

**Tradeshow
Services
Inc.**

245 Huls Drive
Phone (937) 832-0144

Clayton Ohio 45315
Fax (937) 832-1904

**ADVANCED MANUFACTURING & TECHNOLOGY SHOW
OCTOBER 21-22, 2009
DAYTON EXPO CENTER**

Dear Exhibitor:

Important information to know:

SERVICE FORMS:

Advance order deadline: October 14, 2009

(To receive advance prices, payment must accompany your order)

SHOW COLORS:

Blue & White drape

Blue Aisle Carpet

EACH BOOTH WILL RECEIVE:

1-8' x10' Backdrop

2-3' Side Rails

1-One line identification sign

SHOW SCHEDULE:

Move In:	Monday, October 19, 2009	RIGGERS & LARGE EQUIPMENT ONLY
	Tuesday, October 20, 2009	7:00am-6:00pm
	Wednesday, October 21, 2009	8:00am-10:00am HAND CARRIED ITEMS ONLY
Show Hours:	Wednesday, October 21, 2009	10:00am-7:00pm
	Thursday, October 22, 2009	9:00am-5:00pm
Move Out:	Thursday, October 22, 2009	5:00pm-10:00pm
	Friday, October 23, 2009	8:00am-3:00pm

ADVANCE SHIPPING:

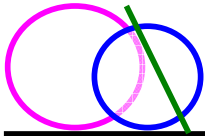
All shipments should be received at the Advance Warehouse by Friday, October 16, 2009. Shipments directly to show must arrive on scheduled move in day.

NOTE: DAYTON AIRPORT EXPO CENTER WILL NOT ACCEPT FREIGHT

Tradeshow Services, Inc. will not accept any shipments that are not **prepaid**. The exhibitor is responsible for payment of the drayage charges for all shipments to the booth.

If you have questions, please contact our office at (937) 832-0144 or e-mail us at info@tradeshow-services.com.

Thank You,
Tradeshow Services, Inc.



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc www.tradeshow-services.com

FURNITURE PACKAGE

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-mail Address (for order confirmation)		DATE

BOOTH PACKAGE 1

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket COST FOR PACKAGE _____ \$85.00
--

BOOTH PACKAGE 2

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket 1 - 9' x 10' Carpet COST FOR PACKAGE _____ \$200.00
--

NOTE: The packages listed above are quoted per 10'x10' Booths. Standard Show Colors will be used for Carpeting and Table Skirting.

Please Check Package Desired:

Package 1 _____

Package 2 _____

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

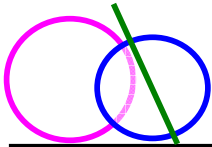
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY
---------	--------	------	----

5TSS

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

RENTAL FURNITURE & CARPET ORDER FORM

NAME OF EVENT 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

ACCESSORIES

QTY.	ITEMS	ADVANCE	FLOOR
	STACKING CHAIR	\$13.00	\$15.50
	PADDED ARM CHAIR	25.00	29.00
	BAR STOOL	30.00	35.00
	WASTE BASKET	11.50	13.00
	ALUMINUM FASEI	25.00	30.00

CARPET

QTY.	SIZE	ADVANCE	FLOOR
	9' x 10'	\$130.00	\$165.00
	9' x 20'	260.00	330.00
	9' x --	CALL FOR PRICING	
CHECK COLOR OF CARPET DESIRED			
<input type="checkbox"/> RED <input type="checkbox"/> BLACK <input type="checkbox"/> GRAY <input type="checkbox"/> BLUE			

REGULAR HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 30" SKIRTED	\$55.00	\$65.00
	2' x 4' x 30" PLAIN	27.00	29.00
	2' x 6' x 30" SKIRTED	60.00	70.00
	2' x 6' x 30" PLAIN	31.00	34.00
	2' x 8' x 30" SKIRTED	67.00	77.00
	2' x 8' x 30" PLAIN	35.00	39.00

COUNTER HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 40" SKIRTED	\$67.00	\$77.00
	2' x 4' x 40" PLAIN	35.00	37.00
	2' x 6' x 40" SKIRTED	72.00	82.00
	2' x 6' x 40" PLAIN	39.00	41.00
	2' x 8' x 40" SKIRTED	77.00	87.00
	2' x 8' x 40" PLAIN	43.00	45.00

COLORS AVAILABLE FOR SKIRTED TABLES

- BLUE
 BLACK
 RED
 NAVY BLUE
 GOLD
 WHITE
 TEAL
 BURGUNDY

PLAIN TABLE = White Vinyl Top Only

SKIRTED TABLE = White Vinyl Top with Skirting on THREE SIDES

TO SKIRT FOURTH SIDE OF TABLE ADD \$15.00 PER TABLE

___ # TABLES 4TH SIDE SKIRTED X \$ 15.00 each = \$___

CANCELLATION POLICY
 Orders canceled prior to move-in will be charged 50% of the original price.
 Orders canceled after move-in begins will be charged 100% of the original price.
CHARGES FOR DAMAGED EQUIPMENT- CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

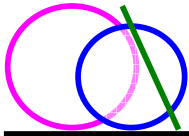
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE

2TSS

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**I & D SERVICE
LABOR FORM**

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

RATES:	STRAIGHT TIME HOURLY RATE	OVERTIME HOURLY CHARGE
	8:00 A.M. - 5:00 P.M. MONDAY thru FRIDAY.....\$40.00	BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS ALL DAY SATURDAY,SUNDAY,& HOLIDAYS....\$60.00

PLAN A (SUPERVISION BY TRADESHOW SERVICES,INC.)

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES,INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible all work is done on straight time. **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require TRADESHOW SERVICES,INC. to also dismantle and pack our exhibit

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE	INSTALLATION LABOR	Number of Laborers Required	Estimated Number Hours Each Laborer
	DISMANTLING LABOR		

LOCATION OF PLANS _____ NUMBER OF PIECES _____

PLAN B (SUPERVISION BY EXHIBIT PERSONNEL) IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

Labor for Installation	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move In Day 1				
Move In Day 2				
<hr/>				
Labor for Dismantle	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move Out Day 1				
Move Out Day 2				

NAME OF SUPERVISOR _____ PHONE () _____

CALCULATION OF ORDER : No. of Laborers _____ X HRS. per Laborer _____ = _____ Total Hours (Non Taxable Item)
 Total Hours _____ X Rate per Hour _____ = \$ _____ Total Due

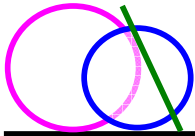
NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked

TOTAL \$ _____

FOR OFFICE USE ONLY

LABOR IS NON TAXABLE

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
---------	--------	------	----	-----------	---------



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**SHIPPING & DRAYAGE
FORM**

NAME OF EVENT 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

INSTRUCTIONS

1. Mail this form immediately and mail your advance Bill of Lading when available to the letterhead address above.
2. **ALL SHIPMENTS MUST BE PREPAID. NO COLLECT SHIPMENTS WILL BE ACCEPTED.**
3. All material should be shipped to arrive no later than 5 days prior to installation date.
4. **ALL CHARGES FOR FREIGHT SERVICES IN ACCORDANCE WITH RATE SCHEDULES OF THIS FORM ARE DUE AND PAYABLE UPON PRESENTATION.**

→ **DRAYAGE CHARGES NOT PAID IN ADVANCE, WILL BE COLLECTED AT SHOW SITE** ←

ADVANCE SHIPMENTS TO WAREHOUSE

TO: (NAME OF EXHIBITOR)
 ABF Freight Systems
 c/o Tradeshow Services, Inc.
 8051 Center Point 70 Blvd.
 Dayton, Oh 45424

FOR: (NAME OF EXHIBITION and BOOTH #)
 Advance shipments will be accepted at the warehouse and allowed 30 days free storage. If delivered prior to the DATE.

DIRECT SHIPMENTS TO SHOW SITE

TO: (NAME OF EXHIBITOR)
 Dayton Exposition Center
 c/o Tradeshow Services, Inc.
 3800 Wright Dr.
 Vandalia, Ohio 45414

FOR: (NAME OF EXHIBITION and BOOTH #)
 Direct shipments to the Exhibit Site, should be scheduled for delivery according to the **SCHEDULED EXHIBITOR MOVE IN.**

CHECK ONE WE PLAN TO SHIP OUR MATERIALS TO THE ADVANCE SHIPMENT WAREHOUSE
 WE PLAN TO SHIP OUR MATERIALS DIRECTLY TO SHOW SITE

→ **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER** ←

CALCULATION OF ORDER

ADVANCE SHIPMENTS TO WAREHOUSE	\$ 62.00 cwt.
DIRECT SHIPMENTS TO SHOW SITE	\$ 56.00 cwt.
SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING	\$ 76.00 cwt

WHEN RECORDING WEIGHT ROUND UP TO NEXT 100# EXAMPLE: 255# = 300# x RATE = TOTAL AMOUNT

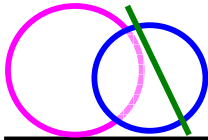
_____ # TOTAL lbs. X \$ _____ RATE = \$ _____ AMOUNT DUE (NON TAXABLE ITEM)

TOTAL \$ _____

DRAYAGE IS NON TAXABLE

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
---------	--------	------	----	-----------	---------



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**SHIPPING & DRAYAGE
 OUTBOUND INFORMATION**

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

OUTBOUND SHIPMENTS AFTER THE SHOW

SHIP TO (CONSIGNEE NAME)		ATTENTION		
STREET ADDRESS		CITY	STATE	ZIP
TOTAL # OF PIECES	TOTAL WEIGHT	CONTACT PHONE		
SEND FREIGHT CHARGES TO: CHECK ONE: <input type="checkbox"/> (ADDRESS ABOVE) <input type="checkbox"/> OTHER (ADDRESS BELOW)				
STREET ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
ATTENTION _____		CONTACT PHONE _____		

GENERAL INFORMATION

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 a.m. to 5:00 p.m. OVERTIME will be charged before 8:00 a.m. and after 5:00 p.m. on weekdays and on Saturday, Sunday or Holidays.

OUTBOUND SHIPMENT assistance for setting up your outbound shipments will be available at the service desk located at showsite where shipping labels, bill of lading and shipping information will also be available. At the close of the show, where carriers fail to pick up or refuse to accept shipments, TRADESHOW SERVICES, INC reserves the right to re-route such shipments where no disposition is provided or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to 50% surcharge in addition to the rates listed. This classification shall be applied to but no limited to van shipments or shipments which are packed in such a manner to require unloading by hand, (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) Material will be unloaded from vans, exhibitor's trucks or trucks of others at the convention facility, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

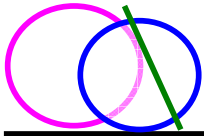
SPECIAL SERVICES AND RATES Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be into and out of the exhibit facility for \$50.00 per round trip.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the rate schedule will be applied.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the drayage contractor at the Dayton Convention Center service area during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the drayage contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the drayage contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and had failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$1,000.00 per shipment. This shipper is encouraged to make arrangements with its insurance carrier if value of articles of shipments are in excess of those stated above.

EXHIBITS TO BE STORED will be charged at at minimum monthly rate of \$20.00 or a rate of \$2.00 cwt. per month or fraction thereof. No charge will be made for inbound shipments when received 14 days prior to the show.



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

**CUSTOM CLEANING
FORM**

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

CARPET CLEANING:

Vacuuming booth carpeting ONCE before initial opening of show - **\$.50 per sq. ft.**

Carpeting rented from TRADESHOW SERVICES, INC. is vacuumed ONCE before show at NO CHARGE

Vacuuming daily thereafter - **\$.50 per sq. ft.**

When ordering vacuuming service calculate # of _____ days.

Vacuuming _____ (square feet) x \$.50 sq. ft. (rate) x _____ (number of days) = \$ _____

Tax Exempt Item

EXHIBIT CLEANING:

Cleaning & Dusting of Display Background and Furnishings ONCE before initial opening of show- **\$30.00 per hour/1 hour minimum**

Cleaning & Dusting of Display Background and Furnishings DAILY thereafter **\$30.00 per hour/1 hour minimum**

When ordering Exhibit Cleaning Service: Calculate # of _____ Days

Cleaning _____ (hours) x \$30.00 (rate) per hour x _____ (number of days) = \$ _____

Tax Exempt Item

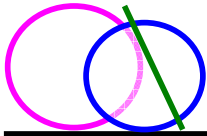
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK#	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
--------	--------	------	----	-----------	---------

16TSS

BOOTH # _____



Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshowservices.com

**PLANT RENTAL
FORM**

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

→ **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER**

BLOOMING & POTTED PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Azaleas	\$ 30.00	\$ 35.00	
	Chrysanthemums	\$ 20.00	\$ 23.00	
	Ferns	\$ 20.00	\$ 23.00	
	Assorted Blooming Plants	\$ 20.00	\$ 23.00	

TUBBED FLOOR PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	3 to 4 ft.	\$ 35.00	\$ 40.00	
	4 to 6 ft.	\$ 45.00	\$ 50.00	
	6 to 8 ft.	\$ 55.00	\$ 65.00	

FLOWER ARRANGEMENTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Long & Low	\$ 40.00 up	\$ 45.00	
	All Around	\$ 55.00 up	\$ 60.00	
	One Sided	\$ 35.00 up	\$ 40.00	
	Vase Arrangement	\$ 45.00 up	\$ 55.00	

CORSAGES & BOUTONNIERES

QTY.	CATEGORY	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Corsage	Carnations	\$ 15.00	\$ 17.50	
		Orchids	\$ 27.50	\$ 30.00	
		Roses	\$ 22.50	\$ 25.00	
		Seasonal Mix	\$ 17.50	\$ 20.00	
	Boutonnieres	Carnations	\$ 13.50	\$ 15.00	
		Roses	\$ 15.00	\$ 17.50	

Prices shown are for rental, delivery, use during event and removal at close of show. IT IS UNDERSTOOD THAT ALL FOLIAGE IS ON A LOAN BASIS ONLY. A REPLACEMENT COST WILL BE CHARGED IF ITEMS ARE NOT RETURNED.

SUB TOTAL \$ _____

7.0% SALES TAX \$ _____

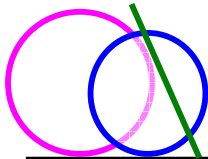
TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
---------	--------	------	----	-----------	---------

17TSS

BOOTH # _____



**ADVANCE PAYMENT
FORM**

Tradeshow 245 Huls Drive Clayton, OH 45315
Services Phone (937) 832-0144 Fax (937) 832-1904
Inc. www.tradeshow-services.com

NAME OF EVENT: 2009 AMTS

COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.		
ADDRESS			PHONE		
CITY	STATE	ZIP	FAX		
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE	

METHOD OF PAYMENT

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order to qualify for the ADVANCE ORDER PRICES. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED AT FLOOR ORDER PRICES.** If advance orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

➔ **PLEASE SPECIFY HOW YOU WILL BE PAYING FOR THIS ORDER:** ←

CHECK ENCLOSED MASTERCARD VISA AMERICAN EXPRESS

➔ **CREDIT CARD INFORMATION** ←

CREDIT CARD NUMBER																			
NAME ON CARD(PLEASE PRINT OR TYPE)										SIGNATURE					EXPIRATION DATE				

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT

SERVICES AND EQUIPMENT ORDERED

RENTAL FURNITURE & CARPET ORDER FORM	\$	
I & D SERVICE LABOR FORM (NON TAXABLE ITEM)	\$	
SHIPPING & DRAYAGE FORM (NON TAXABLE ITEM)	\$	
	\$	
	\$	
NOTE: Please include payment on this form only if the items you wish to order are on TRADESHOW SERVICES,INC. letterhead. If the sheet is not on TRADESHOW SERVICES,INC. letterhead, send your ORDER SEPARATELY TO THE FIRM LISTED ON THE FORM.	SUB TOTAL	\$
	7.0% SALES TAX	\$
	TOTAL	\$

Advance payment in full by check, money order, or credit card is required for all orders. 50% cancellation charge for orders cancelled/changed at show site. A \$30.00 surcharge will be added to your account if any checks or credit cards are denied. Applicable SALES TAX per letterhead address on this form with your remittance. (CLAYTON 7.0%)

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE

1TSS

BOOTH # _____

ELECTRICAL ORDER FORM
MAIL OR FAX TO

Questions? Visit www.edlen.com



ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza, St. Louis, MO 63101
Ph: (314) 342-5324 Fax: (314) 342-5384
Email: stlouis@edlen.com

COMPANY:		BTH #	
EVENT:	Advanced Manufacturing and Technology Show		
FACILITY:	Dayton Airport Expo Center		
DATES:	October 21-22, 2009	EVENT#	109059SL

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
1-2000 WATTS (20 AMPS)	_____	_____	91.00	114.00	_____
208 VOLT SINGLE PHASE					
30 AMPS	_____	_____	205.00	257.00	_____
40 AMPS	_____	_____	227.00	284.00	_____
50 AMPS	_____	_____	250.00	313.00	_____
60 AMPS	_____	_____	279.00	349.00	_____
100 AMPS	_____	_____	398.00	498.00	_____
208 VOLT THREE PHASE					
30 AMPS	_____	_____	234.00	293.00	_____
40 AMPS	_____	_____	256.00	320.00	_____
50 AMPS	_____	_____	279.00	349.00	_____
60 AMPS	_____	_____	302.00	378.00	_____
100 AMPS	_____	_____	426.00	533.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					
480 VOLT THREE PHASE					
15 AMPS	_____	_____	250.00	313.00	_____
20 AMPS	_____	_____	307.00	384.00	_____
30 AMPS	_____	_____	363.00	454.00	_____
60 AMPS	_____	_____	421.00	527.00	_____
100 AMPS	_____	_____	647.00	809.00	_____
MATERIAL (Electricity Not Included.)					
EXTENSION CORD 15' & 25'	_____	_____	18.00	23.00	_____
MULTI OUTLET STRIP	_____	_____	23.00	28.00	_____
SURGE PROTECTOR	_____	_____	36.00	46.00	_____
LABOR (See rates listed to the right)					

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:
October 2, 2009

Avoid Duplication !!
If you fax this form with credit card info, do not mail the original form or send another form of payment.

208V & 480V Services
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

IF YOU REQUIRE HIGHER WATTAGE, VOLTAGES OR SPECIAL LIGHTING, PLEASE CALL FOR A QUOTE.

ISLAND BOOTHS
There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

LABOR RATES
ST= Mon-Fri 8:00 am-4:30 pm (Except Holidays) **\$60.00**
OT= Mon-Fri 4:30 pm-8:00 am (All Day Sat/Sun/Holidays) **\$120.00**

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIVED BY:	

PLACE YOUR TOTAL PAYMENT HERE	
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	

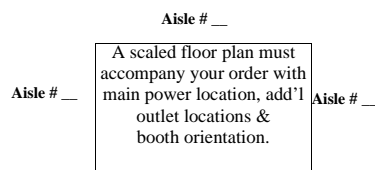
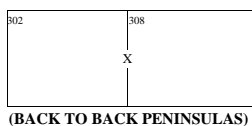
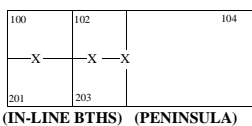
COMPANY NAME:			PHONE:			FAX:			
ADDRESS:			CITY:			ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:									
PAID BY: CK AMX VISA MC DISC DINER						EXP DATE:			
CARD HOLDER SIGN:					PRINT NAME:				
CREDIT CARD BILLING ADDRESS (If different from address above)									
ADDRESS:			CITY:			ST:		ZIP:	

VERY IMPORTANT TERMS & CONDITIONS

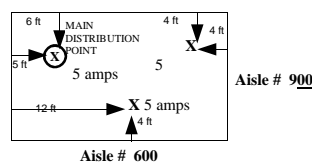
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. **Orders received after the deadline date will be charged at the regular rate.** A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed. Typically the decorators cut the carpet in the America's Center.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

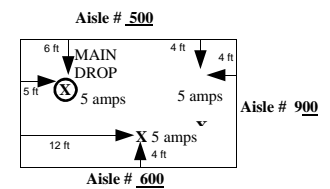
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



ELECTRICAL EXHIBITION SERVICES
701 Convention Plaza • St. Louis, MO 63101
Phone (314) 342-5324 Fax (314) 342-5384
Web site: www.EDLEN.com Email: stlouis@edlen.com

COMPANY:		BTH #	
EVENT:	Advanced Manufacturing and Technology Show		
FACILITY:	Dayton Airport Expo Center		
DATES:	October 21-22, 2009	EVENT#	109059SL

Read the terms noted on the back of this form carefully. Please provide a scaled floor plan noting your outlet locations.



**Dayton Airport
Expo Center**

COMPRESSED AIR-Exhibitor Must Provide Regulator and Filter/Dryer				
Quantity		Advanced Payment Price	Regular Payment Price	Total Cost
	Single Compressed Air Connection	\$103.00	\$129.00	
	Connection Services-\$60.00 per Machine minimum		\$ 60.00	
	Labor—ST \$60.00/OT \$120.00 See details below prior to ordering.			
	CFM Requirements **Please supply your CFM requirements. Edlen cannot make your connections without this information.			

TELEPHONE SERVICE			
Quantity		Rate	Total Cost
	Standard telephone line (analog)	\$162.00	
	Standard telephone line w/phone instrument	\$199.00	

WIRELESS INTERNET SERVICE
Wireless internet access is available at DAEC from KB Communications. Exhibitors can order Wireless internet access directly from their laptop or wireless enabled device with a credit card.

PLACE YOUR TOTAL PAYMENT HERE
All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

LABOR INSTRUCTIONS: There is a minimum charge of 1 hr for installation and 1/2 hr for removal for air services. There is a 1 hour minimum hook up fee and 1/2 hour minimum disconnect fee per machine. There will be a plumber available during all set-up and show hours on a first-come, first-serve basis. Straight Time Labor (ST) of \$50.00 per hour is Monday-Friday 8:00 am –4:30 pm, except holidays. Over Time Labor (OT) of \$100.00 per hour Monday-Friday 4:30 pm—8:00 am, all day Saturday, Sunday and Holidays. When do you move-in ST or OT? When does the show move out ST or OT?

FOR DISCOUNT PRICE TO APPLY
PAYMENT MUST ACCOMPANY ALL
ORDERS BY:

**DEADLINE DATE:
OCTOBER 2, 2009**

Payment must accompany order. Please see back for additional terms and conditions
By signing below, you have read and understand all of the terms and conditions
as outline on both the front and back of this order form

COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:	
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (if different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment must be received a minimum of 14 days prior to the scheduled event move-in for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event move-in will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax or email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver this service to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water, drain and gas services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitor s are encouraged to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time and material charges will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, prepatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard air-lines terminate with a 1/2" female pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture of water.
18. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
20. Credit will not be given for connections installed and not used.
21. Payment in full for all plumbing services provided must be made in full prior to close of the event.
22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
23. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
24. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For further information please visit our website www.edlen.com
OR call the number on the front of this form.**

Do you need coolant at the show?



and



will provide metalworking fluid free of charge for exhibitors that require coolant. Please complete the information below and fax or email this form directly to Updike Supply by October 10th.

We can only guarantee that fluid will be available to those who submit this form

Exhibitor _____ Booth # _____

Contact: _____

Phone: _____ Email: _____

Coolant requirements:

# of machines to be filled	Total # of gallons required
<input type="text"/>	<input type="text"/>

Please fax or email completed form to **Updike Supply Company**

FAX: 937-482-4010

Email: sshort@updikesupply.com

Any questions please contact Steve Short at Updike Supply 937-482-4000





Lead Retrieval Order Form

To ensure availability, order early. Orders must include a form of payment. All orders must be pre-paid and a credit card is required on all orders paid by check. No purchase orders will be accepted. Please return units within one hour of the close of the event. Non-returned units recovered by RCS will be charged a full delivery charge. Lost or damaged units will be charged a replacement fee of \$1,500.00.

ITEM	UNIT PRICE			QUANTITY	TOTAL
	Early Bird Before 9/2	Advance 9/2-10/6	On-Site 10/7-10/22		
HAND HELD UNITS: (Prices quoted in U.S. dollars only)					
<input type="checkbox"/> ExpoAccess - Quick Scan mode (Includes real time leads online - no download required)	\$ 250.00	\$ 325.00	\$ 400.00	X _____ =	\$ _____
Upgrade ExpoAccess to qualify mode	\$ 100.00	\$ 130.00	\$ 160.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoScan - Provided with 1 download (Data is available online after the event)	\$ 325.00	\$ 425.00	\$ 520.00	X _____ =	\$ _____
Add Printer	\$ 100.00	\$ 130.00	\$ 160.00	X _____ =	\$ _____
Lead file on memory stick (price includes USB memory stick)	\$ 50.00	\$ 65.00	\$ 80.00	X _____ =	\$ _____
TABLE TOP UNITS: (computer required)					
<input type="checkbox"/> ExpoRead - Connects to Exhibitor's computer	\$ 250.00	\$ 325.00	\$ 400.00	X _____ =	\$ _____
<input type="checkbox"/> ExpoSoft - ExpoRead w/qualification software	\$ 350.00	\$ 455.00	\$ 560.00	X _____ =	\$ _____
OPTIONAL SERVICES:					
<input type="checkbox"/> Delivery & pick-up (Deliveries will be made 1 hour prior to event opening, if booth is unmanned another attempt will be made after event opening)			\$ 125.00	X _____ =	\$ _____
TOTAL					\$ _____

PAYMENT METHOD:

- a confirmation will be sent when order is processed if email provided -

ORDER ONLINE for IMMEDIATE SAVINGS!

www.rcsreg.com/leads/amts2009es

Check (US funds drawn on a US bank) - Make payable to

REGISTRATION CONTROL SYSTEMS

Visa MasterCard American Express

Card Number _____

Contact _____

Exp. Date _____

Company _____

Booth # _____

Address _____

Phone _____

City, ST, Zip _____

Fax _____

Signature _____

email _____

(email confirmation will be sent once order is processed)

Complete and return form to:

EXHIBITOR SERVICES DESK
REGISTRATION CONTROL SYSTEMS
1833 Portola Rd., Suite C
Ventura, CA 93003
Phone: 805-654-0171
Fax: 702-920-8154

NOTE: Unused paper supplies are not returnable.
No refunds for advance orders or unit's not utilized onsite.
Refunds are not issued for unreported defects.

ORDER ONLINE - www.rcsreg.com/leads/amts2009es

PLEASE RETAIN A COPY FOR YOUR RECORDS

LEAD COLLECTION CHOICES THAT ARE RELIABLE AND EASY TO USE



EXPOACCESS



The **ExpoAccess** is a Web enabled wireless mobile lead collection device and real-time web page lead management system. This new technology concept uses the java enabled color Blackberry platform to transfer data from an attendee's badge to an exhibitor's personal event website. All leads can be custom qualified using the web site for personalization. Using this RCS system, exhibitors do not need to carry away a CD or memory stick or wait in line to download or "retrieve" data at the end of the event. The wireless enabled mobile unit delivers all the sales lead data in real-time to a secure exhibitor web-site with online password protected access by the exhibiting company's personnel. The Web enabled ExpoAccess mobile unit provides a totally new approach to lead collection, management and follow-up. Data can be accessible at the web-site for up to a year after the event.

The **Qualify Option** allows easy selection of qualifying criteria for each lead by use of a thumbwheel similar to the modern cell phones.

EXPOSCAN



The **ExpoScan** is the latest in improved Lead Generation Systems. ExpoScan makes it easier to collect your leads and more effectively use these leads to increase sales revenue and expand the scope of your business. ExpoScan is a compact, mobile integrated badge reader with internal memory that does not require an electrical hookup. It has the option of selecting qualifying criteria for each lead and also has the option of an external Bluetooth printer. ExpoScan stores each lead in its memory and these leads are then made available on a secure password protected web site. At the end of the show just drop off the ExpoScan unit and the data will be immediately downloaded to your secure web site for your continual use for up to a year after the show. No waiting to download your data on-site or having the possibility of your leads getting lost.

The **Qualify Option** allows easy selection of qualifying criteria for each lead by use of a thumbwheel similar to the modern cell phones.

PRINTER



The **Printer Option** provides a thermal printer that does not require an electrical hookup and automatically produces a complete lead form which includes the ID#, name, title, company name, address, phone, fax, email, demographic codes, and the time and date visited, as well as ample room to write notes. 58mm thermal printer, prints 1000+ leads on a single charge. Bluetooth® technology.

EXPOREAD



The **ExpoRead** includes a new compact bar code badge reader that connects directly to your own laptop or desktop computer. When a badge is read the full content of the attendee record is displayed and stored. The ExpoRead can be upgraded to the ExpoSoft.

The **ExpoSoft Upgrade** gives you the ability to use an intuitive graphic interface on your computer to easily program up to 8 customizable interactive questions (products, size of budget, follow up actions, etc.) with up to 14 answers each. The system allows for free form notes, database searching, and editing of the data. ExpoSoft generates these qualified leads in standard importing formats for easy transfer to other programs. If you have a printer attached to your computer it can be activated to produce lead forms in your booth.

QUICK CHOICE GRID

	Data Storage/Downloads	Lead Printing Options	Qualifier Options	Capacity	Power	PC Required
ExpoAccess	Leads are stored on exhibitors personal web site in real time	Leads can be printed from web site	10 customized qualification questions with 10 answers each on web site (included)	Unlimited	Rechargeable Battery (no electricity required)	NO
ExpoScan	Leads can be downloaded to web site or memory stick	Lead prints on 4" paper roll (optional)	10 customized qualification questions with 10 answers each on unit (optional)	1,500 Leads	Rechargeable Battery (no electricity required)	NO
ExpoRead	Lead data is stored on exhibitors PC	Leads can be printed to exhibitors printer	N/A	Unlimited	Powered through USB port on PC	YES
ExpoSoft	Lead data is stored on exhibitors PC	Leads can be printed to exhibitors printer	Exhibitor can customize up to 8 qualification questions with 14 answers	Unlimited	Powered through USB port on PC	YES

FOR MORE INFORMATION

Call our RCS Exhibitor Services Desk at 805-654-0171

REGISTRATION CONTROL SYSTEMS - 1833 Portola Rd., Suite C, Ventura, CA 93003