

CLEANING ORDER FORM

Vacuuming/sweeping of booths: emptying of wastebaskets is not included in your booth space rental. If you require these services, you must order them.

BOOTH CLEANING

Once Only Vacuuming or mopping of Booth (Prior to show opening) \$.55 per square foot
 Daily Vacuuming - including emptying wastebaskets \$.46 per square foot
 (Please specify number of days)
 Shampoo Booth Carpet \$.75 per square foot

SIZE OF BOOTH _____ X _____ = _____ SQ.FT.* X RATE: _____ X NO. OF DAYS: _____ = \$ _____

*** Minimum Charge: 100 Sq. Ft. Per Day**

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

PERIODIC PORTER SERVICE

We will remove refuse from containers in your booth once an hour, show hours only, on a daily basis. If you require this service, please indicate your requirements below:

Up to 1,000 sq. ft. \$139.75 per day	4,001 - 5,000 sq. ft. \$277.25 per day
1,001 - 1,500 sq. ft. \$151.00 per day	5,001 - 6,000 sq. ft. \$309.25 per day
1,501 - 2,000 sq. ft. \$180.25 per day	6,001 - 7,000 sq. ft. \$342.00 per day
2,001 - 3,000 sq. ft. \$213.00 per day	7,001 - 8,000 sq. ft. \$373.75 per day
3,001 - 4,000 sq. ft. \$245.25 per day	8,001 - 9,000 sq. ft. \$405.75 per day

Days required: _____ @ \$ _____ per day = \$ _____

It is mandatory for exhibits with food service and large amounts of giveaways to order Full Time Porters in their booth during show hours to maintain the excessive amounts of trash generated.

0 sq. ft. - 3000 sq. ft. \$250.25 per day
3001sq. ft.- 5000 sq. ft. \$507.25 per day
5001sq. ft.- 7000 sq. ft. \$761.00 per day
7001sq. ft.- 9000 sq. ft. \$1014.50 per day
Over 9000 sq. ft. quoted upon request

Days required: _____ @ \$ _____ per day = \$ _____

All carpets ordered from us are installed clean for your use. However, you may want to order cleaning services for debris created during set-up.

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

NO CREDIT WILL BE ISSUED AFTER THE CLOSE OF THE SHOW

Total All Items Ordered	\$ _____
Amount of Payment	\$ _____

ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE

EVENT OR SHOW ASCO 2010 HALL OR HOTEL MCCORMICK PLACE

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ TELEPHONE # _____

CITY _____ STATE _____ ZIP CODE _____

AUTHORIZED BY: (Please print or type) _____

SIGNATURE _____

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS

THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO BREDE/ALLIED CONVENTION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING BREDE/ALLIED CONVENTION SERVICES. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- *All accounts must be settled at the Brede Exposition Services/Allied Division service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.*
- The exhibiting firm is primarily responsible for payment of all charges.
- **INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.
- Wire transfers available - contact Customer Service department.

If you have any questions regarding payment procedures, please contact Brede Exposition Services/Allied Division Customer Service Department (407) 851-0261.

PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX

Furniture	\$ _____
Carpet	\$ _____
Custom Rental Exhibits	\$ _____
Signs	\$ _____
Labor	\$ _____
Cleaning & Porter Service	\$ _____
Estimated Material Handling Charges	\$ _____
Other Brede Exposition Services:	\$ _____
ESTIMATED TOTAL	\$ _____

NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.

IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Your check number _____ Date _____ In the amount of \$ _____

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Brede/Allied Convention Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to:(check one) MasterCard Visa American Express Discover

Expiration Date _____ Using MasterCard indicate the 4 numbers above your name here: _____

Account Number _____

I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.

Cardholders Name (please print or type) _____

Cardholders Address _____ City _____ State _____ Zip Code _____

Cardholders Signature _____

Event or Show ASCO Hall or Hotel MCCORMICK PLACE

Company Name _____ Telephone _____ Fax _____

Address _____ City, State, Zip _____

Authorized By (Please print or type) _____ Booth #: _____

THIRD PARTY BILLING

Your company is responsible for the payment of all charges incurred on your behalf. If you wish to have a 3rd party billed, we will do so if they have a satisfactory credit standing with Allied Convention Services. Any such billing not paid prior to close of the show will revert to the exhibiting company.

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:

_____ Furniture/Carpet	_____ Signs
_____ Custom Rental Exhibit	_____ Freight Charges In / Out
_____ Installation / Dismantle Labor	_____ Miscellaneous Charges
_____ Forklift Service	_____ Other _____
	Please Specify

Additionally, this form must be completed by both firms and returned to us no later than May 18, 2010.

_____ EXHIBITING FIRM	_____ 3RD PARTY BILLING NAME
_____ BY (Authorizing Signature)	_____ ADDRESS
_____ TITLE	_____ CITY
_____ DATE	_____ STATE
	_____ ZIP

PAYMENT POLICY: Full payment of all rental charges including sales tax must accompany advance order form to qualify for discount rates. Payment may be made by check or credit card authorization. Remaining balances are due upon presentation of invoice at the show. Any payments not received within (10) days of invoice date will have a finance charge of 1.5% per month, which is an annual percentage rate of 18%.

EVENT OR SHOW	<u>ASCO 2010</u>	HALL OR HOTEL	<u>MCCORMICK PLACE</u>
COMPANY NAME			BOOTH
ADDRESS	CITY	STATE	ZIP
TELEPHONE #	FAX #		
AUTHORIZED BY	TITLE		
SIGNATURE _____			