



"Complete Convention Service"

Dear Exhibitor:

A.C.T., Inc. is pleased to announce that we have been selected as your Show Decorator /Service Contractor this year for the **39th Annual Meeting of The American Society of Biomechanics** to be held at the Greater Columbus Convention Center on August 5 - 8, 2015. This **Exhibitor Service Kit** covers most of your decorating needs and other services.

Each 10' x 10' booth comes with an 8' high back drape; 3' high side rails, (1) 8' Table skirted Black, (2) Chairs, a wastebasket and a 7" x 44" ID sign with your company name and booth number. Show drape color is black and the Hall is Carpeted.

Please pay close attention to the **Advanced Order Deadline Date** which is noted on each order form; for most services, the advanced order date is July 21st. This is the date **orders must be received in our office**, accompanied by **payment in full**, to receive the **pre-deadline order prices**. Please take note of the **Advanced Warehouse and On Site Freight dates**. These dates are the only time we can receive freight at either location for your show.

All orders must be accompanied by the Credit Card Payment Authorization Form found in this kit even if you choose to pay in advance by check. We will keep the authorization form on file to cover any additional services you may purchase during the show.

We are happy to provide you with a rental exhibit catalogue for displays; please let me know if you would like to receive one.

If you have any questions, please contact me at (614) 228-0084 or by email at bsimms@actcolumbus.com. Wishing you much success at this year's Show!

Sincerely,

Barb Simms

Barb Simms
Event Coordinator

ATTENTION EXHIBITORS

THIS INFORMATION SHEET COVERS WHAT WE THINK ARE THE MOST IMPORTANT QUESTIONS ASKED OF THE CONTRACTOR ON MOST SHOWS. FURTHER INFORMATION, IN DETAIL, CAN BE FOUND IN THE ENCLOSED SERVICE KIT.

SHOW NAME: 39th Annual Meeting of The American Society of Biomechanics

BOOTH INCLUDES: 8' high back drape; 3' high side rails, (1) 8' Table skirted Black, (2) Chairs, a wastebasket and a 7" x 44" ID sign.

(The Exhibit area will be carpeted)

SHOW COLOR: Black

SET UP DATE: Wednesday August 5, 2015 8:00 am – 4:00 pm

SHOW HOURS: Thursday August 6, 2015 7:00 am – 5:00 pm
Friday August 7, 2015 7:00 am – 4:30 pm
Saturday August 8, 2015 8:00 am – 3:00 pm

TEAR DOWN: Friday August 7, 2015 4:30 pm – 5:30 pm
Saturday August 8, 2015 3:00 pm – 6:00 pm

***NOTE: ANY FREIGHT LEFT ON THE SHOW FLOOR AFTER 4:30PM
WILL BE FORCED BY OUR PREFERRED CARRIER**

ADVANCE ORDER DEADLINE DATE: Tuesday July 21, 2015

THIS DATE REPRESENTS THE DATE THAT ORDERS MUST BE RECEIVED BY A.C.T. WITH PAYMENT IN FULL TO AVOID PAYING POST DEADLINE PRICES.

ADVANCED WAREHOUSE FREIGHT DATES: up Tuesday July 28, 2015

WAREHOUSE ADDRESS: A.C.T., Inc. / BioMech
COMPANY NAME/ BOOTH #
4185 Janitrol Road
COLUMBUS, OH 43228

THIS DATE REPRESENTS THE DEADLINE THAT FREIGHT MAY BE RECEIVED AT OUR WAREHOUSE PRIOR TO THE SHOW. FREIGHT ARRIVING AFTER THIS TIME WILL BE REFUSED.

ON SITE FREIGHT DATE: Wednesday August 5, 2015 8:00 am – 4:00 pm

THIS DATE REPRESENTS THE TIME FRAME FREIGHT CAN BE RECEIVED ON SITE. CONVENTION SITES DO NOT HAVE STORAGE FACILITIES. FREIGHT RECEIVED PRIOR TO THESE DATES WILL BE REFUSED.

ON SITE ADDRESS: ACT INC. / BioMech
COMPANY NAME/BOOTH #
GCCC / Battelle Grand North
400 N. High St.
Columbus, Ohio 43215

IF WE HAVE NOT ANSWERED YOUR MOST OFTEN ASKED QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT BARB SIMMS IN OUR CORPORATE OFFICE AT 614-2028-0084 OR BY EMAIL AT bsimms@actcolumbus.com

***** PLEASE SEND YOUR ORDERS (WITH PAYMENT) TO OUR SALES OFFICE. *****

THANK YOU,
ASSOCIATIONS, CONVENTIONS, TRADESHOWS, INC.



"Complete Convention Service"

DEAR EXHIBITOR,

YOUR UPCOMING EVENT IS BEING HELD IN BATTELLE GRAND AT THE GREATER COLUMBUS CONVENTION CENTER.

THE CONVENTION CENTER HAS LAID OUT SOME VERY STRICT GUIDELINES FOR ALL CONVENTION SERVICE CONTRACTORS TO FOLLOW REGARDING MOVING IN & OUT OF THE FACILITY. AS THE SERVICE CONTRACTOR FOR THIS EVENT WE FEEL WE SHOULD SHARE THIS INFORMATION WITH YOU IN ORDER TO AVOID ANY COMPLICATIONS, DELAYS, OR PROBLEMS DURING YOUR EVENT.

NO FORKLIFTS ARE PERMITTED IN BATTELLE GRAND AT ANY TIME.

TRUCKS AND FREIGHT MUST BE UNLOADED AT THE DOCK/LOAD IN AREA AND MOVED INTO THE HALL OR TO A BOOTH BY HAND OR A PALLET JACK. BATTELLE GRAND HAS A WEIGHT LOAD LIMIT.

FREIGHT THAT IS RECEIVED BY ACT ONSITE THAT WOULD HAVE NORMALLY REQUIRED A FORKLIFT NOW REQUIRES SPECIAL HANDLING FROM THE DOCK TO YOUR BOOTH AND WILL HAVE A 30% UPCHARGE ADDED TO YOUR FREIGHT CHARGES.

WE ASK THAT YOU KEEP THIS IN MIND WHEN PLANNING WHAT EQUIPMENT YOUR COMPANY WILL SEND TO DISPLAY IN YOUR BOOTH. ANY EQUIPMENT THAT ACT IS UNABLE TO HANDLE/UNLOAD WITH A PALLET JACK MAYBE REFUSED.

BATTELLE GRAND HAS NO STORAGE AREA OR ROOM FOR EMPTY CONTAINERS; SO **ALL EMPTIES WILL BE STORED OFF SITE DURING YOUR EVENT.** PLEASE MAKE SURE YOU PROPERLY LABEL ALL CONTAINERS WITH AN ACT, INC. STORAGE LABEL. YOU CAN GET THESE LABELS AT THE SERVICE DESK ON THE SHOW FLOOR. ANY ITEMS NOT LABELED PROPERLY WILL ONLY DELAY THE TIME IN RECEIVING YOUR STORED ITEMS AT THE CLOSE OF THE SHOW.

IF YOU HAVE ANY QUESTIONS OR NEED FURTHER ASSISTANCE, PLEASE CONTACT YOUR ACT, INC. EVENT COORDINATOR OR SALES PERSON IN OUR CORPORATE OFFICE AT 614-351-7100, MONDAY – FRIDAY BETWEEN 8 am – 4 pm.

THANK YOU FOR YOUR UNDERSTANDING IN THIS MATTER AND AS ALWAYS ACT, INC IS HERE TO HELP MAKE YOUR EVENT A COMPLETE SUCCESS.

ASSOCIATIONS, CONVENTIONS, TRADE SHOWS INC.

EXHIBIT BOOTH DECORATING FORM

FURNITURE * TABLES * CARPETING * ACCESSORIES



"Complete Convention Service"

DISCOUNT DEADLINE DATE:

July 21, 2015

PAYMENT POLICY: Payment in Full, including tax, made payable in U.S. Funds, check or credit card must accompany order and be received at our office by deadline date above. A credit card must be on file for all orders.

ORDERS RECEIVED AFTER DEADLINE DATE OR PLACED AT SHOW SITE: Must be paid in Full prior to show opening. 30% Charge will apply to ALL items or services ordered.

CREDIT AUTHORIZATION: No Credit will be given after the opening of an event on items or services ordered, but not received. If you have a problem, please see the A.C.T., Inc. Service Desk personnel at the event site prior to show opening. No credit will be issued for draped tables; draped risers or carpets placed in booths; unless it is A.C.T., Inc. error such as soiled or incorrect size and color.

RETURN INFORMATION TO:



"Complete Convention Service"

ACT EXHIBITOR SERVICES

**400 N. HIGH ST., SUITE 129
COLUMBUS, OH 43215
(614) 351-7100
(614) 221-3073 FAX**

NAME OF TRADE SHOW
39th Annual Meeting of
The American Society of
Biomechanics

BOOTH NUMBER _____

QUANTITY	FURNITURE	DISCOUNT RATES	STANDARD & FLOOR RATES	RENTAL TOTAL					
_____	Bar Stool	\$45.00	\$58.50	_____					
_____	Straight Chair, padded back & seat	36.00	46.80	_____					
DISPLAY TABLES, COUNTERS, RISERS									
Undraped table, counter or riser (All tables 30" high, counters 40" high)									
_____	24" x 4' (wood top)	\$31.00	\$40.30	_____					
_____	24" x 6' (wood top)	38.00	49.40	_____					
_____	24" x 8' (wood top)	43.00	55.90	_____					
_____	24"x4"x40" High Counter	44.00	57.20	_____					
_____	24"x6"x40" High Counter	51.00	66.30	_____					
_____	24"x8"x40" High Counter	56.00	72.80	_____					
_____	12"x4"x12" High Table Riser	17.50	22.75	_____					
_____	12"x6"x12" High Table Riser	24.00	31.20	_____					
DISPLAY TABLES, COUNTER, RISERS (DRAPED)									
Circle Color Preferred (All tables 30" high, counters 40" high) included white top, pleated skirts, Table Skirt Color (White will be provided if no color is indicated below)									
BLACK	BLUE	BURGUNDY	GOLD	LT. BLUE	GRAY	GREEN	RED	TEAL	WHITE
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

CARPETING

*****UNAVAILABLE*****

ACCESSORIES

_____	Wastebasket	\$ 13.00	\$ 16.90	_____
_____	4' x 6' Tack Board	80.00	104.00	_____
_____	Easel	14.50	18.85	_____
_____	Garment Rack (Round & T-Bar)	60.25	78.33	_____
_____	6' Full View Display Case (limited qty.)	450.00	585.00	_____
_____	Crossbars	10.00 each	13.00 each	_____
_____	Upright & base	20.00 each	26.00 each	_____
_____	Round Star base café table (limited qty.)	88.00	114.40	_____
_____	_____Tall _____Short (must provide your own linens)			_____

Rental Total \$ _____
Local Sales Tax 7.5% _____
Total of Order _____

Above rental prices are for duration of show and delivery of merchandise to designated spaces prior to show opening and removal at close of exhibit. All materials to remain the property of the Contractor. Prices quoted cover rental only. For any additional equipment and/or services not outlined above, please contact A.C.T., Inc. for a quote.

COMPANY _____ **DATE** _____
STREET ADDRESS _____ **PHONE** _____
CITY & STATE _____ **ZIP CODE** _____
APPROVED BY: NAME _____
BOOTH REPRESENTATIVE _____



ACT Exhibitor Services
400 N. High St., Suite 129
Columbus, OH 43215
PH: (614) 351-7100
Fax: (614) 221-3073

"Complete Convention Service"

CREDIT CARD PAYMENT AUTHORIZATION FORM

NAME OF EVENT: _____ BOOTH # _____

COMPANY NAME: _____ PHONE # _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CREDIT CARD INFORMATION IS AS FOLLOWS:

CARDMEMBER NAME: _____
PLEASE PRINT

CARDMEMBER ADDRESS: _____
PLEASE PRINT

CITY: _____ STATE: _____ ZIP: _____

CHARGE TO:
 American Express MasterCard Visa

Account Number: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ 3-digit code ____
(Found on back of card)

Your signature below authorizes payment for any charges incurred by your company to A.C.T., Inc., for the above noted event. We require your credit card authorization to be on file even if you are paying by check or bank wire transfer.

CARDHOLDER'S SIGNATURE: _____

DATE SIGNED: _____



"Complete Convention Service"

400 N. High St., Suite 129
Columbus, OH 43215
PH: 614-351-7100
Fax: 614-221-3073

**SHIPPING INSTRUCTIONS, INFORMATION & RATES
FOR EXHIBITORS & DISPLAY HOUSES**

ADVANCE SHIPMENTS:

To assure that your Exposition material arrives on time, we suggest you check with your carrier to allow ample time for delivery. Shipments will be accepted at our warehouse and allowed 30 days free storage. These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company _____
Name of Event _____
Booth No. _____

C/o A.C.T., Inc.
4185 Janitrol Rd.
Columbus, OH 43228

NOTE: TO EXPEDITE YOUR SHIPMENT TO OUR WAREHOUSE OR SHOWSITE, PLEASE PUT YOUR SHOW NAME AND BOOTH NUMBER ON ENTIRE SHIPMENT.

DIRECT SHIPMENTS:

Direct shipments can only arrive at show site during the scheduled hours of Exhibitor set up (see cover letter attached). Direct shipments arriving prior to the designated time will be billed a special handling fee. The convention facility does not have storage on-site for direct shipments.

These shipments should be consigned and the bill of lading made out as follows:

Name of Exhibiting Company _____
Name of Event: _____
Booth No. _____
Show Site: _____
Address: _____
City, State, Zip: _____

ESTIMATED ADVANCE PAYMENT AMOUNT \$ _____ FOR _____ LBS.
Plus 7.5% tax

Whether you are shipping Advanced or Direct, ACT Inc. requires that the shipping instructions and credit card authorization forms are on file prior to the event move in.

ALL SHIPMENTS MUST HAVE A BILL OF LADING OR DELIVERY RECEIPT SHOWING THE NUMBER OF PIECES, WEIGHT, AND TYPE OF MERCHANDISE.

A copy should be mailed immediately to A.C.T., Inc. 400 N. High St., Suite 129 Columbus, OH 43215. Also, please send a copy to the person in charge of installing your display.

BE SURE YOUR MATERIALS ARE INSURED FROM THE TIME THEY LEAVE YOUR LOCATION UNTIL THEY ARE RETURNED AFTER THE SHOW. IT IS SUGGESTED THAT EXHIBITORS ARRANGE ALL-RISK COVERAGE. "RIDERS" CAN USUALLY DO THIS TO EXISTING POLICIES. IN ANY CASE, THE LIABILITY OF A.C.T., INC. AND ITS SUBCONTRACTORS IS LIMITED TO \$.30 (30 CENTS) PER POUND PER ITEM WITH A MAXIMUM OF \$50.00 PER ITEM, AND A MAXIMUM OF \$1000.00 PER SHIPMENT, WHILE THE EQUIPMENT IS BEING HANDLED OR IN TEMPORARY STORAGE.

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL NOT BE RESPONSIBLE FOR DAMAGE TO UNCRATED MATERIALS, MATERIALS IMPROPERLY PACKED, GLASS BREAKAGE OR CONCEALED DAMAGE. A.C.T., INC. AND ITS SUBCONTRACTORS, ARE NOT, AND CANNOT, BE RESPONSIBLE FOR LOSS OR THEFT OF EXHIBITOR'S MATERIALS AFTER IT HAS BEEN DELIVERED TO BOOTH. SIMILARLY THEY CANNOT BE RESPONSIBLE FOR THE DISAPPEARANCE OF MATERIALS BEFORE MATERIALS ARE PICKED UP FOR LOADING OUT OF THE BOOTH SUBSEQUENT TO THE SHOW. ALL BILLS OF LADING, OR SHIPPING INSTRUCTIONS, COVERING SHIPMENTS, WHICH ARE FURNISHED TO A.C.T., INC. BY EXHIBITORS **WILL BE CHECKED AT THE TIME OF ACTUAL LOADING AND CORRECTIONS MADE WHERE DISCREPANCIES EXIST.** A.C.T., INC. AND ITS SUBCONTRACTORS SHALL NOT BE RESPONSIBLE FOR LOSS, DELAYED OR DAMAGE DUE TO STRIKES, LOCKOUTS, OR WORK STOPPAGES OF ANY KIND.

A.C.T., INC. AND ITS SUBCONTRACTORS, SHALL EXERCISE THAT DEGREE OF REASONABLE CARE AS REQUIRED OF THEM AS WAREHOUSEMEN BY LAW TO PROTECT EXHIBITOR'S EQUIPMENT WHEN IT IS RECEIVED AT THE WAREHOUSE AND/OR UNLOADED

AND UNTIL PLACED IN THE EXHIBITOR'S BOOTH AT THE SHOW SITE; AND SHALL EXERCISE THE SAME DEGREE OF REASONABLE CARE WHEN PICKING UP EXHIBITOR'S EQUIPMENT IN BOOTH, TRANSPORTING TO THE LOADING DOCK AND LOADING THE EQUIPMENT ON A TRUCK; AND ARE NOT RESPONSIBLE FOR ORDINARY WEAR AND TEAR IN HANDLING OF THE EQUIPMENT, NOR FOR LOSS OR DAMAGE DUE TO FIRE, THEFT, WINDSTORM, VANDALISM, ACTS OF GOD, OR OTHER CAUSES BEYOND ITS CONTROL, OR REQUIRING THE EXERCISE OF MORE THAN REASONABLE CARE ON THEIR PART.

Freight handling charges are the responsibility of the exhibitor. TO WHOM SHIPMENTS HAVE BEEN CONSIGNED. Also charges for loading out freight shipments are the responsibility of the exhibitor FROM WHOSE BOOTH SHIPMENTS ARE MADE. Exhibitors may NOT assign this responsibility to suppliers or customers.

PAYMENT TERMS: Net 10 days, SERVICE CHARGES OF 2% per month, or fraction, thereof, will be applied to PAST DUE ACCOUNTS: the annual rate for SERVICE CHARGES is 24%. Your PURCHASE ORDER, if required for payment, must be forwarded to the above address. Payment for ALL labor and services, whether ordered by the exhibitor, display house, or other parties, shall be the responsibility of the EXHIBITOR. All payments must be made in U.S. FUNDS.

ADVANCE SHIPMENTS RECEIVED AT WAREHOUSE

Material will be unloaded at the warehouse, stored free for 30 days, delivered to the unloading docks of the show site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to loading area and reloaded on trucks at the following rate:

\$58.00 for each 100 lbs. Or fraction thereof per shipment
Plus 7.5% tax

CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE SHOW SITE

Material will be unloaded from exhibitor's trucks, or trucks of others, at the show site, delivered to the exhibitor's booth, picked up at the close of show, moved to loading area and reloaded on trucks at the following rate:

\$55.00 for each 100 lbs. Or fraction thereof per shipment
Plus 7.5% tax

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT SHOW SITE

This classification shall be applied to, but not limited to, van shipments or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require unloading by hand (i.e., loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot; 20 assorted pieces, etc.). Materials will be unloaded from vans, exhibitor's trucks, or trucks of others at the show site, delivered to the exhibitor's booth, pickup up at the close of the show, moved up to loading area and reloaded on trucks at the following rate:

\$56.00 for each 100 lbs. Or fraction thereof per shipment
Plus 7.5% tax

MINIMUM CHARGE all classifications.....200 lbs.

Note: the above rates are round trip, based on incoming weight

OVERTIME CHARGES

Overtime charges will be invoiced on **INBOUND SHIPMENTS** received after 3:00 pm on weekdays, or anytime on Saturday, Sunday, or Holidays.

Overtime charges will be invoiced on **OUTBOUND SHIPMENTS** loaded after 4:30 pm on weekdays, or anytime on Saturday, Sunday, or Holidays.

A 50% overtime charge for each 100 lbs. will be invoiced in addition to the above rates, whenever overtime charges are applicable.

SHIPMENTS ARRIVING DURING THE EXPOSITION

Shipments arriving during the exposition will be unloaded and delivered on the weight basis. Refer to schedule above.

MOBILE EQUIPMENT

Wheeled vehicles will be handled on an hourly basis at prevailing labor rates (straight time and/or over time) with minimum charge of one hour per man. Any equipment needed to handle these vehicles will also be charged on an hourly basis. Charges will be invoiced for both inbound and outbound movement.

ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE

To assist you in setting up you **OUTGOING SHIPMENTS**, A.C.T., Inc., will have a material-handling desk located at the Exhibitor's Service Center where labels, bills of lading, and shipping information will be available.

At the close of the show, where carriers fail to pick up or refuse to accept shipments, the material handling contractor reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.



"Complete Convention Service"

ADVANCE SHIPMENT

**TO: ACT INC.
4185 JANITROL RD.
COLUMBUS, OHIO 43228**

SHOW NAME: 2015 Biomechanics

Exhibiting Company Name: _____

Booth # _____

Piece #: _____ of _____ pieces



"Complete Convention Service"

ADVANCE SHIPMENT

**TO: ACT INC.
4185 JANITROL RD.
COLUMBUS, OHIO 43228**

SHOW NAME: 2015 Biomechanics

Exhibiting Company Name: _____

Booth # _____

Piece #: _____ of _____ pieces



"Complete Convention Service"

DIRECT SHIPMENT

**TO: GCCC / Battelle Grand North
C/O ACT INC.
400 N. High St.
Columbus, OH 43215**

SHOW NAME: 2015 Biomechanics

Exhibiting Company Name: _____

Booth # _____

Piece #: _____ of _____ pieces



"Complete Convention Service"

DIRECT SHIPMENT

**TO: GCCC / Battelle Grand North
C/O ACT INC.
400 N. High St.
Columbus, OH 43215**

SHOW NAME: 2015 Biomechanics

Exhibiting Company Name: _____

Booth # _____

Piece #: _____ of _____ pieces

Important Freight Information For Exhibitors

Before the close of the show please be sure you make arrangements for your freight to be picked up, failure to do so could result in items getting lost or thrown out.

You must make sure all items are labeled and the proper shipping paper work has been filled out (this includes the ACT Inc. bill of lading) and the carrier has been called. In most cases ACT, Inc. will have a service desk to assist with this but it is the Exhibitor's responsibility to see that it's done.

Regardless of whether your freight came in as an Advance or Direct shipment it must be picked up and removed from the show floor and facility by the stated move out time (see exhibit kit cover letter for date and time). Any items left on the show floor are subject to be "forced" out on an ACT, Inc selected carrier (at the exhibitors cost) or in some cases (based on space and availability) taken to the ACT Inc. warehouse and held for instructions. In these rare situations, there will be extra handling and storage charges. In cases where items are not clearly identified and left on show floor it would be considered abandoned and disposed of accordingly.

ACT, Inc will try to assist in this process when ever possible.



TYPHOON LOGISTICS, INC.
Freight Services
exhibit transportation solutions



"Complete Convention Service"

www.typhoonlogistics.com

The Preferred Carrier for...

**39th Annual Meeting of The American Society of Biomechanics
GCCC – BATTELLE GRAND • August 6th-8th 2015**

PLAN YOUR SHIPPING WITH THE TRADESHOW TRANSPORTATION EXPERTS AND AVOID COSTLY SURCHARGES! TYPHOONS' STAFF IS ON HAND NOW TO ASSIST WITH ANY SHIPPING NEEDS, BOTH TO AND FROM THE EVENT. OUR STAFF WILL BE ON-SITE TO ASSIST WITH ALL YOUR SHIPPING NEEDS.

*****PLEASE CONTACT JON CAIN AT OUR COLUMBUS CONVENTION CENTER OFFICE FOR SHIPPING ASSISTANCE TODAY! (614) 223-9558***

Typhoon Logistics offers the following cost effective service transportation solutions:

- **48 State and Canada "LTL" Ground**
- **24 / 7 Online Tracking with AutoEmail Status Updates**
- **Dedicated Air-Ride Truckload Shipments**
- **Ask about our **\$264.50 "ANYWHERE USA" rate****
- **Show-to-Show Caravan Shipping & Planning**
- **Pre-Printed Bills & Labels for your Entire Trade Route**
- **Trade Show Logistics Planning & Consultation Included with Our Low Rates!**

***PLEASE COMPLETE THE ATTACHED FORM AND FAX FOR PROMPT QUOTES OR TO BOOK YOUR SHIPMENTS TODAY!**

*Typhoon Convention Center Office: 400 North High St. Suite 129 Columbus, OH 43215
Toll Free (866) 396-3801*

*National Operations Center: 215 Salem Street • Woburn, MA 01801
Toll Free (866) 396-3848*



TYPHOON LOGISTICS, INC.
Freight Services
exhibit transportation solutions

39th Annual Meeting of the
American Society of Biomechanics

SHIPPING / QUOTE SERVICE REQUEST FORM

EXHIBITOR INFORMATION

Company Name: _____ Contact: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Office Phone #: (____) _____ Fax: (____) _____ Cellular: (____) _____
EMAIL: _____ Website: _____

BILL TO (IF DIFFERENT)

Address: _____ City: _____ State: _____ Zip Code: _____

CREDIT CARD BILLING INFORMATION (optional).

VISA MasterCard American Express Discover

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration ____/____

Name on Card: _____

CVV2# _____
3-4 Digit Code on Back

CREDIT CARD BILLING ADDRESS:

Street: _____
City: _____ State: _____ Zip Code: _____

Signature: _____ Date: ____/____/____

PLEASE CHECK ALL THAT APPLY FOR Caravan Services To or From:

BOOTH NUMBER:

- 39th Annual American Society of Biomechanics**
- To / From: _____
- Other _____
- Other _____
- Other _____

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

SHIPMENT INFORMATION:

Number of Pieces: _____ Description / Color: _____

Skid Carton Crate Tube Case Other _____

WEIGHT

DIMENSIONS

For prompt quotes and bookings, please complete and fax to (614) 223-9561
If you need more information please contact jcain@typhoonlogistics.com or (866) 396-3801

www.typhoonlogistics.com



Act Inc Exhibitor Services
400 N. High St., Suite 129
Columbus, Ohio 43215
Phone (614) 351-7100
Fax (614) 221-3073

"Complete Convention Service" **SET UP AND DISMANTLING LABOR ORDER**

In the interest of prompt and efficient processing of exhibitors' labor requirements for set up and dismantling of exhibitors, it is urged that advance notice is provided on this form. Orders received at the show will be processed after advance orders in all cases.

Men are assigned to orders at 8 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8 AM cannot be guaranteed, although we will make every attempt to provide labor at requested times.

For ALL Do Not Proceed orders:

You must call for labor at the service desk and bring men back to service desk when finished to check in labor. **Failure to call for labor at requested time will result in a one-hour charge per man requested unless 48 hour advanced cancellation notice is provided.**

LABOR RATES

Straight-Time... \$62.00 Over-Time...\$93.00 Double-Time...\$124.00

ON-SITE LABOR RATES

Straight - Time...\$65.00 Over -Time.... \$97.50 Double - Time...\$130.00

Straight - Time: 8:00 A.M. - 4:30 P.M. Monday through Friday

Over - Time: Before 8:00 A.M. and after 4:30 P.M. Monday through Friday and all day Saturday.

Double - Time: Anytime after Midnight, Sunday and Holidays.

Minimum: One hour per man. All labor rates subject to a 7.5% Local Sales Tax

ALL LABOR RATES ARE SUBJECT TO CHANGE.

INSTALLATION SCHEDULE

PROCEED with installation at the earliest possible time.
 Exhibit will be installed on straight time whenever possible.

All Proceed orders require a 2 men / 1 hour minimum

____ Setup drawing/photos enclosed.

____ Setup drawing/photos with exhibit.

Provide _____ installers for approx. ____ Hrs. Instructions Should be provided. A.C.T. Inc. Personnel will supervise, but Blueprints, etc. will facilitate an economical, correct installation.

A supervision charge of 30% will also be added.

DISMANTLING SCHEDULE

PROCEED with dismantling at the earliest possible time.
 Exhibit will be dismantled on straight time whenever possible.

All Proceed orders require a 2 men / 1 hour minimum

____ Labels & straight bill of lading provided with exhibit

____ See Exhibitor Representative for outbound instructions.

Provide _____ men for dismantling. Instructions should be provided. A.C.T., Inc. personnel will supervise, but blueprints etc will facilitate an economical, correct dismantling.

A supervision charge of 30% will also be added.

DO NOT PROCEED. Exhibitor's representative will call at the service desk for labor at _____ * AM/PM on (Day) _____ (Date) _____ Provide _____ installers for approx. _____ Hrs.

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Note that starting times other than 8AM cannot be guaranteed.

DO NOT PROCEED. Exhibitor's representative will call at the service desk for labor at _____ *AM/PM on (Day) _____ (Date) _____ Provide _____ men for dismantling for ____ hrs. (Approx.)

____ Labels & straight bill of lading provided with exhibit.

____ See Exhibitor Representative for outbound instructions

Exhibitor agrees to return to service desk to check in labor at the completion of work each day.

Any exhibitor who has identified a exhibitor appointed Contractor, must insure that they have a current Certificate of Insurance on file with ACT, Inc. or Show Management, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show.

Company Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Authorized by: _____ Title _____
 Date of Order: _____ PO No. _____ Booth # _____
 Telephone#: _____
 Show Name: _____

Payment due on presentation of invoice. Service charge or 2% unpaid balance per month starts 30 days after invoice date.



ACT Exhibitor Services
400 N. High St., Suite 129
Columbus, Ohio 43215
Phone (614) 351-7100
Fax (614) 221-3073

"Complete Convention Service"

PLANT & FLOWER DECORATION RENTAL ORDER

QUANTITY DESCRIPTION

ALL PLANTS MAY NOT BE AVAILABLE AT ALL TIMES AND ARE SUBJECT TO THE AVAILABILITY FROM THE GREENHOUSE & SUPPLIER

POTTED PLANTS, FOLIAGE RENTAL (Price includes baskets)

_____ Boston Ferns	\$27.25	_____ Chinese Evergreens	\$34.75
_____ Corn Plants	\$34.75	_____ Palms	\$34.75
_____ Peace Lilies	\$34.75	_____ Scheffleras	\$34.75
_____ Weeping Fig (Ficus)	\$34.75	_____ 6'-7' Silk Ficus	\$68.75
_____ Plants over 6' Tall	\$68.75	_____ White Lights	\$15.00 per plant

POTTED PLANTS, FLOWERING RENTAL PRIME SEASONAL MONTHS NOTED: (Price includes baskets)

_____ Azaleas	Jan.-Feb.	\$24.50	_____ Gloxinias	May- Oct.	\$20.00
_____ *Chrysanthemums	Jan.-Nov.	\$20.00 (yellow)	_____ Kalanchoes	June-Sept.	\$20.00
_____ Cyclamen	Oct.-Jan.	\$20.00	_____ Poinsettias	Nov.-Dec.	\$20.00
_____ Easter Lilies	Mar.-April	\$20.00	_____ Reiger Begonias	March-July	\$20.00

(*Other colors may be available upon request)

FRESH FLOWER ARRANGEMENTS-PURCHASE

Vases	_____ \$43.75	_____ \$62.50	_____ \$81.25	\$ _____
Centerpieces	_____ \$37.50	_____ \$56.25	_____ \$75.00	\$ _____
Exotic & Contemporary Arrangements	_____ \$62.50 and up _____			

CORSAGES - PURCHASE

Carnations	_____ \$9.75	_____ \$13.25	_____ \$17.00 (Select Color)	<input type="checkbox"/> White	<input type="checkbox"/> Red	<input type="checkbox"/> Pink	\$ _____
Sweetheart Roses	_____ \$11.25	_____ \$15.75	_____ \$22.00 (Select Color)	<input type="checkbox"/> White	<input type="checkbox"/> Red	<input type="checkbox"/> Pink	\$ _____
Cymbidium	_____ (1 Flower \$13.25) _____ (2 Flowers \$23.50) _____ (Orchid \$24.00) _____ (White Orchid \$29.25)						
Boutonniere	Carnation \$6.25 _____	Rose \$8.25 _____	Sweetheart Rose \$6.25 _____				

ORDERS PLACED AT THE SERVICE DESK DURING SHOW SET UP ARE AT LISTED RATES PLUS 20% & WILL BE PROVIDED BASED ON TIME OF ORDER AND AVAILABILITY

*Special requests for items not listed may be available, please list with specifications for a quote before confirmation.

Sub Total	\$ _____
7.5% Local Sales tax	\$ _____
Total	\$ _____

Show: _____ Booth#: _____ Company Name: _____ Date: _____

Address: _____ City, State, Zip: _____ Phone: () _____

Signature: _____



**400 N. High St., Suite 129
Columbus, OH 43215
(614) 351-7100
(614) 221-3073 fax**

"Complete Convention Service"

SIGN ORDER FORM
RATES

If you require special signs, please forward copy indicating size and color desired. Signs ordered will be delivered to your booth. Signs, ordered to be made, after 4:00 p.m. weekdays or on weekends will have a 30% UP CHARGE ADDED to the rates below. Heavy copy has additional charges. Prices are for signs 15 words or less. Add \$1.50 if ordered with easel back, 12" or smaller

SIGNS ORDERED AFTER DEADLINE DATE LISTED RATES PLUS 25%

QUANTITY	SIZE	PRICE EACH	QUANTITY	SIZE	PRICE EACH
_____	7" X 11"	\$19.50	_____	22" X 28"	\$54.60
_____	11" X 14"	26.00	_____	14" X 44"	54.60
_____	7" X 44"	26.00	_____	28" X 44"	78.00
_____	14" X 22"	39.00	_____	32" X 40"	78.00
			_____	40" X 60"	104.00

- Sign, Banner with Grommets, white background* \$7.80 sq. ft.
- Sign, Paper banner, white background* 6.50 sq. ft.
- Sign, Foam core 7.80 sq. ft.
- Sign, Corrugated plastic 7.80 sq. ft.

***COLORED BACKGROUNDS, ADDITIONAL 20%. 15 SQ. FT. MINIMUM ON BANNERS**
Quotes will be provided for: Foam core, Masonite, Plexiglas signs, corrugated plastic, magnetic signs

Emblems, Logos, or Trademarks will be extra, depending on size and amount of work involved in reproducing. Cut out letters, glittered and outdoor signs can be made on request.

Please check type of sign desired..... Vertical Horizontal
Color of background _____ Color of lettering _____

SIGN COPY:

**ANY SIGN ORDERS PLACED WITHIN THREE WORKING DAYS OF THE EVENT
WILL BE SUBJECT TO A 25% UPCHARGE**

All Prices Subject to Ohio Sales Tax Subtotal \$ _____
7.5% Sales Tax _____
Total _____

Name of Exhibition _____
Company Name _____ Booth No. _____
Address _____ City, State, Zip _____
Signature _____ Title _____ Date _____

1 ORDER INFORMATION	
BOOTH #s	
COMPANY NAME	_____
Address	_____
City	_____
State	_____ Zip _____
Phone:	_____
Fax #:	_____
Email:	_____
Ordered By: _____	
Contact On-Site: _____	
Contact Phone #: _____	
Delivery Date: _____	
Delivery Time: <i>please circle one of the delivery time frames</i>	
8am-12pm	1pm-4pm Any between 8am-4pm
Pickup Date: _____	* Time: _____
<i>Someone must be present at your booth to accept delivery.</i>	
<i>Delivery will be delayed two hours if no one is present.</i>	

2 PAYMENT OPTIONS	
A confirmation will be sent back to you	
<input type="checkbox"/>	COMPANY CHECK (no personal checks please.)
	*Make check payable to "Markey's Rental and Staging"
<input type="checkbox"/>	CREDIT CARD (please circle card type)
	AmEx Visa MasterCard Discover
Name on Card	_____
Card Number	_____
Security Code	_____
Expiration Date	_____
Signature of Cardholder (please sign on line below)	

<u>Mail Form and Payment To:</u>	Markey's Rental & Staging 400 N. High St Suite 134 Columbus, Ohio 43215 attn: Markey's Sales Dept.
	or
<u>Email Form and Payment To:</u>	lmartin@markeys.com Attn: Markey's Sales Dept.

3 TERMS OF RENTAL AGREEMENT	
1	Payment is due upon ordering of equipment.
2	Orders received without payment will be returned.
3	100% cancellation fee for less than 24 hours notice from delivery.
4	All cancellations and changes must go through Markey's Sales.
5	Someone must be present at your booth to accept delivery.
6	20% Equipment Service Charge will be added to all orders.
7	
PLEASE SIGN AND DATE ON LINE BELOW	

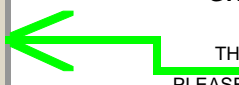
We understand and agree to the terms listed above.	

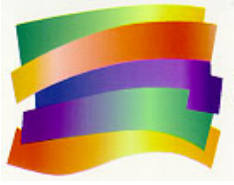
4 EQUIPMENT	Show Rate	Qty	Total
MONITORS & PROJECTORS			
55" 16x9 LCD HDTV w/ Floor Stand	\$800.00	_____	= _____
40" 16x9 LCD HDTV w/ Table Stand	\$750.00	_____	= _____
32" 16x9 LCD HDTV w/ Table Stand	\$500.00	_____	= _____
20" Flat Screen LCD PC Monitor	\$400.00	_____	= _____
4 x 6 Whiteboard/Bulletin Board	\$100.00	_____	= _____
Bring Your Own Projector Package	\$160.00	_____	= _____
includes: cart, AC, power strip, VGA cable		_____	= _____
LCD Projector with Skirted Stand	\$400.00	_____	= _____
VIDEO PLAYERS			
DVD Player with Auto Repeat	\$110.00	_____	= _____
BluRay DVD Player	\$200.00	_____	= _____
AUDIO			
100 Watt Powered Speaker	\$200.00	_____	= _____
Wireless Lavalier or Handheld Mic*	\$260.00	_____	= _____
Microphone with Floor Stand *	\$70.00	_____	= _____
CD Player *	\$70.00	_____	= _____
4-Channel Microphone Mixer	\$90.00	_____	= _____
	*speaker required for this item.		
MISCELLANEOUS			
A-Frame Easel	\$24.00	_____	= _____
Tripod Screen - 70" to 8' wide	\$80.00	_____	= _____
48" Skirted Monitor Cart	\$70.00	_____	= _____
25' VGA Computer Extension Cord	\$50.00	_____	= _____
other	\$	_____	\$ _____
other	\$	_____	\$ _____
COMPUTERS AND PRINTERS			
Laptop w/2.4 Ghz, 4MB Ram, 17"	\$250.00	_____	= _____
Desktop Computer w/ 19"Monitor	\$300.00	_____	= _____

MARKEY'S
RENTAL & STAGING

QUESTIONS - PLEASE CALL MARKEY'S 614-221-7920 x 202

5 ORDER TOTAL	
EQUIPMENT SUBTOTAL	_____
20% Equipment Service Charge	_____
7.5% SALES TAX	_____
EQUIPMENT & LABOR SUBTOTAL	_____
TOTAL COST FOR YOUR ORDER	_____
OTHER LABOR (if applicable) \$45/hr.	_____
GRAND TOTAL	_____
THANK YOU FOR YOUR ORDER. PLEASE REMEMBER TO SIGN THE FORM.	





Greater Columbus Convention Center

Client Utilities Department
500 North High Street
Columbus, Ohio 43215
Voice: (614) 827-2548
Fax: (614) 827-2658

Credit Card Payment Authorization Form

Name of Event _____ Booth# _____

Company Name _____ Phone # _____

Address _____

City _____ State _____ Zip _____

Credit Card Billing Information

Cardmember's Name _____
Please Print

Cardmember's Billing Address _____
Please Print

City _____ State _____ Zip _____

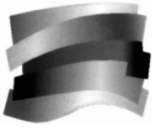
Apply Charges to: American Express ___ Visa ___ Master Card ___ Discover ___

Account #: _____ - _____ - _____ - _____

Expiration Date: ____ / ____ (MM/YY)

I acknowledge that the above information is accurate and that I am an authorized signer of the account. I hereby authorize the Greater Columbus Convention Center to charge the above credit card account for all charges incurred during the above event (including all telephone calls made on GCCC telephone service).

Cardmember's Signature: _____



**GREATER COLUMBUS
CONVENTION CENTER**

**EXHIBITION SERVICES
ORDER FORM**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

Name of Exhibition or Show: _____ Show Dates _____
 Firm/Booth Name: _____ Booth No. _____
 Address: _____ E-mail: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 Days PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

ELECTRICAL SERVICE

LOW POWER: Service will be brought to the booth in the most convenient manner, special placement will incur labor charges & layout.

QUANTITY:	One single outlet	ADVANCE RATE	STANDARD RATE	TOTALS
_____	120 Volts up to 500 Watts or 5 Amps (1-outlet)	\$75.00	\$100.00	_____
_____	120 Volts up to 1000 Watts or 10 Amps (1-outlet)	\$90.00	\$110.00	_____
_____	120 Volts up to 1500 Watts or 15 Amps (1-outlet)	\$105.00	\$130.00	_____
_____	120 Volts up to 2000 Watts or 20 Amps (1-outlet)	\$120.00	\$145.00	_____

RENTAL ITEMS: ELECTRICAL SERVICE MUST BE ORDERED TO RENT THE ITEMS LISTED BELOW.

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Extension Cords	\$20.00	\$30.00	_____
_____	Multi Tap Box (4-outlets)	\$25.00	\$30.00	_____
_____	100 Watt Flood Light (See service desk for install)	\$35.00	\$40.00	_____
_____	6 Outlet Power Strip	\$35.00	\$40.00	_____

SPECIAL ELECTRICAL SERVICE

PRICE INCLUDES 1 HOUR LABOR CHARGE PER CONNECTION. Please notify the G.C.C.C. Service Desk when your equipment is in place and ready for connection.

208 Volts - SINGLE PHASE per single connection				208 Volts - THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
10	_____	\$160.00	\$195.00	_____	NA	NA	_____
20	_____	\$195.00	\$225.00	_____	NA	NA	_____
30	_____	\$225.00	\$260.00	_____	\$255.00	\$300.00	_____
40	_____	\$245.00	\$285.00	_____	\$275.00	\$325.00	_____
50	_____	\$265.00	\$295.00	_____	\$300.00	\$350.00	_____
60	_____	\$290.00	\$320.00	_____	\$325.00	\$375.00	_____
100	_____	\$400.00	\$445.00	_____	\$450.00	\$500.00	_____

VOLTAGES AVAILABLE ONLY AS STATED ABOVE. ALL OTHER VOLTAGES MUST BE PROVIDED BY EXHIBITOR'S BUCK/BOOST TRANSFORMER

480 Volts - SINGLE PHASE per single connection				THREE PHASE per single connection			
AMPS	QUANTITY	ADVANCE RATE	STANDARD RATE	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTALS
30	_____	\$250.00	\$300.00	_____	\$275.00	\$325.00	_____
40	_____	\$300.00	\$350.00	_____	\$325.00	\$375.00	_____
50	_____	\$350.00	\$400.00	_____	\$375.00	\$450.00	_____
60	_____	\$425.00	\$475.00	_____	\$450.00	\$500.00	_____
100	_____	\$625.00	\$700.00	_____	\$650.00	\$725.00	_____

Additional labor determined on site for special electrical service. Layout must be attached to original order. Labor charges will apply for all layouts attached, layout changes after installation or no layout attachments.

Special Instructions/or layout attachment _____ hrs @ \$50.00

SEE REVERSE FOR CONDITIONS AND REGULATIONS

GRAND TOTAL DUE \$ _____

PAYMENT INFORMATION - Payment Must be in U.S. Funds	OFFICE USE ONLY
_____ Check # _____	_____ Pre-Order _____ On-Site Order
_____ Credit Card/Visa/MC/AE/Discover	_____ Received By _____ Date:
Complete GCCC credit card authorization form.	_____ Equipment Installed By _____ Date: _____ Time
	_____ Posted By _____ Date _____ Exh#

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

////////////////////////////////////
PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY

STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

////////////////////////////////////
All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND - Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$35.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

ELECTRICAL SERVICE

1. Rates quoted cover bringing of service to back of booth and *does not include* connecting your equipment.
2. All wiring or electrical work on exhibitor's display charged on time and material basis.
3. Tagging of equipment for proper voltage, phase, connection, *etc.*, is *exhibitor's responsibility*.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Greater Columbus Convention Center is not responsible for voltage or frequency variances.
6. Any motor 1/2 horsepower or larger must have a safety switch.
7. All Power is provided from the floor. All special requests must submitted in writing 30 days prior to move-in for a quote.
8. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00 per man.
9. Due to Fire Code, NO electrical cords can be placed under carpet.
10. A power box may be located in rear of booth to provide power in other booths in that area. Please DO NOT plug into this box.
11. No flat electrical cords, per city fire code.
12. No Sharing of electric between booths.

////////////////////////////////////

RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548/2644 FAX 614-827-2658 cutilities@columbusconventions.com



EXHIBITION SERVICES ORDER FORM



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ E-mail: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting Party on order form indicates acceptance of terms and conditions on reverse side.

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CLEANING SERVICES

Individual Cleaning for your booth may be ordered by filling in the blanks below. Charges based upon **GROSS** Exhibit size of each booth per day. Cost based on 10 x 10 booth size minimum. Tax rate of 7% is applicable*.

(Total square footage of each booth X number of showdays X square footage rate = total cost)

Total Cost

Vacuuming once before initial opening of show.

(Sq. Ft. of ea. Booth) _____ X (\$0.25 Sq.Ft. Rate) _____

Vacuuming once before initial opening of show and daily thereafter (booths under 600 sq. ft. per day).

(Sq. Ft. of ea. Booth) _____ X (# of days show will be open) _____ X (\$0.20 Sq.Ft. Rate) _____

Vacuuming once before initial opening of show and daily thereafter (booths over 600 sq. ft. per day).

(Sq. Ft. of ea. Booth) _____ X (# of days show will be open) _____ X (\$0.15 Sq.Ft. Rate) _____

*Cleaning Tax 7.5% Tax _____
 (*Tax Rate Subject to Change)

NO VACUUM ORDERS TAKEN ONSITE 1 1/2 HOURS PRIOR TO OPENING OF SHOW. Total _____

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

<p>PAYMENT INFORMATION - Payment Must be in U.S. Funds</p> <p>_____ Check # _____</p> <p>_____ Credit Card/Visa/MC/AE/Discover</p> <p>Complete GCCC credit card authorization form.</p>	<p>OFFICE USE ONLY</p> <p>_____ Pre-Order _____ On-Site Order</p> <p>_____ Received By _____ Date:</p> <p>_____ Equipment Installed By _____ Date: _____ Time</p> <p>_____ Posted By _____ Date _____ Exh#</p>
--	---

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

////////////////////////////////////
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ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

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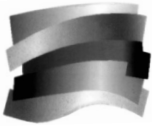
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RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548/2644 FAX 614-827-2658 cutilities@columbusconventions.com



**GREATER COLUMBUS
CONVENTION CENTER**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

**EXHIBITION SERVICES
ORDER FORM**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ E-mail: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting party on order form indicates acceptance of terms and conditions on reverse side.

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**ALL ORDERS MUST BE MAILED, FAXED, ONSITE OR ONLINE
 (www.columbusconventions.com)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

TELEPHONE SERVICE

QUANTITY:	TYPE OF SERVICE	ADVANCE RATE	STANDARD RATE	TOTALS
_____	Standard telephone line (analog)	\$220.00	\$260.00	_____
_____	Standard telephone line w/phone instrument	\$245.00	\$280.00	_____
_____	Voice Mail Box	\$65.00	\$90.00	_____
_____	Call Waiting	\$65.00	\$90.00	_____
_____	Multiple locations for a single phone number	\$95.00	\$150.00	_____
_____	Hours/Labor (1 hr min./layout)		\$50.00	_____
			TOTAL DUE	_____

****A valid credit card and signature must be on file prior to installation of telephone service. Credit card will be charged for all calls made on assigned extension(s) for the duration of the show/meeting.**

*Please see the reverse side of this form for the current telephone billing charges.

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS FOR TELEPHONE

PAYMENT INFORMATION - Payment Must be in U.S. Funds _____ Check # _____ (see ** note above) _____ Credit Card/Visa/MC/AE/Discover Complete GCCC credit card authorization form.	OFFICE USE ONLY	
	_____ Pre-Order	_____ On-Site Order
	_____ Received By	_____ Date:
	_____ Equipment Installed By	_____ Date: _____ Time
	_____ Posted By	_____ Date _____ Exh#

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:

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Refunds will be computed as follows:
 1. After installation of utilities - NO REFUND. Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$35.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

TELEPHONE SERVICE

1. Greater Columbus Convention Center is the exclusive provider of telecommunications for the Greater Columbus Convention Center.
2. Incomplete telecommunications requirements may delay processing and labor charges will be added in the event of changes made after initial installation.
3. Credit will NOT be given for service installed and not used.
4. Exhibitors will be fully responsible for the protection and safekeeping of telephone equipment.
5. Only Convention Center personnel are authorized to modify system wiring and cable.
6. Malfunctions in equipment will not be considered unless filed in writing by exhibitor prior to closing exposition.
7. Greater Columbus Convention Center is not responsible for any level fluctuations or circuit failure due to temporary or load telephone company conditions.
8. All equipment must comply with FCC regulations.
9. Prices are based on current rates and are subject to change without notice.
10. Rates quoted for phone service cover only the bringing of service to the booth in the most convenient manner.
11. All inquiries for data line service and other special needs should be directed to the Facility Technical Manager.
12. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the double time rate. Labor hired at one hour minimum.
13. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00.
14. Layout must be attached to original order. Labor charges will apply to the following: layouts attached, layout changes after installation and layouts presented onsite.

*Current Telephone Billing Charges

These rates are subject to change at any time without notice

The current telephone billing charges are as follows:

- \$0.15 per call for local calls
- \$0.15 per call for toll free calls
- \$0.15 per minute for all local toll calls (long distance in the central Ohio area)
- \$0.15 per minute for all long distance calls
- \$0.70 for local and toll free information calls (411 and 1-800-555-1212)
- \$1.00 for long distance information calls (1-area code-555-1212)
- \$1.50 for all local and long distance operator assisted calls
- International rates vary and will be invoiced at cost

We have the ability to restrict your telephone service to prohibit long distance calls.

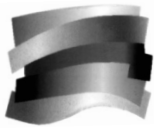
If you would like to restrict your service, the following options are available:

- Local and toll free service only
- Local, toll free, and Interstate long distance service
- Local, toll free, Interstate and International long distance service

Please inform the Client Utilities staff if you would like your phone service restricted.

Must dial '9' to get outside line.

RETURN TO & MAKE CHECK
PAYABLE TO
**GREATER COLUMBUS
CONVENTION CENTER
CLIENT UTILITIES DEPT.
400 NORTH HIGH STREET
COLUMBUS, OHIO 43215
614-827-2548/2644
FAX 614-827-2658**
cutilities@columbusconventions.com



**GREATER COLUMBUS
CONVENTION CENTER**

**EXHIBITION SERVICES
ORDER FORM**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

Name of Exhibition or Show: _____ Booth No. _____
 Firm/Booth Name: _____ Show Dates _____
 Address: _____ E-mail: _____ Phone No. _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature of Requesting Party on order form indicates acceptance of terms and conditions on reverse side.

PAYMENT NOTICE: ADVANCE RATES apply only to orders paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
 STANDARD RATES must be paid for all other orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS

**ALL ORDERS MUST BE MAILED, FAXED, ONSITE, OR ONLINE. (www.columbusconventions.com.)
 IF FORMS ARE FAXED, PLEASE DO NOT MAIL.**

PLUMBING SERVICES

COMPRESSED AIR: (Exhibitor must provide regulator and filter/dryer. Hose pressure regulated at 225 psi). Lines provided - 3/8" I.D. with 1/4" quick coupler. For special connections, call prior to submitting this form.

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$140.00	\$175.00	_____
_____	Each additional connection	\$110.00	\$150.00	_____
_____	1/2" or 3/4" connection (please circle size)	\$75.00	\$110.00	_____
_____	HOURS/LABOR (1 hr. minimum) for special installation and/or every two plumbing connections/or layout.	\$50.00	\$50.00	_____

WATER (Not available in Perimeter Wall Booths)

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$145.00	\$180.00	_____
_____	Each additional connection	\$110.00	\$145.00	_____
_____	1/2" or 3/4" connection (please circle size)	\$70.00	\$120.00	_____
_____	Water tanks, beds, pools - fill before show, drain after show up to 100 gallons.	\$95.00	\$125.00	_____
_____	Each additional 100 gallons.	\$25.00	\$55.00	_____
_____	Sink rental (DOES NOT include water/drain connections).	\$130.00	\$155.00	_____
_____	HOURS/LABOR (1 hr. minimum) for fill & drain every 300 gallons and/or special installations and/or every two plumbing connections/or layout.	\$50.00	\$50.00	_____

DRAINAGE (Not available in Perimeter Wall Booths)

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$95.00	\$130.00	_____
_____	Each additional connection	\$70.00	\$105.00	_____

GAS (Natural Gas with a rating of 1,000 BTU and 5 oz. pressure available) (Gas pressure regulated at 14" of water column).

QUANTITY:		ADVANCE RATE	STANDARD RATE	TOTALS
_____	Service Charge for first connection	\$165.00	\$205.00	_____
_____	Each additional connection	\$120.00	\$180.00	_____
_____	Size of connections . . . (Exhibitor to provide shutoff valve or wrench).			_____
_____	HOURS/LABOR (1 hr. minimum) for special plumbing installation and/or every two plumbing connections/or layout.	\$50.00	\$50.00	_____

NO GAS AVAILABLE IN PERIMETER WALL BOOTHS/NO GAS CYLINDERS PERMITTED

GRAND TOTAL DUE \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

PAYMENT INFORMATION - Payment Must be in U.S. Funds _____ Check # _____ _____ Credit Card/Visa/MC/AE/Discover Complete GCCC credit card authorization form.	OFFICE USE ONLY	
	_____ Pre-Order	_____ On-Site Order
	_____ Received By	_____ Date:
	_____ Equipment Installed By	_____ Date: _____ Time
	_____ Posted By	_____ Date _____ Exh#

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

GREATER COLUMBUS CONVENTION CENTER IMPORTANT CONDITIONS AND REGULATIONS

////////////////////////////////////
PAYMENT NOTICE:

ADVANCE RATES apply only to order paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY
STANDARD RATES must be paid at move-in for all orders. **NO EXCEPTIONS**

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

////////////////////////////////////
All terms, conditions, and rates on this form are subject to change at any time without notice.
CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
Refunds will be computed as follows:
 1. After installation - NO REFUND. Cancellation of exhibitor equipment and/or non-use does not justify refund.
 2. Refunds will be given on preorders up to 3 days prior to move-in of show.
5. Any returned check will have a \$35.00 Returned Check Fee.

ALL REFUNDS WILL BE FORWARDED, BY MAIL OR CREDITED

**ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE
ATTENTION OF THE GREATER COLUMBUS CONVENTION CENTER SERVICE DESK,
PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!**

PLUMBING SERVICE TERMS AND CONDITIONS

1. Rates quoted cover only the bringing of service to the booth.
2. All work performed within the booth in attaching lines to equipment will be charged on a time and material basis in addition to the connection charges.
3. A separate connection charge will be made for each piece of equipment using connected service, whether connected direct or otherwise.
4. No charge for gas or water used.
5. Plumbers are available at \$50.00 per hour straight time and \$100.00 per hour double time. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays is at the double time rate. Labor hired at one hour minimum.
6. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$50.00.
7. Layout must be attached to original order. Labor charges will apply to following: layouts attached, layout changes after installation and layouts presented onsite.

////////////////////////////////////

RETURN TO & MAKE CHECK PAYABLE TO GREATER COLUMBUS CONVENTION CENTER CLIENT UTILITIES DEPT. 400 NORTH HIGH STREET COLUMBUS, OHIO 43215 614-827-2548/2644 FAX 614-827-2658 cutilities@columbusconventions.com

GREATER COLUMBUS CONVENTION CENTER

IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions, and rates on this form are subject to change at any time without notice

RIGGING SERVICES

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

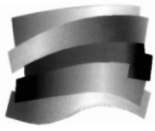
1. Payment information must accompany service order form.
2. All order form information must be completed in full (top two sections only) for order to be processed. Incomplete order forms could result in a processing delay that could result in slow service installation.
3. No service will be installed until all payment information is received.
4. Estimates given by GCCC are only estimates. Actual cost is determined at time of installation.
5. Preorder rate applies to all orders received 72 hours prior to first exhibitor move in day. All other orders will be considered on site orders and on site rates will apply.
6. One hour minimum charge per man for date and time when banner/sign/theatrical not ready for installation and/or clients do not show up.
7. Any changes in location after initial installation will reflect additional labor at posted rigging rates.
8. Weight limit for signs and banners is 75lbs. All banners/signs over 75lbs and/or any type of truss rigging are automatically considered theatrical rigging at the rates listed. All rigging requests are automatically performed by 2 man crews per OSHA safety regulations.
9. Rigging crews only perform the hanging of banners/signs/theatrical, no assembly is done. All hangings must be ready for installation at time of request.
10. After installation – NO REFUND.
11. Banner calls that run longer than 8 hours. The rate after the 8th hour will increase to \$65/HR until 12AM. After 12AM the rate will increase to \$75/HR.
12. Riggers will have 8 hours off between calls. If riggers are brought back before 8 hours then the rate for the riggers will be \$75/HR for the length of the call.
13. Any theatrical calls that run longer than 8 hours, the rate will increase to \$85/HR after the 8th hour.
14. Theatrical riggers will have 8 hours off between calls. If riggers are brought back before 8 hours then the rate for the riggers will be \$85/HR for the length of the call.
15. Standard material prices are listed below:

Rigging cable	\$3.75 per ft
Rigging wire	\$0.90 per ft
Beam clamps	\$75.00
Cable puller	\$22.75
Rigging come-a-longs	\$22.75
Rigging Harness 2 pt	\$17.00
Rigging Harness 3 pt	\$27.00
Rigging Harness 4 pt	\$37.00
Rigging Harness 5 pt	\$47.00
Zipties	\$1.35
Rigging crossbars	\$7.00
Hooks	\$0.85

Holidays Observed:

New Year's Eve
New Year's Day
Martin Luther King Day
Memorial Day
July 4th – Independence Day
Labor Day
Thanksgiving Day
Thanksgiving Day After
Christmas Eve
Christmas Day

Return to and make check payable to:
GREATER COLUMBUS
CONVENTION CENTER
CLIENT UTILITIES DEPT.
400 NORTH HIGH STREET
COLUMBUS, OHIO 43215
Voice: (614) 827-2548/2644
Fax: (614) 827-2658
cutilities@columbusconventions.com



**GREATER COLUMBUS
CONVENTION CENTER**



MANAGED FACILITY

Return to and make check payable to:
**Greater Columbus
 Convention Center
 Client Utilities Dept.
 400 North High Street
 Columbus, Ohio 43215
 614-827-2548/2644
 Fax 614-827-2658
 cutilities@columbusconventions.com**

**Exhibition Services
 Rigging Request Form**

Name of Exhibition or Show _____ Show Location/Booth# _____
 Company Name _____ Event# _____ Phone # _____
 Address _____ E-mail _____
 City _____ State _____ Zip _____
 Ordered By _____ Signature _____ Date _____

Rigging Information

Set-Up Date _____ Requested Time _____
 Take Down Date _____ Requested Time _____
 Location of Hanging _____
 Size, Number, and Type of Hangings _____
 Special Instructions _____

Rigging Materials Used Will Be Billed In Addition to Rigging. Please See Reverse Side for Material Rates.

**GCCC OFFICE USE ONLY. PLEASE DO NOT ENTER ANY DATA IN THE SPACES BELOW.
 ALL QUANTITIES WILL BE DETERMINED BY THE GCCC.**

Sign/Banner Hanging: (1-HOUR MINIMUM)

<u>Move-In</u>	<u>Rate</u>	<u>Number of Riggers</u>	<u>Hours/Each</u>	<u>Total</u>
Mon-Sat 8AM-5PM	\$54/HR	_____	_____	_____
Mon-Sat 5PM-Midnight	\$65/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$75/HR	_____	_____	_____
Sun 8AM-12AM	\$65/HR	_____	_____	_____
Holidays	\$75/HR	_____	_____	_____
NO SITE – 72 HOURS PRIOR	\$75/HR	_____	_____	_____
<u>High Lift</u>				
1 HOUR MINIMUM	\$40/HR	_____	_____	_____
<u>Move-Out</u>				
Mon-Sat 8AM-5PM	\$54/HR	_____	_____	_____
Mon-Sat 5PM-Midnight	\$65/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$75/HR	_____	_____	_____
Sun 8AM-12AM	\$65/HR	_____	_____	_____
Holidays	\$75/HR	_____	_____	_____
<u>High Lift</u>				
1 HOUR MINIMUM	\$40/HR	_____	_____	_____

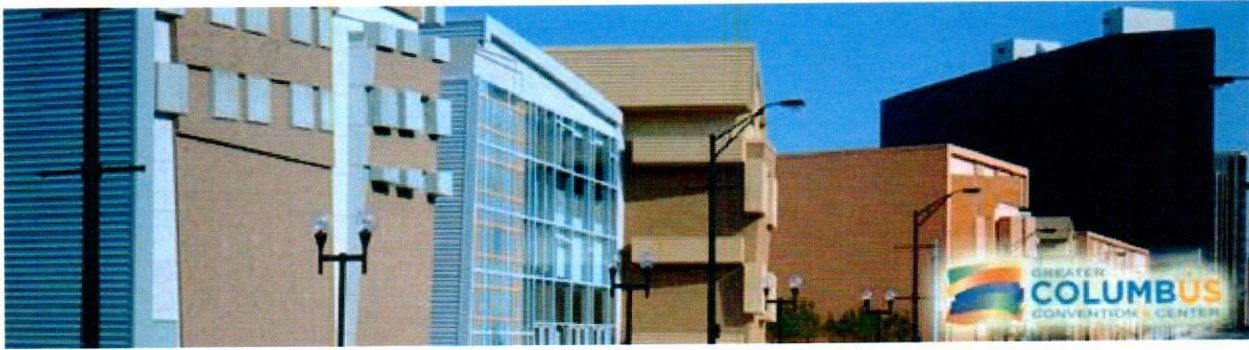
Theatrical Rigging (4 HOUR MINIMUM IN AND OUT):

<u>Move-In</u>	<u>Rate</u>	<u>Number of Riggers</u>	<u>Hours/Each</u>	<u>Total</u>
Mon-Sat 8AM-5PM	\$54/HR	_____	_____	_____
Mon-Sat 5PM-Midnight	\$70/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$85/HR	_____	_____	_____
Sun 8AM-12AM	\$65/HR	_____	_____	_____
Holidays	\$85/HR	_____	_____	_____
On-Site 72 Hrs Prior	\$75/HR	_____	_____	_____
<u>High Lift</u>				
1 HOUR MINIMUM	\$40/HR	_____	_____	_____
<u>Move-Out</u>				
Mon-Sat 8AM-5PM	\$54/HR	_____	_____	_____
Mon-Sat 5PM-Midnight	\$70/HR	_____	_____	_____
Mon-Sun Midnight-8AM	\$85/HR	_____	_____	_____
Sun 8AM-12AM	\$65/HR	_____	_____	_____
Holidays	\$85/HR	_____	_____	_____
On-Site 72 Hrs Prior	\$75/HR	_____	_____	_____
<u>High Lift</u>				
1 HOUR MINIMUM	\$40/HR	_____	_____	_____

Exhibitor Payment Info:

Credit Card Number: _____
 Credit Card Expiration Date: _____
 Signature: _____

Grand Total: _____



We are very excited to hear that your show will be at the Greater Columbus Convention Center! As you know, Smart City has been providing services to convention centers all over the nation for over 25 years and we are very proud to partner with the Greater Columbus Convention Center as its exclusive provider of your data, networking and event technology needs including the following services:

- High-Speed Internet Access (Shared Ethernet)
- “Hot Spot”/Internet Café/E-mail stations
- T-1 and other Special Data Circuits
- Webcasting (Internet Broadcasting)
- Temporary LAN/WAN/VPN construction
- Point-to-Point Networking
- Wireless Access
- Cable TV

For additional information, please feel free to contact one of our team members for assistance at (614) 827-2570.

We look forward to the opportunity of working with you again!

Sincerely,

Bill Duke

General Manager, Technology Services | Smart City Networks, LLC

Greater Columbus Convention Center | 400 N. High St. Columbus, OH 43215

(P) 614-827-2570 | (F) 614-827-2579 |

wduke@smartcity.com | www.smartcity.com

Andria S. Senters

CSR | Smart City Networks, LLC

Greater Columbus Convention Center | 400 N. High Street Columbus, OH 43215

asenters@smartcity.com | 614-827-2570 (office) | 614-827-2579 (fax)

Smart City Wireless Services • Greater Columbus Convention Center

Wi-Fi Quick Access Guide

Available Wireless Options

Wireless services are now a self-service option you may purchase at any time.

Depending on where you are in the facility, you will see one or all of the following SSIDs (network names). Although you may see all networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.



- ❏ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❏ You should see a page resembling the graphic shown.*
- ❏ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❏ If you have already created an account and are returning for an additional session click LOGIN.
- ❏ Please note User Name and Password are Case SensiTive.

- ❏ **Exhibitor Internet** - Available throughout the convention center. Price is \$79.99 per 24 clock hours per device (up to 1.54Mbps up/1.54Mbps down). \$159.99 for 3 days or \$239.99 for 5 days.
- ❏ **Instant Internet** - Available throughout the convention center with the **exception** of the Exhibit Halls and Ballrooms. Price is \$12.95 per 24 clock hours per device (up to 384k up/768k down).
- ❏ **Free Internet** - Available throughout all public spaces and meeting rooms in the Greater Columbus Convention Center. Complimentary WiFi per calendar day per computer (up to 128k up/256K down).

*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet".



Questions? Please call Smart City at **614-827-2570** or pick up the white phone on the service desk which will connect you to our customer service department.

**Also Available from Smart City:
Wired Internet**



Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expire Date(MM/YY): /	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=050

Print Authorized Name Accepting Terms and Conditions:

Authorized Signature Accepting Terms and Conditions:

<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> Web Casting HD Streaming Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Premium Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 10Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Wired Cyber Cafe Social Media Feeds Multi Media Downloads <p>Includes 1 Static Private IP Address</p>	<p>Basic Wired Internet No wired or wireless routers</p> <p>Shared Connection speeds up to 1.54Mbps</p> <p>Recommended for:</p> <ul style="list-style-type: none"> Email Surfing the Internet <p>Supports 1 device only</p>
---	--	--

Important! All online orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in

	QTY	Incentive	Base	On-Site	Total
1. Shared Internet Services – Routers Prohibited					
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Standard Cable TV Services					
a. Premium Service – Digital (Local & Expanded Channels, CNN)		\$450	\$565	\$650	
b. Additional Premium Service – (per device) in same general location		\$150	\$185	\$222	
c. Custom Requests (Additional Premium Channels / Packages)		Call 888-446-6911 for quote			
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3 rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
			SUBTOTAL		
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES		
			GRAND TOTAL		

Effective January 1, 2015 – December 31, 2015

Customer No: **2015 - 050 -**

INTERNET – NETWORK / CABLE TV SERVICE CONTRACT

Network Security Declaration

Center: Greater Columbus CC (050) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2015 - 050 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network:: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____ Date _____

Printed Name _____ Title _____

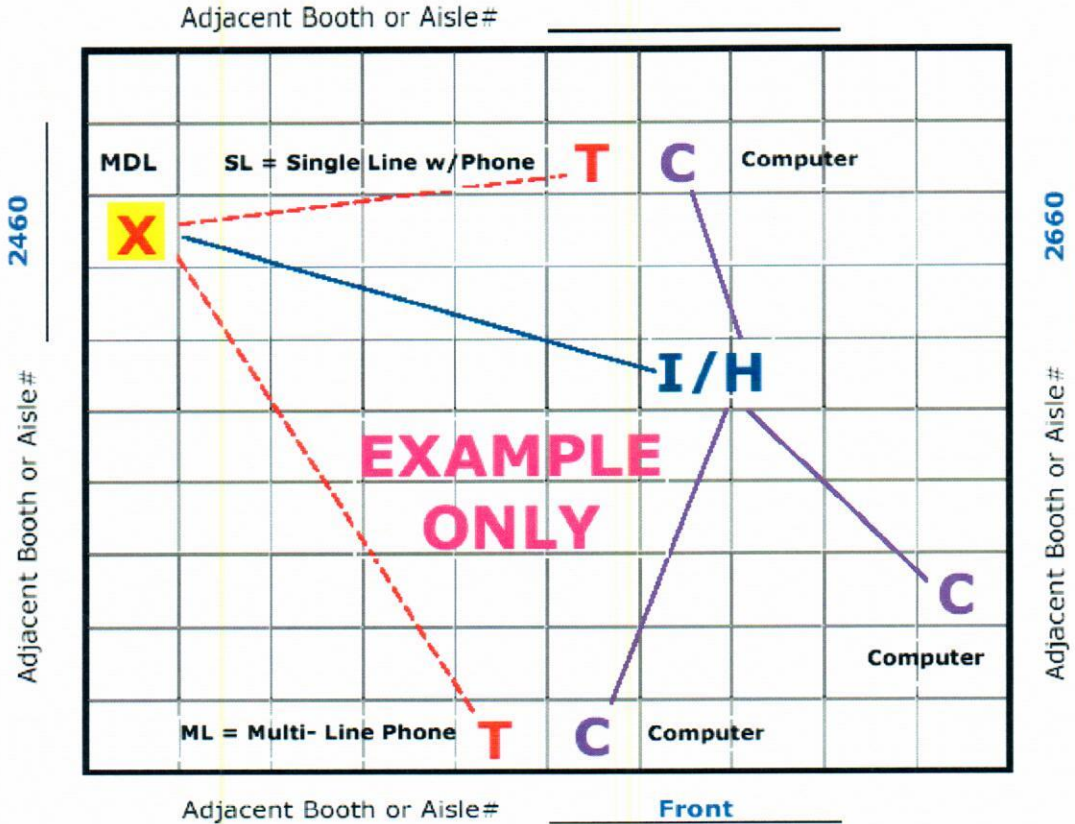
Floor Plan – Communications Cable

Center: Greater Columbus CC (050) - OH
 Show: ABC Example Show

Company Name: ABC Example Company
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 050 - XXX - XXXX

Data communications cabling. Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20. **Scale** = 1 Box is equal to 2 ft.

Credit Card Authorization Form

Center: Greater Columbus CC (050) - OH

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: _____

Reason for request:

Account paid in full credit card information required

Payment Declined

Invalid credit card number or expiration date

Need credit card information

Smart City requires all contracts / service requests to have a valid credit card number with signature on file regardless of payment method, as stated on our contract / order form. Please complete the information listed below and fax back to Smart City.

Payment in full is required before services can be installed. Thank you for your prompt attention to this matter regarding your account with Smart City. We accept MasterCard, Visa, and American Express.

Please indicate method of payment:

Cashiers Check or Money Order and Credit Card on file

Credit Card for payment in full

Wire Transfer and Credit Card on file

Credit Card on file

CREDIT CARD AUTHORIZATION

Credit Card Number: AMX MC Visa

Exp Date (MM / YY):

Security Code

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Print Card Holder Name As It Appears On Card:

Card Holder Signature:

Print Company Name As It Appears On Card:

Telephone Number
() -

Credit Card Billing Address:

Email Address To Send Receipt:

City:

State:

Zip Code:

Amount To Charge:

Comment:

This form is used only for services provided by Smart City family of companies and subsidiaries. Your authorization allows Smart City to be able to use the credit card information listed above if payment is not submitted in full with another method of payment. For your convenience we will also use your authorization to charge your credit card for any additional amounts incurred.

