Dear ARCHIVES 2008 Exhibitor:

Congratulations on your decision to exhibit your services/products at ARCHIVES 2008, the 72nd Annual Meeting of the Society of American Archivists! We look forward to welcoming you to San Francisco in August. As expected, our registration numbers are growing rapidly.

The enclosed Exhibitor Kit from GES Exposition Services (our show contractor) provides all the specific instructions that you will need for your booth set-up. Please take a moment to review the Kit, as deadlines are approaching rapidly. If you have any questions or concerns about the Kit, please contact Denene Kinney at GES at 301-583-5060 or dkinney@ges.com.

Included with your booth purchase are two complimentary meeting registrations (per 8x10 booth purchase) and two additional “Expo Hall Only” passes. To ensure that your representatives have name badges and are able to attend the entire conference, we ask that you complete and return a registration form for each individual. (Don’t forget to indicate attendance at social events!) In this packet you will find two complimentary meeting registration forms and one form on which we ask that you indicate up to two individuals to receive “Expo Hall Only” passes. Please complete and return all registration forms via fax to SAA Registrar Carlos Salgado at 312-606-0728 no later than July 31.

It’s not too late to sponsor an event! You can enhance your exposure before, during, and after the conference by sponsoring an event or take-away. The enclosed brochure lists lots of opportunities, and we’re happy to work with you to create a sponsorship that meets your needs. Contact Letiscia Perrin (at 410-571-0590) or me (at 312-606-0722) to talk about your marketing goals and how an ARCHIVES 2008 sponsorship might help you meet them. Please return your form no later than July 7.

ARCHIVES 2008 is approaching quickly, and we look forward to working with you to ensure that the International Archives and Information Technology Expo gives you a “golden opportunity” to meet your marketing goals!

Best regards,

Nancy P. Beaumont
Executive Director

Enclosures: Exhibitor Kit, Exhibitor Registration Forms

cc: Letiscia Perrin, Conference & Logistics Consultants
Carlos Salgado, SAA Registrar
## 1. COMPLIMENTARY REGISTRANT #1

One registrant per form. Please type or print clearly.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MI</th>
<th>NICKNAME FOR BADGE</th>
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<thead>
<tr>
<th>EXHIBITING COMPANY NAME</th>
<th>BOOTH #</th>
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<th>STREET OR PO BOX</th>
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<tr>
<th>CITY</th>
<th>STATE/PROVINCE</th>
<th>ZIP/POSTAL CODE</th>
<th>COUNTRY</th>
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<th>E-MAIL ADDRESS</th>
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Is your employer an Institutional Member of SAA?:

- [ ] No
- [x] Yes

Nonmembers employed by member institutions are eligible to receive partial discounts on SAA event registration.

SAA/ARMA Reciprocal Rate:

- [ ] No
- [x] Yes

ARMA ID#: ________________________________

- [ ] Check here if you have any special needs in order to participate fully in this event. The conference staff will contact you.

Navigator Program:

- [ ] Please assign me a Navigator.
- [ ] Please contact me about serving as a Navigator.

*Guest Registration: Designed especially for spouses, partners, and children of conference attendees, guest registration allows the guest to attend the Plenary Sessions, the All-Attendee Reception, and the Exhibit Hall. Guest registrations must accompany the conference attendee’s registration. When registering a guest, please be sure to provide full names below.

<table>
<thead>
<tr>
<th>GUEST NAME</th>
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<table>
<thead>
<tr>
<th>GUEST NAME</th>
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</table>
1. COMPLIMENTARY REGISTRANT #2

One registrant per form. Please type or print clearly.

LAST NAME   FIRST NAME   MI   NICKNAME FOR BADGE

EXHIBITING COMPANY NAME   BOOTH #

STREET OR PO BOX

CITY   STATE/PROVINCE   ZIP/POSTAL CODE   COUNTRY

PHONE   DAYTIME PHONE (WITH AREA CODE)   FAX (WITH AREA CODE)

E-MAIL ADDRESS

Please check appropriate box:

Guest* ................................................................. □ $99  □ $114  □ $129

Is your employer an Institutional Member of SAA?:
□ No  □ Yes

Nonmembers employed by member institutions are eligible to receive partial discounts on SAA event registration.

SAA/ARMA Reciprocal Rate:
□ No  □ Yes

ARMA ID#: ____________________________________________

Check here if you have any special needs in order to participate fully in this event. The conference staff will contact you.

Navigator Program:
□ Please assign me a Navigator.
□ Please contact me about serving as a Navigator.

*Guest Registration: Designed especially for spouses, partners, and children of conference attendees, guest registration allows the guest to attend the Plenary Sessions, the All-Attendee Reception, and the Exhibit Hall. Guest registrations must accompany the conference attendee’s registration. When registering a guest, please be sure to provide full names below.

*GUEST NAME

*GUEST NAME
All registration must be accompanied by payment, and all payments must be made in U.S. funds.
SAA accepts checks, VISA, MasterCard, and American Express. Please make checks payable to SAA. Do not send cash.

Total: $ ______________

☐ Q VISA   ☐ MasterCard   ☐ American Express
☐ Check # __________ Checks must include name(s) of registrant(s).

CREDIT CARD #     EXPIRATION DATE

NAME ON CARD (PLEASE PRINT)

CARDHOLDER’S SIGNATURE

For faster service:
Register online at www.archivists.org/conference
Or submit via fax
(with credit card information) to: 312-606-0728
Or send completed form with payment to:
Society of American Archivists
17 North State Street, Suite 1425
Chicago, IL 60602

Questions? 312-606-0722
866-722-7858 (toll-free)
Please do not submit registration via more than one method.
As outlined in the original ARCHIVES 2008 Exhibitor Agreement, SAA will provide up to two name badges for individuals working in your booth that will allow access ONLY to the Exhibit Hall. (This is in addition to the two complimentary meeting registrations per booth that you will receive as an Exhibitor.)

If you need these additional badges to accommodate your ARCHIVES 2008 exhibit staff, please provide the names of the two additional representatives below:

Company: ___________________________________
Booth #: ____________________________

Expo Hall Only Badge #1
Name: __________________________________

Expo Hall Only Badge #2
Name: __________________________________

PLEASE RETURN THIS VIA FAX TO: SAA Service Center at 312-606-0728.

If you have any questions, please contact the SAA 2008 Conference Office at 410-571-0590 or via email at SAA2008@gomeeting.com.

We look forward to welcoming you to San Francisco!
ARCHIVES 2008 is your golden opportunity to make the most of your marketing dollars!

Corporate Sponsorship Opportunities

A Corporate Sponsorship offers major contributors a special opportunity for continued recognition before, during, and after ARCHIVES 2008. You'll gain great visibility and have the chance to mingle with SAA's leaders, staff, speakers, and supporters.

GOLD SPONSOR ...............................................................................................$20,000
» Ten conference registrations (a $4,000 value!)
» Two 8 x 10 premium-location Exhibit Hall spaces (a $1,900 value!)
» Your company name on all meeting signage displayed outside all meeting rooms and public hallways
» An individual event of your choice up to $15,000
» Corporate Gold Sponsor listing and logo in Preliminary and Onsite programs
» Full-page ads in Preliminary and Onsite programs (a $1,050 value!)
» Full-page ad in a pre-meeting issue of Archival Outlook (a $510 value!)
» Listing on the SAA website, with a direct link to your site
» Multi-media recognition at the Plenary sessions
» Special acknowledgment by the Plenary session chairs
» Ten invitations to the President's Reception
» Your company's promotional material distributed free to all attendees

SILVER SPONSOR ........................................................................................ $15,000
» Five conference registrations (a $2,000 value!)
» One 8 x 10 premium-location Exhibit Hall space (a $1,050 value!)
» Sponsorship of a take-away of your choice up to $10,000
» Corporate Silver Sponsor listing and logo in Preliminary and Onsite programs
» Full-page ads in Preliminary and Onsite programs (a $1,000 value!)
» Full-page ad in a pre-meeting issue of Archival Outlook (a $510 value!)
» Listing on the SAA website, with a direct link to your site
» Five invitations to the President’s Reception
» Your company's promotional material distributed free to all attendees

BRONZE SPONSOR ...................................................................................... $10,000
» Two conference registrations (a $798 value!)
» One 8 x 10 Exhibit Hall booth
» Sponsorship of attendee badge holders
» Half-page ads in Preliminary and Onsite programs (an $800 value!)
» Corporate Bronze Sponsor listing and logo in Preliminary and Onsite programs
» Listing on the SAA website, with a direct link to your site

Now you can enhance your exposure at ARCHIVES 2008 with sponsorship of an attendee take-away or event. Sponsorship is an extremely effective way to communicate your company's commitment to archivists and records managers, their institutions, and their profession. A sponsorship proclaims your interest in providing the best education and networking in the profession. And with ARCHIVES 2008's comprehensive list of sponsorship options, you're sure to find one that meets your company's needs and budget!

At ARCHIVES 2008, you'll share your message with more than 1,600 archives and records professionals from around the world. Attendees enjoy a week-long program of workshops, education sessions, networking opportunities, and special events. The ARCHIVES 2008 EXPO offers industry suppliers and partners the chance to showcase products and services to the profession's decision makers. Here's your chance to take your commitment to the next level!
For those not able to sponsor the entire event, or select from the “a la carte” menu below:

- **All-Attendee Reception** 
  $35,000
  The event that just keeps growing! Attendees take advantage of this time to network with old friends and colleagues and to make new ones. You’ll have the opportunity to highlight your organization’s name and presence in a relaxed and fun atmosphere as archivists get “groovy” in San Francisco. Sponsor the entire event or select from the “a la carte” menu below:

  - **Can We Buy You a Drink?** 
    Your opportunity to have “face time” with attendees as they enter the reception site. Pre-printed drink tickets will include the following text: “Free Drink compliments of Your Company Name and Logo.”
    $5,000

  - **Entertainment** — Have we got a surprise planned for our reception attendees! And they’ll have you to thank for sponsoring a world-renown jazz orchestra at our big event! Your sponsorship includes signage and a very public “thank you.”
    $3,000

  - **Food Station** — Sponsor one of our delectable food stations at the reception. We’ll place signage at your station and also provide attendees with any giveaways (eg, napkins, pens, trinkets) that you provide.
    $2,000

  - **Transportation** — We’ll place your company name on each and every bus that you sponsor! In addition, we’ll make an announcement on your sponsored bus en route to our reception to publicly thank your company for its sponsorship. Be sure to take your sponsored bus, so that we can personally acknowledge you.
    $500 per bus

- **Opening Happy Hour in the Exhibit Hall** ...................................................... $15,000
  Here’s your chance to showcase your company in the Exhibit Hall, where your current and prospective clients have direct access to you. We’ll highlight your generosity on a large “thank you” banner, signage at all food stations, and drink tickets that carry your company name and logo. And we’ll provide a public “thank you.”

- **ARCHIVES 2008 Organizer** ........................................................................ $10,000
  Imagine your name and company logo displayed all week long as more than 1,600 meeting attendees carry and consult their conference organizers in the hotel and around San Francisco, and then take them home for use in the workplace. They’ll remember your company’s generosity for years to come!

- **Hotel Keycards** ............................................................................. $10,000
  The Hilton San Francisco will be abuzz with your company’s name as your logo and message appear on attendees’ room keycards throughout the conference. You’ll be top of mind from morning ‘til night!

- **Brunch in the Exhibit Hall** ................................................................. $10,000
  Yes, the feeding frenzy continues! Our attendees love to eat, and you’re sure to receive their thanks and recognition for providing a delectable Brunch, complete with all the trimmings. This hour-long event will feature food station signage and a banner highlighting your company’s name and logo, and a public “thank you” for your generosity.

- **Attendee Badgeholders** ................................................................. $5,000
  Attendees are required to wear their badges just about everywhere, and your company name and logo will travel with them during the conference — and beyond. Let’s see: 1,600 attendees x 1,000 impressions/day x 6 days equals....?

- **Morning Coffee and “Last Chance” Exhibit Hall Breaks** .................. $5,000
  Annual Meeting attendees will flock to the Exhibit Hall for their first coffee fix in the morning and that one last visit before the Hall closes. Take advantage of these heavily trafficked times to leave a lasting impression. Sponsorship includes snack station signage and a public “thank you.”

- **President’s Reception** ................................................................. $3,000
  Select groups are invited to attend the President’s Private Reception. Here’s your opportunity to place your company’s name before past, present, and future leaders of SAA. You’ll receive personal thanks from the President and signage at the door.

- **New Member/First-Timer Breakfast** ..................................................... $3,000
  More and more come every year as SAA membership continues to grow! If you’re looking for new leads and contacts, what better place to make an important first impression than at this special function just for new members and first-time attendees? Here’s your chance to develop strong partnerships with the future of the profession! Sponsorship includes signage and a public “thank you.”

For complete information about these sponsorship opportunities – or to begin customizing your own sponsorship – please contact Nancy Beaumont, SAA Executive Director (312-608-0722, nbeaumont@archivists.org) or Letiscia Perrin, Conference & Logistics Consultants (410-571-0890, saa2008@gomeeting.com).
This sponsorship agreement is between the Society of American Archivists (SAA) and ____________________________, which agrees to sponsor the following item(s) or event(s) at ARCHIVES 2008, to be held August 26 - 30, 2008, in San Francisco. SAA agrees to provide recognition to ____________________________ at ARCHIVES 2008 as detailed on the accompanying "Sponsorship Opportunities" form, which is considered a part of this agreement.

Please indicate your selections(s) from the following options:

<table>
<thead>
<tr>
<th>Item or event</th>
<th>Fee</th>
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<tbody>
<tr>
<td>All-Attendee Reception</td>
<td>$35,000</td>
</tr>
<tr>
<td>Gold Sponsor</td>
<td>$20,000</td>
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<tr>
<td>Silver Sponsor</td>
<td>$15,000</td>
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<tr>
<td>Opening Happy Hour in the Exhibit Hall</td>
<td>$15,000</td>
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<tr>
<td>Bronze Sponsor</td>
<td>$10,000</td>
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<tr>
<td>ARCHIVES 2008 Organizer</td>
<td>$10,000</td>
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<tr>
<td>Hotel Key Cards</td>
<td>$10,000</td>
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<tr>
<td>Brunch in the Exhibit Hall</td>
<td>$10,000</td>
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<tr>
<td>Attendee Badgeholders</td>
<td>$5,000</td>
</tr>
<tr>
<td>Morning Coffee and &quot;Last Chance&quot; Exhibit Hall Breaks</td>
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<tr>
<td>Can We Buy You a Drink?</td>
<td>$5,000</td>
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<tr>
<td>All-Attendee Reception Entertainment</td>
<td>$3,000</td>
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<tr>
<td>President’s Reception</td>
<td>$3,000</td>
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<tr>
<td>New Member / First-Timer Breakfast</td>
<td>$3,000</td>
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<tr>
<td>Food Station at All-Attendee Reception</td>
<td>$2,000</td>
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<tr>
<td>Reception Transportation</td>
<td>$500 per bus</td>
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<tr>
<td>Other Sponsor Opportunity</td>
<td>$________________________</td>
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<td>Describe here: __________________________________________________________________</td>
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</table>

For those not able to sponsor the entire event, partial sponsorships are available.

The Undersigned parties agree to the above:

Company Representative Name (Please Print)  
Title (Please Print)  
Signature  
Company Name (Please Print)  
Date Signed

Nancy P. Beaumont, SAA Executive Director  
The Society of American Archivists  
Date Signed
Exhibitor Services Manual Table of Contents

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

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<tr>
<td>G-8: Fire Regulations Information</td>
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<tr>
<td><strong>Material Handling</strong></td>
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<td>R-1: Material Handling Information</td>
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<td>GES Transportation Plus</td>
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<tr>
<td>R-2c: Transportation Plus &amp; Material Handling Form</td>
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<tr>
<td>R-8b: GES Logistics Material Handling &amp; Shipping Form</td>
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<td>R-6: Direct Shipping Labels</td>
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<tr>
<td><strong>Decorating Services</strong></td>
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<td>A-1: Furniture &amp; Accessories Order Form</td>
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<tr>
<td>A-2: Furniture Package Order Form</td>
<td>20</td>
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<tr>
<td>B-1: Specialty Furniture Order Form</td>
<td>21</td>
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<tr>
<td>B-2: Specialty Furniture Order Form</td>
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<tr>
<td>D-1: Standard Exhibit System Order Form</td>
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<td>I-1: Graphics &amp; Signage Order Form</td>
<td>24</td>
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<td>I-2: Digital File Submission Guide</td>
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<td><strong>Labor</strong></td>
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<tr>
<td>L-1: Installation &amp; Dismantling Order Form</td>
<td>26</td>
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<td>L-2: Key Information</td>
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<td>L-3: Official Contractors Information</td>
<td>28</td>
</tr>
<tr>
<td>SAMPLE COPY: Certificate of Liability Insurance</td>
<td>29</td>
</tr>
<tr>
<td>L-4: Notice of Intent to Use Exhibitor-Appointed Contractor</td>
<td>30</td>
</tr>
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<td>H-3: Booth Layout Form</td>
<td>31</td>
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<td>32</td>
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<tr>
<td><strong>Utility Services</strong></td>
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<tr>
<td>Edlen Electrical Services</td>
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<td>Hilton Telephone Services</td>
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<td>Presentation Services Audio / Visual Services</td>
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<td>PSAV Computer / AV Services</td>
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<tr>
<td>Exhibit Plant &amp; Floral</td>
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</table>

SAVE TIME WITH GES ONLINE AT: www.ges.com
Show Information

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

Official Service Contractor
GES Exposition Services®
7050 Lindell Road
Las Vegas, NV 89118-4702
Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
International Calls: 702.515.5970
International Faxes: 702.263.1520
Contact us Online: www.ges.com/contact

Show Information
Backwall Drape: Gold / Green / Green / Gold
Sidewall Drape: Gold
Hall: Grand Ballroom B
Exhibit Hall Carpet Color: Multi-Colored

Booth Package
Booth Size: 8' x 10'
1 - 6' Green Draped Table
2 - Contour Chairs
1 - Wastebasket
1 - One line ID sign (7” x 44”) provided automatically

Important Dates
Be sure to check all order forms for additional deadlines.
Thursday, August 7
Discount Deadline for orders received with payment
Tuesday, July 29
Advance Shipments may begin arriving at Warehouse
Thursday, August 21
Last day for Advance Shipments to arrive at Warehouse without surcharges
Thursday, August 28
Only day for Direct Shipments to arrive at Exhibit Site
Thursday, August 28
Installation 1:00 pm - 4:00 pm
Thursday, August 28
Show Hours 5:30 pm - 7:30 pm
Friday, August 29
8:00 am - 4:30 pm (7:00 am - 8:00 am for Private Appointments)
Friday, August 29
Dismantle 4:30 pm - 8:00 pm
Friday, August 29
Carriers must be checked in by 6:30 pm
Friday, August 29
All exhibitor materials must be removed by 8:30 pm

Shipping Addresses
Advance Shipments to Warehouse
c/o GES Exposition Services
Yellow Transportation
201 Haskins Way
So. San Francisco, CA 94080
Shipments should arrive on or before: August 21, 2008

Direct Shipments to Exhibit Site
c/o GES Exposition Services
Hilton San Francisco
333 O’Farrell St
San Francisco, CA 94102
Shipments will only be accepted on: August 28, 2008

GES Servicenter®
GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

SAVE TIME WITH GES ONLINE AT: www.ges.com
As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

**Ordering Trade Show Services.**
- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9’ x 20’ carpet for a 10’ x 10’ booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don’t order more than will comfortably fit in your booth and still allow you to do business.

**Inbound - Move In.**
- Confirm your furnishings orders with the GES National Servicenter®. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

**Showsite.**
Put together a trade show survival kit to include in your freight or carry with you, including:
- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

**Outbound - Move out.**
- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this.
**General Information**

**International Archives & Information Technology Show**

Hilton San Francisco • August 28 - 29, 2008

We have designed this form to help you better understand the role of the official services contractor, the services we offer and provide tips to maximize your cost savings.

### What is a General Services Contractor?

GES® has been selected as the official services contractor by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we’re at your service.

Many exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

### GES Show Services

**Booth Furniture & Accessories**
The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

**Booth Carpet**
GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

**Custom Exhibits**
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at www.ges.com.

**Rental Exhibits**
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at www.ges.com.

**Installation & Dismantle Services**
If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the official service contractor on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

**Graphics**
Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

**Shipping**
GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your “shipping made easy.”

**Lighting & Rigging**
A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

### How Can I Order My Show Services?

1. **GES® Online**
   GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:
   
   **Step 1:** If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:
   
   A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
   
   B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.
   
   **Step 2:** Once logged in, sign up or select your show.
   
   **Step 3:** Browse products and create orders for your show.
   
   **Step 4:** Once you are satisfied with your choices, simply check out to process the order.

   Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

2. **GES National Servicenter®**
The GES National Servicenter® provides consistency and continuity of customer service for all GES exhibitors at all GES shows, offering the following services:

   - Single point of contact for all GES shows
   - Coast to coast time zone coverage
   - Personalized exhibitor service for all pre- and post-show orders

   7050 E. Lindell Road
   Las Vegas NV, 89118
   Phone: 800.475.2098
   Fax: 866.FAX.1GES (866.329.1437)
   International Phone: 702.515.5970 / Fax: 702.263.1520

3. **GES Servicenter®**
   Once you are at the show, the GES Servicenter® is on site to place any last minute orders and provide show information.

### Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don’t know the answer, they will find it!
ATTENTION:
PETROLEUM SURCHARGE INFORMATION

In order to offset the effects of increasing fuel costs being felt by every citizen and industry in North America, GES Exposition Services® has enacted a Petroleum Surcharge Program.

The Petroleum Surcharge will result in a 2% increase on all services published in the exhibitor service manual with the exception of GES® Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueens, propane fuel and diesel fuel.

GES thanks you for your continued support and patience during this critical time.
### Payment Policy

**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** — GES Exposition Services accepts MasterCard, Visa, Discover, Diners Club, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $25.00 fee for returned NSF checks.

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or conclusion of the event, or balance left without appropriate credit card on file. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

* If you wish to purchase coverage for excess declared value, please see Material Handling Form (R-2).

**Bank wire transfer payment information:**

- **Beneficiary:** GES Exposition Services
c/o Bank of America
1655 Grant Street
Concord, CA 94520 USA
Telephone # 800.233.8820 x 57755

If requested, following is the physical address for routing identifiers:

- 100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.

**Credit Card Charge Authorization**

All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

**Calculation of Orders**

<table>
<thead>
<tr>
<th>Item</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit System Rental</td>
<td>$</td>
</tr>
<tr>
<td>Furniture &amp; Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>Labor</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling</td>
<td>$</td>
</tr>
<tr>
<td>Other GES Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other GES Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other GES Services (Specify)</td>
<td>$</td>
</tr>
</tbody>
</table>

1. **Full Payment** in U.S. funds drawn on a U.S. Bank

GES is exempt from backup withholding tax.

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

**Please sign**

- Charge my credit card in the amount of: $
- Enclosed is a check in the amount of: $

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.
### 3rd Party Billing Request

**International Archives & Information Technology Show**  
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**FORM DEADLINE DATE:**  
August 7, 2008

You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization** below. Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. **GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.**

#### Exhibiting Firm

**STREET ADDRESS**

**CITY**  
**STATE**  
**ZIP**

**PHONE**  
**FAX**

The items checked below are to be invoiced to the Exhibiting Firm:

- [ ] I & D Labor  
- [ ] Booth Cleaning  
- [ ] Signs  
- [ ] Rental Furniture  
- [ ] Transportation Charges  
- [ ] Material Handling In & Out  
- [ ] Other (Please Specify) ________________

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**PLEAS SIGN**  
**AUTHORIZED SIGNATURE**

**AUTHORIZED NAME - PLEASE PRINT**  
**DATE**

#### Third Party

**STREET ADDRESS**

**CITY**  
**STATE**  
**ZIP**

**PHONE**  
**FAX**

The items checked below are to be invoiced to the Third Party:

- [ ] All Services  
- [ ] Booth Cleaning  
- [ ] I & D Labor  
- [ ] Rental Furniture  
- [ ] Signs  
- [ ] Transportation Charges  
- [ ] Material Handling In & Out  
- [ ] Other (Please Specify) ________________

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**PLEASE SIGN**  
**AUTHORIZED SIGNATURE**

**AUTHORIZED NAME - PLEASE PRINT**  
**DATE**

#### Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

**Account Number**

- [ ] Corporate Card  
- [ ] Personal Card  

**PROVIDE EXPIRATION DATE**

- [ ] MasterCard  
- [ ] American Express  
- [ ] VISA  
- [ ] Diners Club  
- [ ] Discover

**CARDHOLDER’S NAME**  
**PLEASE PRINT**

**CARDHOLDER’S BILLING ADDRESS**

- **CITY**
- **STATE**
- **ZIP**
- **COUNTRY**

**PLEASE SIGN**  
**CARDHOLDER’S SIGNATURE**  
**DATE**

#### Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

**Account Number**

- [ ] Corporate Card  
- [ ] Personal Card  

**PROVIDE EXPIRATION DATE**

- [ ] MasterCard  
- [ ] American Express  
- [ ] VISA  
- [ ] Diners Club  
- [ ] Discover

**CARDHOLDER’S NAME**  
**PLEASE PRINT**

**CARDHOLDER’S BILLING ADDRESS**

- **CITY**
- **STATE**
- **ZIP**
- **COUNTRY**

**PLEASE SIGN**  
**CARDHOLDER’S SIGNATURE**  
**DATE**

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**SAVE TIME WITH GES ONLINE AT:**  
[www.ges.com](http://www.ges.com)
Safety First!

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Safety is very important for everyone working in the exhibit hall - especially you!

GES Exposition Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a GES Exposition Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor loss prevention guidelines at show site

• Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.

• Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.

• Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask GES personnel for assistance.

• GES forklifts and carts are to be used by authorized GES personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. are prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a “safe operating” procedure. If they do not, a GES representative at the Exhibitor Service Desk can provide it to you.

• Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate or load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.

• Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.

• Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify a GES supervisor for assistance repairing or removing a damaged cord. Do not overload outlets or plugs.

• Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.

• If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.

• Use good housekeeping. Dispose of waste properly and keep materials stacked securely.

• Keep aisles free and clear of any and all debris.

• Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.

• Notify a GES representative of any safety issues or concerns.
Show Site Work Rules

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Union Information
To assist you in planning your participation in your San Francisco area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union Jurisdiction
Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this Agreement. One full-time company employee may supervise work with the Union crew.

Material Handling Union Jurisdictions
Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

Electricians Union - Truss and Lighting
TSE is responsible for supervision, assembly and removal of truss assemblies for lighting, audio-visual equipment & special effects, whether hanging or floor standing. All power, electrical labor orders, and additional requirements for such equipment must be placed through TSE as the electrical contractor. Your representative may be present during the assembly or the installation/removal of your truss or lighting.

Gratuities
Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Always Honest Hotline
GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.
GES Terms & Conditions of Contract

International Archives & Information Technology Show
GES TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE TO ANY PARTIES

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I. Definitions:
GES: GES Exposition Services, Inc., dba GES and/or GES Logistics, and/or Trade Show Electrical (aka TSE), and/or Trade Show Rigging (aka TRS) and their employees;
Agent: GES agents, sub-contractors, carriers, and the agents of each;
Customer: Exhibitor or other party requesting Services from GES;
Carrier: Motor carrier, air carrier, or any other transportation or freight forwarder;
Shipper: Party who tenders Goods to Carrier for transportation;
Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services;
Cold Storage: Holding of Goods in a climate controlled area.

Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows.
Show Site: The venue where an event or exhibition takes place.
Supervised Labor: Labor that is under the direct supervision of GES.
Un-Supervised Labor: Labor that is not under the direct supervision of GES.

II. Scope:
The Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer appointed Contractors, and/or Independent Contractors and their employees, and any other party with an interest in the Goods. Each party shall have the benefit of these Terms and Conditions and be bound by all the provisions contained herein, including but not limited to time limits and limitations of liability.

By acceptance of services of GES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

III. Customer Obligations
Payment for services: Customer shall be liable for all unpaid charges for services performed by GES. Customer authorizes GES to charge its' credit card directly for services rendered or for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligations
Indemnification: Customer to GES: Except to the extent of GES' own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify GES from and against all claims, lawsuits, demands, losses, expenses, or costs, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property, relating to or arising from possession or exhibition of the Goods hereunder.

Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

For purposes of determining GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against all claims, lawsuits, demands, losses, expenses, or costs, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than GES. GES assumes no liability for bodily injury resulting from Customer's presence in areas which have been marked as 'off limits to exhibitions' and during hours and days when public are present in the facility, prior to the start of and after the conclusion of the event.

V. No liability for consequential damages.
UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VI. GES Liability for Loss or Damage to Goods
Negligence standard: GES shall be liable, subject to the limitations contained herein, for loss or damage only if such loss or damage is caused by the direct or contributory negligence or misconduct of GES.
Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods for or damage to shrink wrapped Goods. All Goods should be examined at the point of delivery for standing by heavy equipment, including but not limited to forklifts, cranes, or dolls. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement of Goods to show floor.
Responsibility of GES: GES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the provision of the piece count or count.
Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, shortages, strikes, labor disputes, acts of terrorism or war.

Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability for any loss or damage.

Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of value in the space provided on the GES services order form(s) and also on the Material Handling Services/Straight Bill of Lading. Failure to select one of the provided options will result in re-pricing at GES' discretion, and at Customer's expense the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage: GES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Goods: GES shall not be liable for any loss or damage occurring while Goods are unattended in Customers' booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Materials and Goods are sent to GES on the Order for Material Handling Services/ Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at GES discretion, and at Customer's expense the Goods are labeled for return. GES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Excess Exceeded: If GES wishes a higher limitation of liability than stated above, for loss or damage, that occurs during the show, the Customer may, by so declaring a value in the space provided on the GES services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by GES, GES will be liable for that amount, directly or indirectly, for any loss or damage, or for any special, incidental, and/or consequential damages.

Breach of Contract: Measure of damages: GES liability shall be limited to the lesser of 1) the depreciable value of Goods, 2) repair cost, or 3) the limitation of liability. The limitation of liability shall be $50 (fifty cents) per pound per piece, $100.00 (one hundred dollars) per package or $1,500.00 (one thousand five hundred dollars) per occurrence.

VI. No liability for consequential damages.
UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

VII. Jurisdiction, Choice of Forum
This Agreement shall be governed by and construed in accordance with the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States District Court, in the County of Clark, in the State of Nevada, or as applicable depending upon jurisdiction, the County Court of Clark County, in the State of Nevada.

VIII. Advanced Warehousing/Temporary Storage/Long Term Storage.
All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Terms Storage are contained in the separate agreement, entitled 'Storage Agreement'. In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods:

The responsibility of GES with respect to Exhibit Material is limited to the exercise of ordinary care, the exercise of due care consistent with the nature of the Goods, the exercise of due care of the entity performing the handling of GES' Goods, or exercising reasonable care but not for the purpose of insuring its' Goods for any and all risk.

The liability of GES is limited to sixty cents ($.60) per pound of the actual cash value of the Goods, in case of partial loss or damage, the maximum liability shall be prorated based on weight. GES' liability is not for: paint, screens or other fragile equipment, original art, and prototypes. The Declaratory Value of the Goods shall be documented where discrepancies exist.

Additionally, the GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to sixty cents per pound ($.60) of the actual cash value per article. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to: fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marking, scratching or breaking of glass or other fragile items. GES is not liable for the mechanical functions of instruments or mechanical devices as well as the operation of the storage facility. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss, multiplies, wipeout, or even for any act or failure to act. Customer pays storage fees, if any costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to the appropriateness of the conditions for Exhibitors' Material. The risk of loss remains the Customers alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.
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The following guidelines have been instituted by San Francisco County Convention Facilities in order to ensure the safe operation of any convention or trade show in these facilities. Please cooperate in abiding by these regulations.

1. The use of the following materials, processes and equipment are prohibited.
   - Liquid petroleum gas
   - Wood matches with all-surface strikes
   - Flammable cryogenic gases
   - Aerosol cans with flammable propellants
   - Smoking in posted “No Smoking” areas
   - Fueling of motor vehicles
   - Pressurized gas tanks, empty or full

   \[\text{NOTE: Oilpaper, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.}\]

2. Combustion Engines: any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:
   - Fuel tanks, unless never having held fuel, shall be maintained with a quantity not to exceed one quarter of tank capacity or five gallons, whichever is less. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked and sealed in an approved manner to prevent the escape of vapors. No vehicle may be started or operated within any assembly building during show hours. This shall include garden tractors, chain saws, power plants, and other gasoline-powered equipment. Adding or removing fuel, on site, shall be prohibited.
   - LPG fuel tanks shall be removed. Vehicles shall not be moved during show.
   - The electrical system shall be de-energized, either by:
     1. Removing the battery(ies); or
     2. Removing the battery cables; or
     3. Disconnecting both battery cables and covering them with electrical tape or other similar insulating material to prevent arcing.
   - Exhibits shall be installed so as not to block emergency equipment, fire exits and equipment, including fire hose and hand fire extinguisher cabinets and fire pull boxes. Exhibits shall be installed so as not to interfere in way with access to or visibility of any required exit or exit sign.

3. All aisle and display areas shall be free of obstruction.

4. The following booth configurations require special approval:
   - Platforms exceeding 500 square feet in area (No combustible storage is permitted under platforms)
   - Exhibition booths with canopies
   - Booths and other structures, constructed within a building equipped with an automatic sprinkler system, shall not be constructed with any wood, plastic, fabric, fiber or other combustible materials.

5. All electrical devices shall meet the following qualifications:
   - All electrical equipment, cords, extensions, etc., must be Underwriters Laboratories (UL) approved, and shall meet all city and state codes.
   - Flexible extension cords must be of adequate size and type for the equipment/appliances used. These extensions must be of the 3-prong, grounded type.
   - Clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping permanently attached to the lamp holder clamp. Use of ceramic porcelain or molded composition type of neck-shelf is the only type approved for use in San Francisco Convention Facilities. On/off switches are usually located in the neck.

6. All electrical devices shall be marked with the date and type of treatment and the name of the firm which applied the treatment.

   EXCEPTIONS:
   - Plywood or factory flame proofed cardboard is acceptable.
   - Objects on display, such as arts or crafts, are not required to be flame retardant.

As a general rule, a material is not flame retardant if, after being ignited, the material continues to burn after the igniting flame has been removed.

7. If your equipment is flammable, you can either not use it and buy new material that is flame resistant from a company with a California Flame Retardant Certificate, or simply get it treated by a company licensed by the state of California, obtaining a Flame Retardant Certificate at that time. Only California Certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the Hilton San Francisco Fire Marshal. This does not apply to your product or any decorations provided by the official decorator. Self treatment of materials is not allowed.

9. Literature on display shall be limited to reasonable quantities (1 day’s supply). Reserve quantities shall be kept in closed containers and stored in a neat and compact manner, free and clear of electrical cables or junction boxes.

   Since most crates and cartons are not constructed of non-flame resistant wood and packing materials are not flame retardant, storage of these items are not permitted within San Francisco Convention Facilities. Storage of any kind is prohibited behind the back drapes or display wall, or inside display area. All cartons, crates, containers, packing materials, etc., which are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the floor.
Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

**Benefits of Advance Shipping to the GES Warehouse**
- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

**How to ship in Advance to the GES Warehouse**
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

**How to Ship to Exhibit Site**
- Consign all shipments c/o GES Exposition Services.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

**Freight Carriers**
Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of “normal” delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

**Tracking Shipments**
Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

**Estimating Material Handling Charges**
Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.
- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constrained space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 pm during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge:
  a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  b. Freight shipments sent to the show after it has opened.
  c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

**Storing Empty Containers**
Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked “empty.”

**Outgoing Shipments**
An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

**Machinery Labor and Equipment**
Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recreating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

**Insurance**
All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

**GES Limits of Liability & Excess Declared Value**
- **Liability** – GES is liable for loss or damage to your goods only if the loss or damage was caused by GES negligence.
- **Measure of Damage** – If GES was negligent and the negligence caused either loss or damage to your goods, then the measure of that damage will be determined by the following:
  a. Measure of damages in all situations (including b. & c. below) will be limited by the Depreciated Value of the goods or repair costs, whichever is less.
  b. The lesser of $0.50 per pound per package, $100 per package, or $1500 per occurrence.
  c. Damages will be limited to a declared value, if you fill in a Declared Value Amount, check the box requesting Excess Declared Value, and pay the appropriate charges for Excess Declared Value. (Maximum allowed declared value $100,000)
- **Cost** – Excess declared value available from GES for $1.00 per $100 of excess valuation. ($50.00 minimum charge per request)
- **Not Insurance** – Excess declared value is not insurance. GES does not offer or sell insurance. GES is not liable and will not owe for loss or damage to your goods if the damage or loss was not caused by GES negligence.
GES® Logistics turns an exhibiting necessity into an added show value with GES® Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES® Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**
  Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night. Just one more example of GES’ continued commitment to our customers.

- **Your Shipping Solution**
  GES Logistics gives you reliable service and great rates on air and ground shipping. You will receive on-site representation, competitive rates, and the comfort of working directly with the General Services Contractor.

- **Smooth Integration**
  Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

For more info call 888.454.4437 or visit us online at www.ges.com/logistics
# Transportation Plus & Material Handling Form

## International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

**FORM DEADLINE DATE:** August 7, 2008

### Advance Shipments to GES Warehouse (200 pound minimum per shipment)

<table>
<thead>
<tr>
<th>Crated Materials</th>
<th>Transportation Plus Saving Rates</th>
<th>Materials Requiring Special Handling</th>
<th>Uncrated Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ST/ST</strong></td>
<td>$135.00 cwt</td>
<td>$121.50 cwt</td>
<td></td>
</tr>
<tr>
<td><strong>ST/OT</strong></td>
<td>$175.50 cwt</td>
<td>$157.95 cwt</td>
<td></td>
</tr>
<tr>
<td><strong>OT/OT</strong></td>
<td>$216.00 cwt</td>
<td>$194.40 cwt</td>
<td></td>
</tr>
</tbody>
</table>

| **ST/ST**        | $168.75 cwt                      | $151.88 cwt                        |                    |
| **ST/OT**        | $219.50 cwt                      | $197.55 cwt                        |                    |
| **OT/OT**        | $270.00 cwt                      | $243.00 cwt                        |                    |

**SMALL PACKAGE:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall in to the small package category may be subject to special handling charges.

### Direct Shipments to Exhibit Site (200 pound minimum per shipment)

**ST/ST**
- $140.00 cwt
- $126.00 cwt
- $175.00 cwt

**ST/OT**
- $182.00 cwt
- $163.00 cwt
- $227.50 cwt

**OT/OT**
- $224.00 cwt
- $201.60 cwt
- $280.00 cwt

**ST/ST**
- $210.00 cwt
- $204.75 cwt

**ST/OT**
- $273.00 cwt
- $245.70 cwt

**OT/OT**
- $336.00 cwt
- $302.40 cwt

**EXCESS DECLARED VALUE OPTION:**
- **Note 1:** Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.
- **Note 2:** Declared value $ ____________. Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.

**Overtime:** All other times, Saturdays, Sundays, Holidays.
- **ST/ST** rate if freight will be handled on straight time into the show and out of the show.
- **ST/OT** rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
- **OT/OT** rate if freight will be handled on overtime into the show and out of the show.

### Calculation of Material Handling Charges For Standard Rates Only (Use Form R-8b For Transportation Plus Rates)

- **Our shipment will be sent to [ ] Exhibit Site / [ ] Warehouse on date:**
- **Total Estimated Charges:**
- **Total Weight (200 lb minimum per shipment):**

<table>
<thead>
<tr>
<th>Total Weight (200 lb minimum per shipment)</th>
<th>= 100</th>
<th>x Rate:</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cartons:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

### ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

**Advance Date:**
- **July 29, 2008:** Advance shipments may begin arriving at warehouse.
- **August 21, 2008:** Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% ($30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.

**Direct Dates:**
- **August 26, 2008:** Only day for shipments to arrive at the exhibit site.
GES Logistics Material Handling & Shipping Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
GES Exposition Services** • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

FORM DEADLINE DATE: August 7, 2008

Pick Up Information

DATE
SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)
ADDRESS STREET
CITY
STATE
ZIP
COUNTRY

PICK UP CONTACT
PHONE NUMBER

SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)

Pick Up

Delivery

Delivery Information

DATE
RECEIVING HOURS

DESTINATION
EXHIBITOR NAME

SHOW NAME
BOOTH #

ADDRESS STREET
CITY
STATE
ZIP
COUNTRY

SHOW CONTRACTOR
CONTACT
PHONE NUMBER

Method Of Shipment

Ground: □ LTL
□ Truck Load

Air: □ Next Day
□ 2nd Day
□ Deferred

Shipment Rates (price per shipment)

*Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.

Small package cartons will be sent to □ Exhibit Site / □ Warehouse on date: via: Total cartons: = $

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)

LIST EACH PIECE

H x W x L

DIMENSIONS IN INCHES

EST. WEIGHT

LIST EACH PIECE

H x W x L

DIMENSIONS IN INCHES

EST. WEIGHT

Our shipment will be sent to □ Exhibit Site / □ Warehouse on date: via: Total pieces: = $

Total Weight (200 lb minimum per shipment): + 100 = x Rate: = $

Hazardous Materials Contact Number

( ) _________-_________

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS:

Advance Date:
• July 29, 2008: Advance shipments may begin arriving at warehouse.
• August 21, 2008: Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% ($30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.

Direct Dates:
• August 28, 2008: Only day for shipments to arrive at the exhibit site.

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classification and rules that have been established GES and are available to the shipper, on request. By signing this order form, shipper agrees to be bound by all its terms and conditions.

EXCESS DECLARED VALUE OPTION:

Note 1: STOP! You must read form G-7 before going any further... I have read the Terms & Conditions set forth on form G-7 and I understand the contents thereof. I have the authority to bind the below-referenced exhibiting company, which hereby accepts the terms and conditions set forth on this form and the G-7 form.

Note 2: Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 3: Declared value $_________ Excess declared value available from GES, up to $100,000.00. Excess declared value is not available for items listed on form G-7.

□ Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

Authorized Signature – Please Sign: X

AUTHORIZED NAME - PLEASE PRINT

DATE

SAVE TIME WITH GES ONLINE AT: www.ges.com

14

24-02460

050806

050806
Pre-Printed Outbound Material Handling Request

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact • Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

FORM DEADLINE DATE: August 7, 2008

Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

SHIPPING DESTINATION 1: Number of Labels Needed:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

SHIPPING DESTINATION 2: Number of Labels Needed:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>EMAIL ADDRESS</th>
<th>BOOTH NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS STREET</td>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>PHONE</td>
<td>FAX</td>
<td>PURCHASE ORDER NUMBER</td>
</tr>
</tbody>
</table>

Method Of Shipment

Please Select Desired Method of Shipment Below:

- □ GES Logistics:
  - □ Ground
  - □ Air
    - □ Next Day Delivery
    - □ 2nd Day Delivery
    - □ Deferred Delivery
  - □ Van Line – □ Full Pad □ Partial Pad □ Crated
  - □ Specialized Service: _____________________________________________

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to $0.50 Per pound per package, $100.00 per package, or $1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value $______________. Excess declared value available from GES, up to $100,000.00.

Excess declared value is not available for items listed on form G-7.

□ Check here, if requesting excess declared value ($1.00 per $100.00 of excess valuation will be assessed, $50.00 minimum charge).

□ Other:__________________________________ □ Common Carrier □ Air □ Van Line
  - □ Next Day □ Full Pad
  - □ 2nd Day □ Partial Pad
  - □ Deferred □ Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the GES Servicenter. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor’s expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

SAVE TIME WITH GES ONLINE AT: www.ges.com
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:
EXHIBITING COMPANY
International Archives & Information Technology Show
NAME OF EXHIBITION
BOOTH NUMBER
C/O GES EXPOSITION SERVICES
YELLOW FREIGHT SYSTEMS
201 HASKINS WAY
SO. SAN FRANCISCO, CA 94080

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 3:00pm; Closed 12:00pm - 1:00pm & Holidays.

Carrier ________________________________
Number __________________ of __________ pieces

RUSH!
EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO:
EXHIBITING COMPANY
International Archives & Information Technology Show
NAME OF EXHIBITION
BOOTH NUMBER
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Carrier ________________________________
Number __________________ of __________ pieces
USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

**International Archives & Information Technology Show**

SHIPEMENT SHOULD ARRIVE ONLY ON:  
August 28, 2008.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

**C/O GES EXPOSITION SERVICES**  
HILTON SAN FRANCISCO  
333 O’FARRELL ST  
SAN FRANCISCO, CA 94102  

**CARRIER**

Number________________of__________________pieces
Carpet Order Form

International Archives & Information Technology Show
Hilton San Francisco • August 28 – 29, 2008

DISCOUNT DEADLINE DATE: August 7, 2008

Price List

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5304</td>
<td>9'x10' 13 oz. Standard Booth Carpet</td>
<td>$181.75 $272.75</td>
<td></td>
</tr>
<tr>
<td>5305</td>
<td>9'x20' 13 oz. Standard Booth Carpet</td>
<td>$365.50 $548.00</td>
<td></td>
</tr>
<tr>
<td>5306</td>
<td>9'x30' 13 oz. Standard Booth Carpet</td>
<td>$548.50 $822.75</td>
<td></td>
</tr>
</tbody>
</table>

VISQUEEN PLASTIC COVERING FOR PROTECTION
Includes installation and removal.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE/SQ FT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5312</td>
<td>Plastic Covering</td>
<td>$0.99 $1.48</td>
</tr>
</tbody>
</table>

PADDING
GES Offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE/SQ FT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5313</td>
<td>Padding</td>
<td>$2.00 $2.99</td>
</tr>
</tbody>
</table>

CUSTOM-CUT CARPET
Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE/SQ FT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5309</td>
<td>13 oz. Standard Custom</td>
<td>$4.51 $6.75</td>
</tr>
<tr>
<td>5310</td>
<td>26 oz. Plush Custom</td>
<td>$6.95 $10.45</td>
</tr>
<tr>
<td>5311</td>
<td>50 oz. Ultra Plush Custom</td>
<td>$8.15 $12.25</td>
</tr>
</tbody>
</table>

Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (Please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged 100%. All other carpet cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Choice

☐ 13 oz. Standard Booth Carpet Color (Item #’s 5304-5306 ONLY). Gray will be provided if no color is indicated below:
  - Black
  - Blue
  - Burgundy
  - Emerald Green
  - Gray
  - Red
  - Stone Blue

☐ 13 oz. Standard Custom-Cut Carpet Color (Item # 5309 ONLY).
Gray will be provided if no color is indicated below:
  - Black
  - Blue
  - Burgundy
  - Gray
  - Emerald Green
  - Red

☐ 26 oz. Plush Custom-Cut Carpet Color (Item # 5310 ONLY).
Dove will be provided if no color is indicated below:
  - Cement
  - Charcoal
  - Cobalt
  - Dove
  - Graphite
  - Iceberg
  - Midnight
  - Silver

☐ 50 oz. Ultra Plush Custom-Cut Carpet Color (Item # 5311 ONLY).
Iceberg will be provided if no color is indicated below:
  - Bisque
  - Black
  - Cabernet
  - Graphite
  - Iceberg
  - Midnight
  - Seaside
  - Sterling

☐ Electrical Under Carpet?
  - Yes
  - No

☐ Calculate Total Square Footage
  Width _____ x Length _____ = _____ Square Feet

Please Indicate Choice

Place Order Here

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5304</td>
<td>9'x10' 13oz. Standard Carpet</td>
<td>$272.75</td>
<td>1</td>
<td>$272.75</td>
</tr>
<tr>
<td>5305</td>
<td>9'x20' 13oz. Standard Carpet</td>
<td>$548.00</td>
<td>1</td>
<td>$548.00</td>
</tr>
<tr>
<td>5306</td>
<td>9'x30' 13oz. Standard Carpet</td>
<td>$822.75</td>
<td>1</td>
<td>$822.75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>TOTAL SQ FT X PRICE/SQ FT X 8.500% TAX = TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5312</td>
<td>Plastic Covering</td>
<td>$1.48</td>
</tr>
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</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign:

Authorized Name – Please Print: __________________________

DATE: ________________________
**Discount Deadline Date:**
August 7, 2008

**International Archives & Information Technology Show**
Hilton San Francisco • August 28 - 29, 2008

---

### Price List

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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<tbody>
<tr>
<td>5401</td>
<td>Plastic Contour Chair, 32x19x18.5</td>
<td>$73.00</td>
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<tr>
<td>5402</td>
<td>Contemporary Chair, 31x23x18</td>
<td>$106.75</td>
<td>$159.75</td>
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<td>5403</td>
<td>Contemporary Arm Chair, 31x23x18</td>
<td>$112.55</td>
<td>$170.25</td>
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<tr>
<td>5404</td>
<td>Contemporary Stool, 48x17x16</td>
<td>$121.25</td>
<td>$182.00</td>
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**TABLES**

<table>
<thead>
<tr>
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<th>REGULAR PRICE</th>
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<tbody>
<tr>
<td>5407</td>
<td>Square Table, 24x24x30</td>
<td>$86.50</td>
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<tr>
<td>5408</td>
<td>Rectangular Table, 24x36x30</td>
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<tr>
<td>5409</td>
<td>Round Starbase Table, 40x30</td>
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<td>Round Starbase Table, 30x40</td>
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**Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides**

<table>
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<th>DISCOUNT PRICE</th>
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<tr>
<td>5804</td>
<td>Skirted 4' Table, Skirted 4' Sides, 24x30</td>
<td>$133.00</td>
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<td>5805</td>
<td>Skirted 6' Table, 24x30</td>
<td>$154.50</td>
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<td>5806</td>
<td>Skirted 8' Table, 24x30</td>
<td>$175.75</td>
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<td>5807</td>
<td>4th Side Skirted, Optional</td>
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**Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides**

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<tr>
<td>5808</td>
<td>Skirted 4' Counter, Skirted 4' Sides, 24x42</td>
<td>$161.50</td>
<td>$242.25</td>
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<tr>
<td>5809</td>
<td>Skirted 6' Counter, 24x42</td>
<td>$182.50</td>
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<tr>
<td>5810</td>
<td>Skirted 8' Counter, 24x42</td>
<td>$203.75</td>
<td>$306.00</td>
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<td>5811</td>
<td>4th Side Skirted, Optional</td>
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**Risers**

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<tr>
<td>5812</td>
<td>4' Single Tier, 7' or 15'h, 8&quot;w</td>
<td>$35.75</td>
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<tr>
<td>5813</td>
<td>6' Single Tier, 7' or 15'h, 8&quot;w</td>
<td>$50.50</td>
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<tr>
<td>5814</td>
<td>4' Double Tier, 7' and 15'h, 8&quot;w</td>
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<tr>
<td>5815</td>
<td>6' Double Tier, 7' and 15'h, 8&quot;w</td>
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**Custom Booth Drapes**

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<th>REGULAR PRICE</th>
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<tbody>
<tr>
<td>5001</td>
<td>8'H Back Drape, 4' minimum</td>
<td>$17.75</td>
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<td>5002</td>
<td>3'H Side Drape, 4' minimum</td>
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**Display Furniture (Continued)**

<table>
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<tr>
<td>5653</td>
<td>BFD1: Pedestal, Graphite Nebula 24x4x42</td>
<td>$359.00</td>
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<tr>
<td>5654</td>
<td>BFD2: Pedestal, Grey Nebula 30x30x42</td>
<td>$387.50</td>
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<tr>
<td>5655</td>
<td>BFD3: Pedestal, Graphite Nebula 30x30x42</td>
<td>$387.50</td>
<td>$581.50</td>
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<tr>
<td>5643</td>
<td>BEL1: Etagere, Silver Finish</td>
<td>$272.25</td>
<td>$408.25</td>
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<tr>
<td>5644</td>
<td>BTE2: Etagere, Black</td>
<td>$272.25</td>
<td>$408.25</td>
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<tr>
<td>5820</td>
<td>6' Full View Display Case</td>
<td>$532.75</td>
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<tr>
<td>5823</td>
<td>6' Half View Display Case</td>
<td>$532.75</td>
<td>$799.00</td>
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</table>

Display cases not available for this location are:
- 4' Full View, 4' Half View, 4' Quarter View, 5' Full View, 5' Half View, 5' Quarter View, and 6' Quarter View.

**Furniture & Accessories Order Form A-1**

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.**

Click Here to View
Furniture & Accessories Brochure

---

**Please Indicate Choice**

- Table/Counter Skirt Color (Item #'s 5001-5002, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
  - Beige
  - Forest Green
  - Blue
  - Burgundy
  - Black
  - Gold
  - Purple
  - Red
  - Gray
  - Mauve
  - Teal
  - White

- Optional 4th Side Table Skirt (Item #'s 5805-5806 ONLY).
  - 6' Table
  - 8' Table

- Optional 4th Side Counter Skirt (Item #'s 5809-5810 ONLY).
  - 6' Table
  - 8' Table

- Tackboard/Pegboard Physical Alignment (Item #'s 5801 & 5816 ONLY).
  - Horizontal
  - Vertical

Please include Booth Layout Form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

SAVE TIME WITH GES ONLINE AT: www.ges.com

---

**Price Include Delivery, installation, rental, and removal.**

Cancellation Policy: Items canceled will be charged 50% of original price after move-in begins and 100% of original price after installation.

---

**Discount Policy**

- 2. Payment Enclosed
- 3. Payment Enclosed

Authorized Signature – Please Sign: X

Authorized Name - Please Print:

Date: 24-02460
### Price List

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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<tbody>
<tr>
<td>5410</td>
<td>Furniture Package 1</td>
<td>$286.43</td>
<td>$429.71</td>
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<tr>
<td></td>
<td>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</td>
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<tr>
<td>5411</td>
<td>Furniture Package 2</td>
<td>$604.58</td>
<td>$908.28</td>
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<tr>
<td></td>
<td>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

### Please Indicate Choice

**Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

- [ ] Beige
- [ ] Forest Green
- [ ] Purple
- [ ] Black
- [ ] Gold
- [ ] Red
- [ ] Blue
- [ ] Gray
- [ ] Teal
- [ ] Burgundy
- [ ] Mauve
- [ ] White

Prices include delivery, installation, rental, and removal.

### Place Order Here

<table>
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<th>PRICE</th>
<th>QTY</th>
<th>TOTAL PRICE</th>
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<tr>
<td>5411</td>
<td>Furniture Package 2</td>
<td>$</td>
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</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered $ 
2. Payment Enclosed $ 

Authorized Signature – Please Sign: X

Authorized Name - Please Print: [ ]

Date: [ ]

SAVE TIME WITH GES ONLINE AT: www.ges.com
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<th>Description</th>
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<tr>
<td>5500</td>
<td>BLSD: Loveseat, Charcoal Leather</td>
<td>$672.75</td>
<td>$1009.00</td>
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<tr>
<td>5503</td>
<td>B3CH: Newport Armless Chair, Charcoal Leather</td>
<td>$398.50</td>
<td>$597.75</td>
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<tr>
<td>5504</td>
<td>B0SO: 2 pc. Sectional, Platinum White</td>
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<td>BOTS: Wedge Ottoman, Platinum White</td>
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<tr>
<td>5506</td>
<td>BSO1: Sofa, Platinum White</td>
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<tr>
<td>5507</td>
<td>BCA: T-Vac Chair, Translucent/Chrome</td>
<td>$264.75</td>
<td>$397.25</td>
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<tr>
<td>5508</td>
<td>BSC9: Panton Side Chair, White</td>
<td>$186.25</td>
<td>$279.50</td>
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<td>SEATING COLLECTIONS - RIO</td>
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<tr>
<td>5509</td>
<td>BSO6: Sofa, Blue Suede/Chrome Leg</td>
<td>$574.50</td>
<td>$861.75</td>
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<td>5510</td>
<td>B0CH: Chair, Blue Suede/Chrome Leg</td>
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<td>$668.50</td>
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<td>BSO6: Sofa, Black Leather</td>
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<td>$1006.00</td>
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<td>$613.50</td>
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<tr>
<td>5513</td>
<td>BBO: Chair, Black Leather</td>
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<td>SEATING COLLECTIONS - FLORENCE</td>
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<td>B0CH: Chair, Cream</td>
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<td>SEATING COLLECTIONS - CAPPUCCO</td>
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<tr>
<td>5516</td>
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<td>5517</td>
<td>BSOL: Sofa, Gold Suede</td>
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<td>$906.50</td>
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<tr>
<td>5518</td>
<td>BBO: Chair, Camouflage</td>
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<td>B0CB: Tub Chair, Black</td>
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<td>SEATING - CLUB CHAIRS</td>
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<td>$597.75</td>
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<tr>
<td>5505</td>
<td>B0CH: Newport Corner, Charcoal Leather</td>
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<td>$693.50</td>
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<td>BCIC: Lisbon Chair, Black Leather</td>
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<tr>
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<td>BC1: Florence Chair, Cream</td>
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<td>B1CH: Rio Chair, Blue Suede/Chrome Leg</td>
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<td>5522</td>
<td>BOCB: Barcelona Chair, Black</td>
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<td>BBOB: Tub Chair, Black</td>
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<td>5518</td>
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<td>$534.00</td>
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<td>$397.25</td>
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<td>5536</td>
<td>B0C: Tub Occasional Chair, Black</td>
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<tr>
<td>5517</td>
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<td>5538</td>
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<td>BCEP: Chair, Onyx Slipcover</td>
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<td>B0CZ: Chair, Beige Slipcover</td>
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<td>5541</td>
<td>B0CR: Panton Side Chair, Orange</td>
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<td>$279.50</td>
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### Price List

#### TABLES - BAR (Continued)

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<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
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<td>BWTB: 30” Brushed Red, Chrome Base</td>
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<tr>
<td>5602</td>
<td>BWTCC: 30” Brushed Blue, Chrome Base</td>
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#### TABLES - MARTINI BAR

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<th>REGULAR PRICE</th>
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#### TABLES - CONFERENCE

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<th>REGULAR PRICE</th>
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<td>BCC2: 6’ Rectangle Maple</td>
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<td>BCC4: 10’ Rectangle Maple</td>
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#### TABLES - COCKTAIL

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<td>BCD1: Soho, Steel Base/Chocolate Top</td>
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<td>BCIK: Inspiration</td>
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<td>BCIC: Geo Rectangle, Glass/Chrome</td>
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<td>5630</td>
<td>BCIM: Visions, Cherry</td>
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<td>5631</td>
<td>BCIC: West Indies</td>
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<td>5632</td>
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<td>5633</td>
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<td>BE1D: Soho, Steel Base/Chocolate Top</td>
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<td>BEIK: Inspiration</td>
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<td>5637</td>
<td>BE1C: Geo Square, Glass/Chrome</td>
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<td>5638</td>
<td>BE1M: Visions, Cherry</td>
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<td>5639</td>
<td>BE1H: West Indies</td>
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<td>5640</td>
<td>BE1L: Chestnut/Graphite</td>
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## OFFICE & UTILITY FURNITURE

### LAMPS

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<td>5669</td>
<td>BLAD: Lumalight Lamp, White</td>
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<td>5670</td>
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<td>5671</td>
<td>BLAL: Floor Lamp, Pewter</td>
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<td>5672</td>
<td>BLAR: Parisian Lamp, Pewter</td>
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<td>5673</td>
<td>BLAJ: Lamp, Ruby</td>
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**Place Order Here**

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</tbody>
</table>

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign: X

1. Total All Items Ordered $...
2. Payment Enclosed $...

Authorized Name – Please Print:...

Authorized Date: ...

---

**SAVE TIME WITH GES ONLINE AT:** www.ges.com

24 – 02460

---

**Discount Deadline Date:** August 7, 2008

**Hilton San Francisco • August 28 - 29, 2008**
**Standard Exhibit System Order Form**

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**
GES Exposition Services®, 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**International Archives & Information Technology Show**
Hilton San Francisco • August 28 - 29, 2008

**DISCOUNT DEADLINE DATE:**
August 7, 2008

---

**Price List**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
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<tr>
<td>20' X 20' EXHIBITS</td>
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<tr>
<td>2202 20x20 Island/Peninsula</td>
<td>$ 13409.75</td>
<td>$ 20115.00</td>
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<td>2211 20x20 Island/Peninsula</td>
<td>$ 21066.50</td>
<td>$ 31599.75</td>
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<tr>
<td>2216 20x20 Island</td>
<td>$ 21155.75</td>
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<tr>
<td>5105 20x20 Island</td>
<td>$ 9652.75</td>
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<td>10' X 20' EXHIBITS</td>
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<tr>
<td>1206 10x20 Inline, White Hardwall Only</td>
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<td>1209 10x20 Inline</td>
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<td>$ 9715.50</td>
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<td>10' X 10' EXHIBITS</td>
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<td>1101 10x10 Inline</td>
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<td>1107 10x10 Corner</td>
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<td>5004 10x10 Inline, White Hardwall Only</td>
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<td>5006 10x10 Inline, White Hardwall Only</td>
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<td>5008 10x10 Inline, White Hardwall Only</td>
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<td>5009 10x10 Inline, White Hardwall Only</td>
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<td>5101 6' Tabletop Display</td>
<td>$ 1476.50</td>
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<td>5102 10x10 Inline</td>
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<td>5103 10x10 Inline</td>
<td>$ 2953.00</td>
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Delivery, installation, rental, and dismantling are included in package price.

---

**Please Indicate Choice**

- **13 oz. Standard Custom-Cut Carpet Color** (Item #s 1101-5009, 5102-5105 ONLY). Gray will be provided if no color is indicated below:
  - Black
  - Burgundy
  - Gray
  - Blue
  - Emerlad Green
  - Red

- **Choose Fabric or Laminate Panel Type (a or b), and then select Color** (Item #s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Gray Fabric Panel will be provided if no color or type is indicated below:
  a. **Fabric Panel:**
     - Black
     - Blue
     - Gray
  b. **Laminate Panels:**
     - Black
     - Oxford White
     - Prism Blue
     - Silver Gray

- **Trim Metal Color** (Item #s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Silver will be provided if no color is indicated below:
  - Black
  - Silver

- **Arm Light:**
  - Black
  - White

- **Wirewall Panel:**
  - Black
  - White

- **Plexi:**
  - Clear
  - Smoke

- **Electrical Under Carpet?**
  - Yes
  - No

- **Table Skirt Color** (Item # 5101 ONLY). Gray will be provided if no color is indicated below:
  - Beige
  - Forest Green
  - Purple
  - Black
  - Gold
  - Red
  - Blue
  - Gray
  - Tea
  - Burgundy
  - Mauve
  - White

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**Place Order Here**

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<tr>
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<td>Information Counter, 1 Meter</td>
<td>$ 356.25</td>
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<tr>
<td>5107</td>
<td>Information Counter, 2 Meter</td>
<td>$ 488.25</td>
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<td>5108</td>
<td>Information Counter, 1 Meter Curved</td>
<td>$ 705.00</td>
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<td>5109</td>
<td>Shelf, 1 Meter x 10&quot;</td>
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<td>5110</td>
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<td>$ 446.50</td>
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<td>5112</td>
<td>Arm Light, Black or White</td>
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<td>5113</td>
<td>Wirewall Panel, Black or White</td>
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**SLATWALL ACCESSORIES**

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<td>Waterfall, Hooks</td>
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<td>5015</td>
<td>Hook, 4&quot;, 6&quot;, or 8&quot;</td>
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<td>5016</td>
<td>Hangbar, 1 Meter</td>
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<td>Hangbar, 2 Meter</td>
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**SMOOTHWALL GRID ACCESSORIES**

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<td>Hook, 4&quot;, 6&quot;, or 8&quot;</td>
<td>$ 6.45</td>
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<td>5020</td>
<td>Hangbar, 1 Meter</td>
<td>$ 62.50</td>
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<td>$ 62.50</td>
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<td>Hangbar, 2 Meter</td>
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<td>5028</td>
<td>Grid Panel</td>
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**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

---

**Authorized Signature – Please Sign:**

---

**Custom ID Sign**

Colored signs are available at additional cost, so please email geographics@ges.com for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

**STANDARD ID SIGN COPY**

If Custom ID is not required, please indicate ID copy. Print or type.

---

**SAVE TIME WITH GES ONLINE AT:**

www.ges.com
Graphics & Signage Order Form

Digital Deadline Date: August 7, 2008

International Archives & Information Technology Show
Hilton San Francisco - August 28-29, 2008

Company Name: ____________________________
Email Address: ____________________________
Booth Number: ____________________________

Price List

<table>
<thead>
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<th>ITEM #</th>
<th>DESCRIPTION</th>
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<th>REGULAR PRICE</th>
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<td>5907</td>
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<tr>
<td>5908</td>
<td>14” x 22” Sign</td>
<td>$103.25</td>
<td>$156.00</td>
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<td>5910</td>
<td>22” x 28” Sign</td>
<td>$135.75</td>
<td>$203.75</td>
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<td>5911</td>
<td>28” x 44” Sign</td>
<td>$159.00</td>
<td>$238.50</td>
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<tr>
<td>5914</td>
<td>40” x 60” Sign</td>
<td>$274.00</td>
<td>$411.00</td>
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<td>5931</td>
<td>Easel Back</td>
<td>$12.35</td>
<td>$18.65</td>
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Background Color (Item #’s 5905-5915 ONLY). White will be provided if no color is indicated below:
- Black
- Blue
- Green
- Red
- Yellow

Copy Color (Item #’s 5905-5915 ONLY). Black will be provided if no color is indicated below:
- Black
- Blue
- Green
- Red
- Yellow

Indicate Physical Alignment (Item #’s 5905-5915 ONLY).
- Horizontal
- Vertical

For custom work quotation, please contact us at:
- gesgraphics@ges.com

File submission requirements and guidelines for custom signage are contained within the page titled “Digital File Submission Guide.”

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total All Items Ordered $________
2. 8.50% Applicable Tax $________
3. Payment Enclosed $________

Authorized Signature – Please Sign: ____________________________
Authorized Name - Please Print: ____________________________
Date: ____________________________

Complete Copy

Please Print. Attach a layout to this form if necessary.
Digital File Submission Guide

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

**Sending your graphic and image files to the GES Creative Services Department**

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

### Acceptable Media

- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R only)
- Email attachment (limited to maximum size of 2mb)
- FTP (mandatory .zip or .sit compression)

When sending disks, label them as follows: Exhibitor Name / Show / Show Date / City of event

Name your files appropriately for easy identification. Do not send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

### Optimal File Types and Resolution

**VECTOR:** This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

**BITMAP:** This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

### Acceptable Software

<table>
<thead>
<tr>
<th>Program</th>
<th>Version</th>
<th>File Extension</th>
<th>Description</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat</td>
<td>7.0</td>
<td>.pdf</td>
<td>Portable Document</td>
<td>Convert to .pdf using appropriate high-quality output settings</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>CS2 (12.0)</td>
<td>.ai, .eps</td>
<td>Vector Drawing</td>
<td>Avoid embedding bitmap images</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>CS2 (3.0)</td>
<td>.indd</td>
<td>Page Layout</td>
<td>Include appropriate links/images</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>CS2 (8.0)</td>
<td>.tiff, .psd, .eps</td>
<td>Bitmap Editing</td>
<td>File should be in CMYK color space</td>
</tr>
<tr>
<td>CorelDraw</td>
<td>12.0</td>
<td>.cdr</td>
<td>Vector Drawing</td>
<td>Avoid embedding bitmap images</td>
</tr>
<tr>
<td>QuarkExpress</td>
<td>6.5</td>
<td>.qxd</td>
<td>Page Layout</td>
<td>Include appropriate links/images</td>
</tr>
</tbody>
</table>

### Page/Artwork Dimensions

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

### Color Specifications & Proofs

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System (PMS®). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

### Typefaces/Fonts

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

### Still Have Questions?

If you still have questions or concerns about your artwork or method of delivery, please contact us at gesgraphics@ges.com (please indicate what city your event is being held in).
# Installation & Dismantling Order Form

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**
GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

**DISCOUNT DEADLINE DATE:**
August 7, 2008

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### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

### LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Worker Per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show-Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$108.50</td>
<td>$135.75</td>
<td>$162.75</td>
</tr>
<tr>
<td>Overtime</td>
<td>$190.00</td>
<td>$237.50</td>
<td>$285.00</td>
</tr>
</tbody>
</table>

- Straight Time: Monday through Friday 8:00 AM to 5:00 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

---

### Please Indicate Service

- **GES SUPERVISED (OK TO PROCEED)**
  
  Please complete “Key Information” form (L-2)
  
  GES will supervise labor to:
  
  - Unpack and install display before exhibitor arrival at show site.
  - Dismantle, pack, and arrange to ship display after show closing.
  - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph VI, Labor.
  
  A 25% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

- **EXHIBITOR SUPERVISED (DO NOT PROCEED)**
  
  Exhibitor will supervise:
  
  - Indicate workers needed for installation and dismantling
  - GES will not be responsible for any loss or damage arising from the installation, unpacking, dismantlement or packing of exhibitor property.

- **GES is responsible for the following type of booth:**
  
  - Pop-up
  - Two Story
  - Custom
  - Other: ________________

---

### Place Order Here

<table>
<thead>
<tr>
<th>Schedule Date(S)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Workers</th>
<th>Labor Rate</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM PM</td>
<td>AM AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM PM</td>
<td>AM AM</td>
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<tr>
<td>AM PM</td>
<td>AM AM</td>
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<tr>
<td>AM PM</td>
<td>AM AM</td>
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<td></td>
</tr>
</tbody>
</table>

1. Total Labor Ordered $_____
2. 25% ($50.00) GES Supervision $_____
3. Payment Enclosed $_____

**Authorized Signature:**

Authorized Name - Please Print ____________________ Date ____________

---

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.
Inbound Freight Information
 Carrier ___________________________ Shipped By ___________________________ Date ________________
 Number of Pieces __________________ Weight __________________ Pro Number __________________________
 Target Date _________________________ Loose Display __________________ Crated Display ______________________
 Shipped To: (Check One) □ Warehouse □ Showsite

Set-up Information for GES Installation
 □ Set Up Drawings Attached ___________________________ □ Rental Carpet Color __________________
 □ Set Up Drawings With Exhibit ______________________ □ Own Carpet Color _______________________
 □ Case/Crate Number ___________________________ □ Padding _________________________________
 □ Number of Workers required for set up __________________ Approximate time for set up __________________
 □ Forklift Ordered Hrs. __________________ Time _______ Special Equipment Required __________________

Did You Order —
 Electrical □ Yes □ No Electrical Under Carpet □ Yes □ No
 Electrical Drawings □ Attached □ Sent to the Official Electrical Contractor □ With the Exhibit
 Booth Cleaning □ Yes □ No Other Items ________________________________
 Furniture □ Yes □ No
 A/V Furniture □ Yes □ No
 Telephone □ Yes □ No

Outbound Freight Information
 Outbound Freight Charges ___________________________ Consigned To ________________________________
 □ Prepaid □ Collect ___________________________ □ Bill To ________________________________
 ___________________________ □ GES Storage ________________________________
 Method □ GES Logistics □ Common Carrier □ AirFreight □ Vanline □ Other ___________________________
 Carrier (if known) ___________________________________________________________________________
 Contact __________________ Phone ___________________________

Emergency Contact Information / Showsite Contact
 Name ___________________________ Title __________________
 Telephone _________________________
 Other Means of Contacting This Person ___________________________
 Contact’s Hotel ______________________ Arrival _______ Departure _________
 Purchasing Authorization □ Yes □ No
Official Contractors Information

International Archives & Information Technology Show
Hilton San Francisco • August 28 - 29, 2008

Official Service Contractors

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

a. Supervision may be provided by the Exhibitor.

b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Organizer in writing and GES Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.

2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show organizer requires more.

   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in an occurrence.

   b. $2,000,000 with respect to injuries to more than one person in any occurrence.

   c. Automobile Liability not less than $1,000,000 with respect to property damage to any one owned, non-owned or hired vehicles in an occurrence.

   d. Workers’ Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage and/or statutory limitation.

   e. GES Exposition Services and Show Organizer must be named as additional insureds for all policies except workers compensation.

   Any exhibitor who has identified a exhibitor appointed contractor, “EAC” must insure that the EAC has a current Certificate of Insurance on file with GES or Show Organizer, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.

3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Exposition Services.

4. For services such as electrical, plumbing, telephone, cleaning, material handling, and rigging, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

5. The Exhibitor Appointed Contractor:

   a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor manual, including all union rules and regulations.

   b. Must have all business licenses, permits, and Worker’s Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All Certificates of Insurance shall name GES Exposition Services, Inc. (Official Contractor), Conference & Logistics Consultants, Inc. (Show Organizer), Hilton San Francisco (Facility), and International Archives & Information Technology Show (Show) as additional insureds. See attached example.

   c. Will share with GES Exposition Services all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.

   d. Must furnish Show Organizer and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.

   e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.

   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space and must be kept clear.

   g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.

   h. Must coordinate all of its activities with GES Exposition Services.

   i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.

   j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.

6. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.
**ACORD CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER:**

ABC Insurance Agency  
1234 Broker Lane  
New York, NY 10895  
Attn: Joe Agent (212) 555-6102 ext. 1234  
Fax: (212) 555-6100

**INSURER A:** Hartford Insurance Company of Illinois  
**INSURER B:** Aetna Casualty & Surety Company  
**INSURER C:** Travelers Insurance Company  
**INSURER D:** Royal Insurance Company  
**INSURER E:**

**DATE (MM/DD/YY):** 01/01/03

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFR"AMS RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**CERTIFICATE HOLDER:**

GES Exposition Services, Inc.  
3875 Bay Center Place  
Hayward, CA 94545  
Attn: John Smith  
(212) 555-9819

---

**DESCRIPTION OF OPERATIONS/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions**

GES Exposition Services, Inc. (Official Contractor), Conference & Logistics Consultants, Inc. (Show Organizer), Hilton San Francisco (Facility), and International Archives & Information Technology Show (Show) are hereby named as additional insureds, except for Workers' Compensation. GES Exposition Services, Inc. (Official Contractor), Conference & Logistics Consultants, Inc. (Show Organizer), Hilton San Francisco (Facility), and International Archives & Information Technology Show (Show) must be named as additional insureds.

---

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>DATE (MM/DD/YY)</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL LIABILITY</td>
<td>000P98298-A11</td>
<td>01/01/08 01/01/09</td>
<td>EACH OCCURRENCE: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>FIRE DAMAGE (Any one fire): $50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MED EXP (Any one person): $5,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PERSONAL &amp; ADV INJURY: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GENERAL AGGREGATE: $2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PRODUCTS-COMP/POD AGG: $2,000,000</td>
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<tr>
<td>AUTOMOBILE LIABILITY</td>
<td>SKLS-0294995</td>
<td>01/01/08 01/01/09</td>
<td>COMBINED SINGLE LIMIT: $2,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Ea accident):</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>BODILY INJURY (Per person): $250,000</td>
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<td>(Per person):</td>
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<td>BODILY INJURY (Per person): $250,000</td>
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<td></td>
<td>(Per accident):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>PROPERTY DAMAGE (Per accident): $250,000</td>
</tr>
<tr>
<td>GARAGE LIABILITY</td>
<td></td>
<td></td>
<td>AUTO ONLY-EA ACCIDENT: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OTHER THAN AUTO-EA ACCIDENT: $500,000</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>XL1234567</td>
<td>01/01/08 01/01/09</td>
<td>EACH OCCURRENCE: $1,000,000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>AGGREGATE: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$500,000</td>
</tr>
<tr>
<td>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</td>
<td>A1415-SS-PJ37</td>
<td>01/01/08 01/01/09</td>
<td>EACH OCCURRENCE: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E.L. EACH ACCIDENT: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE-EA EMPLOYEE: $1,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>E.L. DISEASE-POLICY LIMIT: $1,000,000</td>
</tr>
<tr>
<td>PROFESSIONAL LIABILITY</td>
<td>000P98298-A11</td>
<td>01/01/08 01/01/09</td>
<td>EACH OCCURRENCE &amp; AGGREGATE: $1,000,000</td>
</tr>
</tbody>
</table>

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**1. PRODUCER:** Insurance Agent / Broker who issues certificate.

**2. NAME OF INSURED:** Must be the legal name of contracting party.

**3. TYPES OF INSURANCE:** Must include types required by contract. See Official Contractors Information (form L-3) in this exhibitor manual.

**4. FORM OF COVERAGE:** Must be "occurrence" form of coverage.

**5. NAME ADDITIONAL INSURED:** GES Expositions Services, Inc. (Show Contractor), Conference & Logistics Consultants, Inc. (Show Organizer), Hilton San Francisco (Facility), and International Archives & Information Technology Show (Show) must be named as additional insureds.

**6. CERTIFICATE HOLDER:** Must be GES Expositions Services, Inc.

**7. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of exhibitor move-in.

**8. POLICY EXPIRATION DATE:** Must be on or after the last day of exhibitor move-out.

**9. LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Official Contractors Information (form L-3) in this exhibitor manual.

**10. NOTICE OF CANCELLATION:** 30 days notice must be provided.

**11. AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.
A non-Official Contractor is a company other than the “general or official” service provider on the show, or third party service provider designated by show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as “exclusive” to a venue provider, or by show organizer in a contract as an exclusive service for the “official” or “general” contractor or other third party. If a non-official contractor attempts to provide services designated to another party as “exclusive” or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services with all necessary information by the deadline date indicated above.

<table>
<thead>
<tr>
<th>Contract/Display House</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Phone (area code _____)</td>
</tr>
<tr>
<td>Contact: _______________</td>
</tr>
<tr>
<td>Description of Proposed Service for Exhibitor: ________________________</td>
</tr>
</tbody>
</table>

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

### Rules & Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/expeditor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show organizer or GES management.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

### For Insurance and safety reasons, the official contractor designated in this service manual must be used for services such as:

- Electrical
- Plumbing
- Booth Cleaning
- Decorator Labor
- Telephone
- Rigging
- Millwright Work
- Material Handling

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors (EACs)

1. Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. Keep “No Freight Aisles” clear at all times. If GES is required to rearrange any material situated in a clearly identified “No Freight Aisle” you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
Booth Layout Form

Hilton San Francisco • August 28 - 29, 2008

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

☐ Show Cases — Form A-1  
☐ Pegboard / Tackboard — Form A-1  
☐ Special Colored Drape — Form A-1  
☐ Standard Exhibit Systems (If exhibit size is smaller than booth size) — Form D-1  
☐ Pad and Carpet (If you are not carpeting your entire booth) — Form C-1

To use this grid:
• Use bold lines to indicate the outline of your booth.
• Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
• Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number:________)

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number:________)
International Archives & Information Technology Show  
Hilton San Francisco • August 28 - 29, 2008

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
GES Exposition Services®, 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.529.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

---

**Cleaning Order Form**

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.

## Price List

### VACUUMING

Includes emptying your wastebasket nightly.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT PRICE</th>
<th>REGULAR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9070</td>
<td>Vacuuming for Duration of Show</td>
<td>$0.37</td>
<td>$0.55</td>
</tr>
<tr>
<td>9071</td>
<td>Vacuuming Per Day</td>
<td>$0.48</td>
<td>$0.71</td>
</tr>
<tr>
<td>9072</td>
<td>Vacuuming Before Show Open Only</td>
<td>$0.51</td>
<td>$0.75</td>
</tr>
</tbody>
</table>

### SHAMPOOING

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9073</td>
<td>Shampooing Before Show Open Only</td>
<td>$0.80</td>
</tr>
</tbody>
</table>

### MOPPING & WAXING

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9074</td>
<td>Mopping &amp; Waxing Before Show Open Only</td>
<td>$1.01</td>
</tr>
</tbody>
</table>

### PERIODIC PORTER SERVICE

GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included.

Calculate by your booth size.

- **9075** 0-500 sq ft: per day $153.75
- **9076** 501-1500 sq ft: per day $167.25
- **9077** 1501-3000 sq ft: per day $194.25
- **9078** 3001 sq ft and above: Call for Quote

### PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Worker Per Hour</th>
<th>Discount</th>
<th>Regular</th>
<th>Show-Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$108.50</td>
<td>$135.75</td>
<td>$162.75</td>
</tr>
<tr>
<td>Overtime</td>
<td>$190.00</td>
<td>$237.50</td>
<td>$285.00</td>
</tr>
</tbody>
</table>

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

### Calculate Total Square Footage

Width _______ x Length _______ = _______ Square Feet

### Place Order Here

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>TOTAL SQ FT</th>
<th>PRICE/SQ FT</th>
<th>X NO. OF DAYS = TOTAL PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9070</td>
<td>Vacuuming Duration</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9071</td>
<td>Vacuuming Per Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9072</td>
<td>Vacuuming Before Show Open Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9073</td>
<td>Shampooing Before Show Only</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9074</td>
<td>Mop/Wax Before Show Only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

1. Total All Items Ordered $ ____________
2. Payment Enclosed $ ____________

Authorized Signature – Please Sign: 

**Authorizing Name – Please Print**

---

**SAVE TIME WITH GES ONLINE AT:** www.ges.com

---

**24-02460**
**ELECTRICAL ORDER FORM**

**MAIL OR FAX TO**

129 Sylvester Road, So. San Francisco, CA 94080
Ph: (650) 225-0900 Fax: (650) 225-0950
sanfrancisco@edlen.com

**ELECTRICAL EXHIBITION SERVICES**

129 Sylvester Road, So. San Francisco, CA 94080
Ph: (650) 225-0900 Fax: (650) 225-0950
sanfrancisco@edlen.com

**COMPANY:**

**EVENT:**
Society of American Archivists Annual Meeting

**FACILITY:**
Hilton San Francisco

**DATES:**
August 28 - 29, 2008

**EVENT#:** 088064SF

---

### ELECTRICAL OUTLETS

<table>
<thead>
<tr>
<th>120 VOLT</th>
<th>QUANTITY (For Show Hours Only)</th>
<th>QUANTITY (For 24hrs/day Double price)</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td>120.00</td>
<td>180.00</td>
<td></td>
</tr>
<tr>
<td>501 - 1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td>198.00</td>
<td>297.00</td>
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</tr>
<tr>
<td>1501 - 2000 WATTS (20 AMPS)</td>
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<td></td>
<td>295.00</td>
<td>442.00</td>
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**208 VOLT SINGLE PHASE**

<table>
<thead>
<tr>
<th>AMPS</th>
<th>QUANTITY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td>315.00</td>
<td>472.00</td>
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<tr>
<td>20</td>
<td></td>
<td>411.00</td>
<td>617.00</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>501.00</td>
<td>752.00</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td>650.00</td>
<td>975.00</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td>870.00</td>
<td>1305.00</td>
<td></td>
</tr>
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</table>

**208 VOLT THREE PHASE**

<table>
<thead>
<tr>
<th>AMPS</th>
<th>QUANTITY</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
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<td>391.00</td>
<td>587.00</td>
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<tr>
<td>20</td>
<td></td>
<td>550.00</td>
<td>825.00</td>
<td></td>
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<tr>
<td>30</td>
<td></td>
<td>675.00</td>
<td>1013.00</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td></td>
<td>881.00</td>
<td>1322.00</td>
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<tr>
<td>100</td>
<td></td>
<td>1129.00</td>
<td>1694.00</td>
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</tr>
</tbody>
</table>

**TRANSFORMER**

To boost 208V up to approx. 230V - $3 per amp with 20 amp min.

**LIGHTING EQUIPMENT**

Including current consumed. Include drawing showing light location.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 WATT ARM LIGHT 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 WATT FLOOD LIGHT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 WATT DBL POLE LIGHT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 WATT FLOOD LIGHT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 WATT QUARTZ LIGHT 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 WATT QUARTZ LIGHT 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LABOR**

For Show (Mon - Fri 8:00 am - 3:30 pm, excluding Holidays) 105.00

OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays) 210.00

**FOR ADVANCE PAYMENT PRICE**

to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this DEADLINE DATE: 08/14/08

**ON LINE ORDERING**

This show is available on line. Visit www.edlen.com. Use the event # above as your password.

**ISLAND BOOTHS**

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

**208V & HIGHER VOLTAGES**

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

**DEDICATED OUTLETS**

Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

---

**PLACE YOUR TOTAL PAYMENT HERE**

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

**COMPANY NAME:**

**PHONE:**

**FAX:**

**ADDRESS:**

**CITY:**

**ST:**

**ZIP:**

**SIGNATURE:**

**PRINT NAME:**

**EMAIL ADDRESS:**

**CC VERIFICATION NO:**

**PAID BY:**

**CARD HOLDER SIGN:**

**ADDRESS:**

**CITY:**

**ST:**

**ZIP:**

**CREDIT CARD BILLING ADDRESS (if different from address above)**

---

33
VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the
deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan
will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or
photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and
charge the corrected amount. Exhibitors will be notified by fax of any such corrections.

3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island
booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date,
Edlen will bring the main power to a convenient location at Edlen’s discretion. Please refer to item #6.

4. Outlet rates listed do not include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from
the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis.
Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of
power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be
applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.

8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall
including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be
removed only by Edlen employees.

10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.

11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless
electrical services have been ordered through Edlen.

12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical
devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse
connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle,
horsepower, etc., required for operation.

14. All Exhibitor’s cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-
current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.

15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment
is not received.

16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received
by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than $50.00
unless specifically requested in writing.

17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility
company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by
Exhibitor.

19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or
otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge
will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall
booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

---Diagram---

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

34
TELECOMMUNICATIONS REQUEST FORM

333 O’Farrell Street, San Francisco, CA  94102
(415) 771-1400 Fax (415) 202-7000

Meeting Title ___________________________  Today’s Date ____________

Company Name ___________________________  Phone Number ____________

Contact Name ___________________________  Meeting Rm or Booth # ____________

Street Address ___________________________  Install Date/Time ____________

City, State, ZIP ___________________________  Disconnect Date/Time ____________

***********************************************************************************************************

Method of Payment ___________________________  Credit Card Type _________  Expiration Date _________

Master Account ___________________________  Credit Card # ___________________________
***********************************************************************************************************

D.I.D. (DIRECT INWARD DIAL): Analog line. One time charge for installation. ______ x $300 = ________
Voice____ Data_____ Fax _____ Single line set included. Local and Long Distance calls are billed separately.

HIGH SPEED INTERNET CONNECTIONS Uses DHCP (Dynamic Host Configuration Protocol)
Over a shared T-1 line. Priced per device connected to the Internet. FLAT RATE, no per day charges.
( Client to provide their own ethernet card) Per Device on Internet # Devices ______ $650 _______
Using Up To Three Devices # Devices ______ $1500 _______
Each Additional Device # Devices ______ $400 _______

ADDITIONAL INTERNET AND NETWORKING CONNECTIVITY REQUIREMENTS: Call for a quote.

ISDN CIRCUITS: Includes circuit rental, wiring, and labor ______ x $650 _______
charges within the hotel. Local and 1-800 usage is included. Long distance charges will be billed at AT&T prevailing rates. (Note: these are BRI circuits)

LABOR RATES Non-Hilton lines. Regular business hours 8:00am-4:00pm ______ x $75 hr ______
Overtime rates 4:00pm-8:00pm and weekends ______ x $100 hr ______
Evening rates 8:00pm to 12:00am ______ x $150 hr ______

EQUIPMENT AVAILABLE

SPEAKER PHONE ______ x $50 ______
CONFERNECE PHONE ______ x $300 ______
VOICE MAIL (per line) ______ x $50 ______
LATE CHARGE (on-site orders) ______ x $300 ______
MULTI LINE SET ______ x $200 ______ Rental fee
FEATURES (per key) ______ x $50 ______ (Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)
DELUXE MULTI LINE SET ______ x $300 ______ (Includes Voice Mail, Hunt and Forwarding)

TOTAL EQUIPMENT CHARGES ___________________________

Signature X ___________________________

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton SF 333 O’Farrell Street, San Francisco, CA, 94102-2116. This form must be received 15 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton San Francisco and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied.
## Hilton San Francisco
### Exhibitor Audio Visual Order Form
Office: (415) 771-1400     Fax: (415) 614 - 9005

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
<th>Qty.</th>
<th>Total</th>
<th>Equipment</th>
<th>Price</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATA DISPLAY</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>MISC</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17” Data Monitor</td>
<td>$150.00</td>
<td></td>
<td></td>
<td>Safe-Lock Stand</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21” Data Monitor</td>
<td>$200.00</td>
<td></td>
<td></td>
<td>30” Draped Cart</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29” Data Monitor</td>
<td>$400.00</td>
<td></td>
<td></td>
<td>42” Draped Cart</td>
<td>$35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18” Flat Screen Monitor</td>
<td>$250.00</td>
<td></td>
<td></td>
<td>54” Draped Cart</td>
<td>$35.00</td>
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</tr>
<tr>
<td>21” Flat Screen Monitor</td>
<td>$350.00</td>
<td></td>
<td></td>
<td>Flip Chart w/ Markers</td>
<td>$50.00</td>
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<tr>
<td>Data Proj. 600X800</td>
<td>$650.00</td>
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<td></td>
<td>AC / Power Strip</td>
<td>$25.00</td>
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<tr>
<td>Data Proj. 1024X768 2k lumens</td>
<td>$1,200.00</td>
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<td></td>
<td>Laser Pointer</td>
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<td><strong>VIDEO DISPLAY</strong></td>
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<tr>
<td>27” Video Monitor</td>
<td>$150.00</td>
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<tr>
<td>Acetate Sheets</td>
<td>$0.50 ea</td>
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<tr>
<td>20” TV / VCR Combo</td>
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<tr>
<td>Standard VHS Player</td>
<td>$75.00</td>
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<tr>
<td>3/4” Player / Recorder</td>
<td>$125.00</td>
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<tr>
<td>Beta Player / Recorder</td>
<td>$450.00</td>
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<tr>
<td><strong>PROJECTION</strong></td>
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<tr>
<td>Overhead Projector</td>
<td>$70.00</td>
<td></td>
<td></td>
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<tr>
<td>35mm Slide Projector</td>
<td>$125.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Caramate / Audioviewer</td>
<td>$90.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5’ Tripod Screen</td>
<td>$40.00</td>
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</tr>
<tr>
<td>6’ Tripod Screen</td>
<td>$40.00</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7’ Tripod Screen</td>
<td>$40.00</td>
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</tbody>
</table>

**Total**: $150.00 + $35.00 = $185.00

**METHOD OF PAYMENT**

**VISA**  **M/C**  **AMEX**  **COMPANY CHECK**  **GUEST ROOM**

**Payable to Presentation Services**

CREDIT CARD #: / GUEST ROOM #: / EXPIRATION

NAME AS IT APPEARS ON CARD

AUTHORIZED SIGNATURE

**ORGANIZATION**  **CONTACT PERSON**  **BOOTH #**

**ADDRESS**  **CITY**  **STATE**  **ZIP CODE**  **COUNTRY**

**TELEPHONE**  **FAX**

**START DATE**  **END DATE**  **SET TIME**  **STRIKE TIME**

NAME OF CONFERENCE

Confirmed by:  **OFFICE USE ONLY**

PLEASE FAX THIS ORDER FORM TO PRESENTATION SERVICES AT (415) 614-9005

To ensure order accuracy, we will refax your order to you confirmed. If you don't receive this, please call.
## Hilton San Francisco Exhibitor Audio Visual Order Form

**Office:** (415) 614-9002  **Fax** (415) 614-9005

### Equipment Price Qty. Total

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA DISPLAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17&quot; Flat Screen Monitor</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20&quot; Flat Screen Monitor</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Monitor</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50&quot; Plasma Monitor</td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Proj. (1300 Lumens)</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Proj. (3000 Lumens)</td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECTOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Projector</td>
<td>$70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35mm Slide Projector</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5' Tripod Screen</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' Tripod Screen</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7' Tripod Screen</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Tripod Screen</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### VIDEO DISPLAY MISC

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>27&quot; Video Monitor</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; LCD Monitor</td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHS Player</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beta Player</td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; Roll Cart</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54&quot; Roll Cart</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laser Pointer</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flipchart w/Markers</td>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Sub-Totals

- **EQUIPMENT SUB-TOTAL:**
- **EQUIPMENT TOTAL:**
- **SUB-TOTAL:**
- **SALES TAX (8.5%):**
- **GRAND TOTAL:**

### Method of Payment

- **VISA**
- **M/C**
- **AMEX**
- **GUEST ROOM**

**CREDIT CARD #:** / **GUEST ROOM #:**  **EXP. DATE**

**NAME AS IT APPEARS ON CARD**

**AUTHORIZED SIGNATURE**

**ORGANIZATION**  **START DATE**  **SET TIME**

**ADDRESS**  **CITY**  **STATE**  **ZIP CODE**  **END DATE**  **STRIKE TIME**

**TELEPHONE #**

**E-MAIL ADDRESS**  **BOOTH #**

---

**PLEASE FAX THIS ORDER TO PSAV AT (415) 614-9005**
We would like to order the following for our booth:

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floral Arrangements</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10&quot; Wide and 12&quot; High</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12&quot; Wide and 18&quot; High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other sizes, special requests and custom floral arrangements available.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Preference and Further Description</td>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boutonnieres</td>
<td>$8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Boutonniere delivery $10.00 extra per day#</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bubble Bowls (For Business Cards &amp; Give-aways!)</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mum Plants</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonally Available Flowering Plants</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azalea, Cyclamen, etc.</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferns and/or Ivies</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Foot Green Plants</td>
<td>$40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Foot Green Plants</td>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Foot Green Plants</td>
<td>$70.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Foot Green Plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Foot Green Plants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taller and Specialty Plants</td>
<td>Priced upon request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Plant Container Preference</td>
<td>black, white, wicker baskets</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Please meet us at our booth for additional design assistance
  - Date: ____________ Time: ____________
  - All plants and material supplied on a rental basis only.
  - Items damaged or missing from exhibitor’s booth are the responsibility of the exhibitor and additional charges will apply.
  - All rental items will remain property of Exhibit Plant & Floral Co.
  - Prices include container, maintenance, installation and removal.

Booth: ____________________________

Exhibiting Co.: ____________________________
c/o Company: ____________________________
Address: ____________________________
City, State, Zip: ____________________________
Phone Number: ____________________________
Booth Representative: ____________________________

Please return to our Order Processing Center:
Exhibit Plant & Floral Company
23285 Connecticut Street
Hayward, CA 94545
Phone: (510)782-9494/Fax: (510)782-9525
E-Mail: epf sf@pacbell.net