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.
Critical Show Information for
EclipseCon 2005

Booth Package Includes:
(1) single-sided workstation with company name
(1) stem light
(1) stool
(1) 750 watt outlet
(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 10:00 a.m. - 7:30 p.m.
Wednesday March 2 10:00 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

Advance Freight Shipment Deadline: February 21, 2005
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.
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.**
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 IM PRACTICAL TO EXHIBIT THE EXHIBITOR’S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.
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.
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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**Champion Credit Card Payment Policy**

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Name:</td>
<td>Tel. #:</td>
<td>Booth Number</td>
</tr>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip:</td>
<td>Auth. by:</td>
<td></td>
</tr>
</tbody>
</table>

- **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.

- **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.**

- **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.

REV: 10/01
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.)

**Third-Party Payment Authorization**

**Deadline:**

February 14, 2005

<table>
<thead>
<tr>
<th>Exhibitor Name:</th>
<th>Tel. #:</th>
<th>Booth Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Address:</td>
<td>Fax #:</td>
<td>Auth. by:</td>
</tr>
</tbody>
</table>

**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.

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

- [ ] All Champion Services
- [ ] Freight Handling
- [ ] Booth Cleaning
- [ ] Booth Labor
- [ ] Other [specify]

**Acknowledgement & Credit Card Authorization**

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 #:

**Third-Party Credit Card Charge Authorization**

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 #:

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.
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 Category 1**

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Crated:</th>
<th>$63.00 per cwt</th>
</tr>
</thead>
</table>

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.

**Uncrated / Additional Handling:** $78.75 per cwt

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.

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**Direct Category 1**

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Crated:</th>
<th>$65.00 per cwt</th>
</tr>
</thead>
</table>

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.

**Uncrated / Additional Handling:** $89.50 per cwt

Use this rate for shipments that are loose and/or pad/rapped 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.

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**Freight Handling Information**

**Advance**

- Move-In: $31.50 per cwt
- Move-Out: $31.50 per cwt

**Direct**

- Move-In: $32.50 per cwt
- Move-Out: $32.50 per cwt

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

Category 1: Crate - 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: Uncrate - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.
- 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.

Additional Handling - Referred to as “Van Line Shipments”
- In this case, the pickup/delivery service is somewhat different. These shipments are picked up and delivered to your destination by the carrier. The carrier delivers your exhibit material as is advantageous to them to maximize the space used and may not use the same special handling services that are used for the Crated shipments.

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 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 ...

1) Obtain a material handling form at the Champion Service Desk.
2) Once your freight is packed and ready to ship, complete and return the material handling form to the Service Desk.
3) If not using the official show carrier then you must make and/or confirm arrangements for pick-up with your choice of carriers.
4) Be sure your chosen carrier is declared on the material handling form.
5) 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 exhibit space 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 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 shipped 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 packaged, 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.

*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 show site 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.
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.
Shipping Addresses and Information

Advance Freight Deadline Date:
February 21, 2005
First Day of Direct Freight Acceptance:
February 28, 2005

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
   CONSESIGNED 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)
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.
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.

REV. 10/01
EclipseCon 2005  
March 1 - 2, 2005

### 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Number of Men</th>
<th>Total Hours</th>
<th>Rate per Man</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Installation**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Number of Men</th>
<th>Total Hours</th>
<th>Rate per Man</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dismantle**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Number of Men</th>
<th>Total Hours</th>
<th>Rate per Man</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Labor Cost:** $[

### 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:** $[

---

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

---

**Order Deadline:**
February 14, 2005

---

**Exhibitor Name:**
[ ]

**Billing Address:**
[ ]

**City/State/Zip:**
[ ]

---

**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.

---

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

---

**Rev. 07/02**
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:**
- **Address:**
- **City/State/Zip:**
- **Attention:**

**Select Shipping Method:**
- [ ] Ship via carrier of exhibitor’s choice.
  - Name of Carrier:
- [ ] Ship via official show freight carrier.
  - [ ] Ground
  - [ ] Air

**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.

**Bill Shipping Charges to (if different from above):**
- **Shipper (signature):**
- **Freight Charges Billed To (Company/Show):**
- **Telephone:**

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

EclipseCon 2005
March 1 - 2, 2005

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

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

1. Booth Cleaning
Select for daily vacuuming and waste removal.

Booth Dimensions

<table>
<thead>
<tr>
<th>Total Area*</th>
<th>Advance Order Discount Price</th>
<th>Standard Price</th>
<th>Cost per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ x ______</td>
<td>$0.31/sq. ft./per day</td>
<td>$0.36/sq. ft./per day</td>
<td>$</td>
</tr>
</tbody>
</table>

Please transfer this figure

Number of Show Days x $ = $

Porter Service Total

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

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

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

<table>
<thead>
<tr>
<th>Number of Show Days</th>
<th>Porter Service Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$87 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$103 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$118 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$125 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$150 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$175 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$200 x ______ = $</td>
<td></td>
</tr>
<tr>
<td>$225 x ______ = $</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

Exhibit-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.

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.
Pedestal Package

- One (1) Single sided Custom Workstation with under storage
- Black hard wall panels (velcro compatible)
- One (1) Stem light
- One (1) Stool
- One (1) Wastebasket
- One (1) Header with company name
- One (1) 30" x 32" Graphic area
- One (1) 750 watt electrical outlet
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 prepaid 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.
• 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:________

<table>
<thead>
<tr>
<th>ELECTRICAL SERVICE</th>
<th>QUANTITY</th>
<th>PREPAID</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15 AMP 120 VOLT</td>
<td></td>
<td>$65.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>30 AMP 1 PHASE 208</td>
<td></td>
<td>$200.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>60 AMP 3 PHASE 208</td>
<td></td>
<td>$325.00</td>
<td>$425.00</td>
</tr>
<tr>
<td>100 AMP 3 PHASE 208</td>
<td></td>
<td>$450.00</td>
<td>$575.00</td>
</tr>
<tr>
<td>200 AMP 3 PHASE 208</td>
<td></td>
<td>$800.00</td>
<td>$1000.00</td>
</tr>
</tbody>
</table>

NOTE: (All electrical on a per day basis) #Days
TOTALS =(#of days + # Service’s X Service Cost)

<table>
<thead>
<tr>
<th>LIGHTING SERVICES (Flat Fee)</th>
<th>QUANTITY</th>
<th>PREPAID</th>
<th>FLOOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALLROOM CEILING TRACKS (150 WATT LT)</td>
<td></td>
<td>$25.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>THEATRICAL - PLEASE CALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTHER - PLEASE CALL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTALS

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

TOTALS

<table>
<thead>
<tr>
<th>LABOR</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>MON-SAT 8:00AM-8:00PM (EXCEPT HOL.)</td>
<td>$ 75.00</td>
</tr>
<tr>
<td>MON-SAT 8:00PM-8:00AM (EXCEPT HOL.)</td>
<td>$100.00</td>
</tr>
<tr>
<td>SUNDAYS &amp; HOLIDAYS</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

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:_________________________________________________________________  
______________________________________________________________________________  

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

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 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
INTERNET/NETWORK 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 Date: ______________________
Group Name:
Client Address: ___________________________________________________________________
__________________________________________________________________________
Meeting Room Location:

Type of Service Cost PER DAY Quantity

DS-3 HighSpeed Internet Access
45.0 / 45.0 Mbps Point-to-Point Service
• Individual User (T-1, 1.5Mbps) – Cost per IP
  Includes all wiring and electrical $150.00 per IP / Day ____________
• T-1 w/ 10 or more IP Addresses
  Includes 1 Network drop to any meeting room $650.00 per / Day ____________
  and one switch (8 port unit, for additional switches see below)

Need More Speed
Additional Bandwidth
• Per each Megabit (1.0/1.0 Mbps) $350.00 per / Day ____________

Additional Meeting Room Drops $100 per drop Flat Fee ____________
(includes one switch)

Meeting Room Network Wiring (Cat 5E) $20 per connected Unit ____________
(does not include electrical)

Switch Rental 10/100 $10 per Day ____________

Emergency Service is an additional 30% of above listed price and subject to availability.

Total Order Cost: $__________

Installed by: ____________________ Removed by: ____________________________

IP No. : __________________________ Patch No. ____________________________

Client Signature ____________________________________________________________

Rev: 03/04
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.
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

### Audio Equipment

- **Standard Podium, Standing or Table Mic** $40
- **Presidential Podium Mic** $75
- **Wired Lavaliere Microphone** $40
- **Wireless Handheld or Lavaliere Microphone** $140
- **PZM Microphone** $45

**Conference Microphone System** (Push to Talk) $110

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

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:

<table>
<thead>
<tr>
<th>Trakker™ Package Description</th>
<th>STANDARD Before Feb. 25</th>
<th>ONSITE *</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Platinum” Trakker™ Laser Scanner, Trakker™, Printer (Req:120 VAC) and Floppy Disk for Leads Obtained</td>
<td>300.00</td>
<td>400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional: Customized Follow-up Action Codes</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional: Booth Delivery/Setup/Training/Pickup</td>
<td>100.00</td>
<td>150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optional: Mailing Labels (sent after the event)</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Onsite orders will not be guaranteed.

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
Custom Lead Follow-Up Action Codes Order Form

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

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

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.

<table>
<thead>
<tr>
<th>Custom Code</th>
<th>Custom Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
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<tr>
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<td></td>
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<tr>
<td>19</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor Information:

<table>
<thead>
<tr>
<th>Show Name</th>
<th>Booth #</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact Person</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.