



139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

www.championexpo.com

**EclipseCon 2005
Hyatt Regency San Francisco Airport
Burlingame, California**

March 1 - 2, 2005

Dear Exhibitor:

We at Champion Exposition Services are pleased to have been selected by Show Management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show services order forms. Your prompt response will guarantee you delivery of items and colors ordered, **or you can order on-line at www.championexpo.com by following the instructions on the "On-line Ordering" form that is included in this manual.**

To qualify for discount prices, full payment must be included with your order and received at least two weeks prior to show opening or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

Please include the 8.25% Sales and Use Tax for rental items.


If you need assistance or additional information, please contact our Exhibitor Service Department at:

139 Campanelli Drive
Middleboro, MA 02346
Telephone within US: 800-723-1123
Outside US: 001-508-923-5200
Fax: 508-946-1019
email: help@championexpo.com

All orders and services (including labor and material handling) must be paid in full prior to the close of the show. For your convenience, we accept Visa, MasterCard, and American Express, as well as company checks and cash. A credit card charge authorization form is enclosed for your use and must accompany ALL ORDERS regardless of preferred method of payment before goods and services will be rendered.



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 Please include the name of show.

Critical Show Information

This page is informational only.
 Please read carefully!

Show Name
Show Dates

Critical Show Information for EclipseCon 2005

Booth Package Includes:

- (1) single-sided workstation with company name
- (1) stool
- (1) 750 watt outlet
- (1) stem light
- (1) wastebasket

Pre-existing Facility Carpet: Yes

EXHIBIT HALL HOURS

Exhibitor Installation:	Monday	February 28	2:00 p.m. - 7:00 p.m.
Open:	Tuesday	March 1	9:30 a.m. - 8:00 p.m.
	Wednesday	March 2	9:30 a.m. - 4:30 p.m.
Exhibitor Dismantle:	Wednesday	March 2	4:30 p.m. - 6:30 p.m.
All Out By:	Wednesday	March 2	6:30 p.m.

Note: All carriers (trucking companies) must check in **no later than 5:30 p.m. on Wednesday, March 2, 2005** for freight pickup.


DEADLINES

- Furniture Order Deadline (for discount price):** February 14, 2005
- Advance Freight Shipment Deadline:** February 21, 2005



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Union Guidelines

This page is informational only.
Please read carefully!

SAN FRANCISCO UNION GUIDELINES

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

Sign, Display and Allied Crafts Union - Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to unpacking and placing your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than 30 minutes to install (including crating or uncrating) or exceeds ten feet in any direction shall be installed by employees covered by this Agreement.

Teamsters Union - This local claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move only material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

Freight Handling Jurisdiction - Champion Exposition Services has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Champion will not be responsible, however, for any material they do not handle.

Gratuities - Champion Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Champion supervisor. Employees of Champion are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Champion Exposition Services' employees.

Booth Cleaning & Porter Service - Champion Exposition Services has been selected by Show Management to serve as your official contractor for this show. In that respect, Champion has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this service manual.

In General - Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to Champion Exposition management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a Champion Exposition Services' management representative.

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UNITED STATES FIRE DEPARTMENT REGULATIONS For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

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Champion Exposition Services, Inc., Champion Exposition Services of Northern California, and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, Champion) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if Champion has been advised of the potential for such damages.

Champion shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to Champion to obtain the proper equipment.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Champion and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Champion shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall Champion be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to Champion by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Champion shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

It is understood that Champion is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Champion hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Champion does not provide for full liability should loss or damage occur. In the event that Champion should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Champion.

CHAMPION SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

(continued on next page)



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Please include the name of show.

Liability & Insurance (continued)

This page is informational only.
Please read carefully!

Claims for loss or damage must be submitted to Champion by the close of the show. No suit or action shall be brought against Champion more than one year after the cause of action accrues.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that Champion will provide these services as Exhibitor's agent and not as bailee or shipper, and Champion shall have no responsibility or obligation thereunder. If Champion shall sign a delivery receipt, bill of lading or other document, the parties agree that Champion will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Champion shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.

Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Champion assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

In order to expedite removal of freight from the show site, Champion shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Champion assumes no liability as a result of such rerouting or handling.

The Exhibitor agrees, in the event of a dispute with Champion relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Champion for freight handling services or any other services provided by Champion as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Champion prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Champion shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of Champion in its sole discretion. Upon Champion's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once Champion has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Champion on behalf of Exhibitor shall be bound by the terms and conditions set forth above.

Credit Card Authorization

In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.
 (We accept MasterCard, Visa and American Express.)

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Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Champion Credit Card Payment Policy

- **This Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.**
- **All accounts must be settled at Champion's Service Desk on show site prior to the close of the show.**
 An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.
International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.
- **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**
 If a third party is to be invoiced for certain items or services, please complete and submit Champion's **Third Party Payment Authorization Form**.
- **Discount Pricing**
IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.
 A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- **Tax Exempt Status**
 If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

2 Credit Card Charge Authorization

- **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**
 Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.

- **Incomplete and/or unsigned forms will not be accepted.**

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ || Expiration Date: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ || Fax #: _____

- **Please note: No credits will be issued after close of show.**

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Third-Party Payment Authorization

Deadline:
February 14, 2005

EclipseCon 2005
March 1 - 2, 2005

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Third-Party Payment Conditions

Champion Exposition Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

- The payment record of third party is acceptable to Champion.
- This form is completed and signed by **both parties** and returned to Champion at least 14 days prior to show move-in; i.e., by February 14, 2005.
- Champion's prepayment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

2 Services to be Invoiced to Third Party

Please indicate which items/services are to be invoiced to the third party:

- All Champion Services
 Freight Handling Booth Cleaning
 Booth Labor Other specify _____

3 Acknowledgment & Credit Card Authorization of Exhibiting Firm

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Champion prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: _____

Incomplete and/or unsigned forms will not be accepted.

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ | Expiration Date: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ | Expiration Date: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

4 Third-Party Credit Card Charge Authorization

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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 Please include name of show.

Estimated Freight Charges

**Advance Freight Deadline:
 February 21, 2005**

**EclipseCon 2005
 March 1 - 2, 2005**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Please see the following Freight Handling Information page for rates, definitions, and money saving tips.

Advance Shipments to Warehouse - 200 lb. minimum charge per shipment

- Category 1: *Crated*
 Shipment Weight _____ cwt x **\$63.00** per 100 lbs.** = \$ _____
- Category 2: *Additional Handling**
 Shipment Weight _____ cwt x **\$78.75** per 100 lbs.** = \$ _____

Direct Shipments to Show Site - 200 lb. minimum charge per shipment

- Category 1: *Crated*
 Shipment Weight _____ cwt x **\$65.00** per 100 lbs.** = \$ _____
- Category 2: *Uncrated / Additional Handling*
 Shipment Weight _____ cwt x **\$89.50** per 100 lbs.** = \$ _____

* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*

**200 lb. minimum

Estimated Advance / Direct Freight Charges \$ _____
Estimated Additional Charges (Surcharges) \$ _____
Total Estimated Freight Handling \$ _____

Advance — — → **Shipments to Warehouse** **Deadline Delivery Date: February 21, 2005**

Category 1 **Crated: \$63.00 per cwt**
 Use this rate for shipments that arrive via common carrier (Yellow, ABF, Roadway, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to chart below for *overtime charges. Please refer to the back of this page for further definition of this category.

Category 2 **Uncrated / Additional Handling: \$78.75 per cwt**
Uncrated:
 Uncrated Shipments will **not** be accepted at the Advance Warehouse.
Additional Handling:
 Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. Examples are van line shipments that are **charged by space used** (per cubic foot), stacked and/or cubed shipments, Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours; please refer to chart below for *overtime charges. Please refer to the back of this page for further definition of this category.

***Overtime:** (see pricing below)
 Add this rate to any freight that is received or shipped Monday - Friday prior to 8:00 a.m. and after 4:30 p.m and all day Saturday, Sunday or observed Union holidays. Please refer to the back of this page for further definition of this category.

	Move-In:	Move-Out:
Category 1:	\$31.50 per cwt	\$31.50 per cwt
Category 2:	\$39.50 per cwt	\$39.50 per cwt

Please refer to Critical Show Information page to determine if this rate applies.

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Direct — — → **Shipments to Show Site**

Category 1 **Crated: \$65.00 per cwt**
 Use this rate for shipments that arrive via common carrier (Yellow, ABF, Roadway, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to chart below for *overtime charges. Please refer to the back of this page for further definition of this category.

Category 2 **Uncrated / Additional Handling: \$89.50 per cwt**
Uncrated:
 Use this rate for shipments that are loose and/or padwrapped and/or unskidded machinery without proper lifting bars or hooks. This rate is based upon straight-time hours. Please refer to chart below for *overtime charges. Please refer to the back of this page for further definition of this category.
Additional Handling:
 Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. Examples are van line shipments that are **charged by space used** (per cubic foot), stacked and/or cubed shipments, Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours. Please refer to chart below for *overtime charges. Please refer to the back of this page for further definition of this category.

Move-In & Out: ***Overtime:** (see pricing below)
 Add this rate to any freight that is received or shipped Monday - Friday prior to 8:00 a.m. and after 4:30 p.m and all day Saturday, Sunday or observed Union holidays. Please refer to the back of this page for further definition of this category.

	Move-In:	Move-Out:
Category 1:	\$32.50 per cwt	\$32.50 per cwt
Category 2:	\$44.75 per cwt	\$44.75 per cwt

Please refer to Critical Show Information page to determine if this rate applies.

IMPORTANT ! SHIPPING INFORMATION PLEASE READ CAREFULLY

Dear Exhibitor:
 When shipping your exhibit, product or literature to a show, there are freight charges that you will incur. This form is designed to help you calculate the charges that will be assessed by Champion for handling your freight from the dock to your booth and from your booth back to the dock at the end of your event.
 These charges are in addition to any freight bills that you will receive from your chosen carrier and / or trucking company.

Please find the freight category that best describes your shipment. Then use these categories to calculate your estimated freight charges from Champion.

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a **200 lb. minimum**. Champion will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Champion will receive direct shipments at showsite on scheduled move-in day(s). Champion will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by **certified weight tickets**. Champion reserves the right to re-weigh your shipment(s) to determine actual weight.

- Additional charges may apply:**
- **Off-Target:** Direct shipments that do not arrive on the appropriate date or time will be charged an additional \$19.00 per cwt.
 - **Late to Warehouse Fee:** Shipments arriving after February 21, 2005 will be charged an additional \$19.00 per cwt.
 - **Early Shipments to the Advance Warehouse:** Advance shipments arriving to the warehouse prior to the 30-day free storage will be charged an additional \$19.00 per cwt per month or portion thereof.
 - **Marshaling Yard Fee:** A Marshaling Yard may be established to ease congestion at the facility and better utilize dock space. If a Marshaling Yard is used, all carriers and privately owned vehicles must check into the Marshaling Yard prior to unloading. \$25.00 per shipment will be added to your invoice for use of this Yard.
 - **Shipments Returned to Warehouse:** Shipments returned to warehouse at close of show will be charged an additional \$19.00 per cwt, 1,000 lb. minimum. Shipments not picked up from warehouse within 72 hours will be charged the prevailing rate for storage.

▪ **PLEASE USE PREVIOUS PAGE TO CALCULATE YOUR ESTIMATED FREIGHT CHARGES.**

SEE REVERSE FOR HANDLING DEFINITIONS AND MONEY SAVING TIPS!

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Freight Handling Information

Shipping Definitions

Category 1: *Crated* - Referred to as "Common Carrier Shipments"

- crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

Category 2: *Uncrated* - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

Additional Handling - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.). Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional Champion labor to load / unload.

Also in this category are POV's, company owned trucks, air freight shipments and shipments received from UPS, FedEx, etc. that are delivered without delivery receipts and / or Bills of Lading.

***Overtime:** is Monday - Friday, prior to 8:00 a.m. and after 4:30 p.m. Also, all day Saturday, Sunday and observed union holidays.

In addition: Advance shipments are subject to overtime if moved into showsite during overtime hours due to scheduling conflicts beyond Champion's control.

- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond Champion's control.



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

Money Saving Tips

Helpful hint for small shipments!

*To reduce material handling costs, ship all materials in one shipment, not several shipments.
See example of savings below.*

Before the show...

THE WRONG WAY

- Shipped as three separate shipments -

Received

54 lbs. charged @ 200 lbs. min. x \$63.00 per cwt. \$126.00

59 lbs. charged @ 200 lbs. min. x \$63.00 per cwt. \$126.00

72 lbs. charged @ 200 lbs. min. x \$63.00 per cwt. \$126.00

Total: 185 lbs. Total Cost: \$378.00

\$ THE MONEY-SAVING WAY \$

Shipped everything together as a single shipment*

Received

3 pieces totaling 185 lbs. @ 200 lbs. min. x \$63.00 per cwt. **\$126.00**

TOTAL SAVINGS!

\$252.00

* *The charge from Champion for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.*

After the show...

- Obtain a material handling form at the Champion Service Desk.
- Once your freight is packed and ready to ship, complete and return the material handling form to the Service Desk .
- If not using the official show carrier then you must make and/or confirm arrangements for pick-up with your choice of carriers.
- Be sure your chosen carrier is declared on the material handling form.
- Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

* Failure to follow these steps could result in freight being forced onto the designated show carriers and assessed additional shipping charges.

Frequently Asked Questions

HOW DO I SHIP TO THE WAREHOUSE? (i.e., advance shipment to warehouse)

- We will accept freight-beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Critical Show Information page. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e., direct shipment to show site)

- Freight will be accepted only during exhibitor move-in. Please refer to the Critical Show Information page for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Critical Show Information page.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick one up at the Service Center or a Champion floor representative will assist you.)
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Form must be turned in at the Champion Service Center.
- Provide your designated carrier with pickup information. Please refer to the Critical Show Information for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment either will be rerouted to Champion's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.
- You must notify your carrier of the dates & times of pick-up.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to your existing policies.



Questions about this form?

E-mail us at help@championexpo.com.

Please include the name of show.

Hotel Shipping Information

This page is informational only.
Please read CAREFULLY

Please be advised that the hotel will not accept any advance freight deliveries. All crates, packages, cartons and fiber cases sent directly to show site must be addressed "in care of" (c/o) the official drayage company, Champion Exposition Services, to arrive on:

Monday, February 28, 2005
from
2:00 p.m. - 7:00 p.m.
only.

Any freight arriving at the hotel before the official show move-in day(s) will either be **refused** and **returned** at the Exhibitor's expense, or **accepted** and **charged** an additional handling fee by the facility.

Please refer to the Shipping Addresses & Information page in this manual for shipping instructions.

EclipseCon 2005 March 1 - 2, 2005

1 Advance Shipments
Use this address and information if shipping your freight to the Advance Warehouse

ADVANCE SHIPMENTS ALL MATERIALS SHIPPED IN ADVANCE TO THE WAREHOUSE MUST ARRIVE BY February 21, 2005.

Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum.

All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late and / or early shipments are subject to additional handling and delivery charges. All shipments should be addressed to CHAMPION EXPOSITION SERVICES, INC.

ADVANCE SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **EclipseCon 2005**
c/o: CHAMPION EXPOSITION SERVICES
Yellow Freight System
201 Haskins Way
South San Francisco, CA 94080

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

2 Direct Shipments
Use this address and information if shipping your freight directly to Show Site

DIRECT SHIPMENTS THE FIRST DAY FOR DIRECT FREIGHT ACCEPTANCE IS February 28, 2005.

Shipments sent directly to the facility will be received only on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in, WILL BE REFUSED as the facility does not have storage space for these shipments. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO CHAMPION EXPOSITION SERVICES.

DIRECT SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **EclipseCon 2005**
c/o: CHAMPION EXPOSITION SERVICES
Hyatt Regency San Francisco Airport
1333 Bayshore Highway
Burlingame, CA 94010

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

PLEASE READ: Liability and Insurance Bulletin - Champion Exposition Services shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Champion Exposition Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.


INBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE. **Champion Exposition Services** recommends the securing of security services from Facility or Show Management.

(continued on next page)



139 Campanelli Drive, Middleboro, MA 02346
Phone 800-723-1123
Outside US 001-508-923-5200
Fax 508-946-1019
www.championexpo.com

 Questions about this form?
E-mail us at help@championexpo.com.
Please include the name of show.

Shipping Addresses & Information (continued)

EclipseCon 2005
March 1 - 2, 2005

WEIGHT TICKETS:

In the event no weight is indicated on the delivery documents presented, Champion shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the exhibit. All shipments received at the warehouse and exhibit site are subject to re-weigh.

OVERTIME:

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Surcharge also applies if your shipment is moved onto show-site or out of show-site due to scheduling conflict beyond Champion's control.
- Surcharge also applies if your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control is moved into show-site on overtime.
- **Overtime is:**
 - * - **Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.**
 - **ALL DAY Saturday, Sunday, or observed union holidays**

OUTBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended. Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Champion Exposition Services highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to **Champion Exposition Services** by EXHIBITOR will be checked at time of pickup from the booth, and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **Champion Exposition Services** and the actual count of such items in the booth at the time of pickup.

Material Handling Forms covering outgoing shipments that are furnished to **Champion Exposition Services** by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. **Champion Exposition Services** shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

Champion Exposition Services' liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **Champion Exposition Services'** sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials; and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a Dollar amount limit equal to the amount paid by EXHIBITOR to **Champion Exposition Services** for material handling services during the show or exposition under this contract.

Champion Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Champion Exposition Services** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.


ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CHAMPION EXPOSITION SERVICES RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME.



139 Campanelli Drive, Middleboro, MA 02346
 Phone 800-723-1123
 Outside US 001-508-923-5200
 Fax 508-946-1019
www.championexpo.com

EclipseCon 2005
March 1 - 2, 2005

 *Questions about this form?*
 E-mail us at help@championexpo.com.
 Please include name of show.

**Accessible Storage
 on Show Site
 INFORMATION ONLY**

**Exhibitor must sign up for
 accessible storage at Champion
 Service Desk on show site.**

Unsecured Accessible Storage will be available to you at the show. You must, however, sign up for this service ON SHOW SITE at the Champion Service Desk. Champion will provide you with labels to apply to your items. When your items have been properly labeled, they will be placed in storage.

1 Set-Up Fee

Set-Up Fee

When you select this service, you will be charged a one-time set-up fee of \$100.

2 Storage Rates

Storage Rates

Storage rates are based upon square feet increments, or portions thereof, per day:

- Up to 25 square feet \$100 per day
- 26 to 50 square feet \$150 per day
- 51 to 100 square feet \$200 per day
- 101 to 150 square feet \$250 per day
- 151 to 200 square feet \$300 per day

3 Access Labor Rates

Access Labor Rates

Each time you deposit or reclaim one or more items from the accessible storage area, you will be charged a minimum of one-half hour of labor according to the following schedule and at the hourly rates indicated on the Champion Booth Labor form:

- **Straight-Time:** 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** Prior to 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Booth Labor (I&D)
Part 1 - Labor Supervision

Order Deadline:
February 14, 2005

EclipseCon 2005
March 1 - 2, 2005

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Labor Install/Dismantle
Calculate needs for installing and dismantling your exhibit.

Rates

- **Straight-Time:** \$70 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** \$115 per man hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.
- **Orders placed on show site:** Add 20% to hourly rates.

Calculate Labor

	Date	Time	Number of Men	Total Hours	Rate per Man	Total Cost
Installation	_____	_____	_____ x	_____ x	_____ =	\$ _____
Dismantle	_____	_____	_____ x	_____ x	_____ =	\$ _____
Total Labor Cost:						\$ _____

2 Supervision of All Labor is Required.
Please select supervision plan.

Exhibitor Supervision

All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided, and laborers ordered are not picked up, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor **MUST** check in at the Champion Service Desk to pick up labor ordered, and check out labor at Champion Service desk upon completion of work.

Representative Name/Company _____

Champion Supervision

All labor performed under the supervision of Champion. **Our fee for this service is 50% of exhibitor's total labor bill.** In order to perform the labor without exhibitor's representative present, Champion **MUST** have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE – BOOTH LABOR, PART 2)

Total Labor Cost (from 1, above): \$ _____

Champion Supervision Fee (multiply Total Labor Cost x 50%): \$ _____

Total Booth Labor: \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization **MUST** be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Booth Labor (I&D)
Part 2 - Outbound Shipping Instructions
 Order Deadline:
February 14, 2005

EclipseCon 2005
March 1 - 2, 2005

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

3 Outbound Shipping Instructions
 Please complete this section if Champion will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company/Show: _____ Booth #: _____
 Address: _____
 City/State/Zip: _____
 Attention: _____

▪ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of exhibitor's choice.

Name of Carrier: _____

Ship via official show freight carrier.

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Champion cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Champion's discretion.

4 Billing Information
 Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ Shipper (print name): _____
 Freight Charges Billed To (Company/Show): _____
 Address: _____
 City/State/Zip: _____
 Telephone: _____ Attention: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Booth Cleaning & Porter Service

Advance Order Discount Deadline:
February 14, 2005
(Must be ordered and paid in full in ADVANCE of show.)

EclipseCon 2005 March 1 - 2, 2005

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Booth Cleaning

Select for daily vacuuming and waste removal.

Vacuuming of booth and emptying of waste baskets once daily.

Booth Dimensions	Total Area*	Advance Order Discount Price	Standard Price	Cost per Day
_____ x _____	= _____ sq. ft. = _____	\$0.31/sq. ft./per day	\$0.36/sq. ft./per day = \$_____	
*100 sq. ft. minimum			Please transfer this figure	
Number of Show Days	Cost per Day	Total Booth Cleaning		
_____	x \$_____	= \$_____		

2 Porter Service

Select for hourly waste removal service in addition to Booth Cleaning above.

Porter Service includes the emptying of wastebaskets in your booth once every **hour**, show hours only. Daily rate is based upon your booth size.

Please see "Total Area" calculation above for number of square feet.

	Cost per Day	Number of Show Days	Porter Service Total
<input type="checkbox"/> Up to 1,000 square feet	\$ 87	x _____ =	\$ _____
<input type="checkbox"/> 1,001 to 1,500 square feet	\$103	x _____ =	\$ _____
<input type="checkbox"/> 1,501 to 2,000 square feet	\$118	x _____ =	\$ _____
<input type="checkbox"/> 2,001 to 2,500 square feet	\$125	x _____ =	\$ _____
<input type="checkbox"/> 2,501 to 3,500 square feet	\$150	x _____ =	\$ _____
<input type="checkbox"/> 3,501 to 5,000 square feet	\$175	x _____ =	\$ _____
<input type="checkbox"/> 5,001 to 7,500 square feet	\$200	x _____ =	\$ _____
<input type="checkbox"/> Greater than 7,500 square feet	\$225	x _____ =	\$ _____

3 Total Your Order

Enter Booth Cleaning and Porter Service costs from above to calculate total due.

Booth Cleaning	\$ _____
Porter Service	\$ _____
Total Due	\$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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EclipseCon 2005
March 1 - 2, 2005



Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Exhibitor-Appointed Non-Official Contractor Authorization

Deadline:
February 1, 2005

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Please read, complete and submit this authorization form with required documentation for each contractor (see 2, below) to Champion Exposition Services, Inc. if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

1 Official Service Contractors

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:

- The EXHIBITOR must inform CHAMPION EXPOSITION SERVICES, INC. of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by the CHAMPION EXPOSITION SERVICES, INC. office no later than 30 days prior to the show. **If notification is NOT received 30 days prior to the show, Champion labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.**
- The contractor hired by the exhibitor must:
 - Provide no later than 30 days prior to the show a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Champion Exposition Services, Inc. as additional insured.
 - Agree to abide by all rules and regulations of the show.
 - Agree to abide by all union rules and regulations.
 - Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Acknowledged and agreed to:

By: Signature of Exhibitor: _____ | Date: _____

Service to be performed: | Contact Name:

Name of Service Contractor:

Contractor Street Address: _____

City/State/Zip: _____

Contractor Telephone #: _____ | Contractor Fax #: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

2 Exhibitor-Appointed Non-Official Service Contractor Authorization

EclipseCon 2005

Hyatt Regency San Francisco Airport
March 1-2, 2005

BOOTH HEADER ORDER FORM

Order Deadline: **February 15, 2005**

Exhibiting Company Name: _____ Booth #: _____

Contact Name/Phone #: _____

E-mail Address: _____

PLEASE INDICATE:

Exhibit Package Option: _____

Header Style Preference (please choose ONE):

- **Company Name Only**
(no additional charge – Please indicate copy below ***exactly*** as you wish it to appear on your header (use upper and lower case if applicable).
- **Logo Only**
- **Logo and Company Name** (please indicate layout below):

Logo reproduction is available for a charge of \$250.00 per sign. 8.25% CA Sales Tax applies to all orders. A rush charge of 50% will apply to all orders received with art between February 16 and February 25, 2005. Orders or artwork received after February 25 are not guaranteed.

Header Layout with Logo - OR - Company Name (text) :

Maximum graphic height is 22"

Directions for Submitting Signage Orders and Graphic Artwork Files

- Please completely fill out the information requested and forward with your disk, CD or zip files to the address listed below. Disks of any kind are not returnable.
- Include specifications for color matching (PMS or CMYK numbers), as well as a hard copy of the logo or graphic to be reproduced.
- The preferred file format is native Adobe Illustrator, text converted to outlines. Both MAC and PC versions are acceptable. EPS files may be useable - we do not recommend bitmapped graphics files.
- Proofs will be forwarded for customer approval prior to production on request - signage is not refundable.

Please send form and artwork to:

Champion Exposition Services

ATTENTION: Thom Demattei

145 Park Lane

Brisbane, CA 94005

Phone (415) 468-5200

Fax (415) 468-5282

Thom.Demattei@champion-nationwide.com

ELECTRICAL AGREEMENT FORM
HYATT REGENCY SAN FRANCISCO AIRPORT
ATTN: SALES/CATERING OFFICE
1333 BAYSHORE HIGHWAY
BURLINGAME, CA 94010
Phone 650-347-1234
Sales/Catering Fax 650-347-5948

TERMS PLEASE READ

- Return form and payment to the above address/fax number.
- Send payment of checks to the attention of our Administrative office. Please make checks payable to:
(Hyatt Regency San Francisco Airport)
- Form and payment must be received no later than 2 weeks prior to the show opening to receive the pre-paid price. The floor price applied thereafter.
- All requests for service after your arrival are subject to availability of equipment and the services of our electricians. All advance orders will be given priority.
- If you are not certain of your requirements, please call for assistance.
- The "STANDARD CONDITION FOR EXHIBITS AND DISPLAYS" below applies, whether electrical services are utilized or not.
- No services will be provided without a signed copy of this form or before payment is received.
- Prices based upon current wage rates are subject to change without notice.
- Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and **does not include connecting equipment or special wiring.**

_____ We will require services noted on back _____ We will not require any services

SIGNATURE _____ DATE _____

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

IMPORTANT CONDITIONS AND REGULATIONS:

1. All equipment regardless of source of power must comply with all federal and local safety codes.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
4. All materials and equipment furnished by hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
5. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current metal parts of boxed equipment, which are liable to be energized, shall be grounded.

NON-FLAMMABLE MATERIALS:

All materials used in the meeting room or any other room of the Hotel **MUST** be non-flammable to conform with the Fire Regulations of Burlingame. Materials not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines and motors of any kind of equipment may be operated only with the consent of the Exhibition Manager of the Hotel.

SPECIAL NOTES:

No nails, bracing wires, or tape may be used in erecting or attaching displays to the building. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

LIABILITY:

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

ELECTRICAL SERVICE ORDER FORM

Name of Event: _____ Start Date/Time: _____
 Date Submitted: _____ Stop Date/Time: _____
 Submitted By: _____ Booth #: _____
 Address: _____ Phone #: _____
 City: _____ State: _____ Zip: _____
 On Site Contact: _____ Meeting Room: _____
 Authorized By: _____ Title: _____ Date: _____

ELECTRICAL SERVICE	QUANTITY	PREPAID	FLOOR
1-15 AMP 120 VOLT		\$65.00	\$90.00
30 AMP 1 PHASE 208		\$200.00	\$290.00
60 AMP 3 PHASE 208		\$325.00	\$425.00
100 AMP 3 PHASE 208		\$450.00	\$575.00
200 AMP 3 PHASE 208		\$800.00	\$1000.00
NOTE: (All electrical on a per day basis) #Days			
TOTALS =(#of days + # Service's X Service Cost)			

LIGHTING SERVICES (Flat Fee)	QUANTITY	PREPAID	FLOOR
BALLROOM CEILING TRACKS (150 WATT LT)		\$25.00	\$35.00
THEATRICAL - PLEASE CALL			
OTHER - PLEASE CALL			
TOTALS			

MISC. SERVICES (Flat Fee)	QUANTITY	PREPAID	FLOOR
BANNERS UP TO 4 X 8 ft (32 sq ft)		\$50.00	\$75.00
BANNERS UP TO 6 X 12 ft (64 sq ft)		\$75.00	\$110.00
BANNERS OVER 6 X 12 ft (64 sq ft)		\$100.00	\$150.00
AIRWALL HANGERS		\$5.00 ea.	\$5.00 ea.
EXTENSION CORDS/POWER STRIPS (Electrical Service is required)		\$15.00ea.	\$15.00ea.
TOTALS			

LABOR	COST
MON-SAT 8:00AM-8:00PM (EXCEPT HOL.)	\$ 75.00
MON-SAT 8:00PM-8:00AM (EXCEPT HOL.)	\$100.00
SUNDAYS & HOLIDAYS	\$125.00
TOTALS	

Installed by: _____ Date: _____
 Time: _____

Total Charges Incurred \$ _____

Form of Payment: _____ Exp. Date _____

(Credit Card, Master Account, Guest Room, Check, Cash)

TELEPHONE REQUEST FORM

MAIL OR FAX TO **ATTN: SALES/CATERING OFFICE**
HYATT REGENCY SAN FRANCISCO AIRPORT
1333 BAYSHORE HIGHWAY, BURLINGAME, CA 94010

PHONE NUMBER **(650) 347-1234**
SALES/CATERING FAX NUMBER **(650) 347-5948**

Date Required _____ Time Required _____
Date of Removal _____ Time of Removal _____
Submitted By _____ Date Submitted _____

Bill To:

Master Account # _____ Room # _____
Credit Card: Type _____ Number / Exp _____

Group Name _____
Client Address: _____

Meeting Room Location: _____
Phone Location: _____

<u>Type of Service</u>	<u>Cost Per Day</u>	<u>Quantity</u>
House Phone or DID - (Direct Inward Dialing) Used for telephone FAX and Modem communications	\$125 setup, \$30 per day (\$ 1.00 access charge plus cost of calls)	_____
Regular Speaker Phone W/DID Service	\$125 setup, \$40 per day (\$ 1.00 access charge plus cost of calls)	_____
Polycom Premier Speaker Phone W/DID Service	\$125 setup, \$65 day (\$1.00 access charge plus cost of calls)	_____
Polycom VTX 1000 Speaker Phone W/DID Service & Speakers	\$165 setup, \$85 day (\$1.00 access charge plus cost of calls)	_____
Pacific Bell Line Includes Speaker Phone	\$125 setup, \$250 per day. (includes cost of calls)	_____
ISDN Digital Service	\$125 setup \$360.00 per day (3 available, includes cost of calls)	_____
Telephone Conference Bridge Max 8 Users	\$150.00 / ½ Day	_____

Installed by: _____ Removed by: _____

Telephone No. _____ Patch No. _____

HYATT REGENCY SAN FRANCISCO AIRPORT
TELEPHONE AGREEMENT FORM

THIS FORM MUST BE SIGNED REGARDLESS OF YOUR TELEPHONE NEEDS.

RETURN TO: SALES/CATERING OFFICE
HYATT REGENCY SAN FRANCISCO AIRPORT
1333 OLD BAYSHORE HIGHWAY
BURLINGAME, CA 94010
Phone (650) 347-1234 or Fax (650) 347-5948

TERMS (PLEASE READ)

- Return form and payment to the Hyatt Sales and Catering office.
- Send payment of checks to the attention of our Administrative office. Please make checks payable to: (Hyatt Regency San Francisco Airport)
- Form and payment must be received no later than 2 weeks prior to the show opening to receive the pre-paid price. The floor price applies thereafter.
- All requests for service after your arrival are subject to the availability of equipment and the services of our engineers. All advance orders will be given priority.
- If you are not certain of your requirements, please call for assistance.
- The "STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS" below applies, whether telephone services are utilized or not.
- No services will be provided without a signed copy of this form or before payment is received.
- Prices based upon current wage rates are subject to change without notice.
- Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and does not include special wiring.

_____ We will require services noted on back _____ We will not require any services

Signature _____ Date _____

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

IMPORTANT CONDITIONS AND REGULATIONS:

1. All telephone orders must have a two week notice to guarantee availability.
2. Under no circumstances shall anyone other than a hotel engineer or the hotel's designee can make connections.
3. All materials and equipment furnished by the hotel for this service order shall remain the hotel's property and shall be removed only by the hotel.

NON-FLAMMABLE MATERIALS:

All materials used in the meeting room or any other room of the Hotel **MUST** be non-flammable to conform with the Fire Regulations of Burlingame. Material not conforming with such regulations will be removed immediately at the exhibitor's expense.

SPECIAL NOTES:

All phone usage and payment for such usage is the responsibility of the exhibitor

LIABILITY:

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit

**HYATT REGENCY SAN FRANCISCO AIRPORT
NETWORK AGREEMENT FORM**

RETURN TO:

HYATT REGENCY SAN FRANCISCO AIRPORT
ATTENTION: SALES & CATERING DEPARTMENT
1333 OLD BAYSHORE HIGHWAY
BURLINGAME, CA 94010
ENGINEERING PHONE NUMBER (650) 696-3004
SALES/CATERING FAX (650) 347-5948

TERMS (PLEASE READ)

- Send payment to the attention of the **Administrative Office**. Please make checks payable to:
Hyatt Regency San Francisco Airport.
- Form and payment must be received no later than 2 weeks prior to the show / meeting opening to receive the pre-paid price. The Emergency price may apply thereafter based on availability.
- All requests for service after your arrival are subject to the availability of equipment and the services of our engineers. All advance orders will be given priority.
- If you are not certain of your requirements, please call for assistance.

NON-FLAMMABLE MATERIALS:

All materials used in the meeting room or any other room of the Hotel **MUST** conform with the Fire Regulations of the City of Burlingame. Material not conforming with such regulations will be removed immediately at the exhibitor's expense.

LIABILITY:

The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

- No services will be provided without a signed copy of this form or before payment is received.
- All pricing based on TIA/EIA standard 568B wiring, any specialty wiring maybe additional.

_____ We will require services noted on back

_____ We will not require any services

Signature _____

Date _____

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

IMPORTANT CONDITIONS AND REGULATIONS:

1. The "STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS" below applies, whether network services are utilized or not.
2. All materials and equipment furnished by the hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the meeting / show.
3. All network orders on first come first serve basis with no guarantee of availability. Under no circumstances shall anyone other than a hotel engineer or the hotel's designee make backbone connections.
4. No sub-netting of single IP purchase allowed, you must purchase appropriate class of service.

Visual Aids Electronics,

1333 Bayshore Highway
 Burlingame, CA 94010
 Phone: 650-696-3040
 Fax: 650-342-0652

Estimate

DATE	ESTIMATE NO.
2/25/2005	3067

NAME / ADDRESS
ECLIPSE MIKE MILINKOVICH ECLIPSE FOUNDATION INC PO BOX 65039 MERIVALE PO NEPEAN, ONTARIO K2G 5Y3 613-224-9461

MASTER ACCT	SET UP DATE	REP	PROJECT	SHOW DATES
	2/27/2005	TB		2/25-3/4/2005

DESCRIPTION	QTY	DAYS	QTY*DAYS	COST	TOTAL
ALL ROOMS TO DETERMINED AT A LATER DATE					
MONDAY FEBRUARY 28, 2005					
EIKI 986 XSGA LCD PROJECTOR @ 3000+ LUMEN	14	1	14	630.00	8,820.00T
PROJECTION CART AND SKIRT	14	1	14	30.00	420.00T
TRIPOD SCREEN WITH SKIRT	14	1	14	45.00	630.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	14	1	14	20.00	280.00T
25' VGA CABLE	14	1	14	10.00	140.00T
COMPUTER DISPLAY DISCOUNT			14	-60.00	-840.00
COMPUTER DATA DISPLAY PACKAGE					9,450.00
FLIPCHART EASEL WITH PAD AND MARKERS			14	40.00	560.00T
MACKIE 1202 AUDIO MIXER	3	1	3	45.00	135.00T
SHURE LECTERN MICROPHONE	3	1	3	40.00	120.00T
TUESDAY MARCH 1, 2005					
EIKI X4 SXGA LCD PROJECTOR - 5000+ LUMEN	1	1	1	1,000.00	1,000.00T
PROJECTION CART AND SKIRT	1	1	1	30.00	30.00T
10.5' x 14' RP FASTFOLD SCREEN WITH DRESS KIT	1	1	1	235.00	235.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	1	1	1	20.00	20.00T
			TOTAL		

SIGNATURE _____

Phone #	Fax #

Visual Aids Electronics,

1333 Bayshore Highway
 Burlingame, CA 94010
 Phone: 650-696-3040
 Fax: 650-342-0652

Estimate

DATE	ESTIMATE NO.
2/25/2005	3067

NAME / ADDRESS
ECLIPSE MIKE MILINKOVICH ECLIPSE FOUNDATION INC PO BOX 65039 MERIVALE PO NEPEAN, ONTARIO K2G 5Y3 613-224-9461

MASTER ACCT	SET UP DATE	REP	PROJECT	SHOW DATES
	2/27/2005	TB		2/25-3/4/2005

DESCRIPTION	QTY	DAYS	QTY*DAYS	COST	TOTAL
25' VGA CABLE	1	1	1	10.00	10.00T
COMPUTER DISPLAY DISCOUNT			1	-60.00	-60.00
COMPUTER DATA DISPLAY PACKAGE (FOR GENERAL SESSION)					1,235.00
FLIPCHART EASEL WITH PAD AND MARKERS			5	40.00	200.00T
MAKIE 1604 16 CHANNEL AUDIO MIXER (FOR GS ROOM)	1	1	1	100.00	100.00T
MACKIE 1202 AUDIO MIXER	5	1	5	45.00	225.00T
SHURE TUNABLE UHF WIRELESS HANDHELD MICROPHONE	2	1	2	140.00	280.00T
SHURE TUNABLE UHF WIRELESS LAVALIERE MICROPHONE	1	1	1	140.00	140.00T
SHURE LECTERN MICROPHONE	5	1	5	40.00	200.00T
TABLE TOP MICROPHONE	5	1	5	40.00	200.00T
EIKI 986 XSGA LCD PROJECTOR @ 3000+ LUMEN	5	1	5	630.00	3,150.00T
PROJECTION CART AND SKIRT	5	1	5	30.00	150.00T
TRIPOD SCREEN WITH SKIRT	5	1	5	45.00	225.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	5	1	5	20.00	100.00T
25' VGA CABLE	5	1	5	10.00	50.00T
COMPUTER DISPLAY DISCOUNT			5	-60.00	-300.00
COMPUTER DATA DISPLAY PACKAGE					3,375.00
WEDNESDAY MARCH 2, 2004					
			TOTAL		

SIGNATURE _____

Phone #	Fax #

Visual Aids Electronics,

1333 Bayshore Highway
 Burlingame, CA 94010
 Phone: 650-696-3040
 Fax: 650-342-0652

Estimate

DATE	ESTIMATE NO.
2/25/2005	3067

NAME / ADDRESS
ECLIPSE MIKE MILINKOVICH ECLIPSE FOUNDATION INC PO BOX 65039 MERIVALE PO NEPEAN, ONTARIO K2G 5Y3 613-224-9461

MASTER ACCT	SET UP DATE	REP	PROJECT	SHOW DATES
	2/27/2005	TB		2/25-3/4/2005

DESCRIPTION	QTY	DAYS	QTY*DAYS	COST	TOTAL
EIKI X4 SXGA LCD PROJECTOR - 5000+ LUMEN	1	1	1	1,000.00	1,000.00T
PROJECTION CART AND SKIRT	1	1	1	30.00	30.00T
10.5' x 14' RP FASTFOLD SCREEN WITH DRESS KIT	1	1	1	235.00	235.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	1	1	1	20.00	20.00T
25' VGA CABLE	1	1	1	10.00	10.00T
COMPUTER DISPLAY DISCOUNT			1	-60.00	-60.00
COMPUTER DATA DISPLAY PACKAGE					1,235.00
FLIPCHART EASEL WITH PAD AND MARKERS			5	40.00	200.00T
MAKIE 1604 16 CHANNEL AUDIO MIXER (FOR GS)	1	1	1	100.00	100.00T
MACKIE 1202 AUDIO MIXER	5	1	5	45.00	225.00T
SHURE TUNABLE UHF WIRELESS HANDHELD MICROPHONE	1	1	1	140.00	140.00T
SHURE TUNABLE UHF WIRELESS LAVALIERE MICROPHONE	1	1	1	140.00	140.00T
SHURE LECTERN MICROPHONE	5	1	5	40.00	200.00T
TABLE TOP MICROPHONE	5	1	5	40.00	200.00T
EIKI 986 XSGA LCD PROJECTOR @ 3000+ LUMEN	4	1	4	630.00	2,520.00T
PROJECTION CART AND SKIRT	4	1	4	30.00	120.00T
TRIPOD SCREEN WITH SKIRT	4	1	4	45.00	180.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	4	1	4	20.00	80.00T
25' VGA CABLE	4	1	4	10.00	40.00T
COMPUTER DISPLAY DISCOUNT			4	-60.00	-240.00
COMPUTER DATA DISPLAY PACKAGE					2,700.00
STANDARD OVERHEAD PROJECTOR	1	1	1	50.00	50.00T
			TOTAL		

SIGNATURE _____

Phone #	Fax #

Visual Aids Electronics,

1333 Bayshore Highway
 Burlingame, CA 94010
 Phone: 650-696-3040
 Fax: 650-342-0652

Estimate

DATE	ESTIMATE NO.
2/25/2005	3067

NAME / ADDRESS
ECLIPSE MIKE MILINKOVICH ECLIPSE FOUNDATION INC PO BOX 65039 MERIVALE PO NEPEAN, ONTARIO K2G 5Y3 613-224-9461

MASTER ACCT	SET UP DATE	REP	PROJECT	SHOW DATES
	2/27/2005	TB		2/25-3/4/2005

DESCRIPTION	QTY	DAYS	QTY*DAYS	COST	TOTAL
THURSDAY MARCH 3, 2005					
EIKI X4 SXGA LCD PROJECTOR - 5000+ LUMEN	1	1	1	1,000.00	1,000.00T
PROJECTION CART AND SKIRT	1	1	1	30.00	30.00T
10.5' x 14' RP FASTFOLD SCREEN WITH DRESS KIT	1	1	1	235.00	235.00T
PACKAGE EXTENSION CORD AND POWERSTRIP	1	1	1	20.00	20.00T
25' VGA CABLE	1	1	1	10.00	10.00T
COMPUTER DISPLAY DISCOUNT			1	-60.00	-60.00
COMPUTER DATA DISPLAY PACKAGE					1,235.00
FLIPCHART EASEL WITH PAD AND MARKERS			5	0.00	0.00T
MAKIE 1604 16 CHANNEL AUDIO MIXER (FOR GS)	1	1	1	100.00	100.00T
MACKIE 1202 AUDIO MIXER	5	1	5	45.00	225.00T
SHURE TUNABLE UHF WIRELESS HANDHELD MICROPHONE	2	1	2	140.00	280.00T
SHURE TUNABLE UHF WIRELESS LAVALIERE MICROPHONE	1	1	1	140.00	140.00T
SHURE LECTERN MICROPHONE	5	1	0	40.00	0.00T
TABLE TOP MICROPHONE	6	1	6	40.00	240.00T
EIKI 986 XSGA LCD PROJECTOR @ 3000+ LUMEN	4	1	0	630.00	0.00T
PROJECTION CART AND SKIRT	4	1	0	30.00	0.00T
TRIPOD SCREEN WITH SKIRT	4	1	0	45.00	0.00T
			TOTAL		

SIGNATURE _____

Phone #	Fax #

Visual Aids Electronics,

1333 Bayshore Highway
 Burlingame, CA 94010
 Phone: 650-696-3040
 Fax: 650-342-0652

Estimate

DATE	ESTIMATE NO.
2/25/2005	3067

NAME / ADDRESS
ECLIPSE MIKE MILINKOVICH ECLIPSE FOUNDATION INC PO BOX 65039 MERIVALE PO NEPEAN, ONTARIO K2G 5Y3 613-224-9461

MASTER ACCT	SET UP DATE	REP	PROJECT	SHOW DATES
	2/27/2005	TB		2/25-3/4/2005

DESCRIPTION	QTY	DAYS	QTY*DAYS	COST	TOTAL
PACKAGE EXTENSION CORD AND POWERSTRIP	4	1	0	20.00	0.00T
25' VGA CABLE	4	1	0	10.00	0.00T
COMPUTER DISPLAY DISCOUNT			4	-0.00	0.00
COMPUTER DATA DISPLAY PACKAGE					0.00
STANDARD OVERHEAD PROJECTOR	1	1	1	50.00	50.00T
SUBTOTAL FOR ALL STANDARD EQUIPMENT					23680.00
20% SERVICE CHARGE FOR SET, STRIKE AND TECHNICAL ASSISTANCE					20.00% 4,736.00T
40% EQUIPMENT DISCOUNT					-40.00% -9472.00
NON-STANDARD EQUIPMENT					
MOTOROLA RADIO	4	2	8	35.00	280.00T
SUBTOTAL FOR NON-STANDARD EQUIPMENT					280.00
TECHNICIAN LABOR					
AUDIOVISUAL TECHNICIAN TO OPERATE EQUIPMENT IN GENERAL SESSION T-TH (1 TECH 8 HRS EACH DAY)	8	3	24	55.00	1,320.00
SUBTOTAL FOR TECHNICIAN LABOR					1,320.00
SUBTOTAL FOR ALL EQUIPMENT AND LABOR					20544.00
Sales Tax					8.25% 1,585.98
TOTAL					\$22,129.98

SIGNATURE _____

Phone #	Fax #



Hyatt Regency San Francisco Airport Daily AV Price List

1333 Bayshore Highway, Burlingame, CA 94010
Audiovisual Department Phone: 650-696-3040
Fax: 650-342-0652

VAE Corporation offers professional audiovisual services for meetings and conferences at the Hyatt Regency San Francisco Airport. Coordination of your needs, whether they are simple or very complex and detail-oriented, will be handled by our expert staff. A complete inventory of the latest audiovisual rental equipment and an experienced staff are available on-site.

The following is a small sample of the equipment and services offered by VAE at the Hyatt Regency San Francisco Airport. If you require equipment or services not listed, please call us at the number above for personalized assistance.

Popular Equipment Packages

- Flipchart Package** Includes Flipchart Easel, STD Pad, and Markers...\$40
 - Flipchart Package with Post-It Note paper**.....\$70
 - Overhead Package** Includes Overhead Projector, Skirted Projection Cart, Skirted 5' to 8' Tripod Screen, Power Cables.....\$95
 - Slide Projector Package** Includes 35mm Slide Projector, 4"-8" Zoom Lens, Projection Stand, Wireless Remote, Skirted Tripod Screen.....\$160
 - TV/VCR Package** Includes - VHS VCR, 27" TV Monitor, Skirted Cart...\$245
 - LCD Projection Package** Includes XGA 1024x768 resolution 3000 + Lumen Proj., Skirted Projection Cart, Skirted 5' to 8' Tripod Screen, Necessary Cables.....\$675
 - Bring Your Own LCD Package** Includes - Skirted Projection Cart, Skirted 5' to 8' Tripod Screen, Power Cable, and Power Strip.....\$95
- ***Please Note: There is a \$55.00 Labor Charge each time a VAE technician is needed to assist client with their equipment.

Screen Packages

- 5' x 5' to 8' x 8' Tripod Screen** Includes Skirt.....\$45
- Popular Packages include a 5'x5' to 8'x8' Tripod Screen which can be replaced with one of the following screens for larger rooms and formal presentations
- 7.5 x 10' Fastfold Screen** Includes Dress Kit.....\$170
- 10' x 10' Fastfold Screen** Includes Dress Kit.....\$170
- 9' x 12' Fastfold Screen** Includes Dress Kit\$190
- 12' x 12' Fastfold Screen** Includes Dress Kit\$190
- 10.5' x 14' Fastfold Screen** Includes Dress Kit\$235

Black Velour Drape Includes Hardware.....\$16/ft

Meeting Room Accessories

- Projection Cart or Stand** Includes Skirt.....\$30
- Laser Pointer**\$45
- Power Strip or Power Cable**.....\$10

- Walkie Talkie** Minimum of 2 required\$50
- Masking Tape**\$5
- Duct Tape**\$15

Audio Equipment

- Standard Podium, Standing or Table Mic**.....\$40
- Presidential Podium Mic**.....\$75
- Wired Lavalier Microphone**.....\$40
- Wireless Handheld or Lavalier Microphone**.....\$140
- PZM Microphone**.....\$45
- Conference Microphone System (Push to Talk)**..... CALL
- A Microphone in any room, or a CD Player, Cassette Player, or VCR into the Sound System requires the addition of an Audio Mixer
- 4 Channel Mixer**.....\$45
- 6 Channel Mixer**.....\$60
- 16 Channel Mixer**.....\$150
- 32 Channel Mixer**.....\$275
- VAE can provide supplemental Sound Systems ranging from Powered Speakers to large Concert Sound Packages
- EON 10" Powered Speaker** Includes Stand.....\$75
- EON 15" Powered Speaker** Includes Stand.....\$100
- Cassette Player/Recorder, Stereo**\$60
- Marantz PMD Professional Cassette Recorder**\$60
- CD Player**\$60
- CD Player/Recorder**\$125

Video Equipment

- VHS Player/Recorder**\$70
- DVD Player**\$75
- VHS Camcorder** Includes Tripod\$185
- Professional DV Camcorder** Includes Tripod\$300
- 27" TV/Monitor** Includes Skirted 54" Cart.....\$175

Hourly Technical Labor

- Monday - Friday / 7am - 5pm**\$55
- Monday - Friday / 5pm - 12midnight**\$82.50
- Monday - Friday / 12midnight - 7am**\$110
- Weekends 7am - 5pm**.....\$82.50
- Weekends 5pm - 7am**\$110
- Holidays**\$110

In-Room Technicians require a 4 hour minimum charge.
Overtime Rates apply after 8 Hours based on 150% of the applicable rate.

Technical Assistance for client supplied equipment can not be guaranteed nor will VAE assume responsibility or incur any liability for equipment malfunction or failure when attempting to troubleshoot clients supplied equipment at the client's request.

ADVANCE EQUIPMENT RESERVATIONS RECOMMENDED

ALL PRICES ARE BASED ON EQUIPMENT AVAILABILITY

Price List for 2003

All equipment rental is subject to a 20% service charge for setting and striking equipment and Technical Support



EclipseCon 2005 Lead Retrieval Order Form

1. Your Information: LR- _____

Company Name _____
 Address _____ City _____ State _____ Zip _____
 Contact _____ Phone () _____ Fax () _____ Email _____
 On-Site Contact _____ Cell Phone () _____

2. Your Order:

Trakker™ Package Description	STANDARD Before Feb. 25	ONSITE *	QTY	TOTAL
“Platinum” Trakker™ Laser Scanner, Trakker™, Printer (Req:120 VAC) and Floppy Disk for Leads Obtained	300.00	400.00		\$
<i>Optional:</i> Customized Follow-up Action Codes	100.00			\$
<i>Optional:</i> Booth Delivery/Setup/Training/Pickup	100.00	150.00		\$
<i>Optional:</i> Mailing Labels (sent after the event)	100.00	100.00		\$
*Onsite orders will not be guaranteed.	TOTAL AMOUNT			\$

3. Your Payment:

CHECK – You must fill in credit card info below to be used as a deposit, pending receipt of your check. Your order will *not* be processed if you do not supply valid credit card information.

Make Check Payable to: Event Ready, 233 Technology Way, Suite 5, Rocklin, CA 95765

CREDIT CARD (Circle Card Type) Amex Visa MasterCard

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: _____ / _____

Card Holder Name: _____

Billing Address: _____ City: _____

State: _____ Zip Code: _____

4. Cardholder Signature:

By signing below, I am stating that I am authorized to place this order and that I agree to all terms and conditions stated on the front and back of this order form. I authorize my credit card to be charged the amount indicated in the total amount above, I further agree to perform the obligations set forth in the Cardholder’s agreement with the issuer of the credit card listed above.

Signature: _____ Date: _____

Fax Your Order Form To: (916) 626-3122

You will receive a faxed confirmation. Please call us if you have not received your confirmation within 7 days.

Event Ready – 233 Technology Way, Suite 5, Rocklin, CA 95765

Questions? Contact: Khylia Cadile, khylia@eventready.com, 916-626-5110

Attendance & Lead Tracking Services

Custom Lead Follow-Up Action Codes Order Form

Your Standard Pre-Programmed Lead Follow-Up Codes...

1. Send Literature	2. Send Samples
3. Send Pricing	4. Add To Mailing List
5. Technical Info Required	6. Detail Specs Required
7. Provide Quote	8. Product Demo Required
9. Immediate Contact Required	10. Have Sales Person Call
11. Recommends	12. Final Say
13. Makes Purchase Decision	14. Partial Interest
15. Purchase in 30 days	16. Purchase in 3 months
17. Purchase in 6 months	18. Ready to Purchase
19. Immediate Need	20. Order Places at Show

To Customize Your Lead Follow-Up Codes...

If the above 20 standard Lead Follow-Up Codes do not meet your requirements, please indicate your Custom Codes below (see order form for fee). You may specify a total of 30 Codes with a total of 35 Characters and Spaces per code. Your Custom Codes will be pre-programmed onto your Lead disk.

1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

Exhibitor Information:

Show Name Booth # Date

Company Contact Person Title



TERMS AND CONDITIONS

The Customer is solely responsible for converting the data file to different formats. There are basic instructions contained in a README.TXT file on each Trakker™ disk that assist in the data conversion process.

1. **Event Ready**, hereinafter called “ER”, the Official Event Contractor for Lead Retrieval Services, agrees to provide its Trakker™ Electronic Sales Lead Retrieval services to the Customer for the agreed upon fee listed on the other side of this order form. The service will include the use of the equipment for the duration of the show. Trakker will furnish its equipment to the Customer in good working order and the Customer agrees to return the equipment to Trakker in the same condition.
2. **PAYMENT** shall be in United States dollars and submitted with this order form. ER will accept authorized credit cards (AMEX, VISA, MasterCard, Diners Club or Discover) or company checks drawn on banks located in the United States of America. Payment to Event Ready will not be refunded for any reason, except as stated in item 6 below.
3. **SECURITY DEPOSIT:** ER will accept company checks for payment only if a valid credit card number is provided for use as a security deposit. A \$500.00 security deposit must be secured with a credit card to process your order if paying by check. No security deposit is required if paying by credit card.
4. **REPLACEMENT COST FOR LOST OR DAMAGED EQUIPMENT:** Customer acknowledges, understands and agrees that the total cost of replacement for Trakker’s equipment will be as follows: \$2,295.00 for the Platinum Trakker™, \$1,995.00 for the Gold Trakker™, \$1,695.00 for the “On-The-Move” Trakker™, \$1,695.00 for the Bronze Trakker and \$1,395.00 for the Silver Trakker™. Customer agrees to the immediate payment, upon request by ER for all damages or loss of Trakker’s equipment, except such as may result from normal operation thereof. In the event that Customer does not immediately pay its obligation to ER for lost or damaged equipment, Customer agrees to pay ER a weekly rental fee equal to the service fee listed on the front of this order form. This is in addition to the replacement cost of Trakker’s equipment.
5. **CANCELLATION OF ORDERS:** Orders cancelled 21 days prior to the start of the show will be subject to a \$50.00 administration fee. Orders cancelled within 21 days of the start of the show ARE NON REFUNDABLE. NO REFUNDS WILL BE GIVEN FOR EQUIPMENT NOT PICKED-UP AND/OR NOT UTILIZED BY BOOTH PERSONNEL.
6. **THE COMPANY SHALL NOT BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES** arising from the loss of customer information, for any reason, arising from or relating to Trakker’s equipment. ER’s liability for damage of any cause whatsoever will be limited to the total rental price for the equipment and services provided by ER as listed on the front page of this order form.
7. **RETURN OF EQUIPMENT:** Customer agrees to return all equipment to ER’s service desk within one (1) hour of the event closing, and must obtain a receipt as proof for the return of equipment. Trakker equipment must be picked up and returned to the ER service desk in the designated Contractor Service Area. Damaged or non-returned equipment will be charged in accordance with item 4 above. EQUIPMENT NOT RETURNED TO ER’S SERVICE DESK, OR LEFT IN THE EXHIBIT AREA, IS THE SOLE RESPONSIBILITY OF THE CUSTOMER. Should ER, at its option and with no responsibility to do so, recover abandoned equipment, Customer agrees to pay ER a \$100.00 abandonment fee. In no way does this absolve Customer from its responsibility to timely return ER’s equipment.
8. **USE OF OTHER DEVICES:** Trakker is the Official Lead Capture device for this event. Use of other devices/software may require the rental of a “Gold” Trakker™ and a custom cable, which ER will supply. Please have your lead capture equipment supplier contact us directly to ensure compatibility if applicable.
9. **GOVERNING LAW:** It is agreed that the governing law pertaining to this contract will be the law of the State of California.

Event Ready
Federal Tax ID# 77-0332145
233 Technology Way, Suite 5, Rocklin, CA 95765
Phone: (916)-626-5125 σ Fax: (916) 626-3123
Visit us @ www.eventready.com

Lead Retrieval Services and Procedures

Once you arrive on-site, please pick up your equipment at the Lead Retrieval Booth within the Partner Pavilion / Exhibit Hall.

Equipment: T-2000 Lead Tracking Unit: Scanner / Printer / Leads saved to floppy disk.

Internal PCU allows you to program custom follow up codes.

The Trakker™ System is engineered to deliver superior capability, reliability and security with standard DOS compatible operating system.



Platinum Package

Additional Services (Optional)

Customized Follow Up Action Codes	\$100.00 / NA
Booth Delivery / Set Up / Training / Pick Up	\$100.00 / \$150.00
Mailing Labels	\$100.00 / \$100.00

If you have any questions or concerns please contact:

Khylia Cadile
Event Ready
Lead Retrieval Services
233 Technology Way
Suite #5
Rocklin, CA 95765

Office: 916-626-5110
Email: khylia@eventready.com





Lead Retrieval Services

Event Ready uses the most reliable and advanced lead retrieval system in the industry. Fast, accurate, easy to use and gives you immediate access to your leads. Important show data is easily imported into popular contact management programs for timely follow-up during and after the show.

Services;

Hassle free rental of lead retrieval equipment. (T-2000)

T-2000 : Hand held Trakker™ laser scanner, Trakker Controller Unit with Printer, Leads Floppy Diskette (holds 3000 leads and extra diskettes are free) and enough paper for all your leads.

Delivery / Set Up / Training / Pick Up

We do it all!! Just show up and your T-2000 will be waiting at your booth. We will train you and pick up the T-2000 after the event.

Follow up action codes

Easy to use internal follow-up action codes categorize the follow-up activity required after the show to make the most of each show lead. Long after the show is over your lead information will remind you to "send literature," this one is "ready to buy," or "needs demo," "makes purchase decision," etc. Use the 20 generic action codes programmed into the T- 2000 or ask for customized codes.

Mailing Labels

Your leads printed onto mailing labels.

