

METROPOLITAN
exposition

METROPOLITAN EXPOSITION
SERVICES, INC.

BLACK COLLEGE EXPO

DECEMBER 15, 2007

**LOS ANGELES
CONVENTION CENTER**

Exhibitor Services MANUAL

SHOW INFORMATION



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for **Black College Expo** being held **December 15, 2007** at the Los Angeles Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10x10 EXHIBIT BOOTH INCLUDES:

- 8' high back wall drape (Red/Black/Green/Black/Red)
- 3' high side rail drape (Black)
- (1) – 6' x 30' high Black draped table (Black)
- (2) – Folding Chairs
- (1) – Wastebasket
- (1) – 7" x 44" one line ID Sign

The exhibit area is not carpeted.

EVENT SCHEDULE

| | | | |
|---------------------------|----------|-------------------|----------------|
| Exhibitor Move-In | Friday | December 14, 2007 | 12:30pm-4:30pm |
| | Saturday | December 15, 2007 | 8:00am-9:00am |
| Show Hours | Saturday | December 15, 2007 | 9:00am-4:00pm |
| Exhibitor Move-Out | Saturday | December 15, 2007 | 4:00pm-7:00pm |
| Force Freight/Clear Floor | Saturday | December 15, 2007 | 7:00pm |

All carriers must check-in no later than Saturday, December 15, 2007 by 4:00pm.

Metropolitan Exposition will begin returning empty shipping containers at the close of the show on Saturday, December 15, 2007 at approximately 4:00 PM. We estimate the empty return process to take approximately one (1) hour. Please keep this in mind when scheduling labor and freight pick-up.

SHOW INFORMATION



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

IMPORTANT DEADLINES *Please check all order forms for additional deadlines*

| | | |
|-------------------------------|-------------------------------------------|-------------------|
| FURNITURE & CARPET | Deadline date for advance order discount: | December 3, 2007 |
| FREIGHT | Shipments Begin Arriving at Warehouse: | November 12, 2007 |
| | Warehouse Shipments Deadline | December 10, 2007 |

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

Black College Expo
Exhibiting Company Name
Booth #
c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

**Advance shipments can arrive beginning on:
November 12, 2007**

**Advance shipment deadline (avoid surcharges)
December 10, 2007**

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to Los Angeles Convention Center:

Black College Expo
Exhibiting Company Name
Booth #
c/o Metropolitan Exposition Services, Inc.
Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

**Shipments can arrive direct at show site:
December 14, 2007 12:30pm-4:30pm**

Do not ship any materials to the Los Angeles Convention Center before this time frame. The Los Angeles Convention Center will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201-994-1300
Fax: 201-994-1350
E-Mail: exhibitorservices@metro-expo.com

STANDARD FURNISHINGS & ACCESSORIES ORDER FORM



115 Moonachie Avenue
Moonachie, NJ 07074
Ph: 201-994-1300 Fax: 201-994-1350

Discount Price Deadline Date
December 3, 2007

Black College Expo
December 15, 2007
Los Angeles Convention Center

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

| QUANTITY | ITEM # | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | INDICATE COLOR | TOTAL PRICE |
|-------------------------------------------------------------------------------------------------|--------|----------------------------------------|-------------------|-------------------|-------------------|----------------|
| CHAIRS | | | | | | |
| _____ | 1011 | Upholstered Side Chair | 58.50 | 87.75 | Grey | _____ |
| _____ | 2105 | Black Leather Side Chair | 66.50 | 99.75 | Black | _____ |
| _____ | 1013 | Tall Black Stool | 66.75 | 100.25 | Black | _____ |
| DRAPED TABLES Available colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray | | | | | | |
| _____ | 1001 | 4'x24"x30" high Draped Table | 92.00 | 138.00 | | _____ |
| _____ | 1003 | 6'x24"x30" high Draped Table | 105.75 | 158.50 | | _____ |
| _____ | 1005 | 8'x24"x30" high Draped Table | 116.25 | 174.50 | | _____ |
| _____ | 2001 | 4th side Draped - 30" high | 42.50 | 63.50 | | _____ |
| DRAPED COUNTERS Available colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray | | | | | | |
| _____ | 1002 | 4'x24"x42" high Draped Table | 107.00 | 160.50 | | _____ |
| _____ | 1004 | 6'x24"x42" high Draped Table | 128.50 | 192.75 | | _____ |
| _____ | 1006 | 8'x24"x42" high Draped Table | 138.50 | 208.00 | | _____ |
| _____ | 2002 | 4th side Draped - 42" high | 53.00 | 79.50 | | _____ |
| UNDRAPED TABLES | | | | | | |
| _____ | 2500 | 4'x24"x30" high Undraped Table | 52.50 | 78.75 | ---- | _____ |
| _____ | 2501 | 6'x24"x30" high Undraped Table | 62.00 | 93.00 | ---- | _____ |
| _____ | 2502 | 8'x24"x30" high Undraped Table | 71.25 | 107.00 | ---- | _____ |
| UNDRAPED COUNTERS | | | | | | |
| _____ | 2503 | 4'x24"x42" high Undraped Table | 64.25 | 96.25 | ---- | _____ |
| _____ | 2504 | 6'x24"x42" high Undraped Table | 73.75 | 110.50 | ---- | _____ |
| _____ | 2505 | 8'x24"x42" high Undraped Table | 83.25 | 124.75 | ---- | _____ |
| TABLE TOP RISERS Available colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray | | | | | | |
| _____ | 2508 | 4' Riser - Draped | 64.25 | 96.25 | | _____ |
| _____ | 2509 | 6' Riser - Draped | 78.75 | 118.00 | | _____ |
| _____ | 2506 | 4' Riser - Undraped | 42.25 | 63.25 | ---- | _____ |
| _____ | 2507 | 6' Riser - Undraped | 53.75 | 80.75 | ---- | _____ |
| PEDESTAL TABLES Black finish round top with chrome stand and base | | | | | | |
| _____ | 1007 | 30"x30" high Round Pedestal | 159.75 | 239.75 | Black | _____ |
| _____ | 1009 | 30"x42" high Round Pedestal | 192.50 | 288.50 | Black | _____ |
| MISCELLANEOUS | | | | | | |
| _____ | 1016 | 3' high Banjo Drape (4 ft. min. order) | 8.50 / ft. | 12.75/ft. | | _____ |
| _____ | 1017 | 8' high Banjo Drape (4 ft. min. order) | 10.50 / ft. | 16.00 /ft. | | _____ |
| _____ | 1018 | 22"x28" Chrome Sign Holder | 55.00 | 82.25 | Chrome | _____ |
| _____ | 1019 | Chrome Easel | 35.00 | 52.00 | Chrome | _____ |
| _____ | 1020 | Wastebasket | 16.75 | 25.00 | ---- | _____ |
| _____ | 1021 | Chrome Stanchion | 30.50 | 45.75 | Chrome | _____ |
| _____ | 1022 | White Plastic Chain | 1.95 / ft. | 2.95 / ft. | White | _____ |
| _____ | 1028 | Red Velour Rope - 8' long | 68.75 | 103.00 | Red | _____ |
| _____ | 1029 | Stanchion with Retractable Belt | 39.75 | 59.75 | | _____ |

TOTAL _____

Method of Payment form must accompany order

Cancellation Policy: Items cancelled will be charged 50% after move-in begins and 100% after installation

STANDARD & CUSTOM CUT CARPET ORDER FORM



Black College Expo
December 15, 2007
Los Angeles Convention Center

115 Moonachie Avenue
Moonachie, NJ 07074
Ph: 201-994-1300 Fax: 201-994-1350

Discount Price Deadline Date
December 3, 2007

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____
Contact Name _____ Phone # _____

| QUANTITY | ITEM # | DESCRIPTION | DISCOUNT PRICE | STANDARD PRICE | TOTAL PRICE |
|----------|--------|-------------|----------------|----------------|-------------|
|----------|--------|-------------|----------------|----------------|-------------|

Remember to order utilities in advance. All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.
Custom carpet is required for all booths longer than 30' or booths configured as an island or peninsula.
Multiples are not available. No exceptions.

Colors Available - Please circle desired color:



| | Black | Blue | Green | Gray | Red | Burgundy | |
|-------|-------|------------------------|-------|------|--------|----------|-------|
| _____ | 1059 | 10' x 10' Booth Carpet | | | 115.75 | 173.75 | _____ |
| _____ | 1065 | 10' x 15' Booth Carpet | | | 173.75 | 260.75 | _____ |
| _____ | 1060 | 10' x 20' Booth Carpet | | | 231.50 | 347.50 | _____ |
| _____ | 1061 | 10' x 30' Booth Carpet | | | 347.25 | 521.25 | _____ |

CUSTOM CUT CARPET

Minimum order of 100 square feet is required for custom cut carpet orders.
Price includes delivery, installation, carpet tape and removal.

Colors Available - Please circle desired color:



| | Black | Blue | Green | Gray | Red | Burgundy | |
|-------|-------|------------------------------------------|-------|------|------------|--------------|-------|
| _____ | 1064 | Custom Cut Carpet | | | 2.50 sq ft | 3.75 sq. ft. | _____ |
| | | Booth Size _____ x _____ = _____ sq. ft. | | | | | |

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding and visqueen orders.
Price includes delivery, installation and removal

| | | | | | |
|--|------|---------------------------|--------------|--------------|--|
| | 1062 | Carpet Padding – ½" | 1.00 sq. ft. | 1.50 sq. ft. | |
| | 1063 | Visqueen Plastic Covering | .70 sq. ft. | 1.05 sq. ft. | |

SUB-TOTAL = _____ + TAX @ 8.25% (visqueen only) = _____ = TOTAL _____

Method of Payment form must accompany order.

Cancellation Policy: Standard carpet orders cancelled after move-in begins will be charged 50% of original price and 100% after installation.
Custom cut carpet orders are non-refundable after December 3, 2007.

LOS ANGELES CONVENTION CENTER UNION JURISDICTION

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-964-1800 Fax: 201-964-1811

UNION INFORMATION

To assist you in planning your participation in your Los Angeles 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 (Display Installation & Dismantle)

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you **must** use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTER UNION

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICAL UNION

Members of the IBEW claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the Los Angeles Fire Department. Affidavits attesting to flameproof compliance with Los Angeles Fire Department Regulations must be submitted when requested.

INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

LABOR ORDER FORM



115 Moonachie Avenue
 Moonachie, NJ 07074
 Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
 December 15, 2007
 Los Angeles Convention Center

Method of Payment Form
 must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

DISPLAY LABOR (One Hour Minimum per Worker)

Decorator Labor - These craftsmen crate and uncrate materials, set up and dismantle exhibits

| | | |
|---------------|--------------------------------------------------------------------|------------------------------|
| STRAIGHT TIME | 8:00am to 4:30pm, Monday through Friday | \$ 75.75 per person/per hour |
| OVERTIME | 4:30pm to 8:00am, Monday through Friday; all day Saturday & Sunday | \$127.00 per person/per hour |
| DOUBLE TIME | Holidays | \$152.75 per person/per hour |

Start time guaranteed only when labor is requested for the start of the working day.
 Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.

INSTALLATION LABOR

Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
 Installation of your exhibit will be completed at our discretion prior to show opening.
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.
 Emergency Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
 Supervisor Name: _____ Phone #: _____

| Date | Start Time | No. of People | x | Approx. Hrs Per Person | = | Total Hrs. | @ | Hourly Rate | = | Estimated Total Cost |
|--------------------------------------|------------|---------------|---|------------------------|---|------------|---|-------------|---|----------------------|
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| Metropolitan Supervision (30%/60.00) | | | | | | | | | = | \$ _____ |
| Total Installation | | | | | | | | | = | \$ _____ |

DISMANTLE LABOR

Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
 Metropolitan Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.
 Emergency Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
 Supervisor Name: _____ Phone #: _____

| Date | Start Time | No. of People | x | Approx. Hrs Per Person | = | Total Hrs. | @ | Hourly Rate | = | Estimated Total Cost |
|--------------------------------------|------------|---------------|---|------------------------|---|------------|---|-------------|---|----------------------|
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| _____ | _____ | _____ | x | _____ | = | _____ | @ | \$ _____ | = | \$ _____ |
| Metropolitan Supervision (30%/60.00) | | | | | | | | | = | \$ _____ |
| Total Dismantle | | | | | | | | | = | \$ _____ |

HANGING SIGNS / BANNERS INFORMATION



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

HANGING SIGNS

Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.

TRUSS & HOISTS

Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the
**Hanging Signs / Banners Order Form by
December 3, 2007**

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS

All "Okay to Proceed" hanging signs should be received in advance at the Metropolitan warehouse by **December 10, 2007**.

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.



RUSH - HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO: Black College Expo

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

Shipment should arrive on or before: December 10, 2007
Carrier _____

Number _____ of _____ Pieces

HANGING SIGNS / BANNERS ORDER FORM



Black College Expo
December 15, 2007
Los Angeles Convention Center

115 Moonachie Avenue
Moonachie, NJ 07074
Ph: 201-994-1300 Fax: 201-994-1350

Deadline Date
December 3, 2007

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____

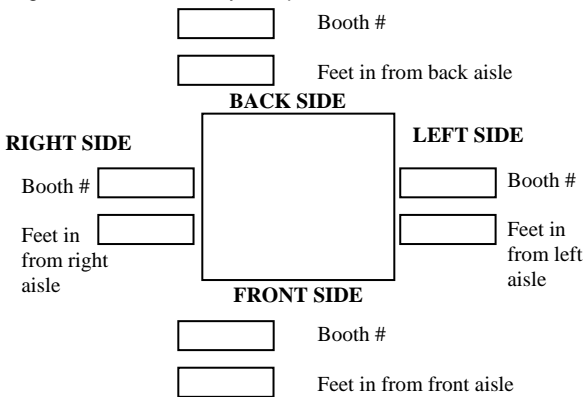
***** NON-ELECTRICAL SIGNS & BANNERS ONLY *****

- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Metropolitan. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Metropolitan immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.
- Type: ___ Cloth Banner ___ Metal or Wood
 Shape: ___ Square ___ Triangle ___ Rectangle
 Size: Height _____ Length _____
 Weight: _____
 Does your sign require: ___ Electricity
 ___ Assembly
 (must provide set up instructions)

PLACEMENT DIAGRAM - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



HANGING SIGNS EQUIPMENT & LABOR

| | Lift Crew | Extra Labor |
|--------------------------------------------------------|------------------|--------------------|
| Straight Time 8:00am to 4:30pm, Monday – Friday | \$326.50 | \$ 75.75 |
| Overtime All other times and Saturday & Sunday | \$429.00 | \$127.00 |
| Double Time Holidays | \$480.50 | \$152.75 |

Crew consists of one (1) Lift and two (2) Laborers
 One hour minimums apply for crews and extra Laborers; thereafter, charges are assessed at ½ hour increments.
 Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
 Supervisor must check in at Metropolitan Exposition Service Desk to pick-up labor.
 Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.
 Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.
 Invoice will be calculated according to actual hours worked.

| INSTALLATION LABOR | | | | | | | |
|--------------------------------------------------------------------------------------------------|------|-----------------------------|--------------------|-----------------------|-------------|-------------|----------------|
| Description | Date | Start Time | # of Equip/ Person | Approx Hrs Per Person | Total Hours | Hourly Rate | Estimate Total |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| DISMANTLE LABOR – Allow sufficient time for empty containers to be returned to your booth | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Install Labor \$ | | + Dismantle Labor \$ | | = TOTAL \$ | | | |

BOOTH LAYOUT



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Deadline Date
December 3, 2007

Black College Expo
December 15, 2007
Los Angeles Convention Center

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Check all that apply:

- Hanging Signs
- Pegboard
- Special Color drape
- Pad & Carpet (if not carpeting entire booth space)

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)
- Mark the adjacent booth numbers or aisle numbers

Back of Booth (indicate adjacent booth or aisle _____)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |

Indicate adjacent booth or aisle

Indicate adjacent booth or aisle

Front of Booth (indicate adjacent booth number or aisle _____)

SHIPPING & MATERIAL HANDLING GUIDELINES

Page 1 of 2



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be rounded **up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Method of Payment Form with your order.

Special Handling

A surcharge of 30% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of lading to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

SHIPPING & MATERIAL HANDLING GUIDELINES

Page 2 of 2



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

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Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for **each** shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at \$50.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Our liability shall be limited to the specific loss or damage to the specific article, which is lost or damaged. In any event, our maximum liability shall be limited to \$.25 per lost or damaged. In any event, our maximum liability shall be limited to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less. Exhibitors must file claims before the close of the show.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

SHIPPING INFORMATION

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)

Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will not be accepted at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Black College Expo
Exhibiting Company Name
Booth #
c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

**Advance shipments can arrive beginning on:
November 12, 2007**

**Advance shipment deadline (avoid surcharges)
December 10, 2007**

Warehouse receiving hours are 8:00am – 4:00pm

Direct Shipping to Los Angeles Convention Center (200 pound minimum per shipment)

The rate for this service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Black College Expo
Exhibiting Company Name
Booth #
c/o Metropolitan Exposition Services, Inc.
Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

**Shipments can arrive at show site:
December 14, 2007 12:30pm-4:30pm**

*Do not ship any materials to Los Angeles
Convention Center before this time frame.
Los Angeles Convention Center will not
accept any shipments.*

MATERIAL HANDLING ORDER FORM



115 Moonachie Avenue
Moonachie, NJ 07074
Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

Method of Payment Form
must accompany Order

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

CRATED/SKIDDED 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 Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

| | |
|---------------|--------------------------------------------------------------------------------------------------|
| Straight Time | Monday through Friday, 8:00am to 4:30pm |
| Overtime | Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays |
| ST/ST | Freight handled on straight time into and out of the show |
| ST/OT | Freight handled one way on straight time and one way on overtime, either into or out of the show |
| OT/OT | Freight handled on overtime into and out of the show |

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

* Advance shipments will be charged at the following rate in accordance with our move-in and move-out schedule.

| | CRATED / SKIDDED | | SPECIAL HANDLING | |
|-------|------------------|----------|------------------|----------|
| | Per 100 lbs | Minimum | Per 100 lbs | Minimum |
| ST/OT | \$73.75 | \$147.50 | \$ 96.00 | \$192.00 |
| OT/OT | \$90.75 | \$181.50 | \$118.00 | \$236.00 |

DIRECT SHIPMENTS TO LOS ANGELES CONVENTION CENTER

* Direct shipments will be charged at the following rate in accordance with our move-in and move-out schedule.

* Trucks signing-in at after 2:00pm will be charged OT rate.

| | CRATED / SKIDDED | | UNCRATED | | SPECIAL HANDLING | |
|-------|------------------|----------|-------------|----------|------------------|----------|
| | Per 100 lbs | Minimum | Per 100 lbs | Minimum | Per 100 lbs | Minimum |
| ST/OT | \$ 66.75 | \$133.50 | \$ 99.75 | \$199.50 | \$ 86.75 | \$173.50 |
| OT/OT | \$ 82.00 | \$164.00 | \$122.75 | \$245.50 | \$106.75 | \$213.50 |

SMALL PACKAGE – Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition, at **show site only**. Maximum weight is 50 pounds, per shipment, per delivery. **ONLY** Fed Ex, UPS, & DHL shipments can be considered as small packages.

First Carton \$33.40
Each Additional Carton \$ 7.80 per

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ___ Metropolitan Warehouse ___ Los Angeles Convention Center

We are shipping _____ lbs. @ \$ _____ per 100 lbs., 200 lbs. min per shipment Estimate = \$ _____

Late Arrival Surcharge add 30% = \$ _____

Total Due = \$ _____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.



RUSH - EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

Shipment should arrive on or before: December 10, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

Shipment should arrive on or before: December 10, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

Shipment should arrive on or before: December 10, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Roadway Express
4700 South Eastern Avenue
Los Angeles, CA 90040

Shipment should arrive on or before: December 10, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

Shipment should arrive: December 15, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

Shipment should arrive: December 15, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

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Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

Shipment should arrive: December 15, 2007

Carrier _____

Number _____ of _____ Pieces



RUSH - EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: **Black College Expo**

Exhibiting Company _____

Booth Number _____

c/o Metropolitan Exposition Services, Inc.
Los Angeles Convention Center
South Hall - H & J
1201 South Figueroa Street
Los Angeles, CA 90015

Shipment should arrive: December 15, 2007

Carrier _____

Number _____ of _____ Pieces

VEHICLE SPOTTING ORDER FORM



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

Black College Expo
December 15, 2007
Los Angeles Convention Center

Company Name _____ Booth # _____

Contact Name _____ Phone # _____

Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be "Spotted" by Metropolitan. A Spotting Fee of \$212.00 (roundtrip fee) will be charged. All vehicles on display must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, on the premises is prohibited
- Vehicles may not be moved during show hours

Qty of vehicles _____ X Rate _____ = Total \$ _____

Total Estimated Charges \$ _____

Payment Enclosed \$ _____

TERMS & CONDITIONS – PAYMENT & LABOR

METROPOLITAN
exposition

115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Method of Payment form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc." ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Carlstadt, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules an/or regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

TERMS & CONDITIONS – MATERIAL HANDLING

Page 1 of 2



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc." ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

TERMS & CONDITIONS – MATERIAL HANDLING

Page 2 of 2



115 Moonachie Avenue
Moonachie, NJ 07074

Ph: 201-994-1300 Fax: 201-994-1350

10. **CLAIM(S) FOR LOSS** – Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the “conclusion” of the show shall be construed as the time when exhibitor’s materials are delivered to the carrier for transportation from the show site of from Metropolitan’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

- a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
- b) Maximum recovery. If found liable for any loss, Metropolitan’s sole and exclusive maximum liability for loss or damage to exhibitor’s materials and exhibitor’s sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.
- c) Breach of Contract and/or negligence only. Metropolitan’s liability shall be limited to any loss or damage which results solely from Metropolitan’s negligence in the actual physical handling of the items comprising exhibitor’s shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor’s failure to perform exhibitor’s responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** – Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan’s maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** – Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor’s negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor’s employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan’s equipment;
- Exhibitor’s violation of Federal, State, County of Local ordinances;
- Exhibitor’s violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** – Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** – If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.



Los Angeles Convention Center

2007 ELECTRICAL SERVICE ORDER

VALID FROM JANUARY 1 - DECEMBER 31, 2007

CUSTOMER SERVICES
 1201 SOUTH FIGUEROA STREET
 LOS ANGELES, CA 90015
 (213) 741-1151, Ext. 5470
 FAX: (213) 765-4444
 E-mail: customerservices@lacclink.com
 TDD: (213) 763-5080

| | | | | | |
|----------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------|--|
| NAME OF EVENT | | EVENT DATES | | BOOTH NUMBER(S) | |
| EXHIBITING FIRM | | | ON SITE SHOW CONTACT | | |
| ADDRESS | | CITY | | STATE | |
| TELEPHONE | | FAX | | E-MAIL | |
| ORDER ON LINE AT www.lacclink.com | | PAYMENT IN U.S. DOLLARS OR CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING <input type="checkbox"/> American Express <input type="checkbox"/> Company Check <input type="checkbox"/> Certified Check <input type="checkbox"/> Diners Card <input type="checkbox"/> Master Card <input type="checkbox"/> VISA MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER | | | |
| click: Services Provided | | CREDIT CARD NO. | | EXP. DATE | |
| then click: Exhibitor Services | | PLEASE PRINT NAME AS IT APPEARS ON CARD | | AUTHORIZED SIGNATURE OF CARDHOLDER | |
| | | | | DATE | |

PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

| (1) | QTY. | 120 VOLT POWER & LIGHTING OUTLETS | RATE | LACC CODE | AMOUNT | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------|-------|-----------|---------------------|----|
| | | Single Outlet up to 500 Watts | \$105 | E01S | | |
| | | Single Outlet up to 1000 Watts | 155 | E02S | | |
| | | Single Outlet up to 1500 Watts | 195 | E03S | | |
| | | Single Outlet up to 2000 Watts | 240 | E04S | | |
| Additional labor charge required to install outlets other than at rear of booth or standard placement. See B5 on back of form. Please submit plan showing outlet locations. | | | | | SUBTOTAL (1) | \$ |

| (2) | QTY. | FLOODLIGHTS & SPOTLIGHTS | RATE | LACC CODE | AMOUNT | |
|------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------|-------|-----------|---------------------|----|
| | | 150 Watt (equivalent) – Floodlight or _____ Spotlight | \$135 | E05SF/SS | | |
| | | 1000 Watt Par 64 Quartz Light (Halls ABGHJK only) installed on catwalk railing .. | 270 | E07S | | |
| | | 1000 Watt Par 64 Quartz Light (Kentia Hall) installed on columns or unistrut. | 315 | E08S | | |
| Additional labor maybe required for non-standard installations. See LACC Lighting Policy for additional details. | | | | | SUBTOTAL (2) | \$ |

(3) 208/480 VOLT POWER CONNECTIONS (INCLUDES LABOR & MATERIAL) SEE C REVERSE SIDE FOR INSTALLATION PROCEDURES

| | | 208 VOLT, 1Ø | | 208 VOLT, 3Ø | | | 480 VOLT, 3Ø | | | AMOUNT |
|----------|-----|--------------|---------|--------------|-----------|---------|--------------|-----------|---------|--------|
| AMPERAGE | QTY | RATE EACH | CODE | QTY | RATE EACH | CODE | QTY | RATE EACH | CODE | |
| 10 AMP | | \$340 | EP21010 | | \$495 | EP23010 | | \$750 | EP43010 | |
| 20 AMP | | \$495 | EP21020 | | \$630 | EP23020 | | \$850 | EP43020 | |
| 30 AMP | | \$630 | EP21030 | | \$690 | EP23030 | | \$1,050 | EP43030 | |
| 60 AMP | | \$795 | EP21060 | | \$995 | EP23060 | | \$1,995 | EP43060 | |
| 100 AMP | | \$995 | EP21100 | | \$1,500 | EP23100 | | \$3,200 | EP43100 | |
| 200 AMP | | \$1,750 | EP21200 | | \$2,750 | EP23200 | | \$5,975 | EP43200 | |

For amps above 200, please call LACC Customer Services

Submit floor plan indicating volts, amps, and phase of each piece of equipment to be hooked up. Also indicate desired location of main power drop and location of all equipment to be connected.

SUBTOTAL (3) \$

ELECTRICAL LABOR RATES (½ HOUR INCREMENTS)
 Monday - Friday 8:00 am - 4:30 p.m. \$ 60/Hr.
 All other times, Sat., Sun., Holidays \$120/Hr.
 Discount Not Applicable, See B-5 on back of form.

FOR 24 HOUR SERVICE ADD 50% EACH OUTLET

SUBMIT DETAILED LIST OF SERVICES REQUIRING
 24 HOUR SERVICE **SUBTOTAL (4)** \$

PLEASE SUBMIT FLOOR PLAN OF BOOTH, IF AVAILABLE, SHOWING EXACT LOCATION OF ELECTRICAL AND ALL OTHER SERVICES.

ADD ABOVE SUBTOTALS 1-4. (a)

➔ **SEE A1 ON BACK OF FORM TO APPLY 20% DISCOUNT** (b)

SUBTRACT (b) from (a) for **TOTAL DUE** \$

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| SHOW GENERAL LOCATION OF CONNECTION. AISLE # _____ STANDARD _____ ISLAND _____ CORNER AISLE # _____ INDICATE TYPE OF BOOTH & AISLE NO. | FOR OFFICE USE ONLY Form of Payment _____ Amount \$ _____ Date: _____ Rec'd By: _____ ID # _____ Date Entered: _____ Initial _____ | 48-42 (06/06) ORIGINAL (CUSTOMER SERVICES) YELLOW (EXHIBITOR) <h2 style="text-align: center;">NO. E7</h2> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|

In submitting this order, the parties requesting service acknowledge that they have read and understand the Information and Conditions on the reverse side of this order form and agree to accept the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, exterior areas, and temporary structures. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to (Customer) for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form must be received **with full payment or credit card payment no less than twenty (20) days prior to first scheduled show day for the DISCOUNT** to be applied.
2. Failure to provide all the necessary information requested on this form, and on required supplemental forms, may result in a delay of service installation.
3. Credit cannot be given for service or equipment installed and not used.
4. Refund will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
5. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered on service order form will be required to pay on site for power to continue service. Power may be disconnected pending receipt of full payment.
6. A \$35.00 service fee will be charged for returned checks.
7. Checks are not accepted at the Service Desk.

B. REQUIREMENTS/SERVICE RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures. Exhibitor to supply surge protected equipment.
4. All electrical equipment, components, fixtures, cabling, etc. must be listed by Underwriters Laboratory (UL), or approved by the City of LA's Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: Installing more than 3 outlets to locations other than "standard rear of booth" placement, installing electric cords and cables throughout the booth, relocating service(s) installed, installing power from overhead catwalks, installing service that exceeds standard cable lengths/runs, and installing exhibitor lighting. See LACC Labor Request form for more details...
6. Neon signs, lights or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed..
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information on current, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Customer Service Desk when **equipment is in exhibit position**.
3. LACC electrician will audit power requirement and adjust requirements if necessary. Exhibitor shall return to service desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with exhibitor's schedule:**
 - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
 - (b) **Electrical equipment power rotation will be done only when exhibitor is present.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY



Los Angeles Convention Center

2007 ELECTRICAL LABOR REQUEST

VALID FROM JANUARY 1 – DECEMBER 31, 2007

CUSTOMER SERVICES
 1201 SOUTH FIGUEROA STREET
 LOS ANGELES, CA 90015
 (213) 741-1151, Ext. 5470
 FAX: (213) 765-4444
 E-mail: customerservices@lacclink.com
 TDD: (213) 763-5080

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|-----------------|------|
| NAME OF EVENT | | EVENT DATES | | BOOTH NUMBER(S) | |
| EXHIBITING FIRM | | | ON SITE SHOW CONTACT | | |
| ADDRESS | | CITY | STATE | ZIP | |
| CONTACT | | TELEPHONE | | FAX | |
| EXHIBITOR APPOINTED CONTRACTOR (EAC) | | ON SITE CONTACT | | TELEPHONE | |
| ORDER ON LINE AT www.lacclink.com click: Services Provided then click: Exhibitor Services | PAYMENT IN U.S. DOLLARS. CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING <input type="checkbox"/> American Express <input type="checkbox"/> Diners Card <input type="checkbox"/> Master Card <input type="checkbox"/> VISA | | | | |
| | CREDIT CARD NO. | | | EXP. DATE | |
| | PLEASE PRINT NAME AS IT APPEARS ON CARD | | AUTHORIZED SIGNATURE OF CARDHOLDER | | DATE |

1. Please submit labor request form with credit card authorization no less than twenty (20) days prior to the first scheduled move-in day. Labor ordered after this time will be scheduled based on availability and on a first come, first served basis.
2. Electrical labor must be ordered when the type of service requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment or when lighting is installed. Examples in which additional labor is required include: Installing more than three (3) outlets to specific locations on the floor other than "standard rear of booth" placement, installing electric cords and cables throughout the booth, relocating service(s) once installed, installing, wiring, adjusting, and removing exhibitor/contractor owned light fixtures and related equipment. Installing power from overhead (catwalks, etc.), and installing services that exceed standard cable lengths/runs.
3. Once floor power has been installed, exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person in fifteen (15) minutes. Installations exceeding 15 minutes must be done by LACC Electrical Staff. For theatrical style lighting, see LACC Lighting Policy.
4. Requests for modifications to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modifications and/or cancellations made without prior notification may be subject to corresponding labor charges.
5. Please fill-in the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in ½ hour increments. Total charges will be calculated according to actual hours worked.

| SCHEDULE | | | # OF HRS. | QUANTITY | | | RATE | \$ TOTALS |
|----------|---------|---------|-----------|----------|-----|---------|------|-----------|
| DATE(S) | START | END | | ELECT. | JLG | SCISSOR | | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |

Labor and Material are not subject to discount.

GRAND TOTAL = \$ _____

All projects involving electrical labor must be completed between the hours of 7:30 a.m. and 11:00 p.m. **No electrical work will be performed after 11:00 p.m. or prior to 7:30 a.m. without prior authorization.**

Electrical Labor and Equipment Rates:

Electrician: Mon. - Fri. 8:00 A.M. to 4:30 P.M.: \$60.00/hour All other times, Sat., Sun., Holidays: \$120.00/hour.
 Scissor lift with Operator: Mon. - Fri. 8:00 A.M. - 4:30 P.M.: \$170.00/hour All other times: \$225.00/hour.
 JLG Lift with Operator: Mon. - Fri. 8:00 A.M. - 4:30 P.M.: \$220.00/hour All other times: \$275.00/hour.





Los Angeles Convention Center

2007 ELECTRICAL LABOR REQUEST

VALID FROM JANUARY 1 – DECEMBER 31, 2007

CUSTOMER SERVICES
 1201 SOUTH FIGUEROA STREET
 LOS ANGELES, CA 90015
 (213) 741-1151, Ext. 5470
 FAX: (213) 765-4444
 E-mail: customerservices@lacclink.com
 TDD: (213) 763-5080

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------|--|
| NAME OF EVENT | | EVENT DATES | | BOOTH NUMBER(S) | |
| EXHIBITING FIRM | | | ON SITE SHOW CONTACT | | |
| ADDRESS | | CITY | STATE | ZIP | |
| CONTACT | | TELEPHONE | | FAX | |
| EXHIBITOR APPOINTED CONTRACTOR (EAC) | | ON SITE CONTACT | | TELEPHONE | |
| ORDER ON LINE AT www.lacclink.com click: Services Provided then click: Exhibitor Services | PAYMENT IN U.S. DOLLARS. CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING <input type="checkbox"/> American Express <input type="checkbox"/> Diners Card <input type="checkbox"/> Master Card <input type="checkbox"/> VISA | | | | |

1. Please submit labor request form with credit card authorization no less than twenty (20) days prior to the first scheduled move-in day. Labor ordered after this time will be scheduled based on availability and on a first come, first served basis.
2. Electrical labor must be ordered when the type of service requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment or when lighting is installed. Examples in which additional labor is required include: Installing more than three (3) outlets to specific locations on the floor other than "standard rear of booth" placement, installing electric cords and cables throughout the booth, relocating service(s) once installed, installing, wiring, adjusting, and removing exhibitor/contractor owned light fixtures and related equipment. Installing power from overhead (catwalks, etc.), and installing services that exceed standard cable lengths/runs.
3. Once floor power has been installed, exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person in fifteen (15) minutes. Installations exceeding 15 minutes must be done by LACC Electrical Staff. For theatrical style lighting, see LACC Lighting Policy.
4. Requests for modifications to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modifications and/or cancellations made without prior notification may be subject to corresponding labor charges.
5. Please fill-in the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in ½ hour increments. Total charges will be calculated according to actual hours worked.

| SCHEDULE | | | # OF HRS. | QUANTITY | | | RATE | \$ TOTALS |
|----------|---------|---------|-----------|----------|-----|---------|------|-----------|
| DATE(S) | START | END | | ELECT. | JLG | SCISSOR | | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |
| | AM / PM | AM / PM | | | | | HR | |

Labor and Material are not subject to discount.

GRAND TOTAL = \$ _____

All projects involving electrical labor must be completed between the hours of 7:30 a.m. and 11:00 p.m. **No electrical work will be performed after 11:00 p.m. or prior to 7:30 a.m. without prior authorization.**

Electrical Labor and Equipment Rates:

| | | | |
|-----------------------------|-------------------------------------|---------------|-------------------------------------------------------|
| Electrician: | Mon. - Fri. 8:00 A.M. to 4:30 P.M.: | \$60.00/hour | All other times, Sat., Sun., Holidays: \$120.00/hour. |
| Scissor lift with Operator: | Mon. - Fri. 8:00 A.M. - 4:30 P.M.: | \$170.00/hour | All other times: \$225.00/hour. |
| JLG Lift with Operator: | Mon. - Fri. 8:00 A.M. - 4:30 P.M.: | \$220.00/hour | All other times: \$275.00/hour. |





Los Angeles Convention Center

**2007
TELECOMMUNICATIONS
SERVICE ORDER**

VALID FROM JANUARY 1 - DECEMBER 31, 2007

CUSTOMER SERVICES
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, Ext. 5470
FAX: (213) 765-4444
E-mail: customerservices@lacclink.com
TDD: (213) 763-5080

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------|--|
| NAME OF EVENT | | EVENT DATES | | BOOTH NUMBER(S) | |
| EXHIBITING FIRM | | | ON SITE SHOW CONTACT | | |
| ADDRESS | | CITY | | STATE ZIP | |
| TELEPHONE | | FAX | | E-MAIL | |
| ORDER ON LINE AT www.lacclink.com click: Services Provided then click: Exhibitor Services | | PAYMENT IN U.S. DOLLARS OR CREDIT CARD AUTHORIZATION MUST ACCOMPANY THIS ORDER FOR PROCESSING <input type="checkbox"/> American Express <input type="checkbox"/> Company Check <input type="checkbox"/> Certified Check <input type="checkbox"/> Diners Card <input type="checkbox"/> Master Card <input type="checkbox"/> VISA MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER | | | |
| | | CREDIT CARD NO. | | EXP. DATE | |
| | | PLEASE PRINT NAME AS IT APPEARS ON CARD | | AUTHORIZED SIGNATURE OF CARDHOLDER | |

Credit Card Billing Address

PLEASE SEE BACK OF FORM FOR INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

| 1. TYPE OF SERVICE | QTY. | RATE | CODE | AMOUNT |
|-----------------------------------------------------------------------------------------------------|------|-------|------|----------------------------------------------------------|
| A. Single Line (must Dial 9 then number) | | \$280 | LIN | |
| B. Multi-Line (minimum 2 lines/1 phone) (rate listed is per line) | | 280 | MUL | |
| C. Modem Line (Direct Dial) (credit card authorization required) | | 380 | MOD | |
| D. Dedicated Line (Direct Dial) (credit card authorization required) | | 380 | DED | |
| E. Dry Pair | | 380 | T03 | |
| Circuit No. _____ | | | | Subtotal (a) |
| Local Calls include 213 Area Code <u>only</u> | | | | See A1 on back of form to apply 20% discount (b) |
| <input type="checkbox"/> For Toll Calls and Long Distance access, include Credit Card Authorization | | | | Subtract (b) from (a) for amount due SUBTOTAL (1) |

| 2. SPECIAL SERVICES AVAILABLE (credit card authorization required) | QTY. | RATE | CODE | AMOUNT |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------|------|---------------------|
| A. ISDN BRI Line (includes LACC connection and SBC ISDN line) | | \$580 | BRI | |
| B. ISDN Connection (LACC connection only/user provides ISDN line) | | 400 | ISDN | |
| For T-1 Service or Special Requirements contact LACC Telecommunications Department <u>no less than 30 days</u> prior to show for confirmation of service and installation coordination. | | | | SUBTOTAL (2) |

| 3. TELEPHONE INSTRUMENT | QTY. | RATE | CODE | AMOUNT |
|-------------------------------------------------------------------------|------|------|------|---------------------|
| Single Line Touch Tone Phone (you keep at end of show) See 1A | | \$30 | TO5 | |
| | | | | SUBTOTAL (3) |

ADD SUBTOTALS 1 - 3 FOR TOTAL AMOUNT DUE

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please submit floor plan showing exact location of telephone in booth. If no plan is submitted, telephone will be installed in center of booth or most convenient location. A relocation fee will be charged for moves or reinstallations requested. | TELECOMMUNICATIONS LABOR RATES (½ HOUR INCREMENTS) Monday - Friday 8:00 a.m. - 4:30 p.m. \$ 60/Hr. All other times, Sat., Sun., Holidays \$120/Hr. Relocation charge per line \$ 70 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| SHOW GENERAL LOCATION OF CONNECTION. AISLE # _____ STANDARD _____ ISLAND _____ CORNER AISLE # _____ INDICATE TYPE OF BOOTH & AISLE NO. | <p align="center">FOR OFFICE USE ONLY</p> Form of Payment _____ Amount \$ _____ Date: _____ Rec'd By: _____ ID # _____ Date Entered: _____ Initial _____ Ext. # _____ | 48-44 (06/06) ORIGINAL (CUSTOMER SERVICES) YELLOW (EXHIBITOR) <p align="center">NO. T7</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

In submitting this order, the parties requesting service acknowledge that they have read and understand the Information and Conditions on the reverse side of this order form and agree to accept the terms therein.

INFORMATION AND CONDITIONS

The Los Angeles Convention Center is the exclusive provider for telecommunication services within its facilities. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. All requirements for telecommunication services, whether originating or terminating in the LACC, must be arranged and coordinated with the LACC Telecommunications Department.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to (Customer) for any damages, including special, incidental or consequential damages for loss, damage or expense, directly or indirectly arising from (Customer's) use or inability to use the services herein requested, or for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form **MUST BE RECEIVED WITH FULL PAYMENT AND CREDIT CARD PAYMENT NO LESS THAN TWENTY (20) DAYS PRIOR TO FIRST SCHEDULED SHOW DAY FOR DISCOUNT RATE.**
2. Orders received less than twenty (20) days prior to first show day will be charged at the LISTED RATE. Checks will not be accepted for on-site orders.
3. Booth number and location of telephone connection must be identified for processing of order.
4. Credit card authorization must be on file for long distance access and toll calls.
5. Long distance access will be unrestricted unless requested otherwise.
6. Credit cannot be given for service installed and not used.
7. All long distance calls are subject to applicable local, State and Federal taxes.
8. A final summary statement detailing calls and charges, including taxes, will be sent to addressee listed on this form.
9. A show directory will be prepared and distributed prior to show opening.
10. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off site service problem.
11. A \$35 service fee will be charged for all returned checks.

B. SERVICE INSTALLATION AND EQUIPMENT USE

1. Single Line Phones. Exhibitor may supply their own single line touch tone telephone, or Single line phones purchased from the LACC shall become property of the Exhibitor upon issuance. Telephones may be purchased at the LACC Customer Services Desk.
2. Multi-Line Telephones require a deposit of \$350 (minimum) for each multi-line unit, must be paid prior to issuance. Open credit card draft will be required for deposit. The exhibitor will be responsible for LACC telephone equipment while in his possession. Multi-line telephone handsets must be returned @ the close of the exposition.
3. Material and equipment supplied by the LACC shall remain the property of the LACC.
4. Unless otherwise directed, LACC installing personnel are authorized to cut booth floor coverings when required for installation of service.
5. A labor charge will be assessed for re-locating after initial installation has been completed.
6. Testing or troubleshooting exhibitor equipment when requested to determine reason for inoperative service shall be done on a time and material basis.

C. TYPE OF SERVICE

SINGLE LINE – Basis service includes one voice line. PBX must dial 9 then dial number. Telephone not included. See B1 above.

MULTI-LINE TELEPHONE REQUIREMENTS – A multi-button, touch tone telephone set, provides a main number and more than one line on a single phone instrument.

TELEPHONE SETS SUPPLIED BY EXHIBITORS MUST BE TOUCH TONE AND MEET FCC REGULATIONS.

DEDICATED LINES AND DRY PAIR are for circuits only – The LACC Telecommunications Department is able to provide access to services for data and voice transmission. For additional information or service requirements, call (213) 741-1151 ext. 4698.

TO GUARANTEE SERVICE FOR T1, ISDN, OR CATEGORY 5 CABLE INSTALLATION REQUIREMENTS, ORDER MUST BE PLACED WITH LACC NO LESS THAN 30 DAYS PRIOR TO SHOW.

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY.