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Show Management Information

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Draft



Deadlines for Exhibitors

- Before April 1** – 50% of booth charges due upon receipt of reservation
- March 1** – Deadline to submit ad for pre-annual meeting issue of *Quickening* (quarterly ACNM newsletter)
- April 1** – Booth charges due in full
Last day to cancel and receive 50% refund
- April 15** – Deadline to submit ad for *Final Program*
- April 15** – Deadline to submit ad for *On Location* (Annual Meeting newsletter)
- April 20** – Warehouse opens to accept advance shipments
- May 2** – Hargrove's advance rates deadline
- May 10** – Deadline for electrical orders (see Edlen forms)
- May 18** – Deadline for receipt of shipments at advance warehouse
- May 23** – Move-in/installation, 12pm to 8pm
- May 24** – Move-in/installation, 8am to 11am
Exhibit Hall open, 12pm to 8pm
- May 25** – Exhibit Hall open, 11am to 4pm
- May 26** – Exhibit Hall open, 10am to 4pm
Move-out/dismantling, 4pm to 8pm
- May 27** – Move-out/dismantling, 8am to 2pm
- June 1** – Deadline to submit ad for post-Annual Meeting issue of *Quickening* (quarterly ACNM newsletter)

Exhibit Guidelines

The terms "Association" and "ACNM" shall mean the American College of Nurse-Midwives, its officers, committees, agents or employees acting for it in the management of the Exposition. The term "Exposition" shall mean the ACNM Annual Meeting & Exposition to be held in San Antonio, TX, May 24-28, 2011. The term "Exhibitor" shall mean any person, organization or other entity that is approved to maintain an Exhibit at the Exposition. The term "Hotel" refers to the Marriott Wardman Park and "Operator" refers to City of San Antonio, TX, a municipal corporation. Rules and Regulations may be amended at any time by ACNM Management in its sole reasonable discretion. ACNM Management reserves the right to grant or deny its consent in its sole reasonable discretion and the right to apply, interpret, and enforce these rules in its sole reasonable discretion. Any point not specifically covered in these rules is subject to the decision of ACNM Management, whose decision shall be final.

GUIDELINES FOR PRODUCT

PROMOTION: In all cases where products that directly impact the health of women and families are promoted, the promotion must: a) be consistent with available scientific evidence; b) promote the professional image and trusting relationship between women and midwives; c) ensure that attendees receive full disclosure regarding safety of the product; and d) should not conflict with the mission of the College. ACNM reserves the right, without recourse, to absolutely control or prohibit any exhibit or part of any exhibit, which, in its opinion, is not suitable or in keeping with the purpose of the Exhibit Hall. This reservation concerns persons, things, conduct, printed matter, souvenirs, catalogues, etc. Unethical behavior or infraction of the rules on the part of the exhibitor or their representatives will subject the exhibitor/representatives to dismissal and possible refusal to rent space in the future. Under these conditions, no refund shall be made by ACNM.

ACCEPTANCE AND ASSIGNMENT OF SPACE: This Contract shall be deemed accepted by ACNM Management upon space assignment. Booth assignments are generally made on a first-come, first-served basis, taking into consideration representation at previous ACNM Annual Meetings, the date a request is received, availability of requested area, the amount of space requested, special needs and compatibility of Exhibitors. The Association, however, reserves the right in its sole discretion to use other assignment criteria. Because of the large number of companies exhibiting similar, or related product lines, ACNM cannot guarantee that a company exhibiting similar products or a competitor will not be located in a nearby or adjoining booth space. The Association also reserves the right to reconfigure booth space and relocate an Exhibit as necessary with the understanding that the Exhibitor shall be notified prior to such relocation.

ELIGIBILITY: The Association reserves the right to determine the eligibility of any company or product for inclusion in the Exposition. The acceptance of a booth for the Exposition does not carry the Association's endorsement of the equipment, supply or service displayed there. Exhibits and the conduct of Exhibitors are subject to the approval of the Association. The Association reserves the right to require the modification of any Exhibit which, in its opinion, is not in character with the Exposition. The Association reserves at all times the right to approve the nature of the Exhibits and conditions under which the Exhibits are displayed.

PAYMENTS: A non-refundable 50% deposit of the space rental fee is due within 30 days of receipt of the Contract. All booth charges must be paid in full by April 1, 2011. Contracts received after this date must be accompanied by full payment, which is non-refundable. Should Exhibitor fail to remit timely payment, ACNM shall have the right to withhold or cancel a booth reservation without notice and retain any non-refundable amounts paid.

CANCELLATIONS: This Contract may be cancelled by Exhibitor by giving written notice to ACNM, subject to the following fees:
On or before April 1, 2011 — 50% of the rental space fee will be refunded.
April 2, 2011 or later — no refunds

These fees apply in the event of Exhibitor cancellation or failure to participate for any reason whatsoever. Cancellation fees will NOT be applied to any other past, current, or future charges incurred by Exhibitor and are non-transferable. In no event will Exhibitor receive a credit from any revenue later generated by reuse of the reserved space by ACNM Management. Exhibitor may also forfeit all exhibitor privileges, including but not limited to:
Priority points for ACNM 2012 booth selection
Booth Personnel badges
Removal of company listing from the Program and Web site

UPSIZING: At any time after signing the original Contract, Exhibitor may enter into a new contract for larger space, subject to availability.

DOWNSIZING: The originally reserved amount of space reserved may be reduced by Exhibitor by giving written notice to ACNM, subject to the following:
On or before April 1, 2011 - Exhibitor must pay 50% of the original Contract price, which amount may be applied against the reduced space. Any remaining amounts previously paid by Exhibitor will be refunded.
After April 1, 2011 - Exhibitor must pay 100% of the original Contract price, which amount may be applied against the reduced space. Any payment in excess of the cost of the new space is nonrefundable.

ARRANGEMENT OF EXHIBITS: ACNM follows International Association of Expositions and Events (IAEE) Guidelines. Detailed guidelines are available on the ACNM website, but generally, no Exhibit will be permitted to interfere with the light, space, comfort or view of another Exhibit. Displays shall comply with the following:
(a) Backwall shall not be higher than 8 feet overall.
(b) Sidewalls shall not be higher than 36 inches except on island spaces.
(c) All backwall illumination must either be indirect or muted by translucent panels.
(d) Aisles must be kept clear from flooring to ceiling. Exposed parts of the display must be finished so as not to be objectionable to other Exhibitors and/or the Association or such parts will be ordered draped by the Association and billed to the Exhibitor. Equipment or products exceeding the height limitation may be permitted for island Exhibitors provided written approval is granted by the association.

The Exhibitor must pay all costs incurred in the operation of its booth. This provision specifically covers expenditures incurred for lights, power, water and other

utilities or services in connection with its own booth. The floor space for all booths must be carpeted or in some other way covered, with the cost for this covering being the responsibility of the exhibitor. If such floor covering has not been arranged by the Exhibitor prior to the conclusion of move-in, ACNM Management may order carpeting at Exhibitor's expense. The Association shall provide aisle carpeting.

Booth purchase includes standard backwall and sidewall drapes, one six foot table, two chairs, one waste basket, one identification sign, complimentary listing on website and program.

SERVICES: ACNM has selected Hargrove as the official contractor to provide service to Exhibitors. The contractor will provide labor, equipment and supervision. Complete information, instructions and schedule of prices regarding shipping and drayage, labor for erecting and dismantling, electrical, furniture and carpet rental, cleaning, etc., will be included in the Exhibitor's Service Kit to be posted at www.midwife.org/am approximately 3 months prior to the event for advance. ACNM assumes no responsibility or liability for such contractors. Exhibitor must use qualified personnel (union or otherwise) for material handling, installing and dismantling exhibits, and other services as required by the Hotel's rules and regulations. If applicable, union regulations for the Hotel will be provided in the Exhibitor Manual.

COMPLIANCE WITH LAWS, RULES, AND SAFETY

PRECAUTIONS: Exhibitor is responsible for knowledge of and compliance with all federal, state, and local laws, regulations, orders, and requirements applicable to Exhibitor's participation in the ACNM, as well as all rules and regulations of the Hotel and all related expenses and taxes. Exhibitor shall take all necessary measures to safeguard persons and property in the Hotel from any hazards associated with Exhibitor's exhibit equipment. Exhibitor shall comply with applicable industry safety standards. Exhibitor agrees that if notified by ACNM that the condition of Exhibitor's space is unsatisfactory for any reason, Exhibitor will immediately remedy the condition.

INSTALLATION AND DISMANTLING: Until full payment of the space rental fee has been received, Exhibitor will not be allowed to set up, nor will freight be delivered to booth.

EXHIBIT SCHEDULE: Employees manning the booth must have Exhibitor badges. The display area will be closed to Exposition Attendees except during scheduled Exhibit hours; however, registered Exhibitors will have access at all hours. ACNM shall have sole control over attendance policies at all times. Exhibitor personnel MUST be properly registered in order to staff a display and must wear (non-transferable) registration badges during move-in and Exhibit hours.

SECURITY: General overall 24-hour access control will be provided for the Exposition period including move-in and move-out. However, ACNM is not responsible for the loss of any material by or for any cause, and urges the Exhibitor to exercise normal precautions to discourage pilferage. Only registered Exposition Attendees and Exhibitors and registered guests will be authorized to enter during Exhibit periods.

DELIVERY OF EQUIPMENT: Exhibitors will be responsible for delivery of their own equipment and/or display material to the Marriott River Center and for removal of equipment and/or display material. The official drayage contractor shall control all traffic into and out of the Exhibit area to minimize delays and tie-ups. The Exhibitor assumes full responsibility for the delivery of its materials to the space, which is assigned for the purpose of exhibiting its product, service or materials. The Association assumes no responsibility for the performance of services by common carrier, express services, the U.S. mail, telephone and telegraph companies or any other service for which the Exhibitor may wish to make a contract.

MOVE-IN: Exhibit material cannot be received at the Hotel prior to the move-in date. Exhibitor must commence installation of its exhibit in contracted space no later than 8 a.m. EST, May 23, 2011. Should Exhibitor fail to do so, Exhibitor will be deemed a "No Show" and its space shall be subject to reassignment or cancellation without notice (unless ACNM Management has earlier approved Exhibitor's late arrival). Should Exhibitor arrive after this deadline, ACNM Management reserves the right to assign or withhold space, and any new space assigned shall be subject to the terms and conditions of the Contract as if it were Exhibitor's original contracted space. Exhibitor will not be allowed to set up during show hours. Installation of Exhibitor's exhibit must be complete no later than 11 a.m. EST, May 24, 2011.

MOVE-OUT: Exhibitor must not dismantle exhibit nor begin packing before the final closing of the Exposition on May 26, 2011 at 4 p.m. EST. Permission from ACNM is required for delivery or removal of any portion of an exhibit during the open Exposition hours. Exhibitor shall remove all its property from the Hotel by 2:00 p.m. EST, May 27, 2011. If such property is not removed within the period of time for move-out, ACNM may remove such property at Exhibitor's expense. The advance written approval of ACNM shall be required for any additional move-in and/or move-out time. Exhibitor agrees that if ACNM should receive, handle, or have in its care or custody Exhibitor's property, of any kind, shipped or otherwise delivered to the Hotel prior to, during, or following the Exposition, ACNM shall act solely for the accommodation of Exhibitor and ACNM shall not be liable for any loss, damage, or injury to such property.

"EARLY TEARDOWN" POLICY: Early teardown or dismantling of booths by exhibitors is strictly prohibited. Early teardown or dismantling disrupts the integrity of the show and endangers attendees still in the exhibit hall. By signing the booth space agreement, exhibitors agree to remain on the exhibit hall floor with their booths fully in place until the official close of the trade show, as stated above. Any exhibitors dismantling their booths prior to the scheduled time will be penalized a \$250 fine. Show Management will monitor and enforce this policy. Please plan your travel accordingly.

RESTRICTIONS: Exhibitor's activities shall be restricted to Exhibitor's booth space only. ACNM reserves the right to restrict, reject, prohibit, or eject any exhibit, in whole or in part, which becomes objectionable due to noise, safety hazards, or other reasons. ACNM reserves the right to deny access to or eject any person whose behavior becomes objectionable. In any such event, no refunds will be issued.

ADVERTISING, CIRCULARS AND SOLICITATION: ACNM reserves the right to prohibit distribution of souvenirs, advertising matter, or any other materials. Distribution from anywhere other than within Exhibitor's booth is forbidden.

SUBLEASING SPACE: Unless approved in advance and in writing by ACNM, Exhibitor shall not assign or sublet this Contract, in whole or in part, nor exhibit any products or services other than those manufactured or handled in Exhibitor's normal course of business, nor permit any third party to solicit business in Exhibitor's space. Multiple-company sharing of exhibit space shall require advance written permission from ACNM.

COMPETING EVENTS: Exhibitor shall not conduct any competing event of more than 50 people during official ACNM hours.

MUSIC: Due to licensing restrictions, the use of music in presentations, including video presentations, is generally prohibited unless Exhibitor can provide ACNM with proof of Broadcast Music Industry (BMI), American Society of Composers & Performers (ASCAP), or Society of European Stage Authors and Composers (SESAC) certification and licensing.

SOUND LEVELS: Sound levels of presentations must be kept at or below 85 decibels and not interfere with surrounding exhibits.

BOOTH PERSONNEL: Exhibitor must have staff present at booth during all open Exposition hours. Exhibitor's personnel shall conduct themselves in a professional manner at all times.

PHOTOGRAPHY AND VIDEO TAPING: Neither photography nor video taping are permitted in the Convention Center without the express written consent of ACNM.

CHILDREN: In the interest of safety, no person under 18 years of age will be allowed on the show floor during Exposition set-up and teardown hours. During open exhibit hours, children 12 years old and under must be accompanied by a supervising adult at all times. Parents of younger children may request an exemption from ACNM. No matter what the age of the child, as a condition of the child's admission to the Exhibit Hall, parents must agree to abide by ACNM's rules regarding children and to be responsible for the child and assume all responsibility for damage to exhibits and equipment.

FOOD AND ALCOHOL: The Marriott River Center is the exclusive provider of food, beverage, and catering services within the Hotel. Any Exhibitor offering alcoholic beverages at any event held in conjunction with the ACNM must (i) carry a minimum of two million dollars (\$2,000,000.00) in liquor liability insurance during the event and (ii) comply with all the rules and requirements of the Hotel as well as the ACNM alcohol policy, which may be obtained from ACNM upon request.

AMERICANS WITH DISABILITIES ACT (ADA): Exhibitor is solely responsible for ensuring that its booth is in full compliance with the ADA, and for all costs related thereto.

FORCE MAJEURE: ACNM may suspend or terminate this Contract without penalty in the event the Hotel becomes unavailable, is destroyed or damaged, or if it becomes inadvisable, impracticable, illegal, or impossible to hold the ACNM Meeting as scheduled due to any event beyond the control of ACNM, including but not limited to the following: strike; lockout; injunction; emergency; act of God; act of war; curtailment of local, national, or international transportation facilities with a significant impact on domestic and/or international travel; and economic factors which make it impractical for ACNM to hold the Exhibit as scheduled or otherwise perform its obligations hereunder (including the unavailability or inadequacy of any convention center, headquarters, hotel(s), or necessary expansion space). In such an event, Exhibitor hereby waives any and all damages and claims for damages and agrees that the sole liability of ACNM shall be to refund to Exhibitor all payments made for exhibit space, less a proportionate share of all expenses incurred and committed by ACNM, such as, but not limited to, advertising, convention center fees, etc., to the extent any monies remain after payment of such expenses.

INSURANCE: Exhibitor shall carry adequate insurance to protect itself against bodily injury (including death) and property damage claims arising from Exhibitor's participation in ACNM, including but not limited to (i) worker's compensation as required by law and (ii) commercial general liability insurance in such amounts as are adequate, but in no event less than one million U.S. dollars (\$1,000,000.00) combined single limit for both bodily injury and property damage. Said insurance shall name ACNM as additional insured's, shall contain an endorsement that such policy shall remain in full force and effect notwithstanding that the insured has waived its right of action against any party prior to the occur-

rence of a loss, and shall require the insurer to waive all rights of subrogation against ACNM. Further, said insurance shall include a provision for notification to ACNM at least thirty (30) days prior to cancellation. Exhibitor shall furnish ACNM with a Certificate of Insurance verifying such coverage 45 days prior to move in day. Exhibitor shall not do any act or thing in the Hotel which might violate any insurance policy held by ACNM

DAMAGE TO HOTEL: Exhibitor shall be solely responsible for any and all damage to the Convention Center caused by Exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

INDEMNIFICATION: Exhibitor agrees to defend, indemnify, and hold harmless ACNM, the Hotel, the Operator, and their respective officers, directors, employees, and agents from and against any and all claims, demands, actions, causes of action, penalties, judgments and liabilities (including court costs and reasonable attorney's fees) based upon or arising out of any act, omission, negligence, misconduct or breach of any material condition of this Contract by Exhibitor, its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors.

NO LIABILITY: ACNM and its agents will use reasonable care to protect Exhibitor against loss. The responsibility of the ACNM to Exhibitor does not extend beyond such endeavors; provided, however, that ACNM may choose to provide a refund in an amount up to the fees actually paid by Exhibitor, in its sole discretion. In no event shall ACNM be liable for any indirect, consequential, punitive, or incidental damages, even if advised of the possibility of such damages. Exhibitor is solely responsible for the security of its property and the property of others under its control.

WAIVER: Exhibitor acknowledges that ACNM, the Hotel, and the Operator do not carry insurance coverage for Exhibitor's property. Exhibitor agrees to bear all risk of any bodily injury (including death) or property damage or loss which Exhibitor or its contractors, or their respective officers, directors, employees, representatives, servants, agents, invitees, licensees, or subcontractors might sustain as a result of Exhibitor's participation in ACNM. Exhibitor hereby waives any and all rights of recovery, refund, or compensation for bodily injury (including death) or property damage against ACNM, its Sponsors, the Convention Center, the Operator, and their officers,

directors, employees, and agents based upon or arising out of Exhibitor's participation in ACNM, except such losses as may be the result of the sole gross negligence or willful misconduct of such parties.

LAWS: Exhibitor agrees that the sole jurisdiction and venue for any litigation arising from or relating to this Contract shall be an appropriate federal or state court located in the District of Columbia. Exhibitor hereby waives trial by jury in any action, proceeding, or counterclaim brought by or against ACNM with respect to this Contract. In the event that the ACNM need to bring a suit to enforce any of its rights outlined, they shall be entitled to recover all costs from the suit (including attorney's fees) from Exhibitor.

GENERAL: The parties are independent contractors with respect to each other, and nothing herein shall create any association, partnership, joint venture or agency relationship between the parties. Neither party has any right or authority to assume or to create any obligation or responsibility on behalf of the other party except as otherwise provided herein. The parties agree that all rights and obligations provided in this Agreement which do not expressly terminate pursuant to this Agreement shall survive beyond the term of this Agreement and shall remain in full force and effect in perpetuity. This Agreement represents the entire agreement of the parties and supersedes any other understanding of the parties concerning the subject matter herein. This Contract may be modified only with the written consent of ACNM Management. The waiver of a breach of any of the terms hereof or of any default hereunder, shall not be deemed a waiver of any subsequent breach or default, whether of the same or similar nature, and shall not in any way affect the other terms hereof. No waiver or modification shall be valid or binding unless in writing and signed by the waiving party. All provisions of this Agreement shall be severable and no provision shall be affected by the invalidity of any other provision to the extent that such invalidity does not also render such other provision invalid. All notices required under this Contract shall be considered given when deposited in the U.S. mail, certified, return receipt requested, addressed to the respective parties as listed on the first page of this Contract.



Advertising Opportunities

Ad Location	Final Program	Quickening	ACNM On Location	Combo
Deadline	4/15/11	Pre – 3/1/11 Post – 6/1/11	4/15/11	
Back Cover	\$1,200		\$2,000	\$2,500
Inside Cover	\$1,000			
Full Page	\$800	\$1,200	\$1,000	\$1,500
Half Page	\$400	\$805	\$700	\$900
Quarter Page	\$250	\$350	\$400	\$500

*Special pricing for placing a same sized ad in two or more publications.

*Combo rates are for the Final Program and one ACNM On Location Ad or one Quickening Ad.

*There will be one issue of ACNM ON Location published on May 24, 2011.

*Quickening is the quarterly newsletter of ACNM and is mailed to all ACNM members

CEU Tracking Station - \$6,500

The tracking station is a service that members appreciate for many months after the Annual Meeting. Your company's logo will be on the front page of the CE Tracking Site. A certificate of attendance will be available on demand for all attendees to print out and, as a sponsor, you will be acknowledged for providing this invaluable service.

Exhibit Hall Map - \$5,000 (Exclusive)

A must have for all attendees, the map provides an exhibition hall map on one side and a map of San Antonio, TX on the other side. The map, which may be used a dozen or more times by attendees, offers the opportunity to help attendees find their way while marketing your organization.

Cyber Café - \$5,000

Corporate logo and webpage will be locked on home page of all computer screens located in the café.

Hotel Door Drop - \$3,000

Literature may be printed on both sides and should measure no larger than 8 ½" x 11." All items will be subject to approval. You provide your printed item and are responsible for shipping and handling.

Welcome Banner - \$1,500

Floor Decals - \$1,500



Create Your Own Sponsorships

If a “create your own” sponsorship is of more interest to you, take advantage of this new opportunity. This is your chance to truly make your company’s sponsorship unique!

Details	Sponsorship Offering	\$25,000	\$15,000	\$10,000
Choose (√) ONE of these Promotions. (as available)	Exclusive Sponsor of Opening Reception or Midwifery Celebration Party	<input type="checkbox"/>		
	Logo on Conference Bags and inserts inside all bags	<input type="checkbox"/>		
	Cyber Café Sponsor	<input type="checkbox"/>		
Choose (√) TWO of these Additional Promotions. (as available)	Hotel Key Card	<input type="checkbox"/>	<input type="checkbox"/>	
	President’s Reception Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	
	Networking Lunch Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	
	Attendee Name Badge Holder	<input type="checkbox"/>	<input type="checkbox"/>	
	Notepads Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	
	Pens Sponsor	<input type="checkbox"/>	<input type="checkbox"/>	
	One Insert in Conference Bags	<input type="checkbox"/>	<input type="checkbox"/>	
	Floor Decals	<input type="checkbox"/>	<input type="checkbox"/>	
	Hotel Door Drop	<input type="checkbox"/>	<input type="checkbox"/>	
Included in all THREE Levels of Sponsorships.	One (10’ x 10’) Exhibit Space at the Conference (Upgrade Opportunities are available)	√	√	√
	Student Breakfast, Coffee Break, or First Timers’ Reception (choose One Opportunity - as available)	√	√	√
	1/2 Page Advertisement in Conference Program (Upgrade Opportunities are available)	√	√	√
	Five Full Conference Registrations	√	√	√
	Corporate Logo on Signage in the Registration Foyer and on Entrance Unit	√	√	√
	Corporate logo displayed on screens throughout the meeting space	√	√	√
	Corporate logo in the Conference Program and Web site	√	√	√
	Receipt of pre-show and post-show attendee mailing lists	√	√	√

A La Carte Sponsorship Opportunities

Premier Event Sponsorship Opportunities

- Opening Reception - \$15,000 Exclusive or \$5,000 per bar or food station**
Company logo in lights at reception
Opportunity to give speech in front of all meeting participants
Cocktail napkins with your corporate logo
Hanging of existing company banner in "premium" location in the hotel
Complimentary meeting registrations and more...
- Midwifery Celebration Party - \$12,000 Exclusive or \$3,000 per bar or food station**
Corporate logo displayed at the Celebration Party
Complimentary Meeting Registrations and more...
- President's Reception - \$5,000**
Corporate logo displayed at the President's Reception
Drink of the Night in your honor
- Networking Lunch - \$5,000**
Corporate logo displayed at the Lunch
Corporate logo displayed on napkins
- Coffee Break - \$4,500**
Corporate logo displayed at the Coffee Break
Corporate logo displayed on coffee cups
- Student Breakfast - \$3,000**
Corporate logo displayed at the Student Breakfast
- First Timers' Reception - \$3,000**
Corporate logo displayed at the First Timers' Reception



Merchandise Opportunities

- Hotel Key Card - \$7,500 (Exclusive)**
- Notebooks/Pads - \$3,000 (Exclusive)**
- Official Conference Pens - \$3,000 (Exclusive)**
- Registration Bag Inserts - \$1,500**
- Badge Holders - \$6,000 (Exclusive)**
- Hotel Door Drop - \$3,000**



Sponsors may wish to support an already scheduled workshop speaker and/or education session. At a minimum, this includes speaker transportation costs, handout materials, hotel accommodations and speaker honorariums.

- ❑ **Opening General Session Speaker - Costs are Variable**
This sponsorship ties your organization's name with a high profile guest and helps pay for speaker fees, travel stipends, and honoraria.
- ❑ **Premier Speakers - \$5,000**
Four nationally known speakers will address major clinical issues in women's health. Sponsors are acknowledged by signage, program highlights, and screen projection.
- ❑ **State Affiliates Leadership Meeting - \$5,000**
More than 70 CNMs and CMs who plan local meetings, provide clinical education, and have the potential to serve in national leadership positions are offered the opportunity to expand their knowledge and expertise in this program.
- ❑ **Exam Prep Workshop for Student Midwives (SMs) - \$5,000**
Student Midwives are recognized by the College as an integral and valued element of the membership, representing the future of the profession. These events provide students with an opportunity to discuss issues of importance to them, as well as time to interact with each other and the ACNM Board of Directors.
- ❑ **Research Poster Presentations and Awards - \$2,500**
These scientific poster presentations are chosen by the ACNM Division of Research. The posters provide invaluable insight and information to meeting registrants on the current and developing technologies and procedures that influence the practice of midwifery.



Sponsorship Application



Sponsorship Item of Interest: (Please describe): _____

COMPANY NAME AS IT SHOULD APPEAR IN PRINTED MATERIALS

CONTACT PERSON

E-MAIL

ADDRESS

CITY/STATE/ZIP

TELEPHONE

FAX

Payment Information

Check Visa MasterCard

All payments must be made in full. All checks must be in U.S. dollars drawn on U.S. banks within the continental United States and made payable to the American College of Nurse-Midwives.

CREDIT CARD NUMBER

EXPIRATION DATE

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE

Please copy for your records. Return original and deposit to ACNM Annual Meeting & Exposition, Lock Box P.O. Box 758898, Baltimore, MD 21275-8896.

Please note that no cancellations or refunds will be given once payment has been received. Payment is expected in full within 30 days of receipt of invoice.

In accordance with the terms, conditions and regulations governing sponsorships at the annual meeting of the American College of Nurse-Midwives, the undersigned hereby makes application for sponsorship which, when accepted by American College of Nurse-Midwives, becomes a contract. Terms and conditions in the prospectus are a part of this contract. The undersigned agrees to abide by all rules, requirements, restrictions, and regulations as set forth in this agreement or as may be especially designated by management. Failure to abide by such rules and regulation results in forfeiture of all monies paid or due under terms of this agreement.

Signature

Date



Hargrove, Inc. Services

- ◆ General Information – *show schedules, booth equipment and shipping information*
- ◆ Five-page Hargrove Order Form – Discount Deadline: **Monday, May 2, 2011**
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- ◆ Order Recap Form
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- ◆ Exhibitor Appointed Contractor Form – Deadline for Submission: **Monday, May 2**
- ◆ Union Rules & Regulations
- ◆ Move-Out Information
- ◆ **Material Handling** and **Labor** Price Lists
- ◆ **Hargrove Logistics** Flyer & Quote Form – *official carrier for ground and air shipments*
- ◆ Material Handling Information
- ◆ Material Handling Hints
- ◆ Advance Shipping Labels
- ◆ Direct Shipping Labels
- ◆ Hanging Signs Shipping Labels
- ◆ Limits of Liability
- ◆ Security Guidelines



GENERAL INFORMATION (cont.)

Page 2 of 2

Hargrove, Inc. Advance Order Discount Deadline

Hargrove's discount prices apply to orders received with payment in full by no later than:

Monday, May 2, 2011

For additional information, please call our Exhibitor Services Department at 301-306-4627, or email us at exhibitorservices@hargroveinc.com.

PLEASE NOTE: The tax rate stated herein is the rate in effect at the time of publishing; it can change without notice due to future tax increases as determined by state, county or local taxing authorities.

Advance Shipping

Advance shipping begins **Wednesday, April 20** at **9:00 AM** and ends **Wednesday, May 18** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
ACNM 56th Annual Meeting & Exposition
c/o Hargrove, Inc.
YRC San Antonio
111 Gemblar Road
San Antonio, TX 78219

Advance Warehouse Receiving Hours: Monday-Friday 9:00 AM to 3:00 PM.

Direct Shipping

Direct shipping will begin on **Monday, May 23** at **Noon**.

Direct shipping address:

(Your Company Name & Booth Number)
ACNM 56th Annual Meeting & Exposition
c/o Hargrove, Inc.
Henry B. Gonzalez Convention Center
Exhibit Hall A
200 E. Market Street
San Antonio, TX 78205



Discount Deadline: Monday, May 2, 2011

ORDER FORM – PAGE 3 OF 5

Company Name: _____ Booth Number: _____

A. Standard / Specialty Furnishings *(See our product brochures and price lists for product numbers and prices.)*

Product #	Description	Color	Qty.	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ Discount prices apply only to orders received and paid for in full by the deadline date. ◆ Items cancelled after delivery will be refunded 50% of the original price. ◆ Drape color choices are Black, Blue, Burgundy, Gold, Grey, Purple, Red, Teal and White. ◆ If a drape color is not indicated, Hargrove, Inc. will provide show colors. 				Subtotal:	
				Tax 8.125%:	
				TOTAL:	

B. Carpet *(See our Standard Furnishings catalogue and price list for product numbers and prices.)*

Product #	Description	Color	Booth Size	Qty. or Sq. Ft.	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ Discount prices apply only to orders received and paid for in full by the deadline date. ◆ Items cancelled after delivery will be refunded 50% of the original price. ◆ <u>Standard Carpet</u> is intended for in-line booths up to 10' in depth and up to 40' in length. Color choices are Black, Blue, Burgundy, Grey, Plum, Red, and Teal. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when standard carpet is ordered in multiple pieces. ◆ Our 25oz. poly-nylon blend <u>Plush Carpet</u> is available in a variety of colors, including Black, Charcoal, Ivory, Navy, Nu-Blue, Platinum, and Red. Plush Carpet orders are placed immediately upon receipt; therefore, no refunds are issued once your order has been received in our office. ◆ If a carpet color is not indicated, Hargrove, Inc. will provide show colors. 				Subtotal:		
				Tax 8.125%:		
				TOTAL:		

C. Vacuuming / Booth Cleaning *(See our Standard Furnishings Price List for product numbers and prices. Multiply size of your booth X price per sq. ft. for total price.)*

Product #	Description	Booth Size (sq ft)	Unit Price	Total Price
<ul style="list-style-type: none"> ◆ All vacuuming and general cleaning orders are computed based on the gross square footage of your booth, with a minimum of 100 square feet. A 10% discount applies to all orders of 500 square feet or more. ◆ The two options for booth cleaning are ① pre-show only or ② daily for the duration of the show; i.e., if the show is three days, your cleaning order would either be pre-show only (CC1) or daily (CC2) for three days. ◆ Hargrove, Inc. is the exclusive cleaning contractor for this show. 			TOTAL:	

PLEASE NOTE: The tax rate stated herein is the rate in effect at the time of publishing; it can change without notice due to future tax increases as determined by state, county or local taxing authorities.



Discount Deadline: Monday, May 2, 2011

ORDER FORM – PAGE 4 OF 5

Company Name: _____ Booth Number: _____

Installation / Dismantling Labor & Rigging

- Orders placed for labor to begin at the start of the workday (usually 8:00 AM) are guaranteed. All other orders will be filled on a will-call basis with an exhibitor's company representative required to check in at the Hargrove Service Desk to claim the available laborer(s).
- All labor orders will be billed at a one-hour minimum. After the first hour, labor will be billed in half-hour increments.
- **Cancellation Policy:** You must give 24-hour notice to cancel any labor order. Labor ordered and not used will be charged as a one-hour "no show" charge per laborer.

* A **Supervision Fee** is assessed only on Hargrove-supervised labor orders. The supervision fee is the greater of \$50 or 30% of the total labor charges. NOTE: Hargrove, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under Hargrove's supervision. Payment of all Hargrove-supervised labor services is the responsibility of the exhibitor. The **Hargrove-Supervised Labor Instruction Form** must accompany an Installation/Dismantling Labor order.

D. Installation Labor & Rigging (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Detail type of Installation work:						Subtotal:	
						* Supervision Fee:	
						Tax 8.125%:	
						TOTAL:	

E. Dismantling Labor & Rigging (See our Labor price list for product numbers.)

Product # / Type of Labor	Date	Estimated Start Time	# of Workers or Lifts	Est. # Hours per Workers or Lifts	Est. Total Hours	Hourly Rate	Estimated Total Cost
Detail type of Dismantling work:						Subtotal:	
						* Supervision Fee:	
						Tax 8.125%:	
						TOTAL:	

F. Signage (See our Standard Furnishings Price List for product numbers and prices.)

Product #	Description	Vertical or Horizontal	Color	Qty.	Unit Price	Total Price	
♦ Sign orders are filled immediately upon receipt. Therefore, no refunds are issued once your order has been received in our office. Signs ordered at show site will be charged double the published standard price.						Subtotal:	
♦ Please attach a separate page with your sign copy/layout.						Tax 8.125%:	
						TOTAL:	



Discount Deadline: Monday, May 2, 2011

ORDER FORM – PAGE 5 OF 5

Company Name: _____ Booth Number: _____

G. Material Handling (See our Material Handling price list for product numbers.)

Product #	Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
<ul style="list-style-type: none"> ◆ Small package rates apply to shipments with a total weight of 30 pounds or less. ◆ Material Handling is billed by the hundredweight, or per CWT, with a 2 CWT minimum. ◆ When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. ◆ Each delivery to the dock constitutes a shipment, and is billed accordingly. ◆ Shipments received without weight tickets will be weighed and charged special handling rates. 					Subtotal: ** Overtime Charge: Tax 8.125%: TOTAL:	

**** Unless designated otherwise, overtime material handling charges apply to any and all shipments handled by Hargrove, Inc. ① before 8:00 AM and/or after 4:30 PM Monday through Friday, and ② all day Saturday, Sunday and designated holidays. An overtime charge applies each time a shipment is handled on overtime, including any shipment received at the advance warehouse and moved to show site on overtime.**

HOW TO CALCULATE YOUR MATERIAL HANDLING COSTS:

Description of Sample Shipment	Price from Price List	Quantity x Price	Plus Overtime (OT) Charges (if applicable)	Charge for Shipment
657-lb. shipment to advance warehouse rounded to the next hundredweight (cwt.) = 7 cwt.	\$78.00 per cwt.	7 cwt. X \$78.00	\$27.30 per cwt.	\$546.00 \$737.10/OT
2 separate shipments to advance warehouse with total weight of less than 201 lbs. each.	\$156.00 minimum	2 X \$156.00	\$54.60 minimum	\$312.00 \$421.20/OT
321-lb. shipment directly to show site rounded to next hundredweight (cwt.) = 4 cwt.	\$76.00 per cwt.	4 cwt. X \$76.00	\$26.60 per cwt.	\$304.00 \$410.40/OT

Two of the most expensive mistakes made by exhibitors are ① shipping materials in several shipments or ② shipping via UPS or similar carrier that may split a single shipment into several deliveries to our dock. Both of these can be very costly. Remember, each delivery incurs a minimum charge. See example below:

FREIGHT RECEIVING REPORT:	
5/10/11 – 2 Cartons - 65 lbs. - UPS - From USA Press	Minimum charge-----\$ 156.00
5/11/11 – 1 Carton - 67 lbs. - UPS - From USA Press	Minimum charge-----\$ 156.00
5/12/11 – 3 Cartons - 51 lbs. - UPS - From USA Press	Minimum charge-----\$ 156.00
TOTAL CHARGE: \$ 468.00	
<i>IF ALL THE ABOVE SHIPMENTS HAD ARRIVED ON THE SAME DAY THE CHARGE WOULD BE:</i>	
FREIGHT RECEIVING REPORT:	
5/12/11 – 6 Cartons 183 lbs. - UPS - From USA Press	TOTAL CHARGE: \$ 156.00
You save \$ 312.00 if all materials are received on one carrier as one delivery.	



ORDER RECAP FORM

1. Please complete the information requested and return payment in full with this form and your orders.
2. You may choose to pay by credit card or check. You must complete Page 1 of the five-page Order Form in this manual regardless of payment method.
3. If you are paying by check, please make check payable to **Hargrove, Inc.** Mail your check and all applicable forms to:

**Hargrove, Inc.
One Hargrove Drive
Lanham, MD 20706**

4. If you are paying by credit card, you may fax your forms to 301-731-5438. You will receive an automated fax confirmation of receipt of your order.

CALCULATION OF ORDERS (Totals from **Hargrove, Inc. Order Form**):

Standard/Specialty Furnishings Rental	\$
Booth Carpet Rental	\$
Vacuuming/Booth Cleaning	\$
Signs & Banners	\$
Freight/Material Handling Order	\$
Labor/Rigging Order	\$
Hargrove Modular System (HMS) Rental	\$
Hargrove Logistics Shipping Order	\$
Other Hargrove Services:	\$
TOTAL DUE TO HARGROVE, INC.	\$

Payment Method:

- Credit Card** (provide card information on Page 1 of five-page Order Form)
- Check Enclosed** # _____ Dated ___/___/___ (Ref: 5027092WA) in the amount of \$ _____

NOTE: Exhibitors paying by check are still required to provide a Credit Card Authorization as guarantee of payment for additional charges; see Page 1 of five-page Order Form.

COMPANY:		BOOTH #:	
ADDRESS:		CONTACT NAME:	
ADDRESS:		SIGNATURE:	
CITY:		PHONE #:	
STATE:	ZIP:	FAX #:	
COUNTRY:		EMAIL:	

Thank you for your order! If we can be of further assistance, or you need additional information, please call us at 301-306-4627 or email us at exhibitorservices@hargroveinc.com.

**Standard
Furnishings,
Carpeting &
Cleaning
Price List**

**ACNM 56th Annual
Meeting & Exposition**

**Discount Deadline:
Monday, May 2, 2011**

Description	Product #	Advance Price	Standard Price
Standard Tables & Drapery *			
Round Table - 18" high x 30"	E	\$ 128	\$ 179
Round Table - 30" high x 30"	F	\$ 128	\$ 179
Round Table - 42" high x 30"	G	\$ 128	\$ 179
4'L x 2'W x 30"H Draped Table	H4	\$ 98	\$ 137
6'L x 2'W x 30"H Draped Table	H6	\$ 116	\$ 162
8'L x 2'W x 30"H Draped Table	H8	\$ 134	\$ 188
4'L x 2'W x 42"H Draped Display Counter	I4	\$ 116	\$ 162
6'L x 2'W x 42"H Draped Display Counter	I6	\$ 134	\$ 188
8'L x 2'W x 42"H Draped Display Counter	I8	\$ 153	\$ 214
4'L x 2'W x 30"H Undraped Table	HU4	\$ 61	\$ 85
6'L x 2'W x 30"H Undraped Table	HU6	\$ 79	\$ 111
8'L x 2'W x 30"H Undraped Table	HU8	\$ 98	\$ 137
4'L x 2'W x 42"H Undraped Display Counter	IU4	\$ 79	\$ 111
6'L x 2'W x 42"H Undraped Display Counter	IU6	\$ 98	\$ 137
8'L x 2'W x 42"H Undraped Display Counter	IU8	\$ 116	\$ 162
4th-Side Table Drape (30" high)	HALL	\$ 40	\$ 56
4th-Side Display Counter Drape (42" high)	IALL	\$ 40	\$ 56
4' Table Riser Draped	DR4	\$ 71	\$ 99
6' Table Riser Draped	DR6	\$ 84	\$ 118
3' Siderail Draping (per linear ft)	SR1	\$ 9	\$ 12
8' Backwall Draping (per linear ft)	B1	\$ 11	\$ 15
Standard Chairs			
Barstool	Q	\$ 77	\$ 108
Chair - Arm	P	\$ 76	\$ 106
Chair - Side (Armless)	O	\$ 62	\$ 87
Accessories			
Bag Rack - Slanted	M	\$ 79	\$ 111
Bag Rack - Straight	L	\$ 79	\$ 111
Coat Tree	K	\$ 34	\$ 48
Easel	A	\$ 44	\$ 61
Fish Bowl	T	\$ 12	\$ 17
Literature Rack	C	\$ 123	\$ 173
Posterboard - Horizontal (8' x 4')	R	\$ 163	\$ 229
Posterboard - Vertical (4' x 8')	S	\$ 163	\$ 229
Sign Holder (Vertical - 22" x 28")	B	\$ 95	\$ 133
Stanchion - Chrome (per stanchion)	N	\$ 79	\$ 111
Stanchion - Chrome Velour Rope (8 ft length)	N1	\$ 44	\$ 61
Stanchion - Retractable, w/ Black Belt	N3	\$ 94	\$ 132
Wastebasket	J	\$ 20	\$ 27

* Indicate Drape and/or Carpet color(s) on order form.

Description	Product #	Advance Price	Standard Price
Cleaning			
Vacuum/Cleaning - Preshow Only (per sq ft)	CC1	\$ 0.38	\$ 0.53
Vacuum/Cleaning - Daily (per sq ft)	CC2	\$ 1.06	\$ 1.49
Shampooing (sq ft per day)	CC3	Call for Quote	
Porter** Service: up to 600 sq ft (per day)	CC4	\$ 104	\$ 145
Porter** Service: 600-1600 sq ft (per day)	CC5	\$ 128	\$ 179
Porter** Service: over 1600 sq ft (per day)	CC6	Call for Quote	
Carpet *			
10' x 10' Standard Carpet	C1	\$ 153	\$ 214
10' x 20' Standard Carpet	C2	\$ 305	\$ 427
10' x 30' Standard Carpet	C3	\$ 458	\$ 641
10' x 40' Standard Carpet	C4	\$ 610	\$ 854
Special-Cut Carpet: up to 600 sq ft (per sq ft)	C5	\$ 2.62	\$ 3.67
Plush Carpet: up to 600 sq ft (per sq ft)	C6	\$ 3.72	\$ 5.21
Special-Cut or Plush Carpet: over 600 sq ft	CSP	Call for Quote	
Carpet Padding (per sq ft)	C7	\$ 1.24	\$ 1.74
Carpet Poly (per sq ft)	C8	\$ 0.44	\$ 0.61
Signage			
7" x 11" sign on white card stock	SB1	\$ 37	\$ 73
11" x 14" sign on white card stock	SB2	\$ 49	\$ 98
7" x 44" sign on white card stock	SB3	\$ 49	\$ 98
14" x 22" sign on white card stock	SB4	\$ 61	\$ 122
14" x 44" sign on white card stock	SB5	\$ 73	\$ 146
22" x 28" sign on white card stock	SB6	\$ 79	\$ 159
28" x 44" sign on white card stock	SB7	\$ 116	\$ 232
Vinyl Banner (per sq ft)	SB8	Call for Quote	
Insite [®] BioBoard™ Panel (up to 4' x 8')	SB9	Call for Quote	
Logo Reproduction	SB10	\$ 98	\$ 195
Easel Back	SB13	\$ 6	\$ 12

**Porter Service = empty wastebaskets/remove trash periodically during show hours.

Insite[®] BioBoard™ is a biodegradable, non-toxic 1/2" thick material perfect for panel/large-sign printing. It provides for equal or better printed panels at a competitive price point -- all while being eco-friendly.

**Additional items may be available;
please call our Exhibitor Services Department at 301-306-4627.**

NOTE: Standard Carpet is intended for in-line booths up to 10' in depth and up to 40' in length. For island or peninsula booths, or in-line booths larger than 10' x 40', Special-Cut or Plush Carpet is needed for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.

Place your order for these items using the five-page Order Form in this service manual.
Orders received after the Discount Deadline are subject to availability.




Discount Deadline: Monday, May 2, 2011


HARGROVE MODULAR SYSTEM (HMS) ORDER FORM


Fulfill your exhibit needs with an economical, turnkey HMS rental booth! Check the box below the HMS rendering of your choice and make all the appropriate selections for that HMS booth. Complete and return both pages of this HMS Order Form to place your order.


PAGE 1 OF 2


COMPANY NAME: _____ BOOTH #: _____

 <input type="checkbox"/> HMS TT <small>(stdr001A)</small> Discount: \$726 Standard: \$1,017	Header Copy (print):		
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
	Table Skirt Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> White		
	Optional Velcro-Compatible Panels: \$131 / \$184	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10A <small>(stdr002A)</small> Discount: \$1,715 Standard: \$2,401	Header Copy (print):		
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>		
	Optional Velcro-Compatible Panels: \$330 / \$463	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 10B <small>(stdr003A)</small> Discount: \$2,178 Standard: \$3,050	Header Copy (print):		
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 / \$138 <input type="checkbox"/> Add logo <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>		
	Optional Velcro-Compatible Panels: \$330 / \$463	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 20A <small>(stdr006A)</small> Discount: \$4,288 Standard: \$6,003	Left Header Copy (print):		
	Center Header Copy (print):		
	Right Header Copy (print):		
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>		
	Optional Velcro-Compatible Panels: \$560 / \$784	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

 <input type="checkbox"/> HMS 20B <small>(stdr007A)</small> Discount: \$3,915 Standard: \$5,481	Header Copy (print):		
	Header Copy Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red	Optional Logo: \$98 ea. / \$138 ea. <input type="checkbox"/> Add logo(s) <small>(Include logo with order or email to exhibitorservices@hargroveinc.com.)</small>	
	Standard Carpet Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <small>(Plush Carpet available for an additional charge; see Carpet order form for available colors.)</small>		
	Optional Velcro-Compatible Panels: \$560 / \$784	<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red	

15 - Effective 09/10

See Page 2 of this Order Form for additional HMS, HMS Accessories, and payment/ordering information.
NOTE: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of the original price; orders cancelled after move-in begins are non-refundable.

One Hargrove Drive, Lanham, MD 20706 Telephone: 301-306-4627 Fax: 301-731-5438
exhibitorservices@hargroveinc.com

SOFAS & SECTIONALS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
MPS	Sofa	"Memphis" - Black w/Chrome Legs	53"L x 31"D x 28"H	\$428	\$600
SED	3 pc Sectional	"Newport" - Charcoal Leather	113"L x 34"D x 33"H	\$1,049	\$1,469
SO1	Sofa ONLY	"South Beach" - Platinum Suede	69"L x 29"D x 33"H	\$508	\$712
SO2	3 pc Sectional	"South Beach" - Platinum Suede	152"L x 40"D x 33"H	\$1,054	\$1,476
SOC	Sofa	"Lisbon" - Black Leather	88"L x 36"D x 34"H	\$584	\$818
SOK	Sofa	"Rio" - Blue Suede w/Chrome Legs	76"L x 34"D x 33"H	\$474	\$663
SOM	Sofa	"Key West" - Black	85"L x 35"D x 33"H	\$450	\$630
SON	Sofa	"Marrakesh" - Light Beige	84"L x 37"D x 34"W	\$473	\$662
SOQ	Sofa	"Astro" - Light Beige	83"L x 36"D x 29"H	\$535	\$749
LOVESEATS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LSC	Loveseat	"Lisbon" - Black Leather	64"L x 36"D x 34"H	\$530	\$742
LSD	Loveseat	"Newport" - Charcoal Leather	54"L x 34"D x 33"H	\$505	\$707
LSM	Loveseat	"Key West" - Black	57"L x 35"D x 33"H	\$396	\$554
CLUB CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CHC	Club Chair	"Lisbon" - Black Leather	40"L x 36"D x 34"H	\$417	\$584
CHD	Club Chair	"Newport" - Charcoal Leather, Armless	24"L x 34"D x 33"H	\$288	\$403
CHK	Club Chair	"Rio" - Blue Suede w/Chrome Legs	39"L x 34"D x 33"H	\$362	\$507
CHN	Club Chair	"Marrakesh" - Light Beige	34"L x 37"D x 38"W	\$344	\$481
CHQ	Club Chair	"Astro" - Light Beige	36"L x 36"D x 29"H	\$362	\$507
COD	Club Chair	"Newport" - Charcoal Leather, Corner	34"L x 34"D x 33"H	\$362	\$507
MPC	Club Chair	"Memphis" - Black w/Chrome Legs	27.5"L x 31.75"D x 27.5"H	\$304	\$425
OCCASIONAL CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCE	Occasional Chair	"Ice" - Transparent w/Chrome Frame	17.25"L x 20"D x 32"H	\$171	\$239
OCA	Occasional Chair	"T-Vac" - Translucent w/Chrome Legs	25"L x 23"D x 30"H	\$279	\$391
OCB	Occasional Chair	"Key West" - Tub, Black	31"L x 31"D x 31"H	\$324	\$454
OCC	Occasional Chair	"Stage" - Camel Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCH	Occasional Chair	"Barcelona" - Black Leather, Armless	30"L x 31"D x 35"H	\$613	\$858
OCL	Occasional Chair	"Cappuccino" - Chocolate	29"L x 29"D x 34"H	\$284	\$398
OCR	Occasional Chair	"Stage" - Red Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCU	Occasional Chair	"Globus" - White Leather w/Chrome Base	28"L x 26"D x 28"H	\$318	\$445
OCW	Occasional Chair	"Barcelona" - White Leather, Armless	28"L x 26"D x 28"H	\$622	\$871
OCY	Occasional Chair	"Stage" - Onyx Slipcover	24"L x 26"D x 36"H	\$178	\$250
OCZ	Occasional Chair	"Stage" - Beige Slipcover	24"L x 26"D x 36"H	\$178	\$250
OTTOMANS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CCB	Ottoman	Circular - Black Leather	6'L x 6'D x 17"H	\$502	\$703
CCW	Ottoman	Circular - White Leather	6'L x 6'D x 17"H	\$502	\$703
CCZ	Ottoman	Circular - 1/2 Black, 1/2 White Leather	6'L x 6'D x 17"H	\$502	\$703
OSA	Ottoman	Oval - Black	52"L x 32"D x 19"H	\$249	\$348
OSB	Ottoman	Oval - White	52"L x 32"D x 19"H	\$249	\$348
OSC	Ottoman	Cube - White Leather	17"L x 17"D x 18"H	\$111	\$156
OTC	Ottoman	Cube - Lemon	17"L x 17"D x 18"H	\$111	\$156
OTD	Ottoman	Cube - Blueberry	17"L x 17"D x 18"H	\$111	\$156
OTE	Ottoman	Cube - Raspberry	17"L x 17"D x 18"H	\$111	\$156
OTH	Ottoman	Cube - Black Leather	17"L x 17"D x 18"H	\$111	\$156
OTK	Ottoman	Half Round - Black Leather	6'L x 3'D x 17"H	\$334	\$468
OTL	Ottoman	Half Round - White Leather	6'L x 3'D x 17"H	\$334	\$468
OTM	Ottoman	Bench - Black Leather	24"L x 60"D x 17"H	\$323	\$453
OTN	Ottoman	Bench - White Leather	24"L x 60"D x 17"H	\$323	\$453
OTP	Ottoman	Square - Black Leather	40"L x 40"D x 17"H	\$279	\$391
OTQ	Ottoman	Square - White Leather	40"L x 40"D x 17"H	\$279	\$391
OTS	Ottoman	"South Beach" - Platinum Suede, Wedge	25"L x 31"D x 18"H	\$223	\$312
PWB	Ottoman	Pinwheel - Black & Red	10'7"L x 10' 7"D x 17"H	\$1,142	\$1,599
PWM	Ottoman	Pinwheel - Black, White & Red	10'7"L x 10' 7"D x 17"H	\$1,142	\$1,599

OCCASIONAL COCKTAIL TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
C1C	Cocktail Table	"Geo" - Glass w/Chrome Base	50"L x 22"D x 16"H	\$223	\$312
C1D	Cocktail Table	"Soho" - Chocolate w/Steel Base	38"L x 38"D x 18.5"H	\$305	\$427
C1E	Cocktail Table	"Silverado" - Glass w/Chrome Base	36"DIA x 17"H	\$246	\$344
C1F	Cocktail Table	"Geo" - Glass w/Black Base	50"L x 22"D x 16"H	\$223	\$312
C1K	Cocktail Table	"Inspiration"	42"L x 28"D x 18"H	\$251	\$351
C1M	Cocktail Table	"Visions" - Cherry	48"L x 28"D x 17"H	\$223	\$312
C1W	Cocktail Table	"Sydney" - White	48"L x 26"D x 18"H	\$238	\$333
C1Y	Cocktail Table	"Sydney" - Black	48"L x 26"D x 18"H	\$238	\$333

OCCASIONAL END TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
E1C	End Table	"Geo" - Glass w/Chrome Base	26"L x 26"D x 20"H	\$212	\$297
E1D	End Table	"Soho" - Chocolate w/Steel Base	26"L x 26"D x 27"H	\$276	\$386
E1E	End Table	"Silverado" - Glass w/Chrome Base	24"DIA x 22"H	\$223	\$312
E1F	End Table	"Geo" - Glass w/Black Base	26"L x 26"D x 20"H	\$212	\$297
E1K	End Table	"Inspiration"	24"L x 28"D x 22"H	\$256	\$359
E1M	End Table	"Visions" - Cherry	22"L x 24"D x 21"H	\$212	\$297
E1W	End Table	"Sydney" - White	27"L x 23"D x 22"H	\$211	\$295
E1Y	End Table	"Sydney" - Black	27"L x 23"D x 22"H	\$211	\$295

CONFERENCE TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CB1	Conference Table	Round - Graphite Nebula	42"DIA x 29"H	\$306	\$428
CB2	Conference Table	6' - Graphite Nebula	72"L x 36"D x 29"H	\$390	\$547
CB3	Conference Table	8' - Graphite Nebula	96"L x 36"D x 29"H	\$456	\$639
CC5	Conference Table	Round - Mahogany	42"DIA x 29"H	\$290	\$406
CC6	Conference Table	6' - Mahogany	72"L x 36"D x 29"H	\$362	\$507
CC7	Conference Table	8' - Mahogany	96"L x 36"D x 29"H	\$446	\$624
CC8	Conference Table	10' - Mahogany	120"L x 36"D x 29"H	\$635	\$889
CD1	Conference Table	Round - Grey Nebula	42"DIA x 29"H	\$306	\$428
CD2	Conference Table	6' - Grey Nebula	72"L x 36"D x 29"H	\$390	\$547
CD3	Conference Table	8' - Grey Nebula	96"L x 36"D x 29"H	\$456	\$639
CE1	Conference Table	"Geo" - Glass w/Chrome Base	42"L x 42"D x 29"H	\$246	\$344
CE2	Conference Table	"Geo" - Glass w/Chrome Base	60"L x 36"D x 29"H	\$334	\$468
CF1	Conference Table	"Geo" - Glass w/Black Base	42"L x 42"D x 29"H	\$246	\$344
CF2	Conference Table	"Geo" - Glass w/Black Base	60"L x 36"D x 29"H	\$334	\$468
CG1	Conference Table	"Manhattan" - Glass w/Black Base	42"DIA x 29"H	\$279	\$391

CAFÉ TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
XTB	Café Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTC	Café Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTE	Café Table	Brandy Top w/Tulip Chrome Base	30"DIA x 29"H	\$256	\$359
XTF	Café Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 29"H	\$256	\$359
XTJ	Café Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTK	Café Table	Maple Top w/Tulip Chrome Base	30"DIA x 29"H	\$229	\$321
XTM	Café Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$251	\$351
XTN	Café Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 29"H	\$251	\$351
XTP	Café Table	Maple Top w/Tulip Chrome Base	36"DIA x 29"H	\$256	\$359
ZTB	Café Table	Brushed Red Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTC	Café Table	Brushed Blue Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTE	Café Table	Brandy Top w/Standard Black Base	30"DIA x 29"H	\$223	\$312
ZTF	Café Table	Metallic Silver Top w/ Standard Black Base	30"DIA x 29"H	\$223	\$312
ZTJ	Café Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTK	Café Table	Maple Top w/Standard Black Base	30"DIA x 29"H	\$195	\$273
ZTM	Café Table	Grey Nebula Top w/Standard Black Base	36"DIA x 29"H	\$216	\$303
ZTN	Café Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 29"H	\$216	\$303
ZTP	Café Table	Maple Top w/Standard Black Base	36"DIA x 29"H	\$223	\$312

CONFERENCE CHAIRS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Arm Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$279	\$391
OTO	Executive Chair	"Otto" - Black, High Back	23"L x 21"D x 43"H	\$351	\$492
SC1	Side Chair	"New York" - Onyx Seat, Maple Back, Chrome Legs	23"L x 32"D x 33"H	\$178	\$250
SC2	Side Chair	"Brewer" - Grey w/Chrome Legs	20"L x 20"D x 32"H	\$161	\$226
SC3	Side Chair	"Brewer" - Onyx w/Black Legs	20"L x 20"D x 32"H	\$161	\$226
SC4	Side Chair	"Jetson" - Black	19"L x 18"D x 31"H	\$178	\$250
SC5	Executive Chair	"Tilt" - Onyx Seat w/Black Base	26"L x 25"D x 34"H	\$267	\$374
SC6	Arm Chair	"Manhattan" - Oyster Seat	26"L x 22"D x 34"H	\$195	\$273
SC8	Arm Chair	"Flex" - Black & Chrome w/Wheels	24"L x 22"D x 31"H	\$168	\$235
SC9	Side Chair	"Panton" - White	20"L x 24"D x 33"H	\$195	\$273
XC1	Executive Chair	"Luxor" - Black Leather, High Back	27"L x 28"D x 47"H (Adj)	\$323	\$453
XC2	Executive Chair	"Luxor" - Black Leather, Mid Back	27"L x 28"D x 41"H (Adj)	\$310	\$435
XC3	Guest Chair	"Luxor" - Black Leather	27"L x 28"D x 40"H	\$287	\$401
XC4	Executive Chair	"Altura" - Black Crepe, High Back	25"L x 25"D x 43"H (Adj)	\$306	\$428
XC5	Executive Chair	"Altura" - Black Crepe, Mid Back	25"L x 25"D x 37"H (Adj)	\$279	\$391
XC6	Guest Chair	"Altura" - Black Crepe	25"L x 20"D x 34"H	\$257	\$360
CONFERENCE CHAIRS - STACKING & UTILITY SEATING					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CS8	Stacking Chair	"Berlin" - Black & White w/Chrome Frame	18"L x 22"D x 32"H	\$97	\$136
CS9	Stacking Chair	"Berlin" - Red & White w/Chrome Frame	18"L x 22"D x 32"H	\$97	\$136
DF1	Drafting Stool	"Altura" - Black Crepe	25"L x 26"D x 34"H	\$238	\$333
SY1	Task Chair	"Altura" - Black Crepe	25"L x 26"D x 21"H	\$160	\$224
BAR TABLES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VTB	Bar Table	Brushed Red Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTC	Bar Table	Brushed Blue Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTE	Bar Table	Brandy Top w/Standard Black Base	36"DIA x 42"H	\$239	\$335
VTF	Bar Table	Metallic Silver Top w/Standard Black Base	30"DIA x 42"H	\$239	\$335
VTJ	Bar Table	Graphite Nebula Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTK	Bar Table	Maple Top w/Standard Black Base	30"DIA x 42"H	\$224	\$313
VTM	Bar Table	Grey Nebula Top w/Standard Black Base	36"DIA x 42"H	\$233	\$326
VTN	Bar Table	Graphite Nebula Top w/Standard Black Base	36"DIA x 42"H	\$233	\$326
VTP	Bar Table	Maple Top w/Standard Black Base	36"DIA x 42"H	\$239	\$335
WTB	Bar Table	Brushed Red Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTC	Bar Table	Brushed Blue Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTE	Bar Table	Brandy Top w/Tulip Chrome Base	30"DIA x 42"H	\$290	\$406
WTF	Bar Table	Metallic Silver Top w/Tulip Chrome Base	30"DIA x 42"H	\$290	\$406
WTJ	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTK	Bar Table	Maple Top w/Tulip Chrome Base	30"DIA x 42"H	\$239	\$335
WTM	Bar Table	Grey Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$279	\$391
WTN	Bar Table	Graphite Nebula Top w/Tulip Chrome Base	36"DIA x 42"H	\$279	\$391
WTP	Bar Table	Maple Top w/Tulip Chrome Base	36"DIA x 42"H	\$290	\$406
BARS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BR1	Bar/Counter	Martini Bar w/Frosted Glass Tops	50"L x 50"D x 47"H	\$1,000	\$1,401
BRC	Bar/Counter	Martini Bar Circle (3 x BR1)	100"L x 100"D x 47"H	\$2,893	\$4,050
BARSTOOLS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BCE	Barstool	"Ice" - Transparent w/Chrome Frame	16.75"L x 16"D x 32"H	\$182	\$254
BS1	Barstool	"Ohio" - Red Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BS2	Barstool	"Ohio" - Black Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BS3	Barstool	"Ohio" - Grey Seat w/Chrome Base (Adj)	18"DIA x 31"H (Adj)	\$168	\$235
BSC	Barstool	"Oslo" - White Seat w/Chrome Frame	17"L x 20"D x 30"H	\$205	\$288
BSD	Barstool	"Oslo" - Blue Seat w/Chrome Frame	17"L x 20"D x 30"H	\$205	\$288
BSL	Barstool	"Gin" - Maple Seat w/Chrome Base	16"L x 16"D x 29"H	\$178	\$250
BSN	Barstool	"Jetson" - Black	18"L x 19"D x 29"H	\$216	\$303
BSS	Barstool	"Banana" - Black Seat w/Chrome Base	21"L x 22"D x 30"H	\$195	\$273
BST	Barstool	"Banana" - White Seat w/Chrome Base	21"L x 22"D x 30"H	\$195	\$273

TRAINING ROOM					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CO4	Chair	"Iso" - Black w/Charcoal Mesh, Flex Back	26"L x 24"D x 38"H	\$279	\$391
CP3	Training Table	Grey w/Privacy Panel & Wiring Grommets	48"L x 24"D x 30"H	\$279	\$391
CP4	Connector Wedge	Grey - matches/connects Training Tables	24"L x 24"D x 1"H	\$135	\$189
CP5	Computer Table	Graphite Nebula	36"L x 30"D x 42"H	\$314	\$439
PO1	Podium	Lectern - Cherry	24"L x 19"D x 50"H	\$279	\$391
PO3	Kiosk	Black w/Maple Top	24"L x 21"D x 42"H	\$390	\$547
WD2	Desk	Writing - Graphite	48"L x 24"D x 30"H	\$279	\$391
DESKS & BOOKCASES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$279	\$391
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$279	\$391
JD6	Desk	Executive - Mahogany	60"L x 30"D x 29"H	\$443	\$621
JD7	Desk	Executive - Graphite	60"L x 30"D x 29"H	\$422	\$590
CREDENZAS & LATERAL FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
CR6	Credenza	Mahogany	72"L x 24"D x 29"H	\$443	\$621
CR7	Credenza	Graphite	72"L x 24"D x 29"H	\$417	\$584
L26	Lateral File	Mahogany	36"L x 20"D x 29"H	\$334	\$468
L27	Lateral File	Graphite	36"L x 20"D x 29"H	\$318	\$445
FILES					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
VF2	Vertical File	2 Drawer	27"L x 19"D x 28"H	\$195	\$273
VF4	Vertical File	4 Drawer	27"L x 19"D x 52"H	\$223	\$312
PRODUCT DISPLAY					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
BC6	Bookcase	Mahogany	36"L x 13"D x 66"H	\$279	\$391
BC7	Bookcase	Graphite	36"L x 13"D x 71"H	\$279	\$391
ET1	Étagère	Pewter	30"L x 16"D x 70"H	\$279	\$391
ET2	Étagère	Black	30"L x 16"D x 70"H	\$279	\$391
PDF	Pedestal	Graphite Nebula	24"L x 24"D x 36"H	\$334	\$468
PDH	Pedestal	Graphite Nebula	24"L x 24"D x 42"H	\$334	\$468
PDK	Pedestal	Graphite Nebula	30"L x 30"D x 42"H	\$357	\$500
PDL	Pedestal	Pedestal w/Locking Door - Black	24"L x 24"D x 42"H	\$362	\$507
LAMPS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
LA1	Lamp	Floor - Pewter	58"H	\$168	\$235
LA2	Lamp	"Parisian" - Pewter	28"H	\$140	\$195
LAD	Lamp	"Lumalight" - White	15"L x 13"D x 90"H	\$279	\$391
LAE	Lamp	"Lumalight" - Orange	15"L x 13"D x 90"H	\$279	\$391
LAF	Lamp	"Lumalight" - Red	15"L x 13"D x 90"H	\$279	\$391
REFRIGERATORS					
Product #	Item	Description	Dimensions	Advance Price	Standard Price
R1Q	Refrigerator	4.0 Cubic Feet - White	20"L x 22"D x 33"H	\$251	\$351
R1R	Refrigerator	14.0 Cubic Feet - White	20"L x 30"D x 65"H	\$613	\$858



HANGING SIGNS & OVERHEAD STRUCTURES

All hanging signs, banners and overhead structures must be assembled and installed by Hargrove, Inc. and must conform to Show Management and facility regulations. Hargrove, Inc. reserves the right to install and dismantle all hanging signs/overhead structures with approved devices/cable to ensure safety.

- All hanging signs/overhead structures are subject to approval by Show Management. Hargrove, Inc. reserves the right to refuse to hang any sign/install any structure which we deem to be unsafe.
- It is recommended that hanging signs/overhead structures be shipped in separate containers directly to the advance receiving warehouse using the enclosed "Hanging Signs" label.
- Set-up instructions must be provided for signs/structures requiring assembly. Hanging anchor points must be pre-fabricated and ready for use. You must provide Hargrove, Inc. with detailed hanging/installation instructions indicating stress points.
- If your sign/structure requires electricity, it must be in accordance with the National Electrical Code. Be sure to order electrical service!
- Equipment and labor rates may be found on the Labor Price List enclosed in this manual. The minimum order for hanging signs/banners is one (1)-hour Boomlift w/crew for the installation and an additional one (1)-hour Boomlift w/crew for removal. Orders cancelled without 24-hour notice will be charged a one-hour cancellation fee per crew and equipment.
- The sign/structure will be placed within the confines of the booth upon dismantle.

To order this service, please complete the following and return to Hargrove, Inc. along with the Labor Order Form and advance payment.

Description of Sign/Banner/Overhead Structure:

Cloth/Vinyl Wood Systems Metal Other: _____
 1-sided 2-sided With: Pockets Grommets
 Rectangle Square Triangle Circular Other: _____

Specifications:

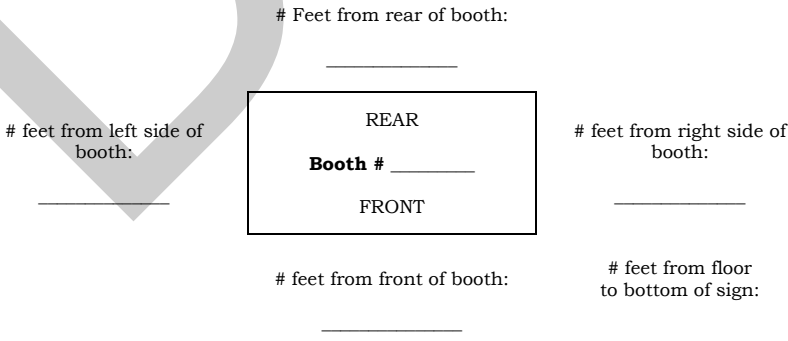
Height: _____ Length: _____ Width: _____ Approx Weight: _____

Assembly required? Yes No

Electricity required? Yes * No * Order electrical service!

Truss structure? Yes ** No ** Detailed assembly instructions must accompany order.

Placement:



The contracted Exhibitor, or the display house or builder for the aforementioned Exhibitor, must by signature below certify and guarantee that ① the stress points for the hanging sign/structure are properly engineered and tested and ② the sign/structure is constructed to meet all applicable regulations and safety measures and can thus be hung safely.

By signing below, the Exhibitor releases Hargrove, Inc. and their contractors and agents from any liability in connection with this sign/structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

I certify that I have read and understand the information above and agree to be bound thereby:

Signature: _____ Exhibiting Company: _____ Booth #: _____



Submission Deadline: *Monday, May 2, 2011*

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove, Inc.) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment MUST abide by the following:

A) Exhibitor must notify Show Management and Hargrove, Inc. in writing no later than Monday, May 2 .	G) The EAC may not, under any circumstances solicit business on the show floor.
B) Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by Monday, May 2 .	H) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
C) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.	I) Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.
D) The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.	J) The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove, Inc.
E) The EAC shall share with Hargrove, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.	K) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
F) The EAC must provide Hargrove, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.	L) All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

Name of EAC/Service Firm:		
EAC Address:		
EAC Phone & Fax:		
EAC Contact Name & Email:		

The EAC/Service Firm must notify Hargrove, Inc. of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to Hargrove, Inc. and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. Exhibitor Appointed Contractors will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove, Inc.

COMPANY: _____	BOOTH #: _____
ADDRESS: _____	CONTACT NAME: _____
CITY: _____	SIGNATURE: _____
STATE: _____ ZIP: _____	PHONE #: _____
EMAIL: _____	FAX #: _____



UNION RULES & REGULATIONS

SAN ANTONIO, TX

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the jurisdictions of the San Antonio union(s).

BOOTH SET-UP & DISMANTLING

The IUPAT District Council 88/Local Union 756 claims jurisdiction over all of the work classified as convention and tradeshow decorating. This includes booth/exhibit installation and dismantling, floor coverings, displaying of merchandise and advertising materials, and other booth/exhibit items used by exhibitors. All hired labor, whether hired through the Official Service Contractor – Hargrove, Inc., or an Exhibitor-Appointed Contractor (EAC), must belong to Local 756.

Three options for I/D labor exist in San Antonio. Labor may be:

1. Hired through the Official Service Contractor. (NOTE: Use the five-page Order Form included in this manual to order labor.)
2. Hired through an Exhibitor-Appointed Contractor. (NOTE: Be sure to complete the EAC form in this manual.)
3. Performed by full-time, permanent employees of the exhibitor. (NOTE: Spouses, children, friends and temporary help/labor are NOT permitted in the I/D activities.)

Exhibitors requiring the assistance of forklifts, cranes and/or other power/motorized I/D equipment would order same from the Official Service Contractor. Exhibitors may not “borrow” tools from the exhibit facility and/or the Official Service Contractor. Hargrove, Inc will have qualified union members available to assist you in setting-up and dismantling your exhibit and equipment.

MATERIAL HANDLING

The Local Union 756 also claims jurisdiction on the operation of all material handling equipment on and between the dock area and the exhibit space. Union personnel will operate forklifts, cranes and all other equipment for the unloading and reloading of all display materials, machinery, products and equipment. Please see the Material Handling Price List for charges that will apply.

EXCEPTION: Exhibitors may unload materials from personal vehicles and move such materials provided that [1] such is done by full-time, permanent employees and [2] the materials can be hand carried (i.e., without the use of dollies, hand trucks, or other mechanical equipment). When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s). Also, exhibitors cannot borrow forklifts, dollies, hand trucks, carts, etc. from the convention facility or the Official Service Contractor to uncrate, unskid, move, position, assemble, reskid, recreate, etc. their equipment, products or displays.

Hargrove, Inc. shall be the sole authority on all matters in the dock area. This shall include, but not confined to, items such as assignment of dock space and loading or unloading of all materials and equipment in order to ensure a smooth and efficient move-in and move-out of the convention/show.

(cont.)



UNION RULES & REGULATIONS (CONT.)

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. manager on the floor. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

A Note about Gratuities: Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. employee, as all are paid at an appropriate wage scale.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor by using the enclosed five-page Order Form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.



MOVE-OUT INFORMATION

To increase the efficiency of exhibitor move-out, Hargrove, Inc. has instituted the following Move-Out Schedule for this show. Be sure to pick up and review your statement of charges at the Hargrove Service Center prior to move-out. Remember that no adjustments to your account will be made after the close of the show.

Thursday, May 26 from 4:00 PM to 8:00 PM – Exhibitor Move-Out officially begins.

NOTE: After 4:30 PM, overtime rates are in effect. Please refer to the Material Handling and Labor price lists for applicable rates and budget accordingly.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Friday, May 27 at 8:00 AM – Exhibitor Move-Out resumes.

Driver Check-In and Bills of Lading Deadlines

For Thursday, May 26 outbound shipments:

Driver Check-In: 7:00 PM
Bills of Lading: 8:00 PM

For Friday, May 27 outbound shipments:

Driver Check-In: Noon
Bills of Lading: 1:00 PM

Exhibitors who wish to ship materials by any carrier other than the official carrier(s) should advise their carrier(s) to be checked in with the Hargrove Dock Supervisor by 7:00 PM for shipments going out on Thursday, May 26, or on Friday, May 27 by Noon for any other outbound shipments. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Hargrove Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by Friday, May 27 at Noon, Hargrove, Inc. reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

All Bills of Lading must be turned in to the Hargrove Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Hargrove Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Friday, May 27 at 2:00 PM – Final clean up, Exhibitor Move-Out ends.

Material Handling			
Product #	Description	Price per CWT	Minimum
NOTE: Shipments handled before 8:00 AM or after 4:30 PM Monday-Friday, or anytime Saturday, Sunday or holiday, will be assessed a 35% overtime surcharge.			
Warehouse (Advance) Shipment			
MH1	Crated or Skidded Shipment (includes display cases and cartons)	\$78.00	\$156.00
MH2	Special Handling/Uncrated , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$105.30	\$210.60
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$35.00	\$35.00
Warehouse (Advance) Shipment Delivered after Published Deadline			
MH5	Crated or Skidded Shipment (includes display cases and cartons)	\$117.00	\$234.00
NOTE: Truck and driver fees (to move materials to show site) may apply. Any "Small Package" arriving late to the warehouse will be charged the CWT minimum.			
Show Site (Direct) Shipment			
MH6	Crated or Skidded Shipment (includes display cases and cartons)	\$76.00	\$152.00
MH7	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$95.00	\$190.00
MH8	Special Handling/Uncrated , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation	\$102.60	\$205.20
MH3	Small Package - first piece (applies to shipments weighing 30 pounds or less)	\$40.00	\$40.00
MH4	Small Package - each additional	\$35.00	\$35.00
Overtime / Off-Target Surcharge (Each occurrence charged separately)			
MH9	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Warehouse	\$27.30	\$54.60
MH10	Crated or Skidded Shipment (includes display cases and cartons) - Rcvd at Show Site	\$26.60	\$53.20
MH11	Crated Shipment via Special Carrier (FedEx, UPS, DHL, USPS, etc.)	\$33.25	\$66.50
MH12	Special Handling/Uncrated , including: Pad Wrapped, Unskidded, Double Stacked, Double Handled, Side-Door or Street Unloading, Oversized Crates or Crated Shipments that Require Special Handling, and Shipments Without Documentation.	\$35.91	\$71.82
Miscellaneous Service			
MH14	Return to Warehouse (includes hold period* / first 5 days of storage)	\$40.00	\$200.00
MH15	Warehouse Storage Fee - per day (for storage before warehouse opens and/or after 5-day hold period*)	\$5.00	\$25.00
MH16	Motorized Vehicle Spotting Fees (round-trip, per vehicle)	CALL FOR QUOTE	
MH17	Marshalling Yard Fee (if applicable)	\$30 per shipment	

* **Hold Period:** Materials returned to the warehouse will be held for 5-business days; materials cannot be picked up until after the hold period.

NOTE: An overtime surcharge, per CWT, will apply if your shipment (advance or direct) is moved to or from show site on overtime due to scheduling conflicts beyond Hargrove's control.

Crated:	Material that is in any type of shipping container or material that is skidded that can be unloaded at the dock with no additional handling required.
Uncrated:	Material that is shipped loose or pad wrapped, and/or unskidded machinery.
Special Handling:	Material delivered in such a manner that it requires additional handling, such as stacked shipments, ground unloading, side-door unloading, and/or constricted-space loading.
Off-Target:	Materials that are delivered NOT according to the move-in and/or target schedule; includes early delivery to show site.
Straight Time:	Materials handled Monday-Friday from 8:00 AM until 4:30 PM.
Overtime:	Materials handled Monday-Friday before 8:00 AM or after 4:30 PM, or anytime Saturday or Sunday.
Advance Freight to Show Site on Overtime:	Materials received at the advance warehouse on straight time but moved to show site on overtime due to scheduling conflict(s) beyond Hargrove's control.

Labor & Rigging Equipment				
Product #	Description	Price per Hour Advance (by 5/2/11)	Price per Hour Standard (5/3 - 5/22/11)	Price per Hour Floor Order (beginning 5/23/11)
NOTE: Standard orders are charged at 20% above the Advance rate; Floor orders at 40% above the Advance rate.				
Display Labor				
L1	Straight Time	\$72.00	\$86.40	\$100.80
L2	Overtime	\$105.00	\$126.00	\$147.00
L4	Supervision Fee	30%, with \$50 minimum		
LS	Shrink Wrap Skid (per skid)	\$40.00	\$48.00	\$56.00
LB	Band Skid or Crate (per piece)	\$50.00	\$60.00	\$70.00
Forklift & Rigging Labor				
L5	Forklift w/operator - up to 5,000 lbs. - Straight Time	\$197.00	\$236.40	\$275.80
L6	Forklift w/operator - up to 5,000 lbs. - Overtime	\$230.00	\$276.00	\$322.00
L8	Forklift w/operator - over 5,000 lbs.	CALL FOR QUOTE		
L9	4-Stage Forklift w/operator	CALL FOR QUOTE		
L12	Forklift Cage w/Rigger	CALL FOR QUOTE		
L15	Boomlift w/3-man crew	CALL FOR QUOTE		
L18	Scissor Lift w/2-man crew	CALL FOR QUOTE		
Accessible Storage				
L24	Accessible Storage - per 1/4-trailer per day storage fee*	CALL FOR QUOTE		

* **Accessible Storage:** A 1/2-hour minimum labor charge applies for each trip to storage. Refer to labor rates above.

Straight Time:	Rates apply Monday-Friday 8:00 AM - 4:30 PM.
Overtime:	Rates apply ① Monday-Friday before 8:00 AM and after 4:30 PM, ② after 8-hours of work on a shift; and ③ all day Saturday-Sunday.
Double Time:	Rates apply on select holidays.
Billing:	There is a minimum of one-hour charged. Time is billed in increments of 1/2-hour after thereafter.
Cancellation Policy:	You must give 24-hour notice to cancel labor. Labor ordered and not used will be charged a one-hour "No Show" charge. This applies to installation and dismantle labor.
Hanging Sign Labor:	When ordering Hanging Sign labor, be sure to complete the Hanging Sign Order Form in this manual.
Hargrove-Supervised Labor:	When ordering Hargrove-supervised labor for installation and/or dismantling, be sure to complete the Hargrove-Supervised Labor Instruction Form in this manual.
* Accessible Storage Fee:	* Consists of storage space <u>plus</u> access labor. Accessible storage labor charges are billed in 1/2-hour increments. When a forklift is necessary, time for use of equipment will also be charged.
Crew Sizes:	A crew consists of the equipment operator and the designated laborer(s). Additional crew, equipment or larger equipment may be added if the supervisor deems it necessary to safely complete a job. The exhibitor is responsible for any additional charges incurred.
Policies:	> Only labor ordered at the START of the work day is guaranteed.
	> Exhibitor representative must check in at the labor desk to pick-up labor. It's the exhibitor's responsibility to return to the labor desk to sign labor out and verify billable time. No adjustments will be made once the labor ticket is signed.
	> Labor ordered after the discount deadline is charged at a 20% higher rate; labor ordered at show site is charged at a 40% higher rate.
PLEASE NOTE: When ordering dismantle labor, be sure to allow for sufficient time for empty containers to be returned.	



MATERIAL HANDLING INFORMATION

As the Official Drayage Contractor for this show, HARGROVE, INC. will schedule the moving in and out of all exhibit material. All shipments, if it is possible, should be received at our warehouse prior to the published deadline date. Shipments received at our warehouse after the delivery deadline will incur an additional 50% (late-to-warehouse) charge. Refer to Hargrove’s “General Information” pages for specific dates and times for warehouse freight receiving for this event.

You may deliver directly to the Exhibit Hall only during published dates. Refer to “General Information” for specific dates and times for show-site freight receiving for this event.

When completing your Bill of Lading and shipping labels, please include the name of the show, your company name and your booth number. **For your convenience, sample labels are provided in this Manual. You may copy these labels or use your own if you need more labels than provided.**

Advance Shipments – Deadline Wednesday, May 18 at 3:00 PM	Direct Shipments – 1st Day to Receive Monday, May 23 at Noon
Your Company Name & Booth Number ACNM 56 th Annual Meeting & Exposition c/o Hargrove, Inc. YRC San Antonio 111 Gemblor Road San Antonio, TX 78219	Your Company Name & Booth Number ACNM 56 th Annual Meeting & Exposition c/o Hargrove, Inc. Henry B. Gonzalez Convention Center 200 E. Market Street San Antonio, TX 78205

Remember that all shipments must be PREPAID. DO NOT SHIP “COLLECT”, AS **COLLECT SHIPMENTS WILL BE REFUSED**. You may confirm receipt of your shipment at Hargrove, Inc. by calling 301-306-4627.

For assistance with your shipment(s) to or from this event, contact Hargrove Logistics at 301-306-4620 or Logistics@hargroveinc.com. For your convenience, a Hargrove Logistics Shipping Quote & Order Form is included in this Manual.

Material Handling includes:

- ◆ Receiving and unloading your shipments at our warehouse (30 days free storage prior to show date)
- ◆ Reloading onto a Hargrove, Inc. trailer
- ◆ Delivery of shipment to exhibit hall
- ◆ Placement of shipment in your booth space
- ◆ Removal and storage of empty containers
- ◆ Return of empties to booth at close of show (All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.)
- ◆ Removal of all packed and labeled materials from exhibit booth
- ◆ Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hargrove, Inc. Show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the Material Handling Price List for detailed pricing information. Weight, taken from inbound Bills of Lading, is rounded up to the next hundred pounds. Hargrove, Inc. will assign a weight to shipments arriving without a Bill of Lading or certified weight tickets. Shipments received without weight tickets that are weighed by Hargrove, Inc. will be charged for double handling.

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

- ❑ Shipments are received on overtime (Monday-Friday before 8:00 AM and after 4:30 PM, and ALL DAY Saturday, Sunday and holidays).
- ❑ A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling conflicts beyond Hargrove’s control.
- ❑ A surcharge will also apply if your advance shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to scheduling conflicts beyond Hargrove’s control.

OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW – At the close of the show, each exhibitor must complete a Hargrove, Inc. Bill of Lading and shipping labels for his exhibit materials. Blank Bills of Lading and labels are available at the Hargrove Service Center. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Hargrove, Inc. reserves the right to re-route such shipment or return material to our warehouse at the exhibitor’s expense. For more information, please see the Move-Out Information Sheet enclosed in this Manual.



MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is “Material Handling/Drayage”? – The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to Hargrove’s warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Hargrove, Inc. is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Hargrove, Inc. reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. When Hargrove, Inc. weighs the shipment, the exhibitor will be charged for double handling.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the Service Contractor’s warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments vs. direct (to show site) shipments: In general, it is best to ship your materials to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
YRC San Antonio
111 Gemblar Road
San Antonio, TX 78219

ACNM 56th Annual Meeting & Exposition

COMPANY NAME: _____

BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, May 18 at 3:00 PM

ADVANCE SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

HARGROVE

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HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

TO: HARGROVE, INC.
Henry B. Gonzalez Conv Ctr
200 E. Market Street
San Antonio, TX 78205

ACNM 56th Annual Meeting & Exposition

COMPANY NAME: _____

BOOTH NUMBER: _____

NO SHIPMENTS ACCEPTED BEFORE:
Monday, May 23 at Noon

DIRECT SHIPPING LABEL

✕ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✕
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

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HANGING SIGNS LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂
PLEASE MAKE ADDITIONAL COPIES OF THESE LABELS AS NEEDED

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BOOTH NUMBER: _____

MUST BE RECEIVED BY:
Wednesday, May 18 at 3:00 PM

HANGING SIGNS LABEL



LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. by an Exhibitor, or by any shipper to or 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 below.

NOTE: Protection of all materials belonging to the Exhibitor is the sole responsibility of the Exhibitor. Remember to insure your exhibit and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

HARGROVE, INC. and its subcontractors do not insure the Exhibitor's property against loss or damage. Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Exhibitor shall obtain insurance for Exhibitor's property.*

If Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Exhibitor's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Exhibitor's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Exhibitor.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical for the Exhibitor to exhibit its materials.

Agreement between Hargrove, Inc. and Exhibitor

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Exhibitor's property, the Exhibitor agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Exhibitor agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Exhibitor further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Exhibitor agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Exhibitor's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Exhibitors store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. The Exhibitor will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Exhibitor's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.



SECURITY GUIDELINES

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Hargrove, Inc., Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Hargrove, Inc., Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



INSURE YOUR BOOTH!



Additional Show Services

- ◆ Audio Visual & Computer Equipment – **TBD**
- ◆ Electrical Service and Labor Order Forms – **Edlen Electric**
- ◆ Internet and Telephone Service – **SmartCity** – *Coming Soon*
- ◆ Lead Retrieval – **TBD**
- ◆ Photography – **Robert Levy Photography**
- ◆ Plants/Floral – **Urban Jungle**

Draft

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia; San Antonio, TX 78218
 Ph: (210) 662-9450 Fax (210) 662-9640
 Sanantonio@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BOOTH#	
EVENT:	American College of Nurse-Midwives 2011 Expo		
FACILITY:	Henry B. Gonzalez Convention Center Halls A & B		
DATES:	May 24-26 2011	EVENT#	051061SA

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QUANTITY (For Show)	QUANTITY (For 24hrs/day)	ADVANCE PAYMENT	REGULAR PAYMENT	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	84.00	126.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	128.00	192.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	145.00	218.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	170.00	255.00	_____
208 VOLT SINGLE PHASE					
10 AMPS	_____	_____	236.00	354.00	_____
15 AMPS	_____	_____	272.00	408.00	_____
20 AMPS	_____	_____	341.00	512.00	_____
30 AMPS	_____	_____	410.00	615.00	_____
60 AMPS	_____	_____	541.00	812.00	_____
100 AMPS	_____	_____	715.00	1073.00	_____
208 VOLT THREE PHASE					
10 AMPS	_____	_____	312.00	468.00	_____
15 AMPS	_____	_____	359.00	539.00	_____
20 AMPS	_____	_____	448.00	672.00	_____
30 AMPS	_____	_____	538.00	807.00	_____
60 AMPS	_____	_____	705.00	1058.00	_____
100 AMPS	_____	_____	929.00	1330.00	_____
TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.					
LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.					
100 WATT ARM LIGHT 1	_____	_____	102.00	153.00	_____
150 WATT FLOOD LIGHT 2	_____	_____	116.00	174.00	_____
300 WATT FLOOD LIGHT 2	_____	_____	135.00	203.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Call for quote		_____

.1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	24.00	_____
MULTI OUTLET STRIP	_____	24.00	_____

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	80.00	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	160.00	_____

PLACE YOUR TOTAL PAYMENT HERE

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

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF: 5/10/2011

Avoid Duplication !!
 If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING
 This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

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

208V & HIGHER VOLTAGES
 There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
 Dedicated outlets require a 20 amp outlet.

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

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

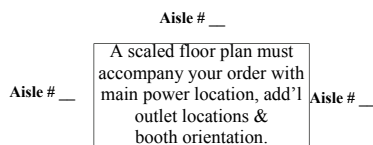
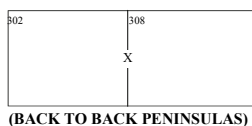
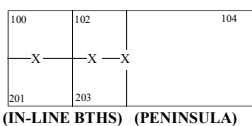
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:			PRINT NAME:		Country:
EMAIL ADDRESS:				MOBILE#:	
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

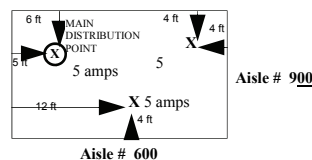
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis **ONLY** and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

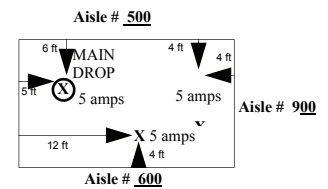
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



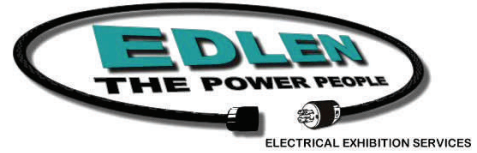
EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

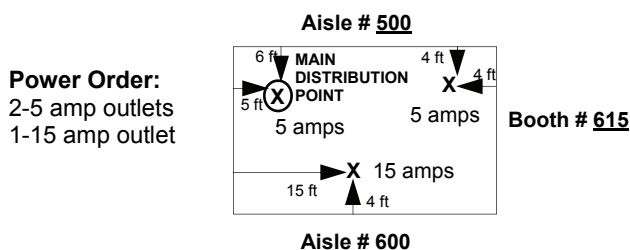
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. Wiring of overhead signs. 6. Condor for installation of overhead lights. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

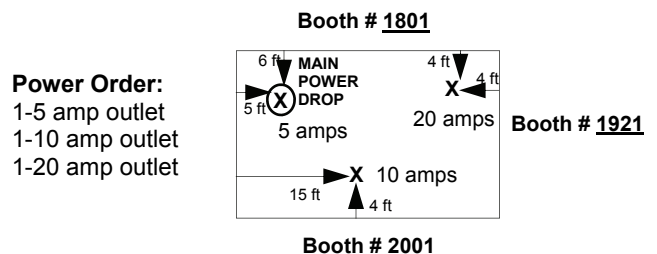
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the floor in the Henry B. Gonzalez Convention Center.

You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



5811 La Colonia, San Antonio, TX 78218
 Ph (210) 662-9450 Fax (210) 662-9640
 Sanantonio@edlen.com

Company:	Booth#	
Contact:		
Phone:	Fax:	
Event:	American College of Nurse-Midwives Expo	
Facility	Henry B. Gonzalez Convention Center Halls A & B	
Dates	May 24-26 2011	Event # 051061SA

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

 Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [] Master Card [] Visa [] American Express [] Diners Club [] Discover
 Credit Card # _____ Expiration Date _____
 Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____
 Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____
 I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang overhead lights
 Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service
 Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Power up overhead signs

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

Photography Order Form

Please Complete and Mail or Fax to:



Robert Levy Photography

8549 W. Brodman

Chicago, IL 60656 USA

Telephone: (773) 625-1741

Email: r-levy@sbcglobal.net

Keep one copy of this form for your records. Payment in full is due prior to and no later than day of photo shoot. USA Money orders, check or U.S. currency or Euro's are acceptable. Allow 4-6 weeks for delivery of order. Shipping and handling is \$10.00 per order. All Illinois companies must pay the current Chicago area sales tax on digital processing and prints.

Photographer's fee (per booth) is \$80.00 (this fee includes the cost of 1 CD with digital processing).

Please check the box(es) of the following items for your booth's photographic needs:

- Color
 Black & White
 Front View
 Side View
 With People
 Without People
 With Staff
 Without Staff
 With Customers
 Without Customers

PRINTS	
(All customers get 1 free 8x10 print with each print order request)	
<p>5x7 Prints (or smaller): First copy - \$10.00 Additional copies - \$8.00 each</p>	<p>8x10 Prints: First copy - \$15.00 Additional copies - \$10.00 each</p>
<p>11x14 Prints: First copy - \$20.00 Additional copies - \$14.00 each</p>	
<p>These prices apply to both color and black & white prints. For prints larger than 11x14, please call or email Levy Photography for prices.</p>	
<p>Please list the quantity you would like for each size print:</p>	
<p>5x7: _____</p>	
<p>8x10: _____</p>	
<p>11x14: _____</p>	

Additional CD's are \$10.00 each

DIGITAL IMAGE PROCESSING	
Please circle one:	
<input type="checkbox"/> Low Resolution (Web Use)	<input type="checkbox"/> High Resolution (Print Use)
(Both resolutions on 1 CD are available at no extra charge)	

DIGITAL RETOUCHING	
(One flat rate per client)	
Please circle one:	
<input type="checkbox"/> Small jobs (1 hour or less): \$75.00	<input type="checkbox"/> Large jobs (over 1 hour): \$175.00

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____ **Country:** _____

Phone: _____ **Fax:** _____ **Booth Number:** _____

Authorized by (please print): _____ **Date:** _____

Signature: _____

This agreement of the transactions contemplated hereby shall be governed by and construed in accordance with the law of the State of Illinois, and venue is located in the County of Cook and the First Municipal District of Cook County.



Mail or fax this form to:
 Urban Jungle, Inc.
 PO Box 6165
 McLean, VA 22106
 Phone: 703-241-8545
 Fax: 866-516-3716
 [Tax ID #: 54-1796144]

**PLANT & FLORAL
 ORDER FORM**
info@urbanjungleinc.com

QTY	ITEM	ADVANCE *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Roses - arranged, one dozen (color _____)	\$ 75.00	\$ 85.00	
	Orchid Plants (small _____ large _____)	\$ 50/ \$ 75.00	\$ 60 / \$ 85.00	
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 30.00	\$ 35.00	
	Bromeliads (red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot): Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large: Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' ficus topped with fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants & (1) blooming plant	\$ 100.00	\$ 110.00	
	Pkg C: large container with ivy & blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8'-10' Ficus Tree	\$ 115.00	\$ 130.00	
Decorative Containers: White Black Wicker Call for prices on brass, chrome, terra cotta pots			SUB TOTAL	\$
Tax is based on show location			Sales Tax: 8.125%	\$
HGRV	Call for items you may want but do not see on this list.		TOTAL AMOUNT DUE	\$

Please remit payment to **URBAN JUNGLE, Inc.**

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. **If tax-exempt in state of delivery, your certificate must be included with this order form.**

HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH: Date _____ Time _____ AM / PM

Exhibitor: _____ Telephone #: _____
 Firm Name: _____ Fax #: _____
 Address: _____ PO #: _____
 City, State, ZIP: _____ Email**: _____

Show Name: **ACNM 56th Annual Meeting & Exposition** Location: **Henry B. Gonzalez Convention Center**
 Dates: **May 24 - 26, 2011** Booth #: _____

Payment Info: (circle one) AMEX VISA MC Check
 Credit Card #: _____ Exp. Date: _____ Security #: _____
 Name on Card: _____ Signature: _____

(print)
 Overnight order form to: Urban Jungle, Inc. • 1631 Dempsey St. • McLean, VA 22101

**** Email is required for confirmation and final invoices.**

* Orders must be received two weeks prior to show date for advance price!