

Exhibitor Service Manual

Dear Exhibitor,

We take great pleasure in notifying you that **CDS** has been selected as the "Official Service Contractor" for the **Pomona RV & Travel Show**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to:

Exhibitor Service Department
CDS
3559 Belgium Lane
San Antonio, TX 78219
210.581.9220 Fax: 800.677.8191

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Affinity Group
PO Box 73129
Las Vegas, NV 89170
Contact: Jim Sibert
Phone: 702.348.1570
Email: jsibert@affinitygroup.com

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **June 2, 2010** the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

Pomona RV & Travel Show
June 18 - 20, 2010
Pomona Fairplex Buildings 5 & 6

Visit us at:

www.conventiondecorating.com



Table of Contents

I. Show Information

Frequently Asked Questions
Limits and Liabilities

II. Payment Information

Payment Policies
Credit Card Authorization
Order Form Recap

III. Booth Furniture and Accessories

Discount Deadline Date

Furniture and Accessories	<input type="checkbox"/> June 2, 2010
Carpet Order Form	<input type="checkbox"/> June 2, 2010
Cleaning Order Form	<input type="checkbox"/> June 2, 2010

IV. Labor

Union Rules and Regulations
Display Labor Order Form
Outbound Shipping Instructions

V. Shipping Information

Shipping Addresses
Material Handling
Shipping Labels

VI. Supplemental Services - Please follow ordering instructions for the individual suppliers. Contact these suppliers directly regarding their services.

Electrical Order Form	<input type="checkbox"/> Edlen Electric Exhibition Services
Internet/Telephone Order Forms	<input type="checkbox"/> Fairplex

Fairplex's IT Department is available to help with any technology needs, for more information please contact 909.865.4144

Show Information

- Discount Deadline:** June 2, 2010
Show Colors: Red & White
Show Carpet: Facility is not carpeted

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10' x 10' & 8' x 10' booth will be provided with:

- 8' tall background drape
- 3' tall side dividers
- 1 - 7"x 40" ID Sign

Show Schedule - Subject to Change

Exhibitor Move In:	Wednesday, June 16, 2010	Noon - 5:00pm
	Thursday, June 17, 2010	8:00am - 5:00pm
Show Hours:	Friday, June 18, 2010	Noon - 7:00pm
	Saturday, June 19, 2010	10:00am - 7:00pm
	Sunday, June 20, 2010	10:00am - 5:00pm
Exhibitor Move Out:	Sunday, June 20, 2010	5:00pm - 8:00pm
Driver Check-In By:	Sunday, June 20, 2010	4:00pm
Freight Re-Directed At:	Sunday, June 20, 2010	8:00pm

Special Note to ALL Exhibitors

All Exhibitors are requested to NOT CALL 911 in an emergency, but to let show management or the Pomona Fairplex Security know about the emergency for quickest response at the facility.

Assistance

If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **210.581.9220**.

CDS will have a service desk in a convenient location on show site if you require any further assistance.



Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

▶ **HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?**

You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is **CDS Logistics**. Call 210.581.9220 for rates.

▶ **WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?**

Advance shipping is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are **9:00 am - 3:00 pm**, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

▶ **WHEN DO I SHIP AND WHERE?**

Advance Shipping Address:

Pomona RV & Travel Show
CDS
6245 Descanso Ave
Buena Park, CA 90620

Direct Shipments to Show Site:

Pomona RV & Travel Show
Pomona Fairplex Buildings 5 & 6
c/o **CDS**
1101 W. McKinley
Pomona, CA 91769-2250

**Advance shipments MUST be received by
Tuesday, June 15, 2010**

**Direct shipments to arrive NO SOONER than
Wednesday, June 16, 2010.**

**ALL SHIPMENTS MUST HAVE "C/O CDS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED.**

▶ **HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSES?**

A **CDS** "Bill of Lading" is required on all outbound shipments. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. If you are not using **CDS**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **CDS** and the discount rate will not apply. A CDS representative will be available at show site for further questions.

▶ **HOW DO I PLACE MY ORDER?**

- Mail in your order forms and full payment to:
CDS * 3559 Belgium Lane * San Antonio, TX 78219
- Fax in your order with the "Credit Card Authorization" form to: **800.677.8191** Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "**official suppliers**" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.

Shipping Quote



Need a Quick Quote for Shipping?
Let us take the weight off your shoulders...

CDS is the official show carrier for the

Pomona RV & Travel Show
June 18 - 20, 2010
Pomona Fairplex Buildings 5 & 6

Fax your shipping information to CDS at 800-677-8191.
We will provide a quote today!

CDS offers competitive solutions for all of your logistics needs.
Shipments are tracked multiple times daily.
We can manage your inbound and outbound shipments.

Inbound

Pickup Zip Code _____

Delivery Zip Code _____

Approximate Weight _____

Outbound

Pickup Zip Code **91769-2250**

Delivery Zip Code _____

Approximate Weight _____

Exhibitor Name _____

Exhibitor Email or Phone _____

Company _____ Booth # _____

Limits of Liability

▶ Responsibility for Labor

- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- **CDS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **CDS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **CDS** or its subcontractors.
- **CDS**, its subcontractors, and Show Management shall not be liable for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to **CDS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **CDS** or its subcontractors more than one year after the accrual of the action.
- **CDS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- **CDS** will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

▶ Material Handling

- **CDS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- **CDS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- **CDS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. **CDS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- In the event the designated carrier fails to pick up by the specified time, shipments will be rerouted by the show carrier.
- Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- **CDS** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

▶ Payment Terms

- In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the show.**

▶ Questions and Adjustments

- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **CDS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **CDS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items **cancelled or changed after June 2, 2010 will be charged 50% of the original price.**

▶ Orders

- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- **Orders received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- Services ordered at show site will not be processed without full payment.
- **The availability of furnishings at show-site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.**

Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

▶ **Adding Tax to Your Order**

1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
2. Add the 2% Petroleum Surcharge to your order subtotal.
3. Add the appropriate 9.75 Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after **June 2, 2010** will be charged 50% of the original price.

▶ **Payment Options**

1. *Advance Payment by check...* Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:

CDS

3559 Belgium Lane • San Antonio, TX 78219

Ph: 210.581.9220 • Fax: 800.677.8191

RE: Pomona RV & Travel Show

2. *Credit Card...* MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **CDS** must receive this form by **June 2, 2010** to qualify for the advanced pricing.

▶ **Show-Site Orders**

All show site orders including labor and material handling must be paid **before close of the show**. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

▶ **Advance Orders (Discount Rate)**

To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.

Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

▶ **Third Party Orders**

If you have contracted work through a display/exhibit house and require the services of **CDS**, the payment policies stated above apply. Please forward this information to the proper parties.

▶ **International Exhibitors**

International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

▶ **Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.**

If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.

Credit Card Authorization

This form authorizes **CDS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order.

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .

Company Name:	
Cardholders Name:	Booth#:
Credit Card #:	<input style="width:100%; height: 20px;" type="text"/>
Exp. Date:	<input style="width: 50px; height: 20px;" type="text"/> / <input style="width: 50px; height: 20px;" type="text"/>
Credit Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Billing Address:	
City, State, Zip:	
Phone Number:	Fax:
Customer Signature:	

A check is being sent to cover all expenses, use card only for show-site services and remaining balances.

**If paying by check, make payable to:
 Mail order forms and full payment to:**

CDS
3559 Belgium Lane
San Antonio, TX 78219
Ph: 210.581.9220 Fax: 800.677.8191
RE: Pomona RV & Travel Show

Fax orders with full payment to: 800.677.8191 Attn: Exhibitor Service Department.

***Items cancelled or changed after June 2, 2010 will be charged 50% of the original price.**

Your signature on this form authorizes **CDS** to charge any pre-order requests, on-site order requests and all material handling charges according to shipping documents.

Order Recap

Deadline: June 2, 2010

This form is optional

1. Please use this form to combine all of your **CDS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax your order and "Credit Card Authorization" form to **CDS** at 800.677.8191 or mail your order and payment to:

CDS
3559 Belgium Lane, San Antonio, TX 78219
PH: 210.581.9220
RE: Pomona RV & Travel Show

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

Non - Taxable Services

Furniture I:	\$ _____
Furniture II:	\$ _____
Carpet Order:	\$ _____
Booth Cleaning:	\$ _____
Labor:	\$ _____
Material Handling:	\$ _____
Subtotal:	\$ _____
Petroleum Surcharge (2% of Order Subtotal)	\$ _____
GRAND TOTAL:	\$ _____

Thank you for ordering!



Furniture & Accessories I

Discount Deadline: June 2, 2010

Skirted Display Tables - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	\$103.25	\$125.50	_____	\$ _____
190023	6' long 30" high	\$126.00	\$152.25	_____	\$ _____
190027	8' long 30"high	\$146.00	\$176.25	_____	\$ _____
190017	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.50	\$59.25	_____	\$ _____
190002	Table Skirt Only	\$75.50	\$94.50	_____	\$ _____



Counter Height (42" High)

190022	4' long 42"high	\$139.75	\$174.75	_____	\$ _____
190025	6' long 42" high	\$158.25	\$197.75	_____	\$ _____
190029	8' long 42"high	\$182.00	\$228.25	_____	\$ _____
190018	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$47.50	\$59.25	_____	\$ _____
190005	Table Skirt Only	\$75.50	\$94.50	_____	\$ _____

Table Skirt Colors		
	Red	White
	Forest Green	Champagne
	Burgundy	Lime Green
	Royal Blue	Rose
	Black	Gold
	Silver	Teal
	Plum	

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____

**Please use colors as a reference only*

Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30"high	\$60.50	\$75.25	_____	\$ _____
190006	6' long 30" high	\$74.50	\$93.50	_____	\$ _____
190010	8' long 30"high	\$88.75	\$109.50	_____	\$ _____
190004	4' long 42"high	\$86.25	\$104.75	_____	\$ _____
190008	6' long 42" high	\$99.00	\$122.75	_____	\$ _____
190012	8' long 42"high	\$107.00	\$134.25	_____	\$ _____



Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$83.00	\$99.25	_____	\$ _____
190015	Cocktail Table 42" high	\$105.50	\$126.75	_____	\$ _____

Total: \$ _____

Grand Total \$ _____



Company: _____ Booth: _____ Contact: _____ Phone: _____

Furniture & Accessories II

Discount Deadline: June 2, 2010

Chairs



30002

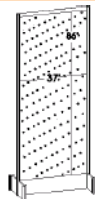


30003



30004

Pegboard / Tack board



120003



120004

Miscellaneous Accessories



120010



120013



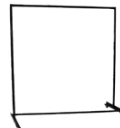
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Side chair	\$56.25	\$70.50		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$89.75	\$111.75		\$
30004	Padded chair	\$79.50	\$99.00		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$224.25	\$280.25		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$201.25	\$241.50		\$
120015	2' x 8' Grid wall	\$74.50	\$93.50		\$
120010	Computer Pedestal	\$327.75	\$409.50		\$
120013	Easel	\$34.25	\$42.75		\$
120014	Fish Bowl	\$32.50	\$39.25		\$
120022	Wastebasket	\$18.00	\$21.25		\$
120029	Arm Light	\$69.25	\$86.50		\$
140002	Bag Rack	\$105.75	\$132.25		\$
140004	Garment Rack - 1 Arm	\$105.75	\$132.25		\$
140005	Garment Rack - 2 Arm (Waterfall)	\$105.75	\$132.25		\$
140006	Garment Rack - 4 Arm (Waterfall)	\$105.75	\$132.25		\$
140007	Literature Rack I	\$116.75	\$142.25		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$62.00	\$77.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$75.00	\$94.00		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$88.00	\$110.25		\$

Total: \$

Grand Total \$

Company: _____ Booth: _____ Contact: _____ Phone: _____



Carpet Order Form

Discount Deadline: June 2, 2010



CDS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$151.00	\$189.00	_____	\$ _____
10003	10' X 20' carpet	\$276.50	\$345.25	_____	\$ _____
10004	10' X 30' carpet	\$401.50	\$501.75	_____	\$ _____
10005	10' X 40' carpet	\$527.50	\$659.50	_____	\$ _____
10006	10' X 50' carpet	\$661.25	\$816.00	_____	\$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Carpet Colors	
Red	
Forest Green	
Burgundy	
Royal Blue	
Black	
Gray	
Plum	
Teal	

Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$3.25 per SQ FT = \$ _____

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$3.75 per SQ FT = \$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Custom Colors	
Red	
Forest Green	
Burgundy	
Navy Blue	
Black	
Silver Mist	
Charcoal Gray	
Teal	

Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$0.84 sq ft	\$.88 sq ft	_____	\$ _____
10010	Taping per linear ft Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear	\$0.84 ft	\$.88 ft	_____	\$ _____
10011	Visqueen per sq ft	\$0.65 sq ft	\$0.78 sq ft	_____	\$ _____

Carpet Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Cleaning Order Form



Vacuuming of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.42 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.39 =	\$ _____

PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____	\$153.75 =	\$ _____
_____	300—500 SQ FT	_____	\$207.25 =	\$ _____

**For booths over 500 SQ Ft please call Exhibitor Services for a quote.*

Cleaning Total \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Labor Rules and Regulations

Labor Rules & Regulations

To assist you in planning for your participation in this event, we know you will appreciate knowing in advance that union labor is required for certain aspects of your exhibit handling. To help you understand the Area Work Rules-Labor Regulations, we ask that you read the following:

▶ Decorator Labor

We currently have agreements with local unions to provide labor for display installation and dismantling. Full time employees of the exhibiting companies or approved EAC s, however, may set their own exhibits without assistance from any union labor. If you would like assistance to set your booth, it can be ordered in advance by filling out the Display Labor Form in the CDS exhibitor manual or on show site at the CDS Exhibitor Service Desk.

▶ Material Handling

Exhibitors may use a two-wheel dollie or hand-carry their own freight into the exhibit hall. Please keep in mind, for some shows, parking may be limited for unloading and loading. A designated entrance for POV s will be provided and an allotted amount of time will be given per vehicle for loading and unloading. The use or rental of four-wheel dollies, flat bed carts or other mechanical equipment is not permitted. CDS will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

▶ Tipping

We request that exhibitors do not tip employees (give money, merchandise, or other special consideration for services rendered.) Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor. Employees are paid at an excellent wage. Tipping is strongly discouraged and is not an accepted company policy.

▶ Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. CDS cannot be responsible for injuries or falls caused by the improper use of this equipment.

Outbound Shipping Instructions

Only Complete if using CDS Supervision on Dismantle Labor.

Please duplicate form for split shipments (one form for each location or one for each carrier.)

of shipping labels _____

Consign to (company name): _____ Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

Method: Air Freight _____ Next Day 2nd Day Deferred Motor Freight Other: _____
(specify level of service)

CDS reserves the right to reroute any outgoing shipment via an alternate carrier in the event the requested carrier fails to pick up the shipment by established carrier check-in deadline.

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	Other	
	TOTALS	

* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$_____. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

Prepaid Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

Use CDS on your outbound shipment (s) for convenience and competitive prices.



Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **Tuesday, June 15, 2010** by 3:00 pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **210.581.9220**. (Receiving Hours Monday-Friday **9:00 am - 3:00 pm**.)
- Shipments arriving at the warehouse after: **Tuesday, June 15, 2010** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____
(exhibiting company name)
For: **Pomona RV & Travel Show**
CDS
6245 Descanso Ave
Buena Park, CA 90620

Minimum charge of 200 lbs = **\$156.00** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$78.00 per 100 lbs

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight.

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **Wednesday, June 16, 2010** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show-site receiving report will verify the total count and weight.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____
(exhibiting company name)
For: **Pomona RV & Travel Show**
Pomona Fairplex Buildings 5 & 6
c/o CDS
1101 W. McKinley
Pomona, CA 91769-2250

Minimum charge of 200 lbs = **\$156.00** per shipment. All weights are rounded up to the next 100 lbs per shipment

\$78.00 per 100 lbs

- **CDS** will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight.

All shipments must be PREPAID, collect shipments will be REFUSED.

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by CDS for these shipments.

Material Handling Information (page 1 of 2)

What Is Material Handling?

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

Crated/Uncrated Shipments

Crated shipments are packed in any type of shipping container that can be unloaded at the dock, and delivered without additional handling. Crated containers include: crates, fiber cases, cartons, and properly packed skids. Uncrated shipments indicates a shipment that is shipped loose or pad-wrapped, and/or unskidded.

Special Handling Shipments

◆ **Mixed Shipments**

Mixed shipments include a mix of both crated and uncrated materials.

◆ **Ground Loading/Unloading**

Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flat bed trailers, double drop trailers, etc.

◆ **Stacked Shipments**

Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)

◆ **Piece Loading/Unloading**

Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.

◆ **No Documentation**

Shipments that arrive from a small package carrier, such as FedEx, UPS and, without a Bill of Lading, which requires additional time and labor to process.

◆ **Excess of Small Shipments**

More than 11 small pieces in a shipment, via small package carriers, such as FedEx, UPS and, that must be palletized prior to delivery.

Material Handling: Money Saving Tools

Consolidate and Shrink Wrap Your Shipments

Below is an example for an advance to warehouse shipment:

If you send 4 Separate Shipments:

1st Shipment @ 41 lbs = **\$156.00** (200 lb. minimum)

2nd Shipment @ 44 lbs= **\$156.00** (200 lb. minimum)

3rd Shipment @ 52 lbs= **\$156.00** (200 lb. minimum)

4th Shipment @ 60 lbs= **\$156.00** (200 lb. minimum)

If you send 1 Consolidated Shipment:

1 shipment (4 pieces) @ 197 lbs (200 lb minimum)

197 lbs charged @ \$156.00

Pomona RV & Travel Show
 June 18 - 20, 2010
 Pomona Fairplex Buildings 5 & 6

Material Handling (page 2)

RATES BELOW ARE BASED ON STRAIGHT TIME FOR MOVE-IN AND OVER TIME FOR MOVE-OUT. All charges are per (100 lbs) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. CDS will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. CDS will receive direct shipments at show-site on scheduled move-in days. CDS will provide delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock at the close of the show. CDS "Bill of Lading" must be filled out at close of show.

CDS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.

ADVANCE SHIPMENTS TO WAREHOUSE - All materials shipped in advance to the warehouse must arrive by: **Tuesday, June 15, 2010.** Any shipment arriving after this date will be charged a late to warehouse fee of \$25.00 per cwt, or \$50.00 minimum in addition to any other charges incurred.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$78.00	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$97.50	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$97.50	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

Small Packages: Shipments under 35 lbs (received in a single shipment) will be charged **\$35.00 for the 1st package and \$10.00 every package after (per shipment) within the same shipment.**

DIRECT SHIPMENTS TO SHOW SITE - Shipments arriving prior to **Wednesday, June 16, 2010** will be refused. Shipments will be received during the move-in periods and throughout the event.

CRATED (includes cartons) Weight of Shipment	cwt	X	\$78.00	Per 100 lbs (200 lb. minimum)	=	
SPECIAL HANDLING Weight of Shipment	cwt	X	\$97.50	Per 100 lbs (200 lb. minimum)	=	
UNCRATED (pad wrapped) Weight of Shipment	cwt	X	\$97.50	Per 100 lbs (200 lb. minimum)	=	
SMALL PACKAGE (under 35lbs) Weight of Shipment		X	\$35.00	Per 35 lbs	=	
ADDTL. SMALL PACKAGE(S) Weight of Shipment		X	\$10.00	Per 35 lbs	=	

Let CDS , the preferred show carrier, assist you with your shipping requirements. Call for rates.

Material Handling Total	\$ _____
--------------------------------	----------

Surcharges - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) may apply.





EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive By: Tuesday, June 15, 2010

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

CDS
6245 Descanso Ave
Buena Park, CA 90620
210.581.9220

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive By: Tuesday, June 15, 2010

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

CDS
6245 Descanso Ave
Buena Park, CA 90620
210.581.9220

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive By: Tuesday, June 15, 2010

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

CDS
6245 Descanso Ave
Buena Park, CA 90620
210.581.9220

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

**Advance Warehouse Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive By: Tuesday, June 15, 2010

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

CDS
6245 Descanso Ave
Buena Park, CA 90620
210.581.9220

Carrier: _____ **#of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive NO Sooner Than:
Wednesday, June 16, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**Pomona Fairplex Buildings 5 & 6
c/o CDS
1101 W. McKinley
Pomona, CA 91769-2250**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive NO Sooner Than:
Wednesday, June 16, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**Pomona Fairplex Buildings 5 & 6
c/o CDS
1101 W. McKinley
Pomona, CA 91769-2250**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive NO Sooner Than:
Wednesday, June 16, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**Pomona Fairplex Buildings 5 & 6
c/o CDS
1101 W. McKinley
Pomona, CA 91769-2250**

Carrier: _____ **# of pcs:** _____



EVENTS AND EXPOSITIONS

**Direct Shipments
Exhibit Material**

Pomona RV & Travel Show

Must Arrive NO Sooner Than:
Wednesday, June 16, 2010

TO: _____
(Exhibiting Company Name)

BOOTH #: _____

**Pomona Fairplex Buildings 5 & 6
c/o CDS
1101 W. McKinley
Pomona, CA 91769-2250**

Carrier: _____ **# of pcs:** _____

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Ph: (714) 985-1480 Fax (714) 985-1481
 email: anaheim@EDLEN.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	Pomona RV & Travel Show		
FACILITY:	Pomona Fairplex		
DATES:	June 18 - 20, 2010	EVENT#	060135LA

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	TOTAL COST
120 VOLT				
0 - 500 WATTS (5 AMPS)	_____	_____	80.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	139.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	162.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	186.00	_____
208 VOLT SINGLE PHASE				
5 AMPS	_____	_____	166.00	_____
10 AMPS	_____	_____	246.00	_____
15 AMPS	_____	_____	283.00	_____
20 AMPS	_____	_____	353.00	_____
30 AMPS	_____	_____	424.00	_____
60 AMPS	_____	_____	556.00	_____
100 AMPS	_____	_____	734.00	_____
208 VOLT THREE PHASE				
5 AMPS	_____	_____	249.00	_____
10 AMPS	_____	_____	329.00	_____
15 AMPS	_____	_____	378.00	_____
20 AMPS	_____	_____	474.00	_____
30 AMPS	_____	_____	569.00	_____
60 AMPS	_____	_____	745.00	_____
100 AMPS	_____	_____	985.00	_____
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.				
90 Watt HALOGEN 2	_____	_____	98.00	_____
50 Watt CHROME ARM LIGHT 1	_____	_____	115.00	_____
DBL 90 Watt HALOGEN LIGHT 2	_____	_____	152.00	_____
250 Watt HALOGEN LIGHT 2	_____	_____	120.00	_____
300 Watt FLOOD LIGHT 2	_____	_____	142.00	_____
1000 Watt QUARTZ LIGHT 3	_____	_____	247.00	_____
<small>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.</small>				
MATERIAL (Electricity not included. Materials should be picked up at the service desk)				
15' EXTENSION CORD	_____	_____	21.00	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____
LABOR				
ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	83.00	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	166.00	_____

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

DEADLINE DATE OF: N/A

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

ON LINE 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:	_____

PLACE YOUR TOTAL PAYMENT HERE	_____
<small>All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.</small>	

COMPANY NAME:			PHONE:			FAX:			
ADDRESS:			CITY:			ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:									
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:	

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

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

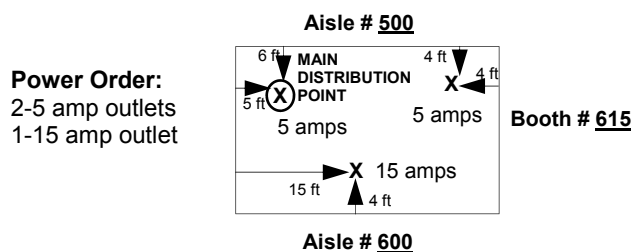
Step 1 Please read the Work Required list below and check the box that applies. If any of this work is to be performed in your booth space, it must be performed by Edlen electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please contact our office for clarification.

<u>WORK REQUIRED</u>	<u>IMPORTANT RULES AND INFORMATION</u>
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 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. This includes all lighting hung from truss or beams. 5. Wiring of overhead signs. 	<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.

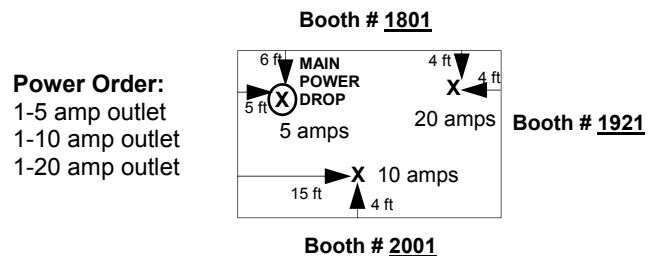
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth and/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 ceiling in the Anaheim Convention Center, Long Beach Convention Center and Pasadena Convention Center. Power comes from the floor in the Palm Springs Convention Center & most hotel facilities.

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



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



715 Hundley Way, Placentia, CA 92870
 Phone (714) 985-1480 Fax (714) 985-1481
 Web Site: www.EDLEN.com Email: anaheim@edlen.com

Company:	Bth#
Contact:	
Phone:	Fax:
Event:	Pomona RV & Travel Show
Facility:	Pomona Fairplex
Dates:	June 18 - 20, 2010
	Event # 060135LA

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 Below:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track 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 Hang and power up static lighting

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.



Questions? Visit www.edlen.com

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Ph: (714) 985-1480 Fax (714) 985-1481
www.EDLEN.com; email: anaheim@EDLEN.com

COMPANY:		BTH #	
EVENT:	POMONA RV & TRAVEL Show		
FACILITY:	Pomona Fairplex		
DATES:	June 18 - 20, 2010	EVENT#	060135LA

Attention Outside Exhibitors:

Please NOTE: there are “convenience” outlets scattered throughout the Fairplex....

Due to safety and liability issues, in addition to possible labor charges for a “Re-set” or power outage, we are requesting that you DO NOT utilize these outlets.

If you are in need of electrical, you must place your order on the electrical form attached.

If you need assistance please contact Edlen at (714) 985-1480.

Thank you for your assistance in this matter.

Sincerely,
Edlen Electrical Exhibition Services

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES
 715 Hundley Way, Placentia, CA 92870
 Ph: (714) 985-1480 Fax (714) 985-1481
 email: anaheim@EDLEN.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	Pomona RV & Travel Show		
FACILITY:	Pomona Fairplex		
DATES:	June 18 - 20, 2010	EVENT#	060135LA

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

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	80.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	139.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	162.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	186.00	_____
208 VOLT SINGLE PHASE				
5 AMPS	_____	_____	166.00	_____
10 AMPS	_____	_____	246.00	_____
15 AMPS	_____	_____	283.00	_____
20 AMPS	_____	_____	353.00	_____
30 AMPS	_____	_____	424.00	_____
60 AMPS	_____	_____	556.00	_____
100 AMPS	_____	_____	734.00	_____
208 VOLT THREE PHASE				
5 AMPS	_____	_____	249.00	_____
10 AMPS	_____	_____	329.00	_____
15 AMPS	_____	_____	378.00	_____
20 AMPS	_____	_____	474.00	_____
30 AMPS	_____	_____	569.00	_____
60 AMPS	_____	_____	745.00	_____
100 AMPS	_____	_____	985.00	_____
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.				
90 Watt HALOGEN 2	_____	_____	98.00	_____
50 Watt CHROME ARM LIGHT 1	_____	_____	115.00	_____
DBL 90 Watt HALOGEN LIGHT 2	_____	_____	152.00	_____
250 Watt HALOGEN LIGHT 2	_____	_____	120.00	_____
300 Watt FLOOD LIGHT 2	_____	_____	142.00	_____
1000 Watt QUARTZ LIGHT 3	_____	_____	247.00	_____
<small>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.</small>				
MATERIAL (Electricity not included. Materials should be picked up at the service desk)				
15' EXTENSION CORD	_____	_____	21.00	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____
LABOR				
ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	83.00	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	166.00	_____

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

DEADLINE DATE OF: N/A

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

ON LINE 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:	_____

PLACE YOUR TOTAL PAYMENT HERE	_____
<small>All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.</small>	

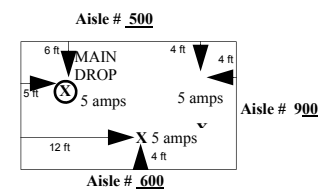
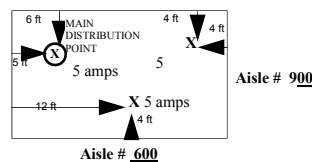
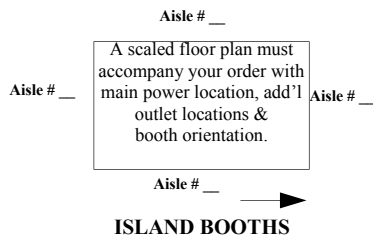
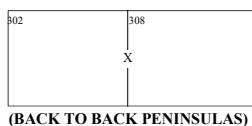
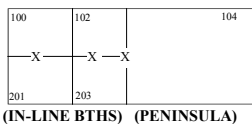
COMPANY NAME:			PHONE:			FAX:			
ADDRESS:			CITY:			ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:									
PAID BY: CK AMX VISA MC DISC DINER						EXP DATE:			
CARD HOLDER SIGN:					PRINT NAME:				
CREDIT CARD BILLING ADDRESS (If different from address above)									
ADDRESS:			CITY: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



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

Internet Rates

The following rates are valid for exhibit buildings with CAT 5 hardwire connection only.

One shared T1 Internet Access connection	\$50 per day
Two connections	\$85 per day
Three connections	Call for quote
One-time setup fee	\$25

Company Information

Company Name: _____ Contact Name: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

Event Information

Event Name: _____ Service Dates: _____
 Bldg. #: _____ Space #: _____ Number of Computer Connections: _____
 Contact Person: _____ Cell Phone: _____

Payment Information

Check (payable to Fairplex) Discover Visa American Express MasterCard
 Credit Card #: _____ Exp. Date: _____
 Cardholder's Name: _____
 Cardholder's Signature: _____ Date: _____

Mail, fax or email this form. Application and payment must be received five days prior to the event.

Contact Name: Judi Brooks
 Email: brooks@fairplex.com
 Phone: (909) 865-4144
 Fax: (909) 865-4330

For office use only: Confirmed

5590-19-_____ Date: _____

Telephone Rates

Credit Card Swipe (800#)	\$35 per line per day
California (Dial 9 Access)	\$45 per line per day
Continental U.S. (Dial 9 Access)	\$65 per line per day
One-time setup fee for each location	\$25

Company Information

Company Name: _____ Contact Name: _____
 Street Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

Event Information

Event Name: _____ Service Dates: _____
 Bldg. #: _____ Space #: _____ Number of Phone Lines: _____
 Contact Person: _____ Cell Phone: _____
 Coverage of Service: California (\$45) U.S. (\$65) Credit card line: Dial 9 No Dial 9

Payment Information

Check (payable to Fairplex) Discover Visa American Express MasterCard
 Credit Card #: _____ Exp. Date: _____
 Cardholder's Name: _____
 Cardholder's Signature: _____ Date: _____

All applications and payments must be received five (5) days prior to service date. Rates are for inside building locations only. Please call for an outdoor location quote.

Contact Name: Pat Williams
 Phone: (909) 865-4300
 Fax: (909) 865-4330
 williams@fairplex.com

For office use only: Confirmed Date: _____