolate	\$ 278.00	\$ 417.00	5561	BBSN: Jetson Barstool, Black	\$ 196.25	\$ 294.40
<b>SEATING COLLECTIONS - MONACO</b>				<b>SEATING - OFFICE &amp; UTILITY SEATING</b>			
5517	BSOL: Sofa, Gold Suede	\$ 519.75	\$ 779.65	5562	BSC5: Tilt Executive Arm Chair, Black	\$ 206.50	\$ 309.75
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50	5563	BXC2: Luxor Mid Back Executive, Black	\$ 275.50	\$ 413.25
<b>SEATING COLLECTIONS - KEY WEST</b>				5564	BXC1: Luxor High Back Executive, Black	\$ 302.50	\$ 453.75
5519	BSOM: Sofa, Black	\$ 410.50	\$ 615.75	5565	BXC5: Altura Mid Back Executive, Black	\$ 257.00	\$ 385.50
5520	BLSM: Loveseat, Black	\$ 365.75	\$ 548.65	5566	BXC4: Altura High Back Executive, Black	\$ 269.00	\$ 403.50
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00	5567	BTC1: Tablet Chair, Flip Top	\$ 111.25	\$ 166.90
<b>SEATING - CLUB CHAIRS</b>				5568	BSY1: Altura Task Chair, Black Crepe	\$ 109.00	\$ 163.50
5503	BCHD: Newport Armless Chair, Charcoal	\$ 342.75	\$ 514.15	5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 158.50	\$ 237.75
5501	BCOD: Newport Corner, Charcoal Leather	\$ 397.50	\$ 596.25	5570	BSC8: Flex Side Wheel Chair	\$ 120.00	\$ 180.00
5513	BCHC: Lisbon Chair, Black Leather	\$ 401.00	\$ 601.50	<b>TABLES - CAFÉ</b>			
5515	BCHG: Florence Chair, Cream	\$ 360.50	\$ 540.75	5571	BZTK: 30" Maple, Black Base	\$ 166.75	\$ 250.15
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 383.25	\$ 574.90	5572	BZTP: 36" Maple, Black Base	\$ 194.75	\$ 292.15
5522	BOCH: Barcelona Chair, Black	\$ 584.25	\$ 876.40	5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 166.75	\$ 250.15
5521	BOCB: Tub Chair, Black	\$ 282.00	\$ 423.00	5574	BZTN: 36" Graphite Nebula, Black Base	\$ 194.75	\$ 292.15
5518	BOCK: Chair, Camouflage	\$ 353.00	\$ 529.50	5575	BZTM: 36" Grey Nebula, Black Base	\$ 194.75	\$ 292.15
<b>SEATING - OTTOMANS</b>				5576	BZTF: 30" Metallic Silver, Black Base	\$ 215.50	\$ 323.25
5505	BOTS: South Beach Ottoman, Platinum	\$ 183.50	\$ 275.25	5577	BZTB: 30" Brushed Red, Black Base	\$ 166.75	\$ 250.15
5523	BOTQ: Square Ottoman, White Leather	\$ 255.75	\$ 383.65	5578	BZTC: 30" Brushed Blue, Black Base	\$ 166.75	\$ 250.15
5524	BOTN: Bench Ottoman, White Leather	\$ 307.00	\$ 460.50	5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 222.50	\$ 333.75
5525	BOTP: Square Ottoman, Black Leather	\$ 255.75	\$ 383.65	5580	BXTP: 36" Maple, Tulip Chrome Base	\$ 264.25	\$ 396.40
5526	BOTM: Bench Ottoman, Black Leather	\$ 307.00	\$ 460.50	5581	BXTJ: 30" Graphite Nebula, Chrome Base	\$ 222.50	\$ 333.75
5527	BOTH: Cube Ottoman, Black Leather	\$ 80.25	\$ 120.40	5582	BXTN: 36" Graphite Nebula, Chrome Base	\$ 264.25	\$ 396.40
5528	BOTE: Cube Ottoman, Raspberry	\$ 80.25	\$ 120.40	5583	BXTM: 36" Grey Nebula, Chrome Base	\$ 264.25	\$ 396.40
5529	BOTB: Cube Ottoman, Natural	\$ 80.25	\$ 120.40	5584	BXTF: 30" Metallic Silver, Chrome Base	\$ 271.00	\$ 406.50
5530	BOTC: Cube Ottoman, Lemon	\$ 80.25	\$ 120.40	5585	BXTB: 30" Brushed Red, Chrome Base	\$ 222.50	\$ 333.75
5531	BOTD: Cube Ottoman, Blueberry	\$ 80.25	\$ 120.40	5586	BXTC: 30" Brushed Blue, Chrome Base	\$ 222.50	\$ 333.75
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 80.25	\$ 120.40	<b>TABLES - BAR</b>			
5533	BOTG: Cube Ottoman, Russet	\$ 80.25	\$ 120.40	5587	BVTK: 30" Maple, Black Base	\$ 173.75	\$ 260.65
5534	BOTL: Half Round Ottoman, White	\$ 306.00	\$ 459.00	5588	BVTP: 36" Maple, Black Base	\$ 213.50	\$ 320.25
5535	BOTK: Half Round Ottoman, Black	\$ 306.00	\$ 459.00	5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 173.75	\$ 260.65
<b>SEATING - CHAIRS</b>				5590	BVTN: 36" Graphite Nebula, Black Base	\$ 213.50	\$ 320.25
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 227.75	\$ 341.65	5591	BVTM: 36" Grey Nebula, Black Base	\$ 213.50	\$ 320.25
5536	BOCX: Tub Occasional Chair, Black	\$ 208.75	\$ 313.15	5592	BVTF: 30" Metallic Silver, Black Base	\$ 226.75	\$ 340.15
5516	BOCL: Cappuccino Chair, Chocolate	\$ 278.00	\$ 417.00	5593	BVTB: 30" Brushed Red, Black Base	\$ 173.75	\$ 260.65
5537	BOCR: Stage Chair, Red Slipcover	\$ 153.50	\$ 230.25	5594	BVTC: 30" Brushed Blue, Black Base	\$ 173.75	\$ 260.65
5538	BOCC: Stage Chair, Camel Slipcover	\$ 153.50	\$ 230.25	5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 226.75	\$ 340.15
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 153.50	\$ 230.25	5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 267.00	\$ 400.50
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 153.50	\$ 230.25	5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 226.75	\$ 340.15
5541	BSCR: Panton Side Chair, Orange	\$ 160.25	\$ 240.40	5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 267.00	\$ 400.50

050806 E



# Specialty Furniture Order Form Page 2 of 2

B-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 **Contact us Online:** www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

**DISCOUNT DEADLINE DATE:**

**January 8, 2007**

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

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>TABLES - BAR (Continued)</b>				<b>TABLES - END TABLES (Continued)</b>			
5699	BWTM: 36" Grey Nebula, Chrome Base	\$ 267.00	\$ 400.50	5636	BE1F: Geo Square, Glass/Black	\$ 158.75	\$ 238.15
5600	BWTF: 30" Metallic Silver, Chrome Base	\$ 280.25	\$ 420.40	5637	BE1C: Geo Square, Glass/Chrome	\$ 164.75	\$ 247.15
5601	BWTB: 30" Brushed Red, Chrome Base	\$ 226.75	\$ 340.15	5638	BE1M: Visions, Cherry	\$ 153.00	\$ 229.50
5602	BWTC: 30" Brushed Blue, Chrome Base	\$ 226.75	\$ 340.15	5639	BE1H: West Indies	\$ 183.50	\$ 275.25
<b>TABLES - MARTINI BAR</b>				<b>PRODUCT DISPLAY</b>			
5603	BBR1: Bar/Counter	\$ 876.00	\$ 1314.00	5640	BE1L: Chestnut/Graphite	\$ 178.75	\$ 268.15
5604	BBRC: 3 pc. Bar/Counter Circle	\$ 2330.50	\$ 3495.75	<b>PRODUCT DISPLAY</b>			
<b>TABLES - CONFERENCE</b>				5641	BBC1: Bookcase, Maple	\$ 248.00	\$ 372.00
5605	BCE2: Geo Rectangle, Glass/Chrome	\$ 324.25	\$ 486.40	5642	BBC2: Bookcase, Brandy	\$ 247.75	\$ 371.65
5606	BCF2: Geo Rectangle, Glass/Black	\$ 324.25	\$ 486.40	5643	BET1: Etagere, Silver Finish	\$ 234.25	\$ 351.40
5607	BCE1: Geo Square, Glass/Chrome	\$ 212.75	\$ 319.15	5644	BET2: Etagere, Black	\$ 234.25	\$ 351.40
5608	BCF1: Geo Square, Glass/Black	\$ 201.00	\$ 301.50	5645	BPDL: Pedestal w/Locking Door, Black	\$ 346.50	\$ 519.75
5609	BCG1: Manhattan, Glass/Black	\$ 243.25	\$ 364.90	5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 172.00	\$ 258.00
5610	BCB2: 6' Graphite Nebula	\$ 360.25	\$ 540.40	5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 172.00	\$ 258.00
5611	BCB3: 8' Graphite Nebula	\$ 443.50	\$ 665.25	5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 232.25	\$ 348.40
5612	BCD2: 6' Grey Nebula	\$ 360.25	\$ 540.40	5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 232.25	\$ 348.40
5613	BCD3: 8' Grey Nebula	\$ 443.50	\$ 665.25	5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 293.00	\$ 439.50
5614	BCA2: 6' Rectangle Brandy	\$ 300.75	\$ 451.15	5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 293.00	\$ 439.50
5615	BCA3: 8' Rectangle Brandy	\$ 373.75	\$ 560.65	5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 308.75	\$ 463.15
5616	BCA4: 10' Rectangle Brandy	\$ 462.75	\$ 694.15	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 308.75	\$ 463.15
5617	BCC2: 6' Rectangle Maple	\$ 302.25	\$ 453.40	5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 333.50	\$ 500.25
5618	BCC3: 8' Rectangle Maple	\$ 375.00	\$ 562.50	5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 333.50	\$ 500.25
5619	BCC4: 10' Rectangle Maple	\$ 458.75	\$ 688.15	<b>OFFICE &amp; UTILITY FURNITURE</b>			
5620	BCB1: 42" Round Graphite Nebula	\$ 267.00	\$ 400.50	5656	BJD1: Executive Desk, Maple	\$ 376.25	\$ 564.40
5621	BCD1: 42" Round Grey Nebula	\$ 268.25	\$ 402.40	5657	BJD2: Executive Desk, Brandy	\$ 356.50	\$ 534.75
5622	BCA1: 42" Round Brandy	\$ 261.25	\$ 391.90	5658	BCR1: Storage Credenza, Maple	\$ 393.75	\$ 590.65
5623	BCC1: 42" Round Maple	\$ 264.75	\$ 397.15	5659	BCR2: Storage Credenza, Brandy	\$ 358.25	\$ 537.40
<b>TABLES - COCKTAIL</b>				5660	BL21: Lateral File, Maple	\$ 314.50	\$ 471.75
5624	BC1E: 36" Round Silverado	\$ 209.75	\$ 314.65	5661	BL22: Lateral File, Brandy	\$ 293.00	\$ 439.50
5625	BC1D: Soho, Steel Base/Chocolate Top	\$ 275.50	\$ 413.25	5662	BPO1: Lecturn Podium, Cherry	\$ 222.00	\$ 333.00
5626	BC1G: 20" Round Paris, Bunching	\$ 125.25	\$ 187.90	5663	BPO2: Podium, Adjustable Height	\$ 461.50	\$ 692.25
5627	BC1K: Inspiration	\$ 238.50	\$ 357.75	5664	BPO3: Kiosk, Black/Maple	\$ 352.75	\$ 529.15
5628	BC1F: Geo Rectangle, Glass/Black	\$ 177.50	\$ 266.25	5665	BCP3: Training Table, Privacy Panel/Grey	\$ 227.75	\$ 341.65
5629	BC1C: Geo Rectangle, Glass/Chrome	\$ 182.25	\$ 273.40	5666	BCP5: Computer Table, Graphite Nebula	\$ 234.00	\$ 351.00
5630	BC1M: Visions, Cherry	\$ 172.00	\$ 258.00	5667	BWD2: Writing Desk, Graphite	\$ 233.75	\$ 350.65
5631	BC1H: West Indies	\$ 226.25	\$ 339.40	<b>LAMPS</b>			
5632	BC1L: Chestnut/Graphite	\$ 204.00	\$ 306.00	5668	BLAF: Lumalight Lamp, Red	\$ 233.75	\$ 350.65
<b>TABLES - END TABLES</b>				5669	BLAD: Lumalight Lamp, White	\$ 233.75	\$ 350.65
5633	BE1E: 24" Round Silverado	\$ 197.25	\$ 295.90	5670	BLAE: Lumalight Lamp, Orange	\$ 233.75	\$ 350.65
5634	BE1D: Soho, Steel Base/Chocolate Top	\$ 238.50	\$ 357.75	5671	BLA1: Floor Lamp, Pewter	\$ 115.75	\$ 173.65
5635	BE1K: Inspiration	\$ 226.25	\$ 339.40	5672	BLA2: Parisian Lamp, Pewter	\$ 114.50	\$ 171.75
				5673	BLA3: Lamp, Ruby	\$ 114.50	\$ 171.75

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

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

Custom orders are available. Please call for quote.

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

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

Authorized Signature - Please Sign: **X**

1. Total All Items Ordered	\$
2. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT	DATE

050806 E



# Electrical Rental Information

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

### SAVE MONEY & CONSERVE ELECTRICITY

PDC/GES and TSE are working with the San Diego Convention Center on an Energy Conservation Plan. We are requesting that you please turn off the electrical devices in your booth at the end of the show each day. SDCC will be shutting off the power in the exhibit hall approximately 30 minutes after the published show hours and turning the power on about 30 minutes prior to show opening.

If you have not ordered 24-hour power and require your power to be continuous you should order it immediately at the PDC/GES Servicecenter. If your booth happens to be in the same circuit as another customer that has ordered 24-hour power and you have NOT shut down the power in your booth, you will be charged for 24-hour power as well.

If you do not require 24-hour power, PLEASE turn off you electrical devices at the end of each show day. As part of this conservation plan, we will be strictly enforcing our 24-hour power policy. Please help us and save the added expense if you don't require the extra electricity. Thank you.

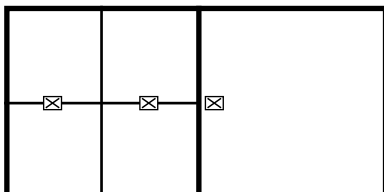
#### ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: *Standard U-ground cord cap*
  - 20 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead 26T10 or Hubbell 3521*
  - 60 amp 208 volt 1Ø or 3Ø: *Daniel Woodhead Trade Show Plug Y560P*
  - 100 amp 208 volt 1Ø or 3Ø: *Litton Veam Trade Show Plug CIR01GRH*
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order!
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

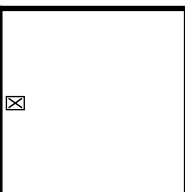
If you have any questions, please call us at 800.475.2098

#### Where will my outlet be located?

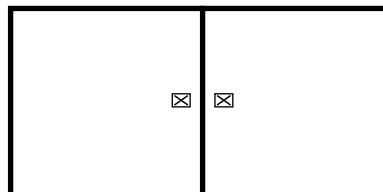
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



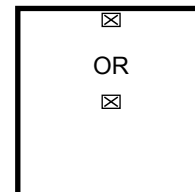
Line Booths



Peninsula Booths



Back-to-Back Peninsula Booths



Island Booths

One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

#### ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

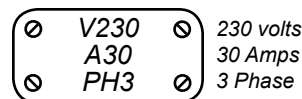
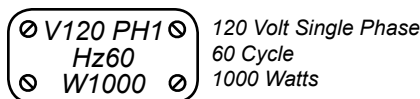
If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

#### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.





# Electrical Rental Order Form

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<p><b>By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.</b></p>		
<div style="display: flex; justify-content: space-between;"> <span><b>Price List</b></span> <span><b>Important Information</b></span> </div>		

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>120V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6001	5 Amp / 500 Watts	\$ 105.00	\$ 157.50
6002	10 Amp / 1000 Watts	\$ 185.00	\$ 277.50
6003	15 Amp / 1500 Watts	\$ 240.00	\$ 360.00
6005	30 Amp / 3000 Watts	Call for quote	
<b>1Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6006	10 Amp	\$ 320.00	\$ 480.00
6007	20 Amp	\$ 450.00	\$ 675.00
6008	30 Amp	\$ 500.00	\$ 750.00
6009	60 Amp	\$ 670.00	\$ 1005.00
6010	100 Amp	\$ 880.00	\$ 1320.00
6012	200 Amp	\$ 1435.00	\$ 2152.50
<b>3Ø 208V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6013	10 Amp	\$ 420.00	\$ 630.00
6014	20 Amp	\$ 595.00	\$ 892.50
6015	30 Amp	\$ 670.00	\$ 1005.00
6016	60 Amp	\$ 890.00	\$ 1335.00
6017	100 Amp	\$ 1175.00	\$ 1762.50
6019	200 Amp	\$ 1900.00	\$ 2850.00
<b>3Ø 480V MOTOR &amp; EQUIPMENT OUTLETS</b>			
6021	20 Amp	Call for quote	
6022	30 Amp	Call for quote	
6023	60 Amp	Call for quote	
6024	100 Amp	Call for quote	
6025	200 Amp	Call for quote	
<b>TRANSFORMER(S)</b>			
<i>Used to boost 208V to 230V – Circle outlets requiring boost.</i>			
6020	Boost Amp, 20 Amp Min. Price/Amp	\$ 3.00	\$ 4.50
<b>LIGHTS</b>			
<i>Price includes outlet and labor for light only.</i>			
6040	75 Watt Clip-on <sup>1</sup>	\$ 185.00	\$ 277.50
6026	150 Watt <sup>1</sup>	\$ 240.00	\$ 360.00
6027	Double 150 Watt <sup>1</sup>	\$ 160.00	\$ 240.00
6029	Overhead Quartz <sup>2</sup>	\$ 420.00	\$ 630.00
<b>ACCESSORIES</b>			
6060	Plug Strip / 6 way	\$ 16.00	\$ 24.00
6061	Extension Cord	\$ 20.00	\$ 30.00

- **\*Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate rate.**
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- **TSE JURISDICTION** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- **All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- **ELECTRICAL LABOR** (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one (1) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

<sup>1</sup>On Stanchion, In-line Booths Only.

<sup>2</sup>May require labor and/or lift at additional charge not available at some locations.

<b>Please Indicate Choice</b>	<b>Place Order Here</b>
-------------------------------	-------------------------

☞ Do you need dedicated and 24 hour power?  
 Yes       No

To receive the **Discount Rate**, the booth layout form (Form H3) or a scaled plan for electrical distribution must be attached to this form or emailed to: [ccrissman@ges.com](mailto:ccrissman@ges.com)

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.			1. Total All Items Ordered	\$
Authorized Signature – Please Sign: <b>X</b>			2. Payment Enclosed	\$
AUTHORIZED NAME - PLEASE PRINT				DATE

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

**AFCEA / USNI West 2007**  
 San Diego Convention Center • January 31 - February 2, 2007

**DISCOUNT DEADLINE DATE:**  
**January 8, 2007**

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

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

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. All labor is charged in one (1) hour increments per worker. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY PDC/GES.** All rates are subject to change if necessitated by increased labor and material costs.

**DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:**

		<b>ELECTRICIAN</b>	<b>LIFT</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ <b>87.00</b> per hour	\$ 299.00 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ <b>174.00</b> per hour	\$ 299.00 per hour

**REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

		\$ 113.00 per hour	\$ 388.75 per hour
Straight Time	Monday through Friday 8:00 AM to 4:30 PM		
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 226.00 per hour	\$ 388.75 per hour

**Please Indicate Service** **Place Order Here**

- TSE SUPERVISED (OK TO PROCEED)**  
**Please complete "Booth Layout" form (H-3)**  
 TSE will supervise labor to:
- Distribute power under carpet.
- A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.
- Indicate workers needed for installation and dismantling

**TSE is responsible for the Following:**

- Power Distribution**
- E1 - Concealed wiring in walls, headers, or displays
  - E2 - In front of hard walls at the back of booth
  - E3 - Above tile floor
  - E4 - Distribution from outlets to equipment

- Equipment Connections**
- E5 - Electrical motors and/or controls
  - E6 - Breaker panels or power distribution panels
  - E7 - Interconnection between equipment
  - E8 - Electrical apparatus equipment wiring

- Lights**
- E9 - Separately attached light tracks
  - E10 - Track light heads

- General Lighting**
- E11 - Fluorescent/Incandescent
  - E12 - Overhead
  - E13 - Lighting mounted separate to exhibit structure
  - E14 - Light boxes
  - E15 - Neon

- Other Electrical**
- E16 - Co-axial cable runs to booths
  - E19 - Specify type:

**Satellite Dish Installation and/or Assembly**

- E20 - Exhibitor supplying satellite
- Booth to Booth Cable Runs**
- E25 - Specify type:

**Monitors**

- E26 - Quantities:
- E27 - Size:
- E28 - Mounted to:
- E29 - Counter top
- E30 - Suspended Truss
- E31 - Wall of structure
- Video Antenna Feeds**
- E34 - Please specify:
- Projection Equipment**
- S1 - Type:
- S2 - Quantity:
- S3 - Mounted to wall of structure
- S4 - Mounted to ground-supported truss
- S5 - Mounted to suspended truss
- S5 - Other:

**Video Walls**

- S6 - Dimension of completed wall
- S7 - Monitor on suspended truss
- S8 - Monitor connected to cameras
- S9 - Power requirements for wall:
- S10 - Forklift required
- Lighting - Dimmable Programmable**
- S11 - Robotic and/or moving lights
- S12 - Theatrical Lighting:
- S13 - Lekos
- S14 - Parcans
- S15 - Fresnels
- S16 - Studio and motion picture lights
- S17 - Other:

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
<b>I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms &amp; Conditions of Contract.</b>						\$
<b>Authorized Signature: X</b>						\$
<b>1. Total Labor Ordered</b>						\$
<b>2. 20% (\$25.00) PDC/GES</b>						\$
<b>3. Payment Enclosed</b>						\$
AUTHORIZED NAME - PLEASE PRINT					DATE	

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.





# Official Contractors Information

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

### OFFICIAL SERVICE CONTRACTORS

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

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

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

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

**In both such instances, PDC/GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.**

### EXHIBITOR APPOINTED CONTRACTORS

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

1. The Exhibitor must notify Show Management in writing and PDC/GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show management requires more
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. **PDC/GES Exposition Services and Show Management must be named as additional insureds.**Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with PDC/GES or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, PDC/GES Exposition Services.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. All Certificates of Insurance shall name PDC/GES Exposition Services, Inc. (Official Contractor), AFCEA/USNI West (Show Management), San Diego Convention Center (Facility), and AFCEA / USNI West 2007 (Show) as additional insureds. See attached example.
  - c. Will share with PDC/GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Management and PDC/GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to PDC/GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
  - h. Must coordinate all of its activities with PDC/GES Exposition Services.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Management, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received in the PDC/GES Exposition Services office no later than 10 days prior to the show.

<b>ACORD</b>					<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY) 01/01/03	
<b>PRODUCER</b> ABC Insurance Agency      Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349      Fax: (212) 555-9819					<b>INSUREERS AFFORDING COVERAGE</b> INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY	000P98298-AI1	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000		
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000		
	<input type="checkbox"/>				PERSONAL & ADV INJURY	\$1,000,000		
	<input type="checkbox"/>				GENERAL AGGRREGATE	\$2,000,000		
	GENERAL AGGRREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$2,000,000		
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC								
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/03	01/01/04	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000		
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$		
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$		
	<input checked="" type="checkbox"/> HIRED AUTOS							
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							
<input type="checkbox"/>								
<input type="checkbox"/>								
A	GARAGE LIABILITY	XL1234567	01/01/03	01/01/04	AUTO ONLY-EA ACCIDENT	\$1,000,000		
	<input checked="" type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$		
	<input type="checkbox"/>				AUTO ONLY: AGG	\$		
C	EXCESS LIABILITY	A4145-SS-PJ37	01/01/03	01/01/04	EACH OCCURRENCE	\$1,000,000		
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$1,000,000		
	<input type="checkbox"/> DEDUCTIBLE					\$		
	<input type="checkbox"/> RETENTION \$					\$		
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	000P98298-AI1	01/01/03	01/01/04	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER		
					E.L. EACH ACCIDENT	\$1,000,000		
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000		
		E.L. DISEASE - POLICY LIMIT	\$1,000,000					
	OTHER				Each Occurrence & Aggregate	\$1,000,000		
	Professional Liability					\$3,000,000		
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> PDC/GES Exposition Services, Inc. (Official Contractor), AFCEA/USNI West (Show Management), San Diego Convention Center (Facility), and AFCEA / USNI West 2007 (Show) are hereby named as additional insured, except for Workers' Compensation. PDC/GES Exposition Services, Inc. and/or the consignee are included as Loss Payee. The insurance provided for the benefit of PDC/GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by PDC/GES shall be excess and non-contributory.								
<b>CERTIFICATE HOLDER</b> <input checked="" type="checkbox"/> <b>ADDITIONAL INSURED; INSURER LETTER: X</b>			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS					
GES Exposition Services, Inc. A VIAD Corp Company 950 Grier Drive Las Vegas, NV 89119			AUTHORIZED REPRESENTATIVE <i>John Smith, CIC</i> John Smith, CIC					
ACORD 25 (2001/08)								

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: PDC/GES Expositions Services, Inc. (Show Contractor), AFCEA/USNI West (Show Management), San Diego Convention Center (Facility), and AFCEA / USNI West 2007 (Show) must be named as additional insureds.
- CERTIFICATE HOLDER: Must be PDC/GES Expositions Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
- POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual).
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# Notice of Intent to Use Exhibitor-Appointed Contractor

L-4

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

FORM DEADLINE DATE:

January 8, 2007

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

A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

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

Contract/Display House \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (area code \_\_\_\_\_) \_\_\_\_\_ Fax (area code \_\_\_\_\_) \_\_\_\_\_

Contact: \_\_\_\_\_

Description of Proposed Service for Exhibitor: \_\_\_\_\_

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

### Rules & Regulations

- All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
- The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
- The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
- The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with PDC/GES. (Based upon EAC not number of booths)
- The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or PDC/GES management.
- During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Conven-

tion name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

**For insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

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

**Please Note:** To avoid any complications at show site, be sure to have the following data completed and on file with PDC/GES:

- Contract with Decorators Local 831
- Third Party Billing with PDC/GES

050806



# Graphics & Signage Order Form

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

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

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 50.00	\$ 75.00
5906	7" x 44" Sign	\$ 64.50	\$ 96.75
5907	11" x 14" Sign	\$ 66.50	\$ 99.75
5908	14" x 22" Sign	\$ 76.25	\$ 114.50
5909	14" x 44" Sign	\$ 104.25	\$ 156.50
5910	22" x 28" Sign	\$ 104.25	\$ 156.50
5911	28" x 44" Sign	\$ 150.50	\$ 225.75
5912	10" x 60" Sign	\$ 111.75	\$ 167.75
5913	20" x 60" Sign	\$ 169.50	\$ 254.25
5914	40" x 60" Sign	\$ 229.25	\$ 344.00
5915	48" x 96" Sign	\$ 450.00	\$ 675.00
5930	Additional Words	cost/word \$ 1.30	\$ 2.00
5931	Easel Back	\$ 4.30	\$ 6.40

All standard signs are digitally produced on foamcore. Standard sign price includes up to 10 words and a selection of colors on a single side.

**CUSTOM SIGNS** PDC/GES maintains fully-equipped graphics shops that offer:

Graphic Design	Large Format Printing
Desktop Publishing	POP Displays
Backlit Graphics	Lamination
Vinyl Graphics	Logo Reproduction
Graphics Presentation	Vinyl Banners

For custom work and quotation, please contact us at: [gesgraphics@ges.com](mailto:gesgraphics@ges.com)

### Please Indicate Choice Place Order Here

- **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:
 

<input type="checkbox"/> Black	<input type="checkbox"/> Green	<input type="checkbox"/> White
<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow
- **Copy Color** (Item #'s 5905-5930 ONLY). Black will be provided if no color is indicated below:
 

<input type="checkbox"/> Black	<input type="checkbox"/> Green	<input type="checkbox"/> White
<input type="checkbox"/> Blue	<input type="checkbox"/> Red	<input type="checkbox"/> Yellow
- **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).
 

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

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.	1. Total All Items Ordered	\$
	2. 7.75% Applicable Tax	\$
	3. Payment Enclosed	\$
<b>Authorized Signature – Please Sign:</b>	<b>X</b>	
AUTHORIZED NAME - PLEASE PRINT	DATE	

**COMPLETE COPY**

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



# Digital File Submission Guide

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

### ***Sending your graphic and image files to the PDC/GES Creative Services Department***

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

### **Acceptable Media**

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

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

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

### **Optimal File Types and Resolution**

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

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

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

### **Acceptable Software**

Program	Version	File Extension	Description	Special Considerations
Adobe Acrobat	7.0	.pdf	Portable Document	Convert to .pdf using appropriate high-quality output settings
Adobe Illustrator	CS2 (12.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe InDesign	CS2 (3.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe Photoshop	CS2 (8.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDraw	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkExpress	6.5	.qxd	Page Layout	Include appropriate links/fonts/images

### **Page/Artwork Dimensions**

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

### **Color Specifications & Proofs**

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

### **Typefaces/Fonts**

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

### **Still Have Questions?**

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

063005



# In-Booth Forklift & Labor Order Form

T-1

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

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

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.  
 TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

### Important Information & Rates

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

The minimum charge for labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY PDC/GES.** PDC/GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

<b>DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:</b>		<b>FORKLIFT W/OPERATOR</b>	<b>EXTRA LABORER(S)</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 150.00 per hour	\$ 82.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 210.00 per hour	\$ 154.00 per hour

<b>REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:</b>		\$ 195.00 per hour	\$ 107.25 per hour
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 273.00 per hour	\$ 200.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays		

<b>Please Indicate Service</b>	<b>Place Order Here</b>
--------------------------------	-------------------------

- **PDC/GES is responsible for the Following:**
- |                                     |                                      |                                      |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating  | <input type="checkbox"/> Unskidding  | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling   | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating   |
| <input type="checkbox"/> Reskidding |                                      |                                      |

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. Payment Enclosed	\$
<b>Authorized Signature: X</b>							
AUTHORIZED NAME - PLEASE PRINT							DATE

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.



# Hanging Sign / Truss Labor Information

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

### Hanging Signs

**PDC/GES is responsible for supervision, assembly, installation, and removal of all hanging signs.**

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

**Remember:**

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

### Truss & Hoists

**PDC/GES is responsible for supervision, assembly, installation, and removal of all truss.**

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

**Remember:**

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by PDC/GES.

**Please complete and return the  
Hanging Sign / Truss Labor Order Form (H-2) by January 8, 2007.**

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

### Shipping Instructions

**All "OK to Proceed" hanging signs should be received in advance at the PDC/GES Warehouse by January 24, 2007.** Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

**H RUSH!**  
HANGING SIGN

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**AFCEA / USNI West 2007**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O PDC/GES EXPOSITION SERVICES**

**491 'C' STREET**

**CHULA VISTA, CA 91910**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

*January 2, 2007 and January 24, 2007.*

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**H RUSH!**  
HANGING SIGN

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**AFCEA / USNI West 2007**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O PDC/GES EXPOSITION SERVICES**

**491 'C' STREET**

**CHULA VISTA, CA 91910**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

*January 2, 2007 and January 24, 2007.*

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces





# Hanging Sign / Truss Labor Order Form

H-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<b>PDC/GES IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSSES.</b>		
<ul style="list-style-type: none"> <li>A crew will be assigned consisting of a lift with two riggers for aerial work.</li> </ul>		

### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY PDC/GES.** All rates are subject to change if necessitated by increased labor and material costs.

<b>DISCOUNT DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:</b>		<b>AERIAL</b>	<b>EXTRA</b>
		<b>LIFT</b>	<b>LABORER(S)</b>
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 299.00 per hour	\$ 82.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 299.00 per hour	\$ 154.00 per hour

<b>REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:</b>			
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 388.75 per hour	\$ 107.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 388.75 per hour	\$ 200.25 per hour

### Please Indicate Service Place Order Here

- PDC/GES SUPERVISED (OK TO PROCEED)**  
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.
- **Type of Sign** (Select one sign type per order)
  - Banner       Structural Signage     Systems
- **Shape of Sign** (Select one sign type per order)
  - Square       Rectangle       Triangle
  - Circle       Other \_\_\_\_\_
- **Dimensions & Weight of Sign**

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_ lbs.

# \_\_\_\_\_ Structural Pick Points

lbs. \_\_\_\_\_ at each point
- **Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet
- **Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"
  - Yes       No
- **Does Your Sign Require Assembly?** If yes, PDC/GES will assemble your sign prior to hanging. See Hanging Sign / Truss Information.
  - Yes       No

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.			1. Total Labor Ordered		\$	
			2. 25% (\$50.00) PDC/GES		\$	
			3. Payment Enclosed		\$	
<b>Authorized Signature:</b> _____			<input checked="" type="checkbox"/>			
AUTHORIZED NAME - PLEASE PRINT					DATE	

**Note: At the SDCC, pick points are done by MSI, and are ordered by PDC/GES only.**

Please estimate the number of lifts and/or workers and hours per lift and/or worker needed for installation and dismantling below. Invoice will be calculated according to actual hours worked.

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

#### Exhibitor Contact (Please fill out regardless of supervision status)

CONTACT NAME		PLEASE PRINT	
PHONE		FAX	EMAIL
DATE OF ARRIVAL		TIME OF ARRIVAL	
HOTEL (OPTIONAL)		EMERGENCY #	

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

050806







# Plumbing Order Form

K-1

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<b>By signing and delivering this form to Trade Show Electrical, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.</b>		
<b>Price List</b>		<b>Important Information</b>

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>COMPRESSED AIR: 90-100 LBS. PSI</b>			
7001	1st Outlet: At rear of booth	\$ 371.00	\$ 556.50
7002	Additional Outlet: Same booth <sup>1</sup>	\$ 175.00	\$ 262.50
7003	Connectors	\$ 105.00	\$ 157.50
7004	CFM Required (5 CFM minimum)	\$ 6.50	\$ 9.75
<b>WATER: 1/2" &amp; 3/4"</b>			
7005	1st Outlet: At rear of booth	\$ 371.00	\$ 556.50
7006	Additional Outlet: Same booth <sup>1</sup>	\$ 175.00	\$ 262.50
7007	Connectors	\$ 110.00	\$ 165.00
<b>DRAIN: 1/2" &amp; 3/4"</b>			
7008	1st Outlet: At rear of booth	\$ 530.00	\$ 795.00
7009	Additional Outlet: Same booth <sup>1</sup>	\$ 250.00	\$ 375.00
7010	Connectors	\$ 110.00	\$ 165.00
<b>GAS</b>			
Natural Gas, 1025-1030 BTU/cubic foot at 7" water column pressure (4oz.)			
7011	Compressed Nitrogen Cylinders	\$ 371.00	\$ 556.50
7012	Additional Cylinders	P.O.R.	P.O.R.
7013	Regulators	\$ 175.00	\$ 262.50
7014	1/4" x 25' Air Hose <sup>2</sup>	\$ 110.00	\$ 165.00
<b>FILL &amp; DRAIN</b>			
Please indicate as required, plus add labor below			
7015	1-199 Gallons, per unit	\$ 85.00	\$ 127.50
7016	200-399 Gallons, per unit	\$ 170.00	\$ 255.00
7017	400 Gallons & Over, per unit	\$ 195.00	\$ 292.50

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

<sup>1</sup>Island & Peninsula Booths Only.

<sup>2</sup>For Cylinders Only **Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

- **COMPRESSED AIR** — Trade Show Electrical (TSE) is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. Exhibitors must supply their own filters, air dryers, or pressure regulators. **\*Dedicated and 24 Hour service will be at 50% more the listed price.**
  - **WATER** — Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve or pump installed.
  - **LABOR** — Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.
- IMPORTANT CONDITIONS AND REGULATIONS**
- All material and equipment furnished by TSE for this service order shall remain TSE property and shall be removed ONLY by TSE at the close of the show.
  - Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
  - All equipment must comply with state and local safety codes.
  - Claims will not be considered unless filed by exhibitor prior to close of exposition, no exceptions.
  - Prices based upon current wage rates and are subject to change without notice.
  - Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
  - Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without TSE "Plumbing Personnel". However, all service connections to such equipment must be made by TSE "Plumbing Personnel" only.
  - All equipment using water must have inlet and outlet properly tagged.
  - Unless otherwise directed, TSE "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
  - Connection rates listed cover bringing service from main line to booth and do not include connecting equipment.
  - Service outlet size will be determined by the volume required.
  - All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
  - A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
  - TSE must have 30 days notice in order to supply special regulators, strainers, traps, etc.
  - All utility outlets include up to 50 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
  - All outlets will be installed on the floor at the backwall of the booth.
  - TSE Plumbing will not be responsible for sediment, color or taste of water in water line.
  - All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
  - All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
  - A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

**Please Indicate Choice** **Place Order Here**

**TSE SUPERVISED (OK TO PROCEED)**  
 Please complete "Booth Layout" form (H-3)  
 A 20% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
 Exhibitor will supervise.  
 • Indicate workers needed for installation and dismantling

**Do you need dedicated and 24 hour compressed air?**  
 Yes  No

**PLUMBING LABOR RATES AS FOLLOWS:**  
 Labor Monday through Friday 8:00 AM to 4:30 PM — \$87.00/hour  
 All other times, Saturday, Sunday, Holidays — \$174.00/hour

Please estimate the number of laborers and hours per laborer needed for installation and dismantling to right. Invoice will be calculated according to actual hours worked.

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

<b>I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms &amp; Conditions of Contract.</b>	1. Total Labor & Items Ordered	\$
	2. 20% (\$25.00) PDC/GES	\$
	3. Payment Enclosed	\$

**Authorized Signature:** **X**

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

050806







# Storage Service Order Form

R-4

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

FORM DEADLINE DATE:

January 8, 2007

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

**“Full Service” Advantages After The Show  
Keep Your Exhibit Materials in the San Diego Area —  
Avoid Double Loading and Unnecessary Shipping Costs**

PDC/GES Exposition Services now has available (180,000) square feet of warehouse space in the San Diego area with facilities and services to:

- A. Receive and hold your equipment and/or exhibition materials.
- B. Provide delivery services for outbound shipping and/or local delivery.
- C. Facilitate interstate shipping.
- D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Graphics Department to refurbish materials between shows.

### Storage Rates Are As Follows:

Freight routed to warehouse for carrier pick-up and/or	
Forwarding Instructions .....	(1000 lb. minimum)..... \$12.00 cwt.
PDC/GES Warehouse for an upcoming PDC/GES show .....	(1000 lb. minimum)..... \$7.00 cwt.
Storage per month .....	minimum charge of \$45.00 per month or..... \$4.50 cwt.
Warehouse handling in .....	(1000 lb. minimum)..... \$4.75 cwt.
Warehouse handling out .....	(1000 lb. minimum)..... \$4.75 cwt.

**PDC/GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.**

**All storage services, other than advance warehousing, are subject to the terms of the PDC/GES' storage agreement. Exhibitors must insure their own goods while in storage. Failure to pay storage fees in a timely manner will result in a lien against your property.**

**Yes!** We are interested in storing our exhibition materials in the San Diego area after this show.

Please contact our representative \_\_\_\_\_

Telephone: \_\_\_\_\_



# Key Information

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

## AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

FORM DEADLINE DATE:  
January 8, 2007

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

### Inbound Freight Information

Carrier \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Number of Pieces \_\_\_\_\_ Weight \_\_\_\_\_ Pro Number \_\_\_\_\_  
 Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
 Shipped To: (Check One)  Warehouse  Showsite

### Set-up Information for PDC/GES Installation

Set Up Drawings Attached \_\_\_\_\_  Rental Carpet Color \_\_\_\_\_  
 Set Up Drawings With Exhibit \_\_\_\_\_  Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_

### Did You Order —

Electrical  Yes  No Electrical Under Carpet  Yes  No  
 Electrical Drawings  Attached  Sent to the Official Electrical Contractor  With the Exhibit  
 Booth Cleaning  Yes  No Other Items \_\_\_\_\_  
 Furniture  Yes  No \_\_\_\_\_  
 A/V Furniture  Yes  No \_\_\_\_\_  
 Telephone  Yes  No \_\_\_\_\_

### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 Prepaid  Collect Address \_\_\_\_\_  
 Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 \_\_\_\_\_ Second Consignee \_\_\_\_\_  
 \_\_\_\_\_ Address \_\_\_\_\_  
 PDC/GES Storage \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Method  PDC/GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_

### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
 Purchasing Authorization  Yes  No