
Show Facts

American Association of Dental Office Managers (AADOM)
Hilton San Diego Bayfront
September 4 - 6, 2014

- ♦ Tabletops
- ♦ Included in each Tabletop will be one (1) 6' draped table, two (2) chairs, and one (1) wastebasket
- ♦ Exhibit Hall is carpeted in a multi-color pattern
- ♦ Electric Service, IT and AV must be ordered from Hilton Bayfront Hotel (order forms enclosed).

Exhibitor Set-Up:

Wednesday	September 3 rd	12:00 p.m. - 7:00 p.m.
Thursday	September 4 th	7:00 a.m. - 10:00 a.m.

***Exhibitors with hallway booths should be set up and at their booths by 8:30 a.m. on Thursday.**

Show Hours:

Thursday	September 4 th	11:00 a.m. - 7:00 p.m.
Friday	September 5 th	7:30 a.m. - 6:00 p.m.
Saturday	September 6 th	7:00 a.m. - 4:00 p.m.

Breakdown Schedule:

Saturday	September 6 th	4:00 p.m. - 8:00 p.m.
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Additional Information:

- ♦ Attached forms are for any additional services or items that you may feel necessary for your booth area.
- ♦ Please note the dates on the forms to receive the discount rates and also the advance shipment deadline date.
- ♦ If you have questions regarding any of Show Management Convention Services forms, please contact us at (954) 764-7719 or email us at customerservice@showmanagement.com.

Shipping Information:

- ♦ Advance shipments to **Marshall Freight**, 7385 Mission Gorge Road, Suite B, San Diego, CA 92120, warehouse accepted up to 30 days prior to show dates. The last day that freight should arrive to the warehouse is **September 2, 2014**.
- ♦ **ALL DIRECT SHIPMENTS MUST BE SCHEDULED IN ADVANCE WITH MARSHA HARDIN ~**
Office: (954) 764 - 7719, On-Site Cell: (954) 444 - 3736, Email: mhardin@showmanagement.com
- ♦ Advance shipment deadline: **August 27th** ~ Shipments received after this date will be handled at the standard rate.

See Material Handling Rates & Order form for additional and/or late fees.



CONVENTION SERVICES
1900 NW 21st Avenue
Fort Lauderdale, Florida 33311
Ph: 954/764-7719 Fax: 954/764-2674
Email: customerservice@showmanagement.com

Recap of Orders

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

COMPLETED? DESCRIPTION ESTIMATED TOTAL

- | | | |
|--|--|----------|
| <input type="checkbox"/> Recap of Orders | | |
| <input type="checkbox"/> Payment Policy | | |
| <input type="checkbox"/> Payment & Credit Card Authorization | | |
| <input type="checkbox"/> Contractor Use Policy | | |
| <input type="checkbox"/> Exhibitor Appointed Contractor | | |
| <input type="checkbox"/> Third Party Authorization | | |
| <input type="checkbox"/> Standard Furniture - Includes wood display tables, chairs, wastebasket, special drapery, etc. | | \$ _____ |
| <input type="checkbox"/> Vacuuming & Cleaning - Includes vacuuming & porter service only | | \$ _____ |
| <input type="checkbox"/> Special Signs | | \$ _____ |
| <input type="checkbox"/> Labor Order - Includes labor rates, labor policies, labor estimates, etc. | | \$ _____ |
| <input type="checkbox"/> Labor Information - Includes key information for labor | | |
| <input type="checkbox"/> Material Handling Rates & Order Form - Includes rates for basic, overtime, special handling, etc. | | \$ _____ |
| <input type="checkbox"/> Material Handling & Shipping Instructions - Includes shipping to advance warehouse, show site, etc. | | |
| <input type="checkbox"/> Material Handling Questionnaire - If shipping freight, you must fill out this form | | |
| <input type="checkbox"/> Outbound Freight Procedure - Includes outbound procedures & shipping instructions at close of show | | |
| <input type="checkbox"/> Terms & Conditions | | |

Sub Total	<input type="text"/>
8% Sales Tax	<input type="text"/>
Total	<input type="text"/>

NOTE: Electrical, Internet, Audio Visual or any other contractor forms should be forwarded to the appropriate fax or address on each individual form.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

* By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



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Ph: 954/764-7719 Fax: 954/764-2674
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Payment Policy

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

A SIGNED COPY OF THIS POLICY MUST BE SENT ALONG WITH YOUR ORDER OR SERVICES WILL NOT BE RENDERED

ORDERING SERVICE

All orders and changes to orders must be made in writing via fax, e-mail, mail or in person at the Convention Services office. No orders may be accepted over the phone. Advance orders shall receive priority service.

PAYMENT FOR SERVICE

Show Management Convention Services (SMCS) requires payment in full at the time an order is placed. Failure to provide payment may result in interruption of services. SMCS requires all exhibitors to complete the SMCS Credit Card Authorization form for all orders. All credit card advance orders will not be charged until the advance deadline date. For your convenience, additional services ordered by company representatives will be covered by this credit card authorization if another form of payment is not provided. SMCS accepts American Express, Master Card, Visa, cash, wire transfers (plus \$30.00 wire service charge) and company checks made payable to Show Management. All payments are to be in U.S. funds drawn on a U.S. Bank.

ADVANCE RATE

To qualify for the advance rate, completed orders must be received with payment on or before the advance deadline. Standard rates apply to orders and changes to orders after the deadline. If an order is placed without payment, standard rates apply unless payment is also received before the deadline.

DEFAULT COLORS

If skirting and/or carpet colors are not selected, show colors will prevail. If at show site exhibiting company determines that they would like a different color skirt other than the default color, the exhibiting company must pay a 50% cancellation fee and rent a new skirt.

RENTAL RESPONSIBILITY

All materials are on a rental basis and shall remain the property of Show Management Convention Services. The exhibiting company shall be held financially responsible for any damage to Show Management equipment used by the exhibiting company.

THIRD PARTY BILLING

The exhibiting company is ultimately responsible for payment of charges incurred on its behalf. In the event the named third party does not provide prompt payment, charges immediately revert to the exhibiting company along with any service charges, collection fees, etc.

SHOW SITE ORDERS

No service will be performed without full payment at the time the order is placed. Standard Rates will apply to ALL show site orders. Show site orders subject to availability.

ADJUSTMENTS / CANCELLATIONS

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. No credits will be issued for services ordered and installed even though not used.

OUTBOUND SERVICES

All outbound services will be processed on your credit card and a copy of the receipt will be mailed within 10 days of the close of show.

FREIGHT SHIPPING / LABOR / RIGGING

If you will be shipping to our warehouse or show site, ordering installation, dismantling labor or rigging labor, you MUST complete the enclosed Payment & Credit Card Authorization form. Our services cannot be performed unless we have this form completed and returned to us.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Payment & Credit Card Authorization




Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

I hereby authorize Show Management Convention Services (SMCS) to use the credit card account below for payment of services. This account will be charged for changes made by company representatives when not accompanied by another form of payment. If there are additional charges for services, payment for these additional services is due by the end of the show or will be charged to this credit card account. A \$30.00 service charge will be assessed for all declined credit cards.

Please Charge my:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
I also authorize charging any unpaid balance on my credit card						
Account Number:	<input type="text"/>					
Exp. Date:	Month: <input type="text"/>	Year: <input type="text"/>	V-Code:	<input type="text"/>		
			(For Visa and MasterCard users only)			
Cardholder's Name:	<input type="text"/>					
Credit Card Billing Address:	<input type="text"/>					
Authorized Signature*:	<input type="text"/>			Print Name:	<input type="text"/>	
<small>* By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions</small>						

ADVANCE RATES:

Please note the deadline dates on each of the forms to receive the advance rates (In Deadline Date Order):

EAC Form Deadline:	August 21, 2014
Furniture Deadline:	August 21, 2014
Vacuuming & Cleaning:	August 21, 2014
Special Signs Deadline:	August 21, 2014
Labor Information Deadline:	August 21, 2014
Material Handling Questionnaire Deadline:	August 21, 2014
Advance Freight Shipment Deadline:	August 27, 2014

Company Name:	<input type="text"/>	Space #:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
City/State/Zip:	<input type="text"/>		
Phone:	<input type="text"/>	On-Site Cell/Beeper:	<input type="text"/>
	<input type="text"/>	Fax:	<input type="text"/>
Name (print or type):	<input type="text"/>	On-Site Contact:	<input type="text"/>
Signature*:	<input type="text"/>	Date:	<input type="text"/>
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Contractor Use Policy

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

A SIGNED COPY OF THIS POLICY MUST BE SENT ALONG WITH YOUR EAC FORM OR SHOW ACCESS WILL NOT BE PROVIDED TO CONTRACTOR

OFFICIAL SHOW CONTRACTORS

Official Show Contractors are appointed by Association Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and Association Management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, rental furnishings, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

Exceptions include:

The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states).

The exhibitor may elect to appoint an I & D contractor or exhibit builder to supervise, install and dismantle properties within their booth space.

EXHIBITOR APPOINTED CONTRACTOR

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

The Exhibitor and the non-official contractor must notify Show Management Convention Services of their services, by the EAC deadline date, using the Exhibitor Appointed Contractor Form from this exhibitor kit.

In the event that this notification is not received by the EAC deadline date, or if the information contained there in is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Show Contractor.

The non-official contractor must, by the deadline date above, provide Show Management Convention Services with a current Certificate of Insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming Association Management and Show Management Convention Services as additionally insured for the time period in question.

If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Show Management Convention Services. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection with his/her exhibit.

The non-official contractor shall not provide any Forklifts, Cranes or other equipment necessary for the unloading or loading of exhibit material.

The non-official contractor must confine its operations to the exhibitor area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

The non-official contractor may not solicit business from Show Management Convention Services to include other Exhibitors, Transportation, or storage of Exhibit Materials.

The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Association Management with evidence of compliance.

If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes. Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

***By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions**



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Exhibitor Appointed Contractor

Deadline:
August 21, 2014

Event: AADOM
Location: Hilton San Diego Bayfront Hotel
Show Dates: September 4 - 6, 2014

Please complete and submit this form to Show Management Convention Services at the address or fax number above by the deadline date shown. Complete one form for each non-official contractor used. Only the official contractor or the facility may provide building services, utilities and freight handling. No other contractors will be approved for these services. **The official service contractor will provide all usual trade show services, including labor. Exhibitors may appoint a qualified non-official contractor to provide installation labor and/or supervision provided all of the following conditions are met:**

- The EXHIBITOR must inform Show Management Convention Services that they have sub-contracted a non-official contractor by completing and submitting this form by the deadline date listed above. If Show Management Convention Services does not receive proper notification by the deadline date, then the non-official contractor personnel will not be allowed in the exhibit hall except to supervise the work in question, and the official contractor will provide the labor.
- The CONTRACTOR hired by the EXHIBITOR must, by the deadline date above, provide Show Management Convention Services with a current certificate of insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Show Management Convention Services as additionally insured for the time period in question.
- The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union and facility regulations.
- CONTRACTOR employees must wear approved identification at all times while in the work area. If required, badges will be issued at show site to authorized contractor representatives when all requirements have been met.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED

I understand and agree to the above listed conditions.

Exhibitor Signature: _____ Print Name: _____

Name of Service Contractor: _____ Date: _____

Services to be performed: _____

Contact Name: _____ Contact Phone: _____ Contact Fax: _____

Contractor Address: _____

Company Name: _____ Space #: _____

Address: _____ City: _____

State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Third Party Authorization

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

Both parties **MUST** sign this form indicating acceptance, otherwise request will be denied

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this Third Party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Show Management Convention Services will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include the outbound drayage services/rigging, etc.

THIRD PARTY INFORMATION *(complete only if applicable)*

Third Party Agent: _____ Phone: _____

Billing Address: _____ Fax: _____

Printed Name: _____ Authorized Signature: _____

Please Charge my:

☐☐☐

I also authorize charging any unpaid balance on my credit card

Account Number: _____

Exp. Date: Month: _____ Year: _____ V-Code: _____

(For Visa and MasterCard users only)

Cardholder's Name: _____

Credit Card Billing Address: _____

Authorized Signature*: _____ Print Name: _____

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ITEMS TO BE PAID BY THIRD PARTY

- | | |
|--|---|
| <input type="checkbox"/> All Services | <input type="checkbox"/> Carpet |
| <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Installation & Dismantle Labor |
| <input type="checkbox"/> Drayage/Material Handling | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Booth Cleaning | |
| <input type="checkbox"/> Signage | |

EXHIBITING COMPANY INFORMATION *(please print or type)*

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Furniture

Advance Rate Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

ITEM	QTY	ADVANCE	STANDARD	TOTAL
WOOD DISPLAY TABLE - SKIRTED (24" WIDE) skirted on 3 sides with white vinyl top cover				
4' Long x 30" High		\$ 77.00	\$102.00	
4' Long x 42" High		\$ 99.75	\$124.00	
6' Long x 30" High		\$ 91.00	\$116.00	
6' Long x 42" High		\$110.00	\$135.00	
8' Long x 30" High		\$ 97.00	\$122.00	
8' Long x 42" High		\$121.00	\$155.00	
Skirt (4th side of table)		\$ 45.00	\$ 55.00	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Peach <input type="checkbox"/> Gold <input type="checkbox"/> Dark Green <input type="checkbox"/> Light Green				
WOOD DISPLAY TABLE - UNSKIRTED (24" WIDE) white vinyl top cover				
4' Long x 30" High		\$ 32.00	\$ 48.00	
4' Long x 42" High		\$ 40.00	\$ 55.00	
6' Long x 30" High		\$ 43.00	\$ 58.00	
6' Long x 42" High		\$ 50.00	\$ 66.00	
8' Long x 30" High		\$ 53.00	\$ 68.00	
8' Long x 42" High		\$ 61.00	\$ 76.00	
CHAIRS & STOOLS				
Upholstered Arm Chair		\$ 39.00	\$ 56.00	
Upholstered Side Chair		\$ 36.00	\$ 52.00	
Standard Booth Chair		\$ 24.00	\$ 39.00	
Counter Stool With Back		\$ 55.80	\$ 71.00	
Counter Stool No Back		\$ 43.00	\$ 58.00	
ACCESSORIES				
Wastebasket		\$ 10.00	\$ 13.00	
Easel		\$ 28.00	\$ 34.00	
Bag Holder		\$ 40.00	\$ 60.00	
Literature Rack		\$110.00	\$150.00	
Round Table 30" x 42" high		\$145.00	\$160.00	
Add'l Drape 3' High per linear foot (Please call for colors)		\$ 3.50	\$ 4.50	
Add'l Drape 8' High per linear foot (Please call for colors)		\$ 7.00	\$ 8.50	

Sub Total

8% Sales Tax

Total

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Vacuuming & Cleaning

**Advance Rate Deadline:
August 21, 2014**

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

PRICES ARE BASED ON TOTAL AREA OF BOOTH

Any change or cancellation of Vacuuming / Cleaning Service must be presented to SMCS in writing. All rental carpet is delivered clean to your booth space. However, during set up, carpet can become dirty. We suggest that you order carpet cleaning service at least once before show opening.

VACUUM SERVICE

					ADVANCE	STANDARD	TOTAL
Vacuum DAILY	<input type="text"/>	X	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
	(Length)		(Width)		(Sq. Feet)		(Per Day)
							X
							(# of Days)
					\$.30 per sq ft	\$.45 per sq ft	
Please indicate days requested: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday							
Vacuuming Service is done in the AM							

PORTER SERVICE

# OF DAYS		ADVANCE	STANDARD	TOTAL
	Empty wastebaskets ONLY each night (rented from Show Management)	\$12.00	\$18.00	
Rate is in addition to vacuuming service. Rate is per day Please indicate days requested: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday				
Porter Service is done in the PM				

Sub Total

8% Sales Tax

Total

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Special Signs

Advance Rate Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

Unless otherwise specified, black lettering on a white surface will be provided

QTY	SIZE	ADVANCE	STANDARD	VERTICAL/ HORIZONTAL	COLOR OF LETTERING	TOTAL
	7" x 28"	\$ 40.00	\$ 60.00			
	7" x 44"	\$ 47.50	\$ 95.00			
	11" x 14"	\$ 50.00	\$100.00			
	14" x 22"	\$ 70.00	\$140.00			
	22" x 28"	Quote	Quote			
	28" x 44"	Quote	Quote			

- ⊙ Logos, emblems, trademarks, etc. will incur an additional charge (Quotations available on request)
- ⊙ Banner quotes available upon request
- ⊙ For Easel Back, add \$6.50 per sign

SIGN TO STATE THE FOLLOWING:

Sub Total

8% Sales Tax

Total

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Labor Order (Installation & Dismantling)

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

• NO SERVICES WILL BE PERFORMED WITHOUT FULL PAYMENT IN ADVANCE •

Please choose the plan and fill in the appropriate areas:

☐ **Plan A** ☐ **Plan B**

	INSTALLATION	DISMANTLE
Date labor needed		
Start Time		
Number of persons needed		
Hours per person		
Total Hours		
Hourly Rate		
Estimated Cost		
Estimated Total of installation /dismantling		
If using Plan A, add 25% supervision fee (or \$35.00 minimum)		
ESTIMATED TOTAL OF LABOR DUE		

		HOURLY RATE
Straight time	Monday - Friday 8:00 AM - 4:30 PM	\$ 85.00
Over time	Monday - Friday 4:30 PM - 8:00 AM Saturday & Sunday All Day	\$117.50

For Plan B, please list on-site exhibitor representative:

On-Site Phone:

PLAN A - Show Management Supervised Labor

- ◆ Proceeds without exhibitor present.
- ◆ In addition to above rates, a 25% supervision fee (\$35.00 minimum) will apply for both installation and dismantling.
- ◆ Show Management does NOT unpack or re-pack customer product. Customer must be present.
- ◆ Minimum one (1) hour charge applies, per man, and time will be charged in one hour increments thereafter.
- ◆ Work will be done on straight time if circumstances permit, however, this is NOT a guarantee. Overtime charges will apply as necessary.

PLAN B - Exhibitor Supervised Labor

- ◆ Does not proceed without exhibitor present.
- ◆ Start time can be guaranteed only in those instances where labor is requested for the start of the work day which is 8:00am.
- ◆ Must sign labor in and out at Show Management Service Desk.
- ◆ Minimum one (1) hour charge applies per man, and time will be charged in one hour increments thereafter.
- ◆ Order cannot be cancelled within 24 hours of scheduled labor needed date.
- ◆ Orders received at show site will be processed after advance orders.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

* By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of SMCS. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



CONVENTION SERVICES
1900 NW 21st Avenue
Fort Lauderdale, Florida 33311
Ph: 954/764-7719 Fax: 954/764-2674
Email: customerservice@showmanagement.com

Labor Information

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

Inbound Freight Procedure

Carrier

Target Date

Date Shipped

Pro Number

Shipped By

of Pieces Weight (lbs)

Shipped to: ☐ Warehouse ☐ Show Site

Shipment is: ☐ Crated ☐ Loose

Set-Up Information for installation

Please check all that apply and provide information where requested:

☐ Set-up drawings are attached

☐ Set-up drawings are with exhibit

☐ Plans in Crate #

☐ Forklift is required

☐ Rental Carpet Color

☐ Own Carpet Color

☐ Padding Size

☐ Booth Size

Services Ordered

Please check all services ordered:

☐ Electrical ☐ Telecommunications ☐ A / V Equipment

☐ Booth Cleaning ☐ Furniture ☐ Other Items (please list)

Electrical Specifications

☐ Electrical should go under the carpet.

☐ Electrical drawings are attached.

☐ Electrical drawings are with display.

☐ Electrical drawings were sent to the Official Electrical Contractor

Outbound Freight Information

Consignee

Address

City, St, Zip

2nd Consignee

Address

City, St, Zip

Carrier

Please Choose: ☐ Common ☐ Air Freight ☐ Van Line

☐ Other

Emergency Contact / Show Site Contact

Name

Title

Phone

Alternate Contact #

Contact's Hotel

Arrival Date / Time

Depart Date / Time

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Material Handling Rates & Order Form

Advance Rate Deadline:
August 27, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

- ◆ ALL SHIPMENTS ARE REQUIRED TO HAVE DOCUMENTED WEIGHT TICKETS.
- ◆ IF MATERIAL DOES NOT INCLUDE A WEIGHT TICKET, SHOW MANAGEMENT CONVENTION SERVICES WILL WEIGH MATERIAL.
- ◆ NO COLLECT SHIPMENTS WILL BE ACCEPTED.
- ◆ RATES ARE BASED ON PER SHIPMENT ON THE INBOUND WEIGHT AND THE DATE/TIME FREIGHT IS RECEIVED.

WEIGHT	ADVANCE RATE	STANDARD RATE
	Shipment(s) arriving before August 27, 2014	Shipment(s) arriving after August 27, 2014
Up to 19 lbs.	\$ 40.94	\$ 47.81
20 to 100 lbs.	\$ 106.56	\$ 119.38
101 to 300 lbs.	\$ 300.00	\$ 336.56
301 to 500 lbs.	\$ 450.94	\$ 505.00
501 to 1000 lbs.	\$ 695.31	\$ 779.38
1001 to 1500 lbs.	\$ 997.19	\$1,115.94
1501 to 2000 lbs.	\$1,291.25	\$1,445.31
2001 lbs. and over	\$ 78.13 per hundred weight	\$ 85.94 per hundred weight

For your convenience, we will use your authorization (*given on the Payment & Credit Card Authorization form*) to charge your credit card for services not covered by your initial payment and/or any order(s) placed by you or your representative.

CRATED / CARTONED / PACKAGED / SKIDDED MATERIAL Rates above include all labor and equipment required to unload shipment, storage at no charge for 30 days prior to set-up time, delivery to exhibit space, handling of empty containers to and from booth area, and reloading of shipment onto outbound carrier at the close of the event.

Amount = _____

SHIPMENTS REQUIRING SPECIAL HANDLING will be handled at the exhibitors risk and will be charged the above published rates plus 25%. Includes, but is not limited to any shipment that is loaded and/or packed in such a manner as to require additional handling, ground loading, side door loading, constricted space loading, designated piece loading and stacked shipment(s).

Includes shipments that are loose and not in crates, cases, boxes, and/or non-skidded machinery without proper lifting bars or hooks.

Includes shipments arriving at the warehouse after September 2, 2014 and during show hours.

Rate x 25% = _____

OVERTIME RATES in the amount of 25% of the above mentioned rates will be assessed and applied each way to freight either received at the warehouse or show site that must be moved into or out of booth(s) before 8:00 am or after 4:30 pm Monday to Friday or on Saturday and/or Sunday.

Rate x 25% = _____

Estimated Total Due \$ _____

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

***By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions**

IMPORTANT INFORMATION: *Shipments must arrive prepaid. *No collect shipments will be accepted. *Phone orders will NOT be accepted. *Adjustments to your invoice **will not** be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.



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Material Handling Shipping Instructions

**Advance Rate Deadline:
August 27, 2014**

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

BEFORE SHIPPING:

Complete payment arrangements with Show Management Convention Services by filling out the Payment & Credit Card Authorization form and mail, email or fax to Show Management Convention Services.

WHEN TO SHIP:

Shipments consigned to the WAREHOUSE will incur a 25% Special Handling fee if materials arrive after **September 2nd**.

Shipments consigned to SHOW SITE must arrive no earlier than customer first set-up date.

The facility has no storage areas.

Materials to arrive prior to first customer set-up date **MUST** be shipped to the warehouse address.

ALL SHIPMENTS MUST BE PREPAID.

COLLECT SHIPMENTS OR LOOSE OR UNCRATED MATERIALS WILL NOT BE ACCEPTED.

ADVANCE RATE DEADLINE: AUGUST 27, 2014

Where to ship:

WAREHOUSE Shipping Address Must arrive no later than September 2, 2014
Name of Exhibiting Company Your Booth Number American Association of Dental Office Mgrs. (AADOM) C/O Marshall Freight 7385 Mission Gorge Road, Suite B San Diego, CA 92120
Warehouse Hours: 8:00am - 4:00pm Mon - Fri

SHOW SITE ADDRESS
Hilton San Diego Bayfront 1 Park Boulevard San Diego, CA 92101
ALL DIRECT SHIPMENTS MUST BE SCHEDULED IN ADVANCE WITH MARSHA HARDIN
Office: (954) 764-7719
On-Site Cell: (954) 444-3736
email: mhardin@showmanagement.com Show Management Convention Services

The consignment or delivery of a shipment to Show Management Convention Services by a customer, or by a shipper, or carrier acting on behalf of a customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Customer accepts responsibility for the payment of Show Management Convention Services charges in connection with the handling of customer's shipment(s) as set forth in the Material Handling Rates & Order Form, and customer guarantees payment to Show Management Convention Services in the event that any third party who acts on Customer's behalf shall fail to pay such charges.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Material Handling Questionnaire

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

Completing this form by the deadline date of August 21, 2014 will enable us to better coordinate the move-in of your exhibit and assist in tracing your shipment if necessary. Please complete and return with the Material Handling Rates & Order Form.

1. Where are you shipping?

- ☐ Show Management Warehouse
☐ Direct to Show Site

2. What is the est. total weight to be shipped?

lbs.

3. Est. total number of exhibit items being shipped

Crated Carton Machinery

4. What is the weight of the heaviest piece being shipped?

lbs.

5. List any special handling requirements to unload your exhibit. (extended forklift blades, special lifting bars, etc.)

☐ Yes ☐ No

6. List carrier name(s)

7. Enter name of Exhibit Manager/Coordinator in charge of booth set-up

Name

Phone

8. Booth and labor set-up

A. What on-site labor are you planning on using?

B. What date and time will your labor be on-site to begin booth installation?

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

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Outbound Freight Procedure

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

TO ASSIST YOU WITH ARRANGEMENTS FOR OUTBOUND SHIPMENTS, SMCS WILL HAVE A SERVICE DESK TO PROVIDE YOU WITH LABELS, BILLS OF LADING AND SHIPPING INFORMATION

NOTE: UPS Freight IS NOT UPS Ground, Air, 2nd Day, etc.. It is a Freight Trade Show Service

UPS Freight is the appointed show carrier and outbound arrangements have already been made with them. If it is your preference to use a carrier other than UPS Freight, it is your responsibility to make the necessary pick up arrangements and a bill of lading must be turned in at the service desk for all types of shipments. Carriers should arrive prepared with the exhibiting company name, number of pieces, and destination for any shipment they are picking up. *No freight will be loaded onto any carrier without this information!* Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments. In the event your designated carrier does not make the pick up at the allocated time, SMCS reserves the right to force any shipment onto UPS Freight trailers in order to vacate the show grounds.

Should you use Federal Express, UPS Ground, UPS Air, Airborne, or any other air freight forwarder, it will be necessary for you to provide the appropriate shipping document with your account clearly visible and affix the necessary document to each item being shipped. When contacting the carrier for pick up arrangements either at show site or at our warehouse, you must inform the service desk personnel of the scheduled arrangements along with the confirmation numbers and complete a bill of lading for our reference.

Any shipment not picked up at show site or where no disposition is made will be returned to the warehouse and will incur a return fee along with applicable storage charges. These charges are in addition to the material handling rates. All charges for services performed must be settled before any shipment will be released to any carrier.

To be completed for reference only. A bill of lading must be submitted by exhibitor at show site.

Ship To:

Company Name Attention
Address Country
City State Zip Code

More than 1 shipping destination? ☐ Yes (attach additional information) ☐ No

Type of Carrier: ☐ Air ☐ Motor Freight ☐ Show Carrier (**UPS Freight**) ☐ Other

Note: All outbound shipments will be shipped collect unless otherwise specified.

Bill Charges To Phone Address
City State Zip Code

All carriers are required to check in at the service desk on September 6th between 4:30pm - 5:30pm

Company Name: _____ Space #: _____
Phone: _____ Fax: _____ Email: _____
On-Site Contact: _____ On-Site Cell/Beeper: _____
Name (print or type): _____ Signature*: _____ Date: _____

* By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions



CONVENTION SERVICES
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Fort Lauderdale, Florida 33311
Ph: 954/764-7719 Fax: 954/764-2674
Email: customerservice@showmanagement.com

Terms & Conditions

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

A SIGNED COPY OF THESE TERMS & CONDITIONS MUST BE SENT ALONG WITH YOUR ORDER OR SERVICES WILL NOT BE RENDERED

Please read carefully!

You are entering into a contract which may limit your possible recoveries in case of loss or damage. The terms and conditions set forth below become a part of the contractual agreement between Show Management Convention Services and you, the CUSTOMER. Acceptance of said terms and conditions will be construed when the documents in this packet are signed by the CUSTOMER, his/her agent, or representative.

DEFINITIONS

The word SMCS shall be construed within the meaning of this contract as Show Management Convention Services (aka: Show Management) and their employees, officers, agents, and assigns including any subcontractors that SMCS may appoint. The term CUSTOMER refers to any party who contracts for services with SMCS.

SMCS RESPONSIBILITIES

SMCS shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. SMCS assumes no responsibilities for any persons, parties, or other contracting firms not under SMCS's direct supervision and control. SMCS shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war or any other causes beyond SMCS's reasonable control, or ordinary wear and tear in the handling of materials.

SMCS shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.

INSURANCE

It should be clearly understood that SMCS is not an insurer. Each CUSTOMER should arrange complete risk coverage for the value of said equipment through endorsements to existing policies, insuring the exhibit material from the time it leaves their facility until it is returned. It should be further understood and agreed that SMCS does not provide for full liability, should loss or damage occur. Should SMCS incur a liability, it shall be limited to the specific article which is lost or damaged, and in any event, the maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$500.00 per shipment, whichever is less.

CLAIM(S) FOR LOSS

CUSTOMER agrees that any and all claims for loss or damage shall be submitted to SMCS prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which CUSTOMER must vacate the show site. All claims reported after the 30 day period will be rejected.

PAYMENT FOR SERVICES MAY NOT BE WITHHELD

In the event of any dispute between the CUSTOMER and SMCS relative to any loss or damage claim, the CUSTOMER shall not be entitled to, and shall not withhold payment for SMCS services as an offset against the amount of the alleged loss or damage. Any claim against SMCS shall be considered a separate transaction and shall be resolved on its own merit.

INDEMNIFICATION

CUSTOMER agrees to indemnify, forever hold harmless and defend SMCS and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following:

CUSTOMER'S negligent supervision of any labor secured through SMCS or the negligent supervision of such labor by any of the CUSTOMER'S employees, agents, representatives invitees, and/or any CUSTOMER appointed contractor (EAC).

CUSTOMER'S negligence, willful misconduct, or deliberate act, or such actions of CUSTOMER'S employees, agents invitees, representatives or EAC's at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of SMCS equipment.

CUSTOMER'S violation of Federal, State, or Local ordinances.

CUSTOMER'S violation of Show Regulations and/or Rules as published by Facility and/or Association Management.

PACKING AND CRATING

SMCS shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials. SMCS shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. SMCS shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

EMPTY CONTAINERS

Affixing "empty storage" labels to containers is the sole responsibility of the CUSTOMER or their representative. All previous labels should be removed. SMCS assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss of or damage to materials stored in containers labeled "empty". SMCS shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material.

Any shipment not handled by SMCS, but for which SMCS is required to handle the storage of empty shipping containers, a charge of \$75.00 per crate, case, or any type of container will be assessed.



Terms & Conditions (Continued)

Deadline:
August 21, 2014

Event: AADOM

Location: Hilton San Diego Bayfront Hotel

Show Dates: September 4 - 6, 2014

INBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse in time between the delivery of shipment(s) to the booth and the arrival of the CUSTOMER or their representative. During such time, the materials will be left unattended. SMCS is not, and cannot be, responsible for loss, damage, theft, or disappearances of CUSTOMER'S materials after same have been delivered to the CUSTOMER'S booth at the show site. All shipments should be made on a commercial bill of lading.

SMCS shall not be liable for shipments received without receipts, freight bills, or specified unit counts on receipts of freight bills, such as UPS, Fed Ex, Van Lines, etc. Such shipments will be delivered to booth without guarantee of piece count or condition. Further, the CUSTOMER agrees, in connection with the receipt, handling, temporary storage, and reloading of the freight, that SMCS and its affiliates will provide these services as CUSTOMER'S agent and not as bailee or shipper.

Bills of lading or delivery slips indicating number of pieces, description of merchandise and weight are required for all shipments. In the event no weight is indicated on delivery documents, SMCS will estimate the weight if no actual scale weight is provided prior to the close of the event. This estimated weight will be final and binding.

OUTBOUND SHIPMENTS

SMCS will have bills of lading and labels available at the Service Desk. **NO SHIPMENT WILL BE LOADED WITHOUT A BILL OF LADING.**

Once materials have been labeled, packed and ready to be shipped, completed bills of lading should be turned in to the Service Desk. Materials sold locally and awaiting customer pick up should be dealt with in the same manner as all other outbound shipments.

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of CUSTOMER'S materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. SMCS shall not be responsible for loss, damage or theft of materials loaded after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to SMCS by the CUSTOMER. Notations of exceptions to conditions of materials, or piece counts will be on the form submitted by the CUSTOMER.

Exhibitors selecting carriers other than the selected show carrier will need to make their own arrangements for pick up. SMCS will not release any shipment to any carrier until the CUSTOMER has provided a completed bill of lading to the service desk. In the event a carrier arrives at show site or warehouse with their own bill of lading, SMCS will not honor the paperwork unless and until the CUSTOMER has completed a standard bill of lading provided by SMCS or written instruction from the CUSTOMER indicating the pick up is acceptable.

SMCS assumes no responsibility for loss, damage, theft or disappearance of CUSTOMER'S materials after the same have been delivered to CUSTOMER'S appointed carrier, or agent for transportation after the show. SMCS loads materials onto the carrier's truck under the supervision of the carrier's driver who checks and assumes custody of materials. SMCS assumes no liability for any materials after carrier assumes custody of materials. If CUSTOMER'S designated carrier fails to show by the move-out deadline after a show, SMCS shall have the authority to route CUSTOMER'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at CUSTOMER'S expense.

Materials left behind without orders at the service desk may be classified as abandoned. SMCS shall not be responsible for same. SMCS is not responsible for any delay of rush shipments. While rush shipments will be expedited to the best of our ability, we will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.

Materials returned to warehouse where no disposition is made by the CUSTOMER or for pick up by a chosen carrier, the CUSTOMER agrees to be responsible for a return to warehouse surcharge of \$38.00 per hundred weight with a \$190.00 minimum charge when this service is necessary. Materials will be held in storage until payment and instruction for destination is provided.

GENERAL INFORMATION

The material handling rates quoted include the labor and equipment for unloading and loading the freight. Labor and equipment is available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment of exhibitors. Rates for these services can be obtained from SMCS.

All shipments must be consigned to SMCS to enable us to accept them for handling. Direct shipments should not be addressed to hotels, convention centers, or any named show site, as they have no facility for storing exhibit freight.

Any shipments requiring special handling due to length, width, height, or weight will be handled on a time and material basis. Any single piece, due to its size, that will not fit through doorways or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by SMCS at the expense of the CUSTOMER.

SMCS shall have control over all freight docks, doors, elevators, and crate storage areas, as the material handling contractor.

Unless the bill of lading clearly identifies the weights of crated and uncrated material, SMCS will invoice the entire load as uncrated/loose and will be unable to adjust charges later.

Any cancellation of services must be placed in writing and provided to SMCS at least 48 hours prior to the set up.

Company Name: _____ Space #: _____

Phone: _____ Fax: _____ Email: _____

On-Site Contact: _____ On-Site Cell/Beeper: _____

Name (print or type): _____ Signature*: _____ Date: _____

***By signing this form you acknowledge, understand and agree to the Show Management Convention Services Payment Policy and Terms & Conditions**



Hilton San Diego Bayfront



One Park Boulevard - San Diego - California - 92101 - Phone: (619) 321 - 4342 - Email: SDHiltonsales@americanavc.com

EXHIBITOR AUDIO VISUAL/ELECTRICAL ORDER FORM

SHOW NAME:

Show Date:	Set Time:	Tear Down:
Room(s):	Booth Number:	
Company Name:	On-Site Contact Name:	
Address:		
City:	State:	Zip:
Phone:	Email:	

PAYMENT INFORMATION

Cardholder Name:	Signature of Cardholder:	
Credit Card Number	Type of Card	Exp. Date:

All credit card transactions are done through the Hilton Accounting Department. We can not receive Credit Card information via email. Please fax the completed order form to (619) 321 - 4345.

Cancellation Policy: One-day rental fee (including fees & taxes) will be charged unless notified in writing 48 hours prior to load in.

PLEASE CALL FOR ADDITIONAL INFORMATION ON PACKAGES, ETC.

AUDIO VISUAL EQUIPMENT					ELECTRICAL ORDER			
QTY	Equipment	Daily Rate	# of Days	Total Price	QTY	Electrical Outlets	One-Time	Total Price
	20" LCD Monitor w/Table Stand	\$ 225				500 Watts (5 amp)	\$ 125	
	32" LCD Monitor w/floor stand	\$ 450				1000 Watts (10 amp)	\$ 225	
	46" LCD Monitor w/floor stand	\$ 600				1500 Watts (15 amps)	\$ 250	
	52" LCD Monitor w/floor stand	\$ 700				2000 Watts (20 amps)	\$ 300	
	3800 Lumens LCD Proj w/ 6' Tripod Screen	\$ 750				20 Amp 208V	\$ 595	
	DVD Player	\$ 100				30 Amp 208V	\$ 665	
	Flipchart Includes easel, pad & markers	\$ 65				25' Extension Cord	\$ 25	
	Flipchart - Self Adhesive	\$ 77				Power Strip	\$ 25	
SUMMARY OF ELECTRICAL CHARGES								
Electrical Sub-Total								
24% Service Fee								
8% Tax								
GRAND TOTAL								
100% Payment must accompany each order Order will not process without payment								



Exhibitor Internet Service Order Form Hilton San Diego Bayfront

HILTON SAN DIEGO EXHIBITOR ORDERING INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name. **Charges will appear as Hilton San Diego Bayfront **
3. **Using a check for payment:** Mail original check with service order form to Hilton San Diego Bayfront
ATTN: Accounts Receivable, 1 Park Boulevard, San Diego, California, United States 92101. Make check payable to Hilton San Diego Bayfront
4. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. ****Charges may apply for service relocations****
5. **Additional network devices (more than one):** When ordering services you will receive one routable IP Address, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
**** You will not be permitted to use access points, switches or hubs without paying for the additional devices****
6. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, Wi-Fi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to Cindy Esteban at cindy.esteban@hilton.com
7. **Fax or mailing your orders DO NOT EMAIL COMPLETED FORM.**

Please fax completed orders to 619 321-4373. If sending via mail please mail to Hilton San Diego Bayfront ATTN: Cindy Esteban, 1 Park Boulevard, San Diego, California, United States 92101. Please be sure to include the following when placing your order.

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:** Check/CC info completed with signature and date. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
- c. **Make sure both the order and payment forms are signed:** this will make sure there are no delays in your service request(s).

Exhibitor Internet Service Order Form Hilton San Diego Bayfront

NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED

PLEASE PRINT LEGIBLY

Customer Information

Show Information

Company Name:		Ordering Contact Email:			
Ordering		Ordering Contact		Booth Number:	
Contact: On-Site Contact:		Phone: Onsite Cell Phone:		Set Up Date/Time:	
Company Address:				Strike Date/Time:	
City:	ST:	ZIP:		Exhibit Room:	
Show Name:				Show Dates	

****Shared Ethernet Network Access to (up to 100Mbps) **** 10/100 Mbps, RJ-45 Ethernet Connection with 1 DHCP Routable IP Address, Wireless also available- see below for additional connections.

Please specify if you would like Wired ____ Wireless ____

PLEASE NOTE THERE IS A 24% ADMINISTRATIVE FEE ADDED TO ALL ORDERS

High Speed Ethernet Service (per booth) ¹		Discount ¹		Standard	Total
<i>Exhibitor HSIA Services are billed as a one-time fee.</i>		Circle One			
■ Shared Access for One Day Exhibit	→ →	\$650.00		\$850.00	
■ Shared Access for Two Day Exhibit	→ →	\$850.00		\$1,050.00	
■ Shared Access for Three or More Day Exhibit	→ →	\$1,050.00		\$1,250.00	
<i>Additional Services are billed as one-time fee^{2,3}</i>		QTY			
■ Additional Routable DHCP IP address (each) auto-assigned once connected to network		x	\$125.00	\$150.00	
■ Additional Routable Static IP address (each) assigned by Hilton San Diego Bayfront		x	\$150.00	\$200.00	
		Total - (before 24% Administrative fee)			

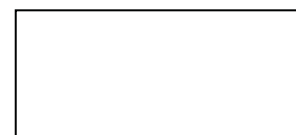
- Orders received with payment **15 days prior** to first show date qualify for discount price.
- Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. To maintain network integrity, **exhibitors are required to get prior approval from Hilton San Diego Bayfront in order to setup their own networking equipment on the provided connection(s)** (info required: WAP SSID, Channel and WEP encryption key of your access point).
- Cables and 10/100 auto-sensing switch is included with multiple device orders.

Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X).
Please provide any additional information that is pertinent.

BACK



FRONT

Exhibitor Internet Service Order Form
Hilton San Diego Bayfront

Payment and Credit Card Authorization

Payment Information

Company Check or Money Order

Hilton San Diego SO# (Completed by Hilton Staff) _____

MAKE PAYABLE TO:
HILTON SAN DIEGO BAYFRONT

Total: _____

+ 24%: _____

Grand Total: _____

MAIL TO: HILTON SAN DIEGO BAYFRONT, ONE PARK BLVD, SAN DIEGO CA 92101
ATTN: ACCOUNTS RECEIVABLE

****ONCE COMPLETED FAX TO 619-321-4373**

Please be sure to include the following:

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
If paying by CC - all CC info with signature.
If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form is signed:** this will make sure there are no delays in your service request(s).

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form

Authorized Signature: _____ **Date:** _____





HILTON SAN DIEGO BAYFRONT Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: (619) 321-4373 ATTN: Cindy Esteban

HOTEL USE ONLY:

Date: _____

Authorized Amount: _____ Approval Code: _____ Date: _____

CARDHOLDER - Please completes the following section and sign/date below.

Company Name: _____

Event Date: _____

Confirmation Number: _____

Name of Person/Group Making Reservation: _____ Phone: _____

Cardholder Name as it Appears on Credit Card: _____

Cardholder Billing Address: _____

City: _____ State: _____ Zip: _____

Daytime /Business Telephone: _____ Evening Telephone: _____

Credit Card Number: _____ Expiration Date: _____

Credit Card Type: (Circle one) Visa/MasterCard American Express Discover JCB Diners Club

Credit Card Issuing Bank Name: _____ Bank Phone Number (from back of your credit card): _____

I agree to cover the following categories of charges: (Please circle) Meeting room Internet Food & Beverage Retail Recreation

I agree to cover the above categories of charges up to a Maximum Amount of \$ _____

DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers paying by credit card)

Name on Invoice/Statement _____ Date on Invoice/Statement _____

Invoice/Statement Number _____ Authorized Amount \$ _____

Note: Charges for Meeting room Internet will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for Meeting room Internet: \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____

Exhibitor Internet Service Order Form

Hilton San Diego Bayfront

General Terms & Conditions

1. Services. Hilton's network management services (the "Services") may include Connection to the Internet. In order to provide Internet connectivity, Hilton shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals - otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and Monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Hilton's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Hilton's Web site at www.Hilton.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Hilton. In the event that Hilton configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hilton be liable to Customer for any damage caused by such configuration, and Hilton makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hilton responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hilton shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Hilton does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hilton does not undertake to do so. Hilton hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hilton is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hilton makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Hilton to control or manage.

6. Limitation of Liability. Neither Hilton nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hilton relating to its obligations under this Agreement. Hilton's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Hilton, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hilton has no control over the content of information transmitted by Customer or its users and that Hilton does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Hilton, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Hilton may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hilton's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. Force Majeure. Hilton shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Hilton's reasonable control.

B. No Waiver. The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. Binding Effect; Amendment. This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. Notices. All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. Merger. This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. Third Party Beneficiaries/Parties in Interest. This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. Relationship of the Parties. Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venture or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefore and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. Governing Law. This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

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- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at ltdl.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
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or call 800.988.9889

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Multimodal capabilities

