

# **champion** exposition services

139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

[www.championexpo.com](http://www.championexpo.com)



*Questions about this form?*

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

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## **EDS 2009 Paris Las Vegas Las Vegas, Nevada**

**May 12 - 14, 2009**

Dear Exhibitor:

We at Champion Exposition Services are pleased to have been selected by Show Management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show services order forms. Your prompt response will guarantee you delivery of items and colors ordered, **or you can order on-line at [www.championexpo.com](http://www.championexpo.com) by following the instructions on the "On-line Ordering" form that is included in this manual.**

To qualify for discount prices, full payment must be included with your order and received at least two weeks prior to show opening or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

Please include the 7.75% Sales Tax.

If you need assistance or additional information, please contact our Exhibitor Service Department at:

139 Campanelli Drive  
Middleboro, MA 02346  
Telephone within US: 800-723-1123  
Outside US: 001-508-923-5200  
Fax: 508-946-1019  
email: [help@championexpo.com](mailto:help@championexpo.com)

*All orders and services (including labor and material handling) must be paid in full prior to the close of the show. For your convenience, we accept Visa, MasterCard, and American Express, as well as company checks and cash. A credit card charge authorization form is enclosed for your use and must accompany ALL ORDERS regardless of preferred method of payment before goods and services will be rendered.*

# EDS 2009

**Paris Las Vegas  
Las Vegas, NV  
May 12 - 14, 2009**

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Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Critical Show  
Information  
INFORMATION ONLY

## Critical Show Information for EDS 2009

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- Booth Drape Colors:** Plum & Yellow
- Booth Package Includes:** See booth package options order form for details
- Pre-existing Facility Carpet:** Multi-Colored

## EXHIBIT HALL HOURS

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<b>Exhibitor Installation:</b>	Sunday	May 10	8:00 a.m. - 4:30 p.m.
	Monday	May 11	8:00 a.m. - 4:30 p.m.
<b>Open:</b>	Tuesday	May 12	9:00 a.m. - 5:00 p.m.
	Wednesday	May 13	9:00 a.m. - 5:00 p.m.
	Thursday	May 14	9:00 a.m. - 12:30 p.m.
<b>Exhibitor Dismantle:</b>	Thursday	May 14	12:30 p.m. - 9:00 p.m.
<b>All Out By:</b>	Thursday	May 14	9:00 p.m.

**Note:** All carriers (trucking companies) must check in no later than **6:00 p.m. on Thursday, May 14, 2009** for freight pickup.

## DEADLINES

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- Furniture Order Deadline (for discount price):** **April 24, 2009**
- Advance Freight Shipment Deadline:** **May 1, 2009**



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Online Ordering  
Instructions

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**From pre-show planning to Express Checkout,  
with just a few clicks of the mouse you can do it all on-line!**

- 1) From your internet browser go to [www.championexpo.com](http://www.championexpo.com)
- 2) Click Orderline Login in the red bar below the Exhibitors tab.
- 3) Enter your Show Code, User ID and Password, which was sent to you via United States Postal Service and e-mail from Champion.
- 4) To shop on-line, please select "Place Your Order."
- 5) Place your order. When you are ready to submit your order, please select "View Order Summary" found on the top of the web page.
- 6) Review your order and then select the "Submit Order" button.
- 7) An "Order Confirmation Receipt" will be sent to you via e-mail.

*Need help connecting?* E-mail us at: [onlineorders@championexpo.com](mailto:onlineorders@championexpo.com).

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**EDS 2009**

**May 12 - 14, 2009**



Questions about this form?

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Please include name of show.

**Official  
Suppliers  
INFORMATION ONLY**

## **Air & Ground Freight Service**

Champion Exposition Services  
139 Campanelli Drive  
Middleboro, MA 02346  
Tel: 800 723-1123  
Outside U.S. 001 508 923-5200  
Fax: 508 923-1795  
[shipping@championexpo.com](mailto:shipping@championexpo.com)

## **Audio Visual Services**

Encore

## **Booth Cleaning**

Champion Exposition Services  
139 Campanelli Drive  
Middleboro, MA 02346  
Tel: 800 723-1123  
Outside U.S. 001 508 923-5200  
Fax: 508 946-1019  
Exhibitor Services Department  
[www.championexpo.com](http://www.championexpo.com)

## **Booth Labor**

Champion Exposition Services  
139 Campanelli Drive  
Middleboro, MA 02346  
Tel: 800 723-1123  
Outside U.S. 001 508 923-5200  
Fax: 508 946-1019  
Exhibitor Services Department  
[www.championexpo.com](http://www.championexpo.com)

## **Computer Rental**

Encore

## **Custom Furniture**

Cort Trade Show Furnishings  
Please contact Stacey Watkins @  
[staceyw@championexpo.com](mailto:staceyw@championexpo.com) if you  
would like to order Cort Furnishings.

## **Electrical Service**

Encore

## **Floral Service**

## **Internet Service**

Encore

## **Official Contractor**

Champion Exposition Services  
139 Campanelli Drive  
Middleboro, MA 02346  
Tel: 800 723-1123  
Outside U.S. 001 508 923-5200  
Fax: 508 946-1019  
Exhibitor Services Department  
[www.championexpo.com](http://www.championexpo.com)

## **Official Facility**

Paris Las Vegas  
3655 Las Vegas Blvd. South  
Las Vegas, NV 89109  
Tel: 877 603-4386  
[www.parislasvegas.com](http://www.parislasvegas.com)

## **Telephone Service**

Encore



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Before, During  
& After Show  
INFORMATION ONLY

## 1 Before the Show

**First, please read through this Manual.**

- Review the **Table of Contents**, which will show you where to find your order forms.
- Review the **Order Form Discount Due Date Checklist**. This sheet will help you track your forms through the order process.
- Review the **How to Place Your Orders** information sheet. This sheet explains exactly how to submit your orders.
- Complete and submit your orders with your payment and a completed Credit Card Authorization form.

From 8:00 a.m. to 8:00 p.m. Eastern Standard Time, any questions you have may be directed to Champion's Exhibitor Services Department internet help line: [HELP@championexpo.com](mailto:HELP@championexpo.com), or you may call our Exhibitor Services Department at 1-800-723-1123 during those hours.

## 2 During the Show

**Champion's On-Site Exhibitor Service Center**

- **Champion maintains an on-site Exhibitor Service Center for the duration of the show.** If there are items you need, but did not order, or should new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.
- **Champion will coordinate the shipment of all crates and materials out of the exhibit hall.** If you wish to have your crates warehoused or shipped to another trade show, we can also assist you. Stop by the Exhibitor Service Center to complete the necessary forms.

## 3 After the Show

**Champion Critique Cards** will be available at the Exhibitor Service Center during the show. We would appreciate your taking a moment to complete a critique card so that we may better serve you at future shows.

Please contact Champion any time throughout the year for assistance with any trade shows, special events, exhibits rentals, I&D labor or material storage.

We look forward to serving you in the future.

**?** **Questions about this form?**  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Order Form Discount Deadline Date Checklist

INFORMATION ONLY

This form has been prepared for your convenience only. Please **DO NOT** fax or mail back to Champion.  
**Save money... Complete the Champion Order Forms listed below before each Advance Order Deadline Date to take advantage of our discount prices.**

### 1 Champion Order Forms

*Fax or mail completed forms directly to Champion Exhibitor Services Department.*

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Credit Card Authorization	<b>Submit with first order</b>	<input type="text"/>	<input type="text"/> \$
Freight Handling	May 1, 2009	<input type="text"/>	<input type="text"/> \$
Booth Package Forms	April 17, 2009	<input type="text"/>	<input type="text"/> \$
Carpet (Standard)*	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Furniture & Accessories	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Tables, Counters & Drapery	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Third-Party Payment Authorization	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Booth Labor (I&D)	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Booth Cleaning & Porter Service	April 24, 2009	<input type="text"/>	<input type="text"/> \$
Standard Exhibit Packages	April 17, 2009	<input type="text"/>	<input type="text"/> \$
Special Signage*■	April 17, 2009	<input type="text"/>	<input type="text"/> \$
Carpet (Prestige)*	April 10, 2009	<input type="text"/>	<input type="text"/> \$
Exhibitor-Appointed Non-Official Service Contractor	April 10, 2009	<input type="text"/>	<input type="text"/> \$

\*Taxable item. ■ If applicable.

### 2 Other Official Supplier Order Forms

*Rental services and utilities.*

**Please fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not fax or mail these forms to Champion. Thank you.**

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Electrical Service	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Telephone Service	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Audio Visual Service	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Computer Rental	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Internet Service	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Custom Furniture Rental	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$
Other <input type="text"/>	SEE FORM FOR DETAILS	<input type="text"/>	<input type="text"/> \$

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

## How to Place Your Orders INFORMATION ONLY

## Save time and money . . .

### Follow these steps to take advantage of our money saving discounts!

Complete the Champion Order Forms for furniture, carpeting, freight handling, etc., *before* each Advance Order Discount Deadline Date indicated in the upper right corner of each form to receive our discount prices. For your convenience, we have included an Order Form Discount Deadline Date Checklist in your Exhibitor Service Manual. All payments must be made in United States Currency.

## 1 Pre-Show Champion Orders

Follow these procedures for orders submitted directly to Champion.

### Submission of Pre-Show Discount Orders to Champion.

- Complete the necessary Champion forms and calculate the cost of each order.
- Review Champion's **Payment Options & Policy** sheet included in this Manual.
- If Champion will be invoicing an approved third party for payment, please complete **both sections of the Third Party Payment Authorization** form.
- For your reference, make a photocopy of each completed Champion form used from this manual.
- Forward your order forms and payment to Champion.
  - **To fax your order:** Fax your order forms with completed **Credit Card Charge Authorization** to Champion at **1-508-946-1019**. *Your faxed order will be processed only if accompanied by the Credit Card Authorization form.*
  - **To mail your order:** Mail your original order forms with completed **Credit Card Charge Authorization**, and attach your company check to the top form. Mail to: **Champion Exposition Services, Attn.: Exhibitor Services Department, 139 Campanelli Drive, Middleboro, MA 02346.**
  - **PLEASE, NO TELEPHONE ORDERS.**

## 2 Other Official Supplier Orders

### Submission of Orders for Other Official Show Suppliers

- To submit order forms for other official suppliers (i.e., electrical, plumbing, telephone, audio/visual equipment, photography service, floral, etc.), please follow the payment and mailing instructions indicated on each individual supplier form located in this Manual.

## To place orders after advance discount dates and at show site . . .

### Follow these steps to place standard price and show site orders.

## 3 Post Discount Deadline Orders

### Submission of Orders after Advance Order Discount Date

- Order forms may be submitted **after** the advance discount deadline date; however, they will be invoiced at the higher, standard billing rate. As the show date draws nearer, please allow sufficient time for receipt and processing if submitting additional orders.

## 4 Show Site Orders

### Submission of Orders on Show Site

- Once on show site, please see Champion staff at the Exhibitor Service Center concerning any additional orders. Invoices will be calculated at the higher, standard billing rate and payment will be required with placement of orders.

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# champion

exposition services

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**?** *Questions about this form?*  
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 Please include name of show.

## Order Forms Recap

**EDS 2009**  
**May 12 - 14, 2009**

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

### 1 Instructions for use of this form.

- A. Please put together all of your **Champion Exposition Services** order forms and transfer the totals from each onto this "Order Forms Recap."
- B. Complete the "Credit Card Authorization," "Third Party Payment Policies," and "Exhibitor Appointed Non-Official Contractors," if applicable.
- C. Staple all the **Champion Exposition Services** forms together with this "Order Forms Recap" on top and attach your check to this form if you are pre-paying by check. Mail this set of documents to **Champion Exposition Services**.

### 2 Mailing Address

CHAMPION EXPOSITION SERVICES, INC.  
 139 Campanelli Drive  
 Middleboro, MA 02346  
 Attention: Exhibitor Services Department  
 (Re: **EDS 2009**)

### 3 Calculate your Orders

Freight Handling Form	\$ _____
Booth Labor Order Form (Estimate)	\$ _____
Booth Package Forms	\$ _____
Furniture & Accessories Order Form	\$ _____
Tables, Counters & Drapery Order Form	\$ _____
Prestige & Standard Carpet Order Form*	\$ _____
Special Signage Order Form*	\$ _____
Standard Exhibit Packages - Booth Rental Order Form	\$ _____
Standard Exhibit Packages - Accessories Order Form	\$ _____
Booth Cleaning & Porter Service Order Form	\$ _____
<b>Grand Total</b> (includes 7.75% tax, where applicable)	\$ _____

\*These are taxable items. Using the original forms, remember to include and transfer the sales tax into the grand total above.

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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Please include name of show.

Union  
Guidelines  
INFORMATION ONLY

## LAS VEGAS UNION GUIDELINES

To simplify show preparation, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

**Exhibit Labor** - Teamsters Union Local #631 has a labor agreement with Champion Exposition Services for erecting, touch-up painting, dismantling, and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erecting of platforms used for exhibit purposes. Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products. However, you may choose to utilize your own personnel or subcontract exhibit labor to a contractor other than Champion Exposition Services. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. To secure labor, please utilize the labor forms enclosed.

**Freight Handling** - Teamsters Union Local #631 has jurisdiction through a labor agreement with Champion Exposition Services for loading and unloading trucks, trailers and common and contract carriers as well as the handling of empty crates and operating material handling equipment. It also has the jurisdiction of all unloading, uncrating, unskidding, leveling, painting and assembling of machinery and equipment as well as the reverse process.

Champion Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates. It is Champion's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Champion Exposition Services will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances.

**Booth Cleaning & Porter Service** - Champion Exposition Services has been selected by Show Management to serve as your official contractor for this show. In that respect, Champion has jurisdiction over all booth cleaning and porter service. Exhibitors and/or Exhibitor Appointed Contractors (EACs) are **NOT PERMITTED** to have vacuum cleaners or any floor cleaning equipment on the show floor unless it is the property of Champion and is operated by a Champion appointed person or employee. For your convenience, a Booth Cleaning & Porter Service order form has been included in this service manual.

**Gratuities** - Champion Exposition Services requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Champion employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Champion Exposition Services. Champion Exposition Services' employees are paid an excellent wage, and tipping is not an accepted company policy.

**In General** - Craftsmen at all levels have been instructed to refrain from expressing any grievances to, or directly challenging the practices of, any exhibitor.



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Fire  
Regulations  
INFORMATION ONLY

## ALL LAS VEGAS HOTELS FIRE & SAFETY REGULATIONS

**EXHIBITOR:** Welcome to Las Vegas. It is our pleasure to have you as a visitor. It is also our duty to assure that your show is accident-free. We ask that you please comply with State and Local Fire Codes.

**NOTE:** Smoking is prohibited during move-in and move-out except in designated smoking areas because of the accumulation of combustible materials.

1. All curtains, drapes and decorations must be of fire-retardant materials.
2. Combustible materials shall not be attached to, or hung on or hung from, sides or divider of booths.
3. All exits must be kept clear and unobstructed.
4. During tradeshow set-up and move-out, we will require establishment and maintenance of designated "NO FREIGHT" aisles. These aisles must be clear at all times.
5. Fire extinguishers, fire hoses and sprinkler closets must be visible and accessible at all times.
6. All internal combustion engine-driven vehicles or equipment displayed in the hall must have fuel filler caps locked or taped, less than 1/8 of a tank of gas and the batteries must be disconnected.  
Combustible materials must not be stored beneath display vehicles.
7. Vehicles in building for unloading must be unloaded and removed from the building as quickly as possible or will be required to unload outside.
8. Use of liquefied petroleum gases inside structures is subject to local Fire Marshal approval.
9. Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.
10. Any use of two-wire extension cords is prohibited. Multiple outlets and electric cords must be grounded and must not be used to exceed their listed amp rating.
11. All temporary electric wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines, and 18 inches between hard walls.
12. All electrical work under carpets must be done, or supervised, by the decorator's electrical contractor.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
14. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage.
15. Helium balloons are not allowed in the hall unless approved by the Coordinator and Fire/Safety Officer.
16. Projection booths must be ventilated at the ceiling and provided with an approved smoke detector. No storage is allowed in these areas.
17. Flammable liquids with a flash point less than 110°F are prohibited and may not be used or brought into the building. For exception, see Item 6.
18. Combustible liquids with a flash point higher than 110°F must be stored in and dispensed from approved safety cans and must be removed from the building before the show opens.



*Questions about this form?*

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

## Liability & Insurance

Champion Exposition Services, Inc., Champion Exposition Services of Northern California, and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, Champion) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if Champion has been advised of the potential for such damages.

Champion shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to Champion to obtain the proper equipment.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Champion and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Champion shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall Champion be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to Champion by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Champion shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

It is understood that Champion is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Champion hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Champion does not provide for full liability should loss or damage occur. In the event that Champion should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.50 per pound per article, with a maximum liability of \$50.00 per item or \$1,500.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Champion.

CHAMPION SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

*(continued on next page)*

Claims for loss or damage must be submitted to Champion by the close of the show. No suit or action shall be brought against Champion more than one year after the cause of action accrues.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that Champion will provide these services as Exhibitor's agent and not as bailee or shipper, and Champion shall have no responsibility or obligation thereunder. If Champion shall sign a delivery receipt, bill of lading or other document, the parties agree that Champion will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Champion shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.

Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Champion assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

In order to expedite removal of freight from the show site, Champion shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Champion assumes no liability as a result of such rerouting or handling.

The Exhibitor agrees, in the event of a dispute with Champion relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Champion for freight handling services or any other services provided by Champion as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Champion prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Champion shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of Champion in its sole discretion. Upon Champion's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once Champion has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Champion on behalf of Exhibitor shall be bound by the terms and conditions set forth above.



### Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.



### Need an invoice after the show?

E-mail us at [invoices@championexpo.com](mailto:invoices@championexpo.com).  
Please include name of show.

## Payment Options & Policy INFORMATION ONLY

## 1 Champion Payment Options

**We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, and other services provided by Champion Exposition Services in our role as the Official Contractor for your show. Please note, a completed credit card authorization form MUST BE ON FILE with Champion Exposition Services in order for us to process ANY orders, regardless of your preferred method of payment.**

### ■ Advance Payment by Company Check

When placing your orders, please mail in your check with your order forms. If you are faxing in your order forms, please fax a copy of your check along with the forms and then overnight your check to us. Your orders will be processed immediately upon receipt of your **original check**. Please make checks payable to: Champion Exposition Services. *Checks must include Exhibitor Company Name, Booth Number and Name of Show.* See our **How to Place Your Orders** information sheet for Champion's mailing address and additional instructions.

### ■ Advance Payment via Charge Card (complete Champion's Credit Card Authorization form)

For your convenience, we accept MasterCard, Visa and American Express. When placing your orders, please complete and submit Champion's **Credit Card Authorization form** along with your orders. Champion **MUST** receive this form with your orders by **April 24, 2009**, in order for you to receive the discount rate.

### ■ Advance Payment via Third Party

If Champion will be invoicing a third party for payment for our services, please complete and submit **Champion's Third Party Payment Authorization form**.

### ■ International Exhibitors

International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.

### ■ SAVE MONEY BY TAKING ADVANTAGE OF OUR PRE-SHOW DISCOUNTS!

Order as many of your materials and services as possible before the deadline dates. Orders received AFTER the deadline dates, or submitted on show site at Champion's Exhibitor Services Center, will automatically be billed at the "standard" prices (see discount and standard prices listed on the various order forms). Full payment must accompany all orders.

### ■ All accounts must be settled at our Service Desk prior to the close of the show.

In order for us to process your orders for the services and materials listed in your EXHIBITOR'S SERVICE MANUAL, we must have your signed charge card information or full payment IN ADVANCE of the show. Invoices for outstanding balances will be prepared at the Exhibitor Services Center for your review, at which time we will also process your payment.

### ■ Tax Exempt Status

If you claim tax exempt status, you MUST provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

### ■ Overpayments

Overpayments for services will first be credited to any outstanding balances on remaining orders. Any remaining credit balance will be refunded within thirty (30) days after close of the show.

### ■ Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Champion Exposition Services within 30 days from the close of the show.

### ■ All materials are provided on a rental basis for the duration of the show and remain the property of Champion.


**IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS PAYMENT OPTIONS & POLICY FORM TO AVOID ANY MISUNDERSTANDING OR DELAY.**

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

## 2 Show Site Orders

## 3 Payment Terms

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

## Credit Card Authorization

**In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.**

*(We accept MasterCard, Visa and American Express.)*

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

### 1 Champion Credit Card Payment Policy

▪ **This Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.**

▪ **All accounts must be settled at Champion's Service Desk on show site prior to the close of the show.**

An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.

**International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.**

▪ **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**

If a third party is to be invoiced for certain items or services, please complete and submit Champion's **Third Party Payment Authorization Form**.

▪ **Discount Pricing**

**IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.**

A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.

▪ **Tax Exempt Status**

If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

### 2 Credit Card Charge Authorization

▪ **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**

Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.

▪ **Incomplete and/or unsigned forms will not be accepted.**

Charge to:  MasterCard  Visa  American Express

**PLEASE PRINT OR TYPE:**

Account #: \_\_\_\_\_ || Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ || Fax #: \_\_\_\_\_

▪ **Please note: No credits will be issued after close of show.**

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# champion

exposition services

139 Campanelli Drive, Middleboro, MA 02346  
 Phone 800-723-1123  
 Outside US 001-508-923-5200  
 Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Third-Party Payment Authorization

**Deadline:**  
**April 24, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

### 1 Third-Party Payment Conditions

**Champion Exposition Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:**

- The payment record of third party is acceptable to Champion.
- This form is completed and signed by **both parties** and returned to Champion at least 14 days prior to show move-in; i.e., by April 24, 2009.
- Champion's prepayment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

### 2 Services to be Invoiced to Third Party

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

All Champion Services    
  Booth Cleaning    
  Furniture/Carpet  
 Freight Handling    
  Exhibit Transportation    
  Other   
 Booth Labor

### 3 Acknowledgment & Credit Card Authorization of Exhibiting Firm

**We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Champion prior to the close of the show. (Signature required below.)**

Authorized Firm Representative Signature:

**Incomplete and/or unsigned forms will not be accepted.**

Charge to:  MasterCard  Visa  American Express

Cardholder's Signature:

PLEASE PRINT OR TYPE:

Account #:  | Expiration Date:

Cardholder's Name:

Company Name:

Cardholder's Billing Address:

City/State/Zip:

Telephone #:  | Fax #:

### 4 Third-Party Credit Card Charge Authorization

Charge to:  MasterCard  Visa  American Express

Cardholder's Signature:

PLEASE PRINT OR TYPE:

Account #:  | Expiration Date:

Cardholder's Name:

Company Name:

Cardholder's Billing Address:

City/State/Zip:

Telephone #:  | Fax #:

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Estimated Freight Charges**

**Advance Freight Deadline Date:**  
**May 1, 2009**  
**First Day of Direct Freight Acceptance:**  
**May 10, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

**Please see the following Freight Handling Information page for rates, definitions, and money saving tips.**

**Advance Shipments to Warehouse - 200 lb. minimum charge per shipment**

- **Category 1: Crated**  
 Shipment Weight \_\_\_\_\_ cwt x **\$50.00** per 100 lbs.\*\* = \$ \_\_\_\_\_
- **Category 2: Additional Handling\***  
 Shipment Weight \_\_\_\_\_ cwt x **\$62.50** per 100 lbs.\*\* = \$ \_\_\_\_\_
- **Category 3: Small Packages:**  
 First Carton **\$36.75** + \_\_\_\_\_ Additional cartons @ **\$12.75** = \$ \_\_\_\_\_

**Direct Shipments to Show Site - 200 lb. minimum charge per shipment**

- **Category 1: Crated**  
 Shipment Weight \_\_\_\_\_ cwt x **\$45.00** per 100 lbs.\*\* = \$ \_\_\_\_\_
- **Category 2: Uncrated / Additional Handling**  
 Shipment Weight \_\_\_\_\_ cwt x **\$62.00** per 100 lbs.\*\* = \$ \_\_\_\_\_
- **Category 3: Small Packages:**  
 First Carton **\$36.75** + \_\_\_\_\_ Additional cartons @ **\$12.75** = \$ \_\_\_\_\_

\* Uncrated shipments will **NOT** be accepted at the Advance Warehouse.

\*\*200 lb. minimum

**Estimated Advance / Direct Freight Charges** ..... \$ \_\_\_\_\_

**Estimated Additional Charges (Surcharges)** ..... \$ \_\_\_\_\_

**Total Estimated Freight Handling** ..... \$ \_\_\_\_\_

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Advance — — →

Shipments to  
Warehouse

Deadline Delivery Date:  
May 1, 2009

**Category 1**

**Crated: \$50.00 per cwt**

Use this rate for shipments that arrive via common carrier (Yellow, ABF, Roadway, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to chart below for \*overtime charges. Please refer to the next page for further definition of this category.

**Category 2**

**Uncrated / Additional Handling: \$62.50 per cwt**

**Uncrated:**

Uncrated Shipments will **not** be accepted at the Advance Warehouse.

**Additional Handling:**

Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. Examples are van line shipments that are **charged by space used** (per cubic foot), stacked and/or cubed shipments, Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours; please refer to chart below for \*overtime charges. Please refer to the next page for further definition of this category.

**Category 3**

**Small Packages \$36.75 for first carton \$12.75 for each additional carton**

Use this rate for any shipments with a maximum weight of 50 lbs. per shipment per delivery. This includes but is not limited to carriers such as UPS and FedEx. Please refer to the next page for further definition of this category.

**\*Overtime: (see pricing below)**

Add this rate to any freight that is received or shipped Monday - Friday prior to 8:00 a.m. and after 4:30 p.m and all day Saturday, Sunday or observed Union holidays. Please refer to the next page for further definition of this category.

	Move-In:	Move-Out:
<b>Category 1:</b>	\$12.50 per cwt	\$12.50 per cwt
<b>Category 2:</b>	\$15.75 per cwt	\$15.75 per cwt

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



139 Campanelli Drive, Middleboro, MA 02346  
Phone 800-723-1123  
Outside US 001-508-923-5200  
Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

May 12 - 14, 2009

EDS 2009

Direct — — →

Shipments to  
Show Site

1st Day of Direct Freight Acceptance:  
May 10, 2009

**Category 1**

**Crated: \$45.00 per cwt**

Use this rate for shipments that arrive via common carrier (Yellow, ABF, Roadway, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to chart below for \*overtime charges. Please refer to the next page for further definition of this category.

**Category 2**

**Uncrated / Additional Handling: \$62.00 per cwt**

**Uncrated:**

Use this rate for shipments that are loose and/or padwrapped and/or unskidded machinery without proper lifting bars or hooks. This rate is based upon straight-time hours. Please refer to chart below for \*overtime charges. Please refer to the next page for further definition of this category.

**Additional Handling:**

Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. Examples are van line shipments that are **charged by space used** (per cubic foot), stacked and/or cubed shipments, Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours. Please refer to chart below for \*overtime charges. Please refer to the next page for further definition of this category.

**Category 3**

**Small Packages \$36.75 for first carton \$12.75 for each additional carton**

Use this rate for any shipments with a maximum weight of 50 lbs. per shipment per delivery. This includes but is not limited to carriers such as UPS and FedEx. Please refer to the next page for further definition of this category.

**Move-In & Out:**

**\*Overtime: (see pricing below)**

Add this rate to any freight that is received or shipped Monday - Friday prior to 8:00 a.m. and after 4:30 p.m and all day Saturday, Sunday or observed Union holidays. Please refer to the next page for further definition of this category.

	Move-In:	Move-Out:
<b>Category 1:</b>	\$11.25 per cwt	\$11.25 per cwt
<b>Category 2:</b>	\$15.50 per cwt	\$15.50 per cwt

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

**IMPORTANT !  
SHIPPING INFORMATION  
PLEASE READ CAREFULLY**

Dear Exhibitor:

When shipping your exhibit, product or literature to a show, there are freight charges that you will incur. This form is designed to help you calculate the charges that will be assessed by Champion for handling your freight from the dock to your booth and from your booth back to the dock at the end of your event.

These charges are in addition to any freight bills that you will receive from your chosen carrier and / or trucking company.

Please find the freight category that best describes your shipment. Then use these categories to calculate your estimated freight charges from Champion.

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a **200 lb. minimum**. Champion will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Champion will receive direct shipments at showsite on scheduled move-in day(s). Champion will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by **certified weight tickets**. Champion reserves the right to re-weigh your shipment(s) to determine actual weight.

**Additional charges may apply:**

- **Off-Target:** Direct shipments that do not arrive on the appropriate date or time will be charged an additional \$15.00 per cwt.
- **Late to Warehouse Fee:** Shipments arriving after May 1, 2009 will be charged an additional \$15.00 per cwt.
- **Early Shipments to the Advance Warehouse:** Advance shipments arriving to the warehouse prior to the 30-day free storage will be charged an additional \$15.00 per cwt per month or portion thereof.
- **Marshaling Yard Fee:** A Marshaling Yard may be established to ease congestion at the facility and better utilize dock space. If a Marshaling Yard is used, all carriers and privately owned vehicles must check into the Marshaling Yard prior to unloading. \$25.00 per shipment will be added to your invoice for use of this Yard.
- **Shipments Returned to Warehouse:** Shipments returned to warehouse at close of show will be charged an additional \$15.00 per cwt, 1,000 lb. minimum. Shipments not picked up from warehouse within 72 hours will be charged the prevailing rate for storage.

**PLEASE USE PREVIOUS PAGE TO CALCULATE YOUR ESTIMATED FREIGHT CHARGES.**

**SEE NEXT PAGE FOR HANDLING DEFINITIONS AND MONEY SAVING TIPS!**

**?** Questions about this form?  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Freight Handling Information

## Shipping Definitions

**Category 1:** *Crated* - Referred to as "Common Carrier shipments"

- crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

**Category 2:** *Uncrated* - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

*Additional Handling* - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.). Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional Champion labor to load / unload.

Also in this category are POV's, company owned trucks, air freight shipments and shipments received from UPS, FedEx, etc. that are delivered without delivery receipts and / or Bills of Lading.

**Category 3:** *Small Packages* - Referred to as a package, carton or envelope.

- any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

**\*Overtime:** is Monday - Friday, prior to 8:00 a.m. and after 4:30 p.m.. Also, all day Saturday, Sunday and observed union holidays.

In addition:

- Advance shipments are subject to overtime if moved into showsite during overtime hours due to scheduling conflicts beyond Champion's control.
- Shipments during "move-in" or "move-out" are subject to overtime charges if handled during overtime hours due to scheduling conflicts beyond Champion's control.



**Questions about this form?**

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

## Money Saving Tips

*Helpful hint for small shipments!*

*To reduce material handling costs, ship all materials in one shipment, not several shipments.*

*See example of savings below.*

### Before the show...

#### THE WRONG WAY

##### - Shipped as three separate shipments -

Received

54 lbs. charged @ 200 lbs. min. x \$50.00 per cwt. \$100.00

59 lbs. charged @ 200 lbs. min. x \$50.00 per cwt. \$100.00

72 lbs. charged @ 200 lbs. min. x \$50.00 per cwt. \$100.00

**Total: 185 lbs.**

**Total Cost:**

**\$300.00**

#### \$ THE MONEY-SAVING WAY \$

##### Shipped everything together as a single shipment\*

Received

3 pieces totaling 185 lbs. @ 200 lbs. min. x \$50.00 per cwt. **\$100.00**

#### TOTAL SAVINGS!

**\$200.00**

\* *The charge from Champion for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.*

### After the show...

- 1) Obtain a material handling form at the Champion Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the material handling form to the Service Desk .
- 3) If not using the official show carrier then you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the material handling form.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

\* Failure to follow these steps could result in freight being forced onto the designated show carriers and assessed additional shipping charges.

## Frequently Asked Questions

**HOW DO I SHIP TO THE WAREHOUSE?** (i.e., advance shipment to warehouse)

- We will accept freight-beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Critical Show Information page. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

**HOW DO I SHIP TO SHOW SITE?** (i.e., direct shipment to show site)

- Freight will be accepted only during exhibitor move-in. Please refer to the Critical Show Information page for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

**WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?**

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

**HOW SHOULD I LABEL MY FREIGHT?**

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Shipping Addresses & Information page.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending upon the size of the show, this process may take several hours.

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

- Each shipment must have a completed Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick one up at the Service Center or a Champion floor representative will assist you.)
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Form must be turned in at the Champion Service Center.
- Provide your designated carrier with pickup information. Please refer to the Critical Show Information for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment either will be rerouted to Champion's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.
- You must notify your carrier of the dates & times of pick-up.

**DO I NEED INSURANCE?**

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to your existing policies.



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Hotel  
Shipping  
INFORMATION ONLY

Please be advised that the hotel will not accept any advance freight deliveries. All crates, packages, cartons and fiber cases sent directly to show site must be addressed "in care of" (c/o) the official drayage company, Champion Exposition Services, to arrive **only** on:

**Sunday, May 10, 2009 from 8:00 a.m. - 4:30 p.m. &  
Monday, May 11, 2009 from 8:00 a.m. - 4:30 p.m.**

Any freight arriving at the hotel before the official show move-in day(s) will either be **refused** and **returned** at the Exhibitor's expense, or **accepted** and **charged** an additional handling fee by the facility.

Please refer to the Shipping Addresses & Information page in this manual for shipping instructions.



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

## Shipping Addresses and Information

Advance Freight Deadline Date:

May 1, 2009

First Day of Direct Freight Acceptance:

May 10, 2009

**1** Advance Shipments  
Use this address and information if shipping your freight to the Advance Warehouse

### **ADVANCE SHIPMENTS ALL MATERIALS SHIPPED IN ADVANCE TO THE WAREHOUSE MUST ARRIVE BY May 1, 2009.**

**Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum.**

All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late and / or early shipments are subject to additional handling and delivery charges. All shipments should be addressed to CHAMPION EXPOSITION SERVICES, INC.

#### **ADVANCE SHIPPING ADDRESS**

TO: (name of exhibitor and booth #)

FOR: **EDS 2009**  
c/o: CHAMPION EXPOSITION SERVICES  
Yellow Transportation  
5049 West Post Road  
Las Vegas, NV 89118

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**2** Direct Shipments  
Use this address and information if shipping your freight directly to Show Site

### **DIRECT SHIPMENTS THE FIRST DAY FOR DIRECT FREIGHT ACCEPTANCE IS May 10, 2009.**

Shipments sent directly to the facility will be received only on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in, WILL BE REFUSED as the facility does not have storage space for these shipments. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO CHAMPION EXPOSITION SERVICES.

#### **DIRECT SHIPPING ADDRESS**

TO: (name of exhibitor and booth #)

FOR: **EDS 2009**  
c/o: CHAMPION EXPOSITION SERVICES  
Paris Las Vegas  
3655 Las Vegas Blvd. South  
Las Vegas, NV 89109

**COLLECT SHIPMENTS WILL NOT BE ACCEPTED**

**PLEASE READ: Liability and Insurance Bulletin - Champion Exposition Services** shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Champion Exposition Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

#### **INBOUND SHIPMENT(S):**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE. **Champion Exposition Services** recommends the securing of security services from Facility or Show Management.

(continued on next page)



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Shipping  
Addresses &  
Information  
(continued)

#### **WEIGHT TICKETS:**

In the event no weight is indicated on the delivery documents presented, Champion shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the exhibit. All shipments received at the warehouse and exhibit site are subject to re-weigh.

#### **OVERTIME:**

**An overtime surcharge per cwt, for each occurrence, will apply if:**

- Shipments are received on overtime.\*
- Surcharge also applies if your shipment is moved onto show-site or out of show-site due to scheduling conflict beyond Champion's control.
- Surcharge also applies if your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control is moved into show-site on overtime.

• **Overtime is:**

\* - **Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.**

- **ALL DAY Saturday, Sunday, or observed union holidays**

#### **OUTBOUND SHIPMENT(S):**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended. Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Champion Exposition Services** highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to **Champion Exposition Services** by EXHIBITOR will be checked at time of pickup from the booth, and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **Champion Exposition Services** and the actual count of such items in the booth at the time of pickup.

Material Handling Forms covering outgoing shipments that are furnished to **Champion Exposition Services** by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. **Champion Exposition Services** shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

**Champion Exposition Services'** liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **Champion Exposition Services'** sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials; and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a Dollar amount limit equal to the amount paid by EXHIBITOR to **Champion Exposition Services** for material handling services during the show or exposition under this contract.

**Champion Exposition Services** shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Champion Exposition Services** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

*ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.*

*CHAMPION EXPOSITION SERVICES RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME.*

Use these labels **only** if shipping  
**in advance** to warehouse.



Use these labels **only** if shipping  
**in advance** to warehouse.

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

c/o: Yellow Transportation  
5049 West Post Road  
Las Vegas, NV 89118

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

c/o: Yellow Transportation  
5049 West Post Road  
Las Vegas, NV 89118

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

Use these labels **only** if shipping  
**in advance** to warehouse.



Use these labels **only** if shipping  
**in advance** to warehouse.

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

c/o: Yellow Transportation  
5049 West Post Road  
Las Vegas, NV 89118

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

c/o: Yellow Transportation  
5049 West Post Road  
Las Vegas, NV 89118

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

Use these labels **only** if shipping  
**direct** to show site.



Use these labels **only** if shipping  
**direct** to show site.

From: \_\_\_\_\_

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

Paris Las Vegas

Paris Las Vegas

3655 Las Vegas Blvd. South

3655 Las Vegas Blvd. South

Las Vegas, NV 89109

Las Vegas, NV 89109

Show: **EDS 2009**

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

**RUSH**  
**Exhibit Material**

Use these labels **only** if shipping  
**direct** to show site.

Use these labels **only** if shipping  
**direct** to show site.



From: \_\_\_\_\_

From: \_\_\_\_\_

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

Paris Las Vegas

Paris Las Vegas

3655 Las Vegas Blvd. South

3655 Las Vegas Blvd. South

Las Vegas, NV 89109

Las Vegas, NV 89109

Show: **EDS 2009**

Show: **EDS 2009**

Exhibitor: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

Piece #: \_\_\_\_\_ of \_\_\_\_\_

**RUSH**  
**Exhibit Material**

**RUSH**  
**Exhibit Material**

**EDS 2009****May 12 - 14, 2009****Our Transportation program offers the following Services:**

- Personalized service with a representative who is an expert in exhibit transportation and is familiar with all the details pertaining to each tradeshow.
- Pre-printed labels and shipping documents for inbound and outbound shipments.
- Our Event Coordinators will be on show-site and available to assist with all your transportation needs.
- Champion Shipping charges are conveniently itemized on the master Champion invoice along with our other services.

**To transport your exhibit material via Champion Shipping, complete the following form and fax to, 508-923-1795.****Show Information:**Booth #:  Exhibiting Name: **Inbound Shipments / Pick-Up Information (To the Show):**Company Name:  | Contact: Street Address: City:  | State:  | Zip: E-Mail:  | Phone:  | Fax: **Outbound Shipments / Delivery Information (From the Show): -  Same Address as Above**Company Name:  | Contact: Street Address: City:  | State:  | Zip: E-Mail:  | Phone:  | Fax: **Shipment Information:**Level of Service:  Ground Transportation  Air Transportation


Total Estimated Number of Pieces: \_\_\_\_\_ Total Estimated Weight: \_\_\_\_\_

Shipments:  To & From the Show (Roundtrip)  Inbound Only  Outbound Only**Shipping Charges:**

Charges for Champion Shipping Service will be applied to Credit Card on file.

**Questions about this form?**E-mail us at [shipping@championexpo.com](mailto:shipping@championexpo.com).

Please include name of show.

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

**Accessible Storage  
on Show Site  
INFORMATION ONLY**

**Exhibitor must sign up for  
accessible storage at Champion  
Service Desk on show site.**

**Unsecured Accessible Storage will be available to you at the show. You must, however, sign up for this service ON SHOW SITE at the Champion Service Desk. Champion will provide you with labels to apply to your items. When your items have been properly labeled, they will be placed in storage.**

## 1 Set-Up Fee

**Set-Up Fee**  
When you select this service, you will be charged a one-time set-up fee of \$101.00.

## 2 Storage Rates

**Storage Rates**  
Storage rates are based upon square feet increments, or portions thereof, per day:

▪ Up to 25 square feet.....	\$101.00 per day
▪ 26 to 50 square feet.....	\$151.50 per day
▪ 51 to 100 square feet.....	\$202.00 per day
▪ 101 to 150 square feet.....	\$252.50 per day
▪ 151 to 200 square feet.....	\$303.00 per day

## 3 Access Labor Rates

**Access Labor Rates**  
Each time you deposit or reclaim one or more items from the accessible storage area, you will be charged a minimum of one-half hour of labor according to the following schedule and at the hourly rates indicated on the Champion Booth Labor form:

- **Straight-Time:** 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** Prior to 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Booth Labor (I&D)**  
**Part 1 - Labor Supervision**

---

**Order Deadline:**  
**April 24, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

**1 Labor Install/Dismantle**  
*Calculate needs for installing and dismantling your exhibit.*

- Rates**
- **Straight-Time:** \$77.00 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
  - **Overtime:** \$130.00 per man hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.
  - **Orders placed on show site:** Add 20% to hourly rates.
  - **All rates are charged at a one-hour minimum.**

<b>Calculate Labor</b>	Date	Time	Number of Men	Total Hours	Rate per Man	Total Cost
Installation .....						
Dismantle .....						
<b>(One-hour minimum) Total Labor Cost:</b>						


**2 Supervision of All Labor is Required.**  
*Please select supervision plan.*

**Exhibitor Supervision**  
 All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided, and laborers ordered are not picked up, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor **MUST** check in at the Champion Service Desk to pick up labor ordered, and check out labor at Champion Service desk upon completion of work.

Representative Name/Company

**Champion Supervision**  
 All labor performed under the supervision of Champion. **Our fee for this service is 50% of exhibitor's total labor bill .** In order to perform the labor without exhibitor's representative present, Champion **MUST** have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE – BOOTH LABOR, PART 2)

Total Labor Cost (from 1, above): .....	\$
Champion Supervision Fee (multiply Total Labor Cost x 50%): .....	\$
<b>Total Booth Labor:</b>	\$

 **Questions about this form?**  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Booth Labor (I&D) Part 2 - Outbound Shipping Instructions

**Order Deadline:**  
**April 24, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

### 3 Outbound Shipping Instructions

*Please complete this section if Champion will be supervising booth labor.*

**Exhibitor Outbound Shipping Instructions:** At close of show, exhibitor freight will be shipped to the following address:  
*If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

▪ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of **exhibitor's choice**.

Name of Carrier: \_\_\_\_\_

Ship via **official show freight carrier**.

Select shipping method ▶

Ground

Air Select Service Preferred \_\_\_\_\_

**Please note:**

- If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Champion cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Champion's discretion.

### 4 Billing Information

*Please indicate billing information for carrier charges if different than above.*

**Bill Shipping Charges to (if different from above):**

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Booth Cleaning & Porter Service

**Advance Order Discount Deadline:  
 April 24, 2009**  
*(Must be ordered and paid in full in ADVANCE of show.)*

**EDS 2009  
 May 12 - 14, 2009**

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

### 1 Booth Cleaning

Select for daily vacuuming and waste removal.

**Vacuuming of booth and emptying of waste baskets once daily.**

Booth Dimensions	Total Area*	Advance Order Discount Price	Standard Price	Cost per Day
_____ x _____	= _____ sq. ft. =	\$0.32/sq. ft./per day	\$0.37/sq. ft./per day =	\$ _____
*100 sq. ft. minimum		Please transfer this figure		
		Number of Show Days	Cost per Day	Total Booth Cleaning
		_____ x	\$ _____	= \$ _____

### 2 Porter Service

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

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

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

	Cost per Day	Number of Show Days	Porter Service Total
<input type="checkbox"/> Up to 1,000 square feet .....	\$ 87.90	x _____ =	\$ _____
<input type="checkbox"/> 1,001 to 1,500 square feet .....	\$104.05	x _____ =	\$ _____
<input type="checkbox"/> 1,501 to 2,000 square feet .....	\$119.20	x _____ =	\$ _____
<input type="checkbox"/> 2,001 to 2,500 square feet .....	\$126.25	x _____ =	\$ _____
<input type="checkbox"/> 2,501 to 3,500 square feet .....	\$151.50	x _____ =	\$ _____
<input type="checkbox"/> 3,501 to 5,000 square feet .....	\$176.75	x _____ =	\$ _____
<input type="checkbox"/> 5,001 to 7,500 square feet .....	\$202.00	x _____ =	\$ _____
<input type="checkbox"/> Greater than 7,500 square feet .....	\$227.25	x _____ =	\$ _____

### 3 Total Your Order

**Enter Booth Cleaning and Porter Service costs from above to calculate total due.**

Booth Cleaning .....	\$ _____
Porter Service .....	\$ _____
<b>Total Due</b>	\$ _____

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**  
 Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Exhibitor-Appointed  
 Non-Official Contractor  
 Authorization**

**Deadline:  
 April 10, 2009**

**EDS 2009  
 May 12 - 14, 2009**

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

**Please read, complete and submit this authorization form with required documentation for each contractor (see 2, below) to Champion Exposition Services, Inc. if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

## 1 Official Service Contractors

**Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor.** Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

**Official Show Contractors:**

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

## 2 Exhibitor-Appointed Non-Official Service Contractor Authorization

**Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:**

- The EXHIBITOR must inform CHAMPION EXPOSITION SERVICES, INC. of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by the CHAMPION EXPOSITION SERVICES, INC. office no later than 30 days prior to the show. **If notification is NOT received 30 days prior to the show, Champion labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.**
- The contractor hired by the exhibitor must:
  - Provide no later than 30 days prior to the show a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Champion Exposition Services, Inc. as additional insured.
  - Agree to abide by all rules and regulations of the show.
  - Agree to abide by all union rules and regulations.
  - Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Acknowledged and agreed to:

By:  |

Service to be performed:  | Contact Name:

Name of Service Contractor:

|


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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# champion

exposition services

139 Campanelli Drive, Middleboro, MA 02346  
Phone 800-723-1123  
Outside US 001-508-923-5200  
Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

 **Questions about this form?**  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

## Conference Unit Euro Suite

**Order Deadline:  
April 17, 2009**

**EDS 2009  
May 12 - 14, 2009**

The Euro-Suite includes a 3 meter x 4 meter display area (approximately 175 square feet), one (1) meeting room (furnished or unfurnished), velcro walls, full carpeting, one time cleaning of space, daily porter service and a lockable door to suite entrance.

**Company ID Sign at Suite entrance:**

In addition to the above, an ID Sign will be provided at no additional cost if ordered by the deadline date noted above. Please check one of the following:

\_\_\_\_\_ Will be required                      \_\_\_\_\_ Will NOT be required

Please indicate Company Name here: \_\_\_\_\_

**Furnishings:**

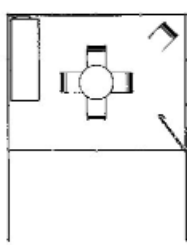
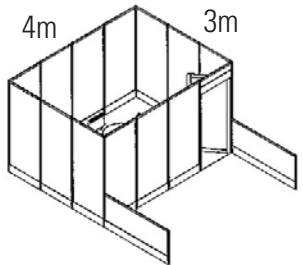
These items will be included in the cost of a Furnished Euro-Suite:

- One (1) 42" Round Conference Table
- One (1) 6' Black Draped Table
- Five (5) Black Chairs

The furniture supplied has been paid for with your Euro Suite Rental from EDS. If you choose not to use this furniture, you may deduct \$157.50 from your furniture order. This furniture allowance is only valid with the following order forms:

Furniture & Accessories Order Form, Table, Counters & Drapery Order Form, Carpet Order Form, and Cort Furnishings Order Form

**Euro-Suite Layout / Design:**



\_\_\_\_\_ Furnished Euro-Suite

\_\_\_\_\_ Unfurnished Euro-Suite

\* All Electrical and Telephone services should be ordered in advance.  
\* Modifications and/or additional walls may be ordered at an additional charge. Please call Stacey Watkins at 702-320-5140 for assistance.  
\*Deletions or removal of walls and furniture prior to April 17, 2009 will be accommodated at NO CHARGE. After April 17, an additional \$157.50 will be charged for deletions or wall removals.

# champion exposition services

139 Campanelli Drive, Middleboro, MA 02346  
Phone 800-723-1123  
Outside US 001-508-923-5200  
Fax 508-946-1019  
[www.championexpo.com](http://www.championexpo.com)

**?** Questions about this form?  
E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
Please include name of show.

## Conference Unit A

**Order Deadline:  
April 17, 2009**

**EDS 2009  
May 12 - 14, 2009**

Conference Unit A (furnished or unfurnished) includes a 6 meter x 7 meter area (approximately 450 square feet), one (1) reception area, two (2) meeting rooms, velcro walls, full carpeting, one time cleaning of space, and daily porter service.

**Company Header Sign at Conference Unit entrance:**

In addition to the above, an 10 1/2"H x 75 3/4"W space on your header sign will be provided at no additional cost if ordered by the deadline date noted above. Please check one of the following:

\_\_\_\_\_ Will be required                      \_\_\_\_\_ Will NOT be required

Please indicate Company Name here: \_\_\_\_\_

**Furnishings:**

These items will be included in the cost of a Furnished Conference Unit A:

**Reception Area**

- One (1) Glass End Table
- One (1) 6' Black Draped Table
- Two (2) Black Padded Chairs

**Meeting Rooms**

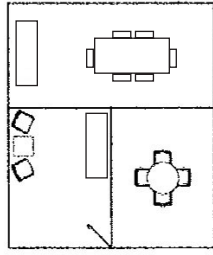
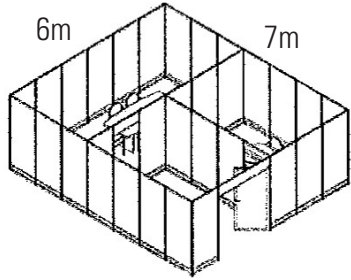
- One (1) 8' Maple Conference Table
- One (1) Glass Conference Table
- Four (10) Black Padded Chairs

- Locking Doors
- One (1) 6' Black Draped Table
- One (1) wastebasket

The furniture supplied has been paid for with your Euro Suite Rental from EDS. If you choose not to use this furniture, you may deduct \$875.00 from your furniture order. This furniture allowance is only valid with the following order forms:

Furniture & Accessories Order Form, Table, Counters & Drapery Order Form, Carpet Order Form, and Cort Furnishings Order Form

**Conference Unit A Layout / Design:**



\_\_\_\_\_ Furnished Conference Unit A

\_\_\_\_\_ Unfurnished Conference Unit A

\* All Electrical and Telephone services should be ordered in advance.  
\* Modifications and/or additional walls may be ordered at an additional charge. Please call Stacey Watkins at 702-320-5140 for assistance.  
\*Deletions or removal of walls and furniture prior to April 17, 2009 will be accommodated at NO CHARGE. After April 17, an additional \$875.00 will be charged for deletions or wall removals.

**EDS 2009**  
**May 12 - 14, 2009**

Conference Unit B (furnished or unfurnished) includes a 7 meter x 9 meter area (approximately 675 square feet), one (1) reception area, three (3) meeting rooms, velcro walls, full carpeting, one time cleaning of space, and daily porter service.

**Company Header Sign at Conference Unit entrance:**

In addition to the above, an 10 1/2"H x 75 3/4"W space on your header sign will be provided at no additional cost if ordered by the deadline date noted above. Please check one of the following:

\_\_\_\_\_ Will be required                      \_\_\_\_\_ Will NOT be required

Please indicate Company Name here: \_\_\_\_\_

**Furnishings:**

These items will be included in the cost of a Furnished Conference Unit B:

**Reception Area**

- One (1) Glass End Table
- One (1) 6' Black Draped Table
- Two (2) Black Padded Chairs
- One (1) wastebasket

**Meeting Rooms**

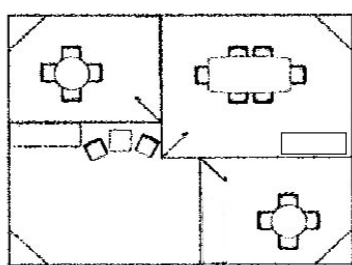
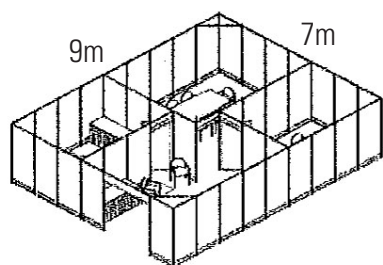
- Six (6) Black Conference Chairs
- One (1) 8' Maple Conference Table
- Two (2) 42" Round Conference Tables

- Eight (8) Black Padded Chairs
- One (1) 6' Black Draped Table

The furniture supplied has been paid for with your Euro Suite Rental from EDS. If you choose not to use this furniture, you may deduct \$1081.50 from your furniture order. This furniture allowance is only valid with the following order forms:

Furniture & Accessories Order Form, Table, Counters & Drapery Order Form, Carpet Order Form, and Cort Furnishings Order Form

**Conference Unit B Layout / Design:**



\_\_\_\_\_ Furnished Conference Unit B

\_\_\_\_\_ Unfurnished Conference Unit B

\* All Electrical and Telephone services should be ordered in advance.  
 \* Modifications and/or additional walls may be ordered at an additional charge. Please call Stacey Watkins at 702-320-5140 for assistance.  
 \*Deletions or removal of walls and furniture prior to April 17, 2009 will be accommodated at NO CHARGE. After April 17, an additional \$1,081.50 will be charged for deletions or wall removals.

**EDS 2009**  
**May 12 - 14, 2009**

Conference Unit C (furnished or unfurnished) includes a 10 meter x 10 meter area (approximately 1,075 square feet), one (1) reception area, four (4) meeting rooms, velcro walls, full carpeting, one time cleaning of space, and daily porter service.

**Company Header Sign at Conference Unit entrance:**

In addition to the above, an 10 1/2"H x 75 3/4"W space on your header sign will be provided at no additional cost if ordered by the deadline date noted above. Please check one of the following:

\_\_\_\_\_ Will be required                      \_\_\_\_\_ Will NOT be required

Please indicate Company Name here: \_\_\_\_\_

**Furnishings:**

These items will be included in the cost of a Furnished Conference Unit C:

**Reception Area**

- One (1) Black Loveseat
- One (1) Cocktail Table
- Two (2) Glass End Table
- One (1) 6' Black Draped Table
- One (1) wastebasket

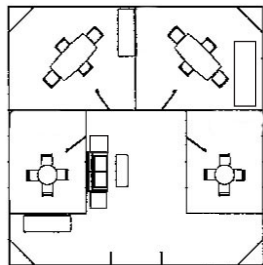
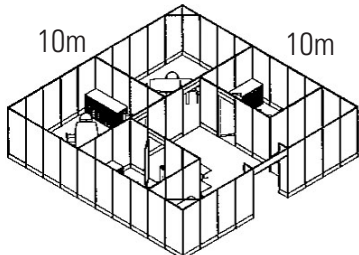
**Meeting Rooms**

- One (1) 6' Black Draped Tables
- Two (2) Glass Conference Tables
- Sixteen (16) Black Padded Chairs
- Two (2) Black Conference Tables
- Locking Doors

The furniture supplied has been paid for with your Euro Suite Rental from EDS. If you choose not to use this furniture, you may deduct \$1081.050 from your furniture order. This furniture allowance is only valid with the following order forms:

Furniture & Accessories Order Form, Table, Counters & Drapery Order Form, Carpet Order Form, and Cort Furnishings Order Form

**Conference Unit C Layout / Design:**



\_\_\_\_\_ Furnished Conference Unit C

\_\_\_\_\_ Unfurnished Conference Unit C

\* All Electrical and Telephone services should be ordered in advance.  
 \* Modifications and/or additional walls may be ordered at an additional charge. Please call Stacey Watkins at 702-320-5140 for assistance.  
 \*Deletions or removal of walls and furniture prior to April 17, 2009 will be accommodated at NO CHARGE. After April 17, an additional \$1,081.50 will be charged for deletions or wall removals.

# champion

exposition services

139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

[www.championexpo.com](http://www.championexpo.com)

**EDS 2009**

**May 12 - 14, 2009**



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

## Standard Booth Package

**Order Deadline:**

**April 17, 2009**

Conference Unit - Standard Package (furnished or unfurnished) includes a 10 meter x 10 meter area (approximately 1,075 square feet).

### **Company Header Sign at Conference Unit entrance:**

A 10 1/2"H x 75 3/4"W space on your header sign will be provided at no additional cost if ordered by the deadline date noted above. Please check one of the following:

\_\_\_\_\_ Will be required                      \_\_\_\_\_ Will NOT be required

Please indicate Company Name here: \_\_\_\_\_

### **Furnishings:**

These items will be included in the cost of a Conference Unit - Standard Package:

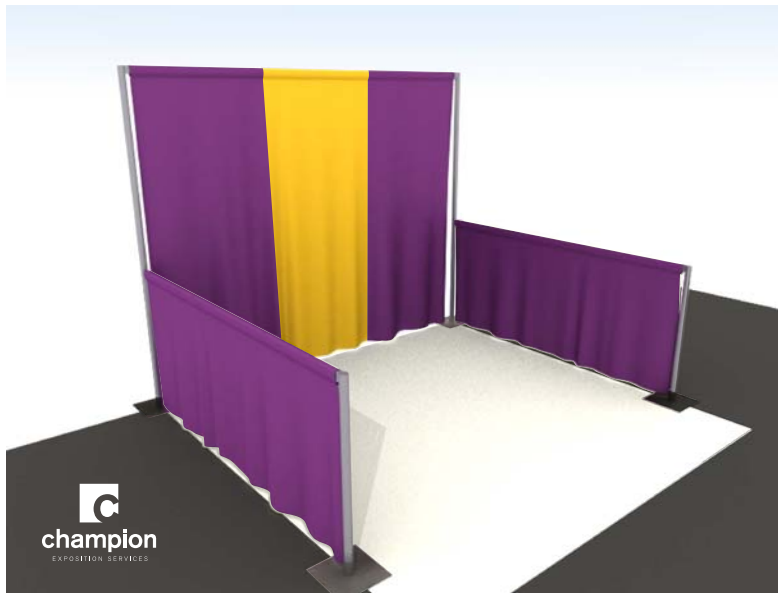
#### **Booth Includes**

8' High back drape

3' Side drape

and one (1) 7" x 44" ID Sign

### Standard Booth Package **Layout / Design:**



\* All Electrical and Telephone services should be ordered in advance.

\* Modifications and/or additional walls may be ordered at an additional charge. Please call Stacey Watkins at 702-320-5140 for assistance.

\*Deletions or removal of walls and furniture prior to April 17, 2009 will be accommodated at NO CHARGE. After April 17, an additional \$XXX.XX will be charged for deletions or wall removals.

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**EDS 2009**  
**May 12 - 14, 2009**

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Order On-Line at:**  
[www.championexpo.com](http://www.championexpo.com)

## Furniture & Accessories

**Advance Order Discount Deadline:**  
**April 24, 2009**

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

## 1

### Prestige & Standard Furniture

*Select furniture for your booth (see brochure).*

<i>Prestige Furniture</i>	Qty.	Discount Price	Standard Price	Extended Price
Prestige side chair <input type="checkbox"/> GREY (H) <input type="checkbox"/> BLACK (E) .....	[ ]	\$ 75.25	\$ 109.35	[ ]
Prestige arm chair <input type="checkbox"/> GREY (G) <input type="checkbox"/> BLACK (F) .....	[ ]	87.40	126.75	[ ]
Prestige 42" conference table (I) .....	[ ]	310.10	449.70	[ ]
Prestige bar stool (D) .....	[ ]	117.20	169.95	[ ]
Prestige computer stand* (kiosk) .....	[ ]	NA	NA	[ ]
Prestige computer stand* (kiosk) & bar stool package .....	[ ]	NA	NA	[ ]

**\* CHOOSE ONE**  MAPLE (A)  FROSTED ACRYLIC (B)  CHERRY (C)

**Standard Furniture**

Arm chair, padded (K) .....	[ ]	61.10	88.65	[ ]
Side chair, padded (L) .....	[ ]	46.75	67.95	[ ]
Upholstered bar stool (J) .....	[ ]	65.40	94.95	[ ]

## 2

### Accessories

*Select accessories for your booth.*

**Accessories**

Clothes tree (O) .....	[ ]	NA	NA	[ ]
Chrome bag stand (N) .....	[ ]	64.75	98.00	[ ]
Chrome sign stand (22"x28") (P) .....	[ ]	91.65	133.10	[ ]
4'x8' display board **(R) .....	[ ]	144.70	209.85	[ ]

**\*\* CHOOSE ONE**  PEG BOARD (pegs NOT included)  TACK BOARD  VELCRO BOARD

Literature stand (T) .....	[ ]	101.75	147.75	[ ]
Stanchion (S) .....	[ ]	30.05	43.70	[ ]
Plastic chain (per foot) .....	[ ]	2.55	3.80	[ ]
Raffle drum (U) .....	[ ]	89.65	130.05	[ ]
Security container (M) .....	[ ]	387.35	561.85	[ ]
Tripod easel (Q) .....	[ ]	26.80	38.90	[ ]
Wastebasket .....	[ ]	19.20	28.05	[ ]

## 3

### Total Your Order

**Please note:**

- **ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN April 24, 2009.**
- Equipment is provided on a rental basis and remains property of Champion.
- No credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will be charged at 50% of the Price of the item.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.

**Total:** [ ]

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

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**EDS 2009**

**May 12 - 14, 2009**



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Please include name of show.

Order On-Line at:

[www.championexpo.com](http://www.championexpo.com)

## Tables, Counters & Drapery

**Advance Order Discount Deadline:  
April 24, 2009**

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

### DISPLAY TABLES & COUNTERS - DRAPED

30" Draped Tables *					40" Draped Counters*				
Size	Qty.	Discount Price	Standard Price	Color Choice	Qty.	Discount Price	Standard Price	Color Choice	Total
2'x2'	<input type="text"/>	\$ 73.00	\$ 106.05	<input type="text"/>	<input type="text"/>	\$ 91.65	\$ 133.10	<input type="text"/>	<input type="text"/>
4'x2'	<input type="text"/>	86.10	125.00	<input type="text"/>	<input type="text"/>	106.30	154.30	<input type="text"/>	<input type="text"/>
6'x2'	<input type="text"/>	108.35	157.30	<input type="text"/>	<input type="text"/>	128.05	185.85	<input type="text"/>	<input type="text"/>
8'x2'	<input type="text"/>	122.75	178.05	<input type="text"/>	<input type="text"/>	144.70	209.00	<input type="text"/>	<input type="text"/>
30" Round	<input type="text"/>	85.10	123.50	<input type="text"/>					<input type="text"/>

**\*CHOOSE YOUR DRAPE COLOR (IF YOU DO NOT INDICATE COLOR SELECTION THE SHOW COLOR WILL BE PROVIDED)**

Royal Blue  Red  Gold  Silver  Burgundy  Navy  Hunter Green  Black  White  Seafoam  Dusty Rose  Plum

### DISPLAY TABLES & COUNTERS - UNDRAPED

30" Undraped Tables				40" Undraped Counters			
Size	Qty.	Discount Price	Standard Price	Qty.	Discount Price	Standard Price	Total
2'x2'	<input type="text"/>	\$ 36.65	\$ 53.30	<input type="text"/>	\$ 45.95	\$ 66.70	<input type="text"/>
4'x2'	<input type="text"/>	43.20	62.65	<input type="text"/>	53.30	77.30	<input type="text"/>
6'x2'	<input type="text"/>	54.30	78.80	<input type="text"/>	64.15	93.20	<input type="text"/>
8'x2'	<input type="text"/>	61.65	89.40	<input type="text"/>	72.50	105.30	<input type="text"/>
30" Round	<input type="text"/>	42.70	62.15				<input type="text"/>

### Fourth Side Drape / Additional Drape / Draped Risers

	Color Choice	Qty.	Discount Price	Standard Price	Total
Table fourth side drape*	<input type="checkbox"/> 6' <input type="checkbox"/> 8'	<input type="text"/>	\$ 51.00	\$ 74.00	<input type="text"/>
Counter fourth side drape	<input type="checkbox"/> 6' <input type="checkbox"/> 8'	<input type="text"/>	51.00	74.00	<input type="text"/>
Drape (per linear foot)	<input type="checkbox"/> 30" <input type="checkbox"/> 40"	<input type="text"/>	6.35	9.35	<input type="text"/>
Draped Riser	<input type="checkbox"/> 4' <input type="checkbox"/> 6'	<input type="text"/>	58.10	84.35	<input type="text"/>

\*Necessary to cover entire perimeter of 6' or 8' table(s).

### CUSTOM BOOTH DRAPERY

**CHOOSE YOUR CUSTOM BOOTH DRAPE COLOR (IF YOU DO NOT INDICATE COLOR SELECTION THE SHOW COLOR WILL BE PROVIDED)**

Royal Blue  Red  Gold  Silver  Burgundy  Expo Green  Hunter Green  Black  
 White  Seafoam  Dusty Rose  Plum  Peach  Light Beige

	Color Choice	# of Feet	Discount Price	Standard Price	Total
8' high drape - backdrop (per linear foot)	<input type="text"/>	<input type="text"/>	\$ 11.65	20.20	<input type="text"/>
3' high drape - siderail (per linear foot)	<input type="text"/>	<input type="text"/>	7.85	12.90	<input type="text"/>

**Total:**

**Please note:**

- Items ordered and delivered, but subsequently cancelled, will be charged at 50% of the applicable Price.

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 Please include name of show.

Order On-Line at:  
[www.championexpo.com](http://www.championexpo.com)

## Carpet Prestige & Standard

**Advance Order Discount Deadline:**  
 ■ Prestige April 10, 2009  
 ■ Standard April 24, 2009

**EDS 2009**  
**May 12 - 14, 2009**

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

### Prestige Carpet

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet with built-in ScotchGuard® and anti-static control. Rental includes installation prior to delivery of your exhibit and visqueen (protective plastic covering) to protect carpet during show move in.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
carpet size ..... [ ] x [ ] = [ ] sq. ft. x		\$4.05/sq. ft.	\$6.10/sq. ft.	= [ ]

Prestige carpet color (please refer to colors in the exhibitor catalog included in this manual to choose your color):

**PLEASE CHOOSE YOUR COLOR**

- Emerald    Red    Charcoal    Grey Pearl    Plum    Silver Cloud    Blue Mist    Colony Blue  
 Berry    Peacock    Navy    Black    White    French Beige    Burgundy    Creme

### Standard Carpet

9' carpet **WILL** cover the exposed surface of a 10' in-line / linear booth.

Standard carpet is supplied **only** for in-line / linear booths. For larger booths or island/peninsula configuration, **you must order** Prestige or Custom Cut carpet in order to cover the entire exposed space.

#### Standard Carpet - Standard Sizes

	Qty.	Discount Price	Standard Price	Extended Price
9'x10' .....	[ ]	\$126.50	\$183.60	[ ]
9'x20' .....	[ ]	251.75	367.20	[ ]
9'x30' .....	[ ]	378.25	550.80	[ ]
9'x40' .....	[ ]	504.75	734.40	[ ]

#### Standard Carpet - Custom Sizes

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
[ ] x [ ] = [ ] x [ ] sq. ft.		\$3.05/sq. ft.	\$4.55/sq. ft.	\$ [ ]

Custom sizes are available in any dimensions.  
 Price includes cutting, laying and taping front seams and edges.

**PLEASE CHOOSE YOUR COLOR**

Standard carpet color (please refer to colors in the exhibitor catalog included in this manual to choose your color):

- Blue    Red    Black    Grey    Navy    Burgundy    Plum    Green    Seafoam

### Additional Items

(These items are available with \*Prestige, Standard or Custom Cut Carpets)

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
1/2" foam padding .....	[ ] x [ ] = [ ] sq. ft. x	\$1.80/sq. ft.	\$2.80/sq. ft.	= [ ]
Visqueen (protective plastic covering) .....	[ ] x [ ] = [ ] sq. ft. x	\$0.80/sq. ft.	\$1.30/sq. ft.	= [ ]

If you would like **double** padding, check here and multiply your area and pricing by two (2).

\*Visqueen is included with your Prestige Carpet Order. You do not need to order it separately.

<b>Total your Order:</b> (add all "extended prices") Sub-Total:	[ ]
State Sales Tax (Visqueen Only) (7.75%):	[ ]
<b>Total:</b>	[ ]

Please see next page for pertinent information and FAQ's regarding carpet.



Questions about this form?

E-mail us at [help@championexpo.com](mailto:help@championexpo.com).

Please include name of show.

Order On-Line at:

[www.championexpo.com](http://www.championexpo.com)

Carpet  
Prestige & Standard  
(continued)

## Important Information

**ADVANCE DISCOUNT ORDERS FOR PRESTIGE OR STANDARD CARPET MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN:**

**April 10, 2009 FOR PRESTIGE, or April 24, 2009 FOR STANDARD.**

- Carpet is provided on a rental basis and remains the property of Champion.
- Standard carpet ordered in multiples of two or more are not guaranteed to match in color.
- Prestige carpet orders, if cancelled, are not refundable.
- Standard carpet items ordered and delivered, but subsequently cancelled, will be charged 50% of the standard price.
- If you claim Tax Exempt status, you MUST include a Tax Exempt Certificate with order.
- Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.
- Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
- No credit will be issued after close of show.



## Frequently Asked Questions...



*Q: Will a 9' x 10' carpet cover the floor of a 10' x 10' booth space?*

**A: Yes, carpet is placed leaving the exposed area at the back of your booth. Back Drape along with booth furnishings and displays will cover the remaining exposed area.**

*Q: What exactly is "Visqueen"?*

**A: Visqueen is a plastic protective covering for your carpet. Use of this is highly recommended due to debris and high volume of traffic in your booth during set up. Removal is automatically done prior to show opening.**

*Q: What is the difference between "Prestige" and "Standard" Carpet?*

**A: Prestige is a plush 30 oz. deep pile carpet, which is available in 16 custom colors. Standard carpet is a 16 oz. stock carpet available in 9 standard colors.**

*Q: What happens if I forget to choose a carpet color?*

**A: We will attempt to reach you to obtain your color preference. If we have not been able to do so by the time of move-in, you will receive either the show colors or a neutral color depending upon availability.**

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Standard Exhibit Packages**  
**Part 1 - Rental Booths**  
**Advance Order Discount Deadline:**  
**April 17, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

## 1 Champion Rental Units

**Champion Rental Units** (Please refer to Exhibitor Catalog in Exhibitor Service Manual for details.)

**All packages include one header sign (not backlit), standard color carpet, track light with one head per panel (power not included), setup and removal, and opening day cleaning. Any additional features are listed below.**

	Qty.	Discount Price	Standard Price	Extended Price
<b>10' x 10' Rental Booth Packages</b>				
▪ <b>Package A</b> .....	<input type="text"/>	\$1418.05	\$1733.20	<input type="text"/>
▪ <b>Package B</b> includes 40" h side returns and three 12" flat shelves . . .	<input type="text"/>	1549.35	1864.50	<input type="text"/>
▪ <b>Package C</b> includes 40" h side returns and three 12" angled shelves .	<input type="text"/>	1583.70	1943.25	<input type="text"/>
▪ <b>Package D</b> includes 40" h side returns, 38" w x 18" d x 40" h counter with sliding doors and three 12" angled shelves . . . . .	<input type="text"/>	1733.20	2100.80	<input type="text"/>
<b>10' x 20' Rental Booth Packages (includes text on one header sign*)</b>				
▪ <b>Package E</b> includes 40" h side returns and two 39" w x 18" d x 40" h counters with sliding doors . . . . .	<input type="text"/>	3046.20	3676.40	<input type="text"/>
▪ <b>Package F</b> includes 40" h side returns, six 12" flat shelves and one storage closet, one header only . . . . .	<input type="text"/>	3571.40	4359.20	<input type="text"/>
▪ <b>Package G</b> includes 40" h side returns, 78" w x 40" d x 40" h counter with sliding doors, five 12" flat shelves and 78" diameter meeting area . .	<input type="text"/>	3860.25	4805.60	<input type="text"/>
▪ <b>Package H</b> includes 40" h side returns, 78" w x 40" d x 40" h counter with sliding doors, five flat shelves, 78" diameter meeting area, four prestige chairs and prestige table. . . . .	<input type="text"/>	4175.35	5225.75	<input type="text"/>
<b>20' x 20' Rental Booth Packages (includes text on one header sign*)</b>				
▪ <b>Package I</b> .....	<input type="text"/>	6722.60	8193.15	<input type="text"/>
▪ <b>Package J</b> includes four prestige chairs, one prestige table and one media rack . . . . .	<input type="text"/>	7073.70	8508.25	<input type="text"/>

Select material ▶

**Material Type & Color:**  
 (Choose one material only)

- Fabric Panels (Velcro friendly) Color:  Blue/Grey  Grey  Black  
 Laminated Panels Color:  White  Grey  Blue  Black

Select carpet color ▶

**Carpet Colors:**

(Choose one carpet color)

- Blue  Red  Black  Grey  Navy  
 Burgundy  Plum  Green  Seafoam

## 2 Header

**Header Copy** (Please print clearly)

Lettering color:  Blue  Green  Grey  Red  Burgundy  Black

- Add your company's logo for an additional cost of \$252.50 (flat rate). Artwork must be supplied by customer. If work has to be done by Champion (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to [logos@championexpo.com](mailto:logos@championexpo.com).

▪ **\*Additional Header(s)** Qty  advance @ \$151.50 On-site @ \$212.10

## 3 Total Your Order

**Please note:**

- **ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN April 17, 2009.**
- Orders cancelled prior to the show move-in will be charged 50% of original price.
- Orders cancelled after installation on show site will be charged 100% of original price.
- Equipment is on a rental basis only and remains property of Champion.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.
- If color selection is not indicated where specified, show colors will be provided.

Logo Cost:

**Total:**

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

Paris Las Vegas

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Standard Exhibit Packages**  
**Part 2 - Booth Accessories**  
**Advance Order Discount Deadline:**  
**April 17, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

## 1 Rental Booth Accessories

<i>Accessories</i>	Qty.	Discount Price	Standard Price	Extended Price
<b>A.</b> 40"h x 39"w x 18"d counter ..... *Select Material and Color Below	<input type="text"/>	\$236.35	\$294.20	<input type="text"/>
<b>B.</b> 40"h x 78"w x 18"d counter ..... *Select Material and Color Below	<input type="text"/>	446.45	556.80	<input type="text"/>
<b>C.</b> 40"h quarter round counter with shelf storage. .... *Select Material and Color Below	<input type="text"/>	367.65	457.05	<input type="text"/>
<b>D.</b> 40"h quarter round counter with sliding door storage. .... *Select Material and Color Below	<input type="text"/>	393.90	483.30	<input type="text"/>
<b>E.</b> 40"h x 96"w x 43d" 45° counter ..... *Select Material and Color Below	<input type="text"/>	577.75	719.15	<input type="text"/>
<b>F.</b> 40"h x 39"w x 18"d lighted glass display counter ( <b>white only</b> )	<input type="text"/>	393.90	482.80	<input type="text"/>
<b>G.</b> 40"h x 78"w x 18"d lighted glass display counter ( <b>white only</b> )	<input type="text"/>	446.45	545.80	<input type="text"/>
<b>H.</b> Black clip on spotlight. ....	<input type="text"/>	N/A	N/A	<input type="text"/>
<b>I.</b> Long arm spotlight. .... In conjunction with Booth Package only	<input type="text"/>	36.90	51.55	<input type="text"/>
<b>J.</b> Brochure holder (velcro adhesive) .....	<input type="text"/>	15.90	20.20	<input type="text"/>
<b>K.</b> 96"h x 39"w wire wall panel .....	<input type="text"/>	246.95	310.10	<input type="text"/>
<b>L.</b> 96"h x 20"w x 20"d lighted vertical display cabinet ( <b>white only</b> )	<input type="text"/>	892.85	1115.55	<input type="text"/>
<b>M.</b> 39"w x 12"d angled shelf ..... In conjunction with Booth Package only	<input type="text"/>	31.60	40.15	<input type="text"/>
<b>N.</b> 39"w x 12"d flat shelf ..... In conjunction with Booth Package only	<input type="text"/>	31.60	40.15	<input type="text"/>
<b>O.</b> Cabinet or Showcase lock. ....	<input type="text"/>	10.60	15.90	<input type="text"/>

\*Select material **Material Type & Color:**  Fabric Panels (Velcro friendly) Color:  Blue/Grey  Grey  Black  
 (**Choose one material only**)  Laminated Panels Color:  White  Grey  Blue  Black

## 2 Total Your Order

**Please note:** **Total:**   
 ■ **ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN April 17, 2009.**  
 ■ Orders cancelled prior to the show move-in will be charged 50% of original price.  
 ■ Orders cancelled after installation on show site will be charged 100% of original price.  
 ■ Equipment is on a rental basis only and remains property of Champion.  
 ■ If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.  
 ■ If color selection is not indicated where specified, show colors will be provided.

Paris Las Vegas

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Special Signage**

**Advance Order Discount Deadline:  
 April 17, 2009**

**EDS 2009**  
**May 12 - 14, 2009**

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

**Please note:** In order to receive the **discount rate** on your signs and graphics, this form **must** arrive at Champion Exposition Services at least three (3) weeks prior to the exhibitor move-in date of the show. If you have any questions regarding billing or shipping, please call Exhibitor Services at 1-800-723-1123.

**\*PLEASE USE NEXT PAGE FOR COPY / LAYOUT IF NEEDED.**

## 1 Special Signs

- Prices are based upon one color copy on white background, 10 words or less per sign. Signs will be computer generated either digitally or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Champion Exposition Services.

Description	Quantity	Orientation		Lettering Color*	Advance Order Discount Price	Standard Price	Amount
		Vertical	Horizontal				
8.5"x11" Sign .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$26.30	\$ 39.40	\$ <input type="text"/>
7"x44" Sign .....	<input type="text"/>	N/A	<input type="checkbox"/>	<input type="text"/>	\$30.30	\$ 45.45	\$ <input type="text"/>
14"x22" Sign .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$38.40	\$ 57.60	\$ <input type="text"/>
22"x28" Sign .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$46.50	\$ 69.70	\$ <input type="text"/>
28"x44" Sign .....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$70.70	\$106.05	\$ <input type="text"/>
<b>Total Special Signs:</b>							\$ <input type="text"/>

\*Please choose from the following colors : Blue, Green, Grey, Red, Burgundy, Black

## 2 Optional Services

(additional words, logos, etc.)

- Logos, Images and Pictures:**
  - Add your company's logo / image for an additional cost of \$252.50 (flat rate). Artwork must be supplied by customer. If work has to be done by Champion (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to [logos@championexpo.com](mailto:logos@championexpo.com).

Description	Quantity	Advance Order Discount Price	Standard Price	Amount
Logos .....	<input type="text"/>		\$252.50	\$ <input type="text"/>
Over 10 words (per word) .....	<input type="text"/>	\$1.40	\$ 2.05	\$ <input type="text"/>
Cardboard Easel Backs .....	<input type="text"/>	\$5.05	\$ 7.60	\$ <input type="text"/>
<b>Total Optional Services:</b>				\$ <input type="text"/>

## 3 Total Your Order

- Please note:**
- ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN April 17, 2009.**
  - If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.

Subtotal (add #1 & #2): \$

State Sales Tax (7.75%): \$

**Total:** \$

**Please e-mail us at: [logos@championexpo.com](mailto:logos@championexpo.com) if you have questions about your signage needs!**

(continued on next page)

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

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

# **champion** exposition services

139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

[www.championexpo.com](http://www.championexpo.com)

**EDS 2009**

**May 12 - 14, 2009**



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Please include name of show.

**Special Signage  
(continued)**

**Advance Order Discount Deadline:  
April 17, 2009**

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

## Indicate your sign copy here