



## NATIONAL CATHOLIC DEVELOPMENT CONFERENCE

41<sup>ST</sup> Annual Conference and Expo

Crystal Gateway Marriott Hotel, Arlington, VA

September 20-22, 2009

Dear Exhibitor:

Prestige Exposition Services (formerly The Expo Group – San Jose) is pleased to be working with the NCDC as their official service contractor again this year. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Please note the following Important Information regarding your NCDC Exhibitor Manual:

- Phil Lindecker and Janet Caudill will continue to be your show contacts. Phil and Janet have worked with the NCDC exhibits program for the last six years and will be available to help in your planning.
- You will **not** receive a hard copy of the manual in the mail this year. NCDC and Prestige Expo are working together to become more environmentally aware.
- Your manual will be e-mailed in a PDF file to the show contact submitted on your application.
- The manual will also be available on the NCDC website in a PDF that can be downloaded.
- You may print the manual and submit orders via e-mail, fax, or regular mail.
- On-Line ordering will **not** be available this year.
- The manual will be e-mailed to the show contact by July 27. Supplemental services, i.e., Electrical, Internet, Audio/Visual, Computer, Floral, will have separate order forms. These forms must be returned to the individual suppliers. You will find them toward the back of the exhibitor manual.

Questions regarding the physical space, display limitations, and all event schedules may be directed to:

Angela Cappiello CMP CAE  
Associate Director of Operations  
NCDC  
Phone: 888-879-6232      FAX: 516-489-9287  
E-mail: [acappiello@ncdc.org](mailto:acappiello@ncdc.org)

All questions regarding shipping, storage, labor, furniture, and signs should be directed to:

Janet Caudill/Phil Lindecker  
Prestige Exposition Services  
2239 Moorpark Ave., Ste. 100  
San Jose, CA 95128

Phone: (650)226-3846      FAX: (650)226-3879  
[janet@prestigeexpo.net](mailto:janet@prestigeexpo.net)    [phil@prestigeexpo.net](mailto:phil@prestigeexpo.net)

Included in this service kit are order forms for various items you may require for your exhibit. The Prestige Exposition forms are to be returned to our office, the others to the specific contractor who is providing the service. Please review and submit order forms as early as possible. If you have any questions, please call Angela at 888-879-6232, or Phil and/or Janet at 650-226-3846.

To receive the discount prices, full payment must be included with your order. All orders and full payment must be received by the deadline date shown on the specific form(s). For orders received after the deadline date shown on the specific form(s), orders received without payment, and orders placed at show site, **add 30%** to the advance price. All statements of account must be paid in full prior to the close of the show. For your convenience we accept cash, company checks, Visa, Mastercard, Discover, and American Express.

Your booth rental includes an 8' high drapery backwall in Red, White, and Blue with 36" high Blue side dividers. Included in each booth will be one [1] standard 7"x44" booth sign showing the exhibiting company name and booth number.

The exhibit hall is carpeted. You may wish to order carpet to enhance your booth appearance.

**Please Note: *If using a non-official contractor to set-up and/or dismantle your exhibit, the "REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR" form along with a Certificate of Insurance, naming Prestige Exposition Services, NCDC and the Crystal Gateway Marriott Hotel as additional insured, must be received by August 24, 2009. Otherwise labor will have to be hired from Prestige Exposition Services by the non-official contractor & the non-official will be allowed to supervise only. These stipulations are strictly enforced to protect you, show management and Prestige Expo.***

Materials shipped in advance should be sent directly to Prestige Exposition Services and addressed exactly as shown in the example below. You may ship between **August 24** and **September 18<sup>th</sup>**.

Exhibiting Firm & Booth Number  
NCDC (National Catholic Dev. Conf.)  
Prestige Exposition Services  
C/O Brede Exposition Services  
6801 Mid-Cities Avenue  
Beltsville, MD 20705

**Do not** ship exhibit materials directly to the Marriott Crystal Gateway Hotel to arrive prior to Saturday, **September 19, 2009**, as they do not have the facilities for receiving and storing advance exhibit materials and your shipment may be refused. If you do ship to the hotel, you may incur receiving charges per box from the hotel and material handling charges from Prestige Expo.

#### **OFFICIAL CARRIER FOR NCDC**

YRC (Yellow Roadway Corporation)  
10451 Colonel Court  
Manassas, VA 20110  
703-369-3121  
Call for a Quote 1-800-610-6500

You may use any carrier for shipping your exhibit materials into and out of the NCDC event. If you wish to obtain a competitive quote with YRC, call 1-800-610-6500 and mention YRC is the official carrier for the NCDC event. All materials left on the exhibit floor after 5:00 PM on Tuesday, September 22 will be re-routed with the official carrier, YRC .

***All shipments must be prepaid - no collect shipments will be accepted.***

### **SCHEDULE FOR EXHIBITORS**

	<b>DATE</b>	<b>START</b>	<b>END</b>
<b>EXHIBITOR MOVE IN:</b>	SATURDAY, SEPT. 19	12:00 PM	5:00 PM
	SUNDAY, SEPT. 20	7:30 AM	11:00 AM
<b>SHOW READY:</b>	SUNDAY, SEPT. 20	11:30 AM	
<b>SHOW HOURS:</b>	SUNDAY, SEPT. 20	12:00 PM	5:00 PM
	MONDAY, SEPT. 21	8:00 AM	6:00PM
	TUESDAY, SEPT. 22	8:00 AM	12:30 PM
<b>DISMANTLE:</b>	TUESDAY, SEPT. 22	12:30 PM	5:00 PM
<b>FORCED FREIGHT :</b>	TUESDAY, SEPT. 22	5:00 PM	



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	DAY	DATE	TIME
<b>EXHIBITOR MOVE IN:</b>	Saturday	Sept. 19	12:00 PM – 5:00 PM
	Sunday	Sept. 20	7:30 AM – 11:00 AM
<b>SHOW READY:</b>	Sunday	Sept. 20	11:30 AM
<b>SHOW DAYS:</b>	Sunday	Sept. 20	12:00 PM – 5:00 PM
	Monday	Sept. 21	8:00 AM - 6:00 PM
	Tuesday	Sept. 22	8:00 AM – 12:30 PM
<b>MOVE-OUT:</b>	Tuesday	Sept. 22	12:30 PM – 5:00 PM

### IMPORTANT DATES FOR SERVICES

SERVICE	COMPANY PROVIDING	DATE DUE	FORM REQUIRED
Credit Card Authorization	Exhibitor	With order	Yes
Non-Official Contractor Certificate of Ins.	Exhibitor's Choice	August 24	Yes
Carpet	Prestige Expo	Sept. 4	yes
Furniture	Prestige Expo	Sept. 4	yes
Rental booths & Cabinets	Prestige Expo	Sept. 4	yes
Material Handling	Prestige Expo	Sept. 4	yes
Advance Freight Receiving	Prestige Expo/Brede	<b>Start: Aug. 24-- Sept. 18</b> <b>Discount date by Sept. 14</b>	See labels
Direct Freight Receiving	Prestige Expo	Sept. 19, 12 noon	See labels
Show Site Receiving "Stop"	Prestige Expo	<b>Sat. Sept. 19 4:30 PM</b> <b>Sun. Sept. 20 11 AM</b>	
Labor	Prestige Expo	Sept. 4	Yes, if required
Electrical	Marriott Crystal Gateway		Yes in manual
Internet	Marriott Crystal Gateway		Yes, if required
Audio/Visual/Computer	Marriott Crystal Gateway		Yes, if required
Telephone Services	Marriott Crystal Gateway		Yes, if required



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# CREDIT CARD AUTHORIZATION, PAYMENT & RECAP OF ORDERS

**THIS FORM ALONG WITH YOUR ORDER & CHECK AND CREDIT CARD INFORMATION FOR PAYMENT MUST BE RETURNED TO PRESTIGE EXPOSITION SERVICES AT THE ADDRESS ABOVE. A CREDIT CARD ON FILE IS REQUIRED WHEN USING PRESTIGE EXPOSITION SERVICES. ORDERS RECEIVED WITHOUT PAYMENT AND CREDIT CARD AUTHORIZATION WILL NOT BE PROCESSED.**

- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization. There will be a \$35.00 minimum service charge for handling returned payments - checks or credit cards.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.**
- All accounts must be settled at the Prestige Exposition Services service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. **It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show, as no adjustments will be made after the close of the show.**
- The exhibiting firm is primarily responsible for payment of all charges.
- INTERNATIONAL EXHIBITORS:** We require 100% pre-payment of advance orders. Payment must be rendered by cash, check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, or Visa credit cards.
- Wire transfers available - contact Customer Service department. (650) 226-3846

Questions regarding payment procedures, please contact Prestige Exposition Services Customer Service Department at (650)226-3846.

## PLEASE COMPUTE YOUR ORDERS-INCLUDING APPLICABLE DISCOUNT & SALES TAX

Furniture	\$ _____
Carpet	\$ _____
Custom Rental Exhibits	\$ _____
Signs	\$ _____
Labor	\$ _____
Cleaning & Porter Service	\$ _____
Estimated Material Handling Charges	\$ _____
Other Prestige Exposition Services:	\$ _____
<b>ESTIMATED TOTAL</b>	<b>\$ _____</b>

**NOTE: RENTAL ITEMS NOT ORDERED, YET FOUND IN BOOTHS, ARE INVOICED AT "STANDARD-FLOOR" PRICING.**

### IF PAYING BY CHECK, PLEASE COMPLETE THE FOLLOWING:

Your check number \_\_\_\_\_ Date \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

**IF PAYING BY WIRE TRANSFER PLEASE CONTACT PRESTIGE EXPO CUSTOMER SERVICE DEPT. (650) 226-3846.**

### CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:

We authorize Prestige Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, Standard-Floor pricing prevails and a \$35.00 service charge will be added.

Charge to:(check one)  MasterCard  Visa  American Express  Discover

Expiration Date \_\_\_\_\_ Using MasterCard indicate the 4 numbers above your name here: \_\_\_\_\_

Account Number \_\_\_\_\_

**I hereby authorize you to charge amounts incurred over and above the Estimated Total shown above for services rendered, and by signature below agree to Payment Policies as described.**

Cardholders Name (please print or type) \_\_\_\_\_

Cardholders Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Event or Show \_\_\_\_\_ Hall or Hotel \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Authorized By (Please print or type) \_\_\_\_\_ Booth #: \_\_\_\_\_



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## **LIMITS OF LIABILITY**

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The terms and conditions set forth below become a part of the Contract between Prestige Exposition Services Inc., known as Prestige Expo and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED: OR  
EXHIBITOR'S MATERIALS ARE DELIVERED TO THE PRESTIGE EXPOSITION WAREHOUSE OR TO A  
SHOW OR EXPOSITION SITE FOR WHICH PRESTIGE EXPO IS THE OFFICIAL SHOW CONTRACTOR, OR  
AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH PRESTIGE EXPO.

1. It is understood that PRESTIGE EXPO and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by PRESTIGE EXPO hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that PRESTIGE EXPO and its subcontractors do not provide for full liability should loss or damage occur.
2. Prestige Expo and its subcontractors shall **not** be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. PRESTIGE EXPO and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.
3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by PRESTIGE EXPO or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. All bills of lading covering outgoing shipment(s) submitted to PRESTIGE EXPO or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
4. PRESTIGE EXPO shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.
5. PRESTIGE EXPO shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.
6. It is agreed that if PRESTIGE EXPO or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$ .30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by PRESTIGE EXPO, its subcontractors or their employees.
7. PRESTIGE EXPO shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.
8. PRESTIGE EXPO and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.
9. Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for **empty storage only**, and PRESTIGE EXPO and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

10. In order to expedite removal of materials from the show site, PRESTIGE EXPO has the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by PRESTIGE EXPO at show site. PRESTIGE EXPO assumes no liability as a result of such re-routing or handling.

Authorizer acknowledges reading and accepting all Terms of Liability and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the appropriate designated Union labor. Prestige Exposition Services, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made with Prestige Exposition Services in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Prestige Exposition Services no later than August 24, 2009**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Crystal Gateway Marriott Hotel**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Prestige Exposition Services with **Certificates of Insurance naming NCDC, Prestige Exposition Services and Crystal Gateway Marriott Hotel insured's by August 24, 2009**. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

***Exhibitors wishing to use a contractor other than Prestige Expo to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor is not received by August 24, 2009, your non-official contractor will be allowed to supervise only. All labor must then be hired from Prestige Expo for installation and dismantle of the exhibit.***

**PLEASE MAIL OR FAX YOUR COPY TO: PRESTIGE EXPOSITION SERVICES**

Show: **NCDC 2009**

Name of Exhibiting Co \_\_\_\_\_ Booth No \_\_\_\_\_

Contracting Company Name \_\_\_\_\_

Contracting Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Estimated Arrival at Show \_\_\_\_\_ Number of Workers \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title \_\_\_\_\_

(Sign & Print Name)



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## THIRD PARTY AUTHORIZATION FORM

### Third Party Authorization Information

**Company Name:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **FAX** \_\_\_\_\_  
**Cell:** \_\_\_\_\_  
**e-Mail** \_\_\_\_\_

**American Express**   
  **Visa®**   
  **MasterCard®**   
  **Discover Card**

Expiration date \_\_\_\_\_

Account Number

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

Card Holder Name: \_\_\_\_\_

Please Print

Authorized Signature: \_\_\_\_\_

### SERVICES TO BE INVOICED

Please include which items/services are to be invoiced to the third party.

All Services   
  Booth Labor   
  Material Handling   
  Other (Specify) \_\_\_\_\_

### ACKNOWLEDGEMENT BY EXHIBITING FIRM

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named above does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Prestige Exposition Services, Inc.

Exhibiting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip, \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

# CERTIFICATE OF LIABILITY INSURANCE **SAMPLE**

DATE (MM/DD/YYYY)  
00/00/0000

PRODUCEDR (000) 000-0000 FAX  
**AGENTS NAME**  
**AGENTS ADDRESS**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**  
**INSURERS AFFORDING COVERAGE** **NAIC #**

INSURED **YOUR COMPANY NAME**  
**YOUR COMPANY ADDRESS**

INSURER A:  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS												
	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$ 2,000,000												
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$												
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$												
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$ \$												
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	<b>POLICY #</b>	<b>EFF DATE</b>	<b>EXP DATE</b>	<table border="1"> <tr> <td>X</td> <td>WC STATU-TORY LIMITS</td> <td>OTH \$ ER</td> </tr> <tr> <td></td> <td>E.L. EACH ACCIDENT</td> <td>\$ 1,000,000</td> </tr> <tr> <td></td> <td>E.L. DISEASE-EA EMPLOYEE</td> <td>\$ 1,000,000</td> </tr> <tr> <td></td> <td>E.L. DISEASE-POLICY LIMIT</td> <td>\$ 1,000,000</td> </tr> </table>	X	WC STATU-TORY LIMITS	OTH \$ ER		E.L. EACH ACCIDENT	\$ 1,000,000		E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000		E.L. DISEASE-POLICY LIMIT	\$ 1,000,000
X	WC STATU-TORY LIMITS	OTH \$ ER																
	E.L. EACH ACCIDENT	\$ 1,000,000																
	E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000																
	E.L. DISEASE-POLICY LIMIT	\$ 1,000,000																
		OTHER																

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
**ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:**

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



2239 Moorpark Ave. Ste. 100, San Jose, CA 95128 \* Phone (650)226-3846 \* Fax (650)226-3879

# Carpet ORDER FORM

**CANCELLATION POLICY:** Standard Carpet canceled after delivery to booth will be charged 50% of original price. Custom Cut and Fitted to Booth space will be charged 100% of original price after order has been processed. If colors are not specified, we reserve the right to choose to expedite set-up of show.

## STANDARD CARPET

QTY.	SIZE	ADV. PRICE	AMOUNT
	10'X10'	\$150.00	
	10'X20'	\$300.00	
	10'X30'	\$450.00	
10'X__	[10' increments]	@\$150.00 EACH	

- RENTAL PRICE INCLUDES INSTALLATION, REMOVAL AND TAPE.
- STANDARD SIZE CARPET WILL NOT BE CUT OR TRIMMED TO FIT BOOTH SPACE.

## STANDARD CARPET – CUSTOM CUT AND FITTED TO BOOTH SPACE

- RENTAL PRICE INCLUDES INSTALLATION, TAPE, VISQUEEN AND REMOVAL
  - RENTAL PRICES ARE QUOTED PER SQUARE FOOT
- \_\_\_\_ SQ. FT. X \$3.75  
(QTY.) (ADV. PRICE)

## CARPET PADDING

## VISQUEEN

\_\_\_\_ SQ. FT. X \$.60  
(QTY.) (ADV. PRICE)

\_\_\_\_ SQ. FT. X \$.40  
(QTY.) (ADV. PRICE)

## COLOR SELECTION

- EXACT COLOR MATCH CANNOT BE GUARANTEED FOR MULTIPLE ORDER
- CIRCLE CARPET COLOR:

BLUE                  BLACK                  RED                  PLUM                  FOREST GREEN  
 BURGUNDY          GREY                  TEAL

TOTAL OF ITEMS ORDERED      \$ \_\_\_\_\_  
 SALES/USE TAX 5%?              \$ \_\_\_\_\_  
 BALANCE DUE                      \$ \_\_\_\_\_

**IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR ORDER AND FULL PAYMENT MUST BE RECEIVED BY Sept. 4, 2009**

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER **Sept. 4, 2009** AND ORDERS PLACED AT SHOW SITE, **ADD 30% TO ALL PRICES.**

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

SHOW NCDC HOTEL CRYSTAL GATEWAY MARRIOTT

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY: (PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



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# CLEANING ORDER FORM

Vacuuming/sweeping of booths, emptying of wastebaskets is not included in your booth space rental. If your require these services, you must order them.

## BOOTH CLEANING

\_\_\_\_\_ Once Only Vacuuming of Booth (Prior to show opening) Discount\$ .56 per sq. ft. Show Site \$.65 per sq. ft.

\_\_\_\_\_ Daily vacuuming & emptying wastebaskets. ((3 days Discount \$ .45. per sq. ft Show Site \$.55 per sq. ft.

SIZE OF BOOTH \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ.FT.\* X RATE: \_\_\_\_\_ X NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_

**\*Minimum Charge: 100 Sq. Ft. Per Day**

### PORTER SERVICE DURING SHOW:

Porter Service consists of an assigned person cleaning your booth during show hours.

The price is \$30.00 per hour, straight time, 4 hour minimum.

Overtime hours will be charged @ \$60.00 per hour.

Straight time rates apply 8:00am - 4:30pm, Monday -Friday

All other hours weekdays, Saturday, Sunday & Holidays will be charged at overtime rates.

SPECIFY DAYS & HOURS \_\_\_\_\_

<b>SUBTOTAL CLEANING COSTS</b>	\$ _____
<b>SUBTOTAL PORTER COSTS</b>	\$ _____
<b>TOTAL DUE</b>	\$ _____

All carpets ordered from us are installed clean for your use. However, you may want to order cleaning services for debris created during set-up.

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

**NO CREDIT WILL BE ISSUED AFTER THE CLOSE OF THE SHOW**

EVENT/SHOW NCDC HALL ARLINGTON HOTEL CRYSTAL GATEWAY MARRIOTT \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY :(PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation, when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



2239 Moorpark Avenue, San Jose, CA 95128 Phone (650) 226-3846\* Fax (650)226-3879

# FURNITURE ORDER FORM

**CANCELLATION POLICY:** Items canceled after delivery to booth will be subject to a 50% charge of original price. If colors are not specified, we reserve the right to choose same to expedite set up of the show.

Colors available (circle one)

**Red Blue Teal Green White Grey Burgundy Black Gold**

QTY	SEATING	DISC. PRICE
	Arm Chair Grey Fabric	\$72.00
	Side Chair Grey Fabric	\$54.00
	Padded Stool w/back	\$89.00

QTY.	DRAPED DISPLAY TABLES 30" HIGH	DISC. PRICE
	4'	\$110.00
	6'	\$120.00
	8'	\$150.00
	For tables 42" height add to above	\$30.00
	4th Side Draping per table	\$45.00

NOTE: 42" are Counter high tables  
Match with stools

QTY.	ACCESSORIES	DISC. PRICE
	Round Pedestal Table 30"h Round Pedestal Table 42"h 30" Round OR 36" Round	\$95.00
	Wastebasket	\$24.00
	Tripod Easel	\$46.00
	Clothing Rack	\$89.00
	Bag Rack	\$48.00
	Literature Stand 5 Pocket	\$79.00
	Hardware Base	\$15.00
	Hardware 8' High Pole	\$15.00
	4' X8' Horiz. Poster Board	\$150.00

QTY.	UNDRAPED DISPLAY TABLES - 30" HIGH	DISC. PRICE
	4'	\$60.00
	6'	\$69.00
	8'	\$79.00
	For tables in 42" height add	\$30.00

QTY.	DRAPED RISERS - WHITE ONLY	DISC. PRICE
	4' One Step x 12" H	\$55.00
	6' One Step x 12"	\$75.00

Colors available (Circle one) Burgundy Green  
Grey, Red, Blue, White, Black, Teal

QTY.	SPECIAL DRAPING	DISC. PRICE
	ft. of 3' drape per lineal ft.*	\$17.00
	ft. of 8' drape per lineal ft.*	\$20.00

**\*Min. 4' charge + 1/2 hr. labor**

- Total All Items Ordered \$ \_\_\_\_\_
- Add 5% Sales and/or Use Tax \$ \_\_\_\_\_
- Amount of Payment Enclosed (1+2) \$ \_\_\_\_\_

**IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR ORDER AND FULL PAYMENT MUST BE RECEIVED BY: Sept. 4, 2009**

FOR ORDERS RECEIVED WITHOUT PAYMENT,  
ORDERS RECEIVED AFTER **Sept. 4, 2009**  
AND ORDERS PLACED AT SHOW SITE:  
**ADD 30% TO ALL PRICES.**

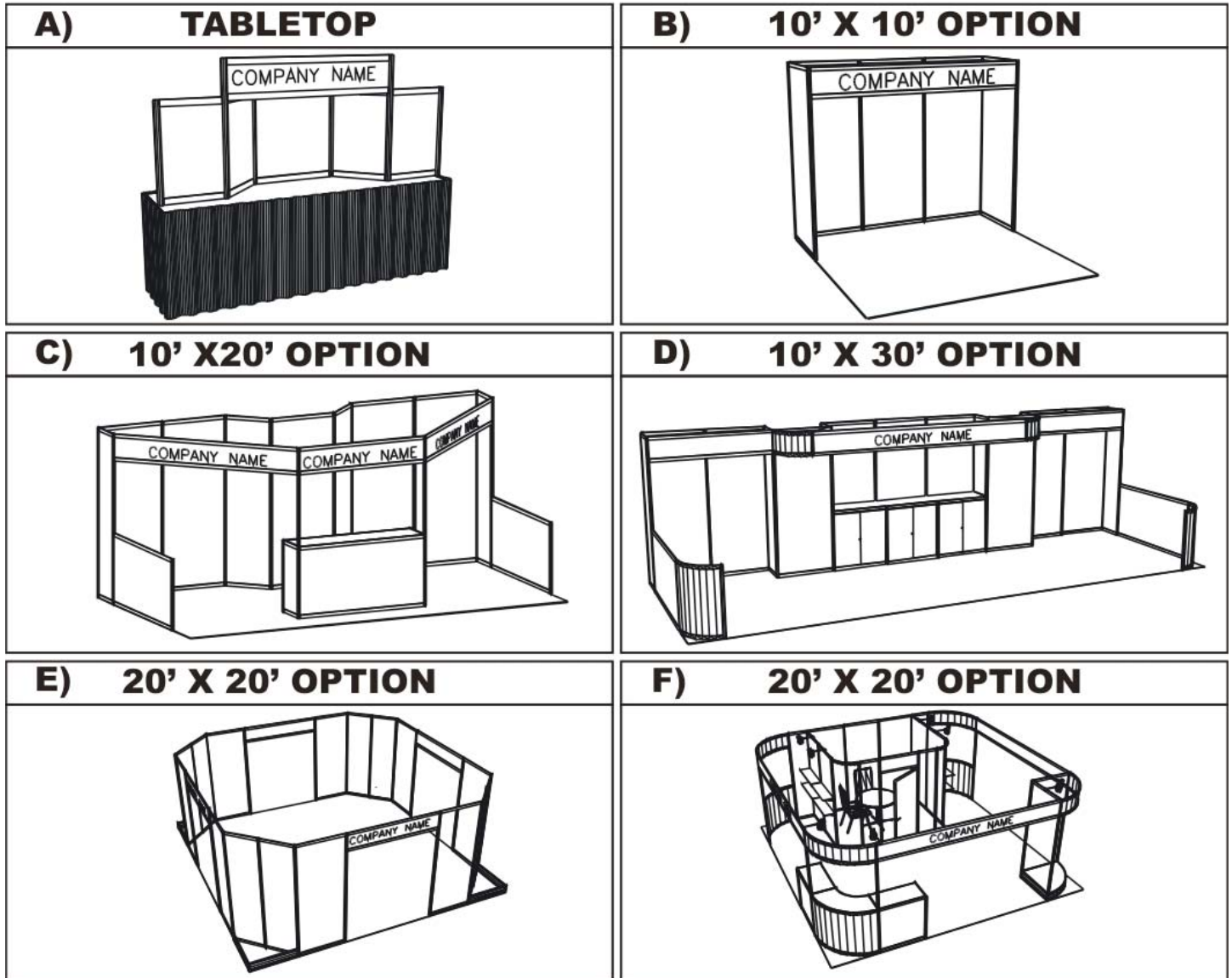
**ALL INVOICES MUST BE PAID IN FULL AT SHOW SITE**

SHOW NCDC FACILITY CRYSTAL GATEWAY MARRIOTT HOTEL  
 COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show.

# CUSTOM RENTAL EXHIBITS

PLEASE INDICATE YOUR SELECTION IN BOX IN UPPER RIGHT CORNER OF ILLUSTRATION.



**ADVANCE PRICE ORDER BY September 4, 2009**

**ADD 50% AFTER Sept. 4, 2009**

QTY	DESCRIPTION	ADVANCE PRICE	AMOUNT
	TABLETOP (A)	\$ 780.00	
	10' X 10' (B)	\$ 1,674.00	
	10' X 20' (C)	\$ 4,542.00	
	10' X 30' (D)	\$ 6,348.25	
	20' X 20' (E)	\$ 7,812.00	
	20' X 20' (F)	\$ 9,180.50	

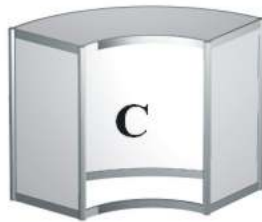
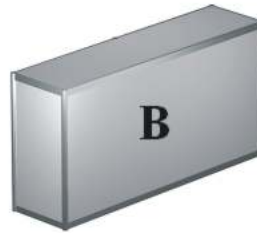
QTY	DESCRIPTION	ADVANCE PRICE	AMOUNT
	WITH VELCRO PANELS	\$ 820.00	
	OPTION B WITH VELCRO PANELS	\$ 1,724.00	
	OPTION C WITH VELCRO PANELS	\$ 4,672.00	
	OPTION D WITH VELCRO PANELS	\$ 6,548.00	
	OPTION E WITH VELCRO PANELS	\$ 8,012.00	
	OPTION F WITH VELCRO PANELS	\$ 9,380.00	

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.

# Prestige Exposition Services

2239 Moorpark Ave. Phone (650)226-3846 \* Fax (650)226-3879

## TABLE TOP EXHIBIT & CABINETS



	<i>QTY.</i>	<i>ADV. PRICE</i>	<i>TOTAL</i>
❖ Tabletop Display	_____	\$780.00	\$ _____
❖ Cabinet A - 20"X40"X41" High	_____	\$360.00	\$ _____
❖ Cabinet B - 20"X80"X41" High	_____	\$480.00	\$ _____
❖ Cabinet C - 20"X61"X41" High	_____	\$480.00	\$ _____
❖ Cabinet D - 20"X61"X41" w/locking doors	_____	\$540.00	\$ _____
		0.5% Tax	\$ _____
<b>DEADLINE DATE FOR ADVANCE PRICE: Sept. 4, 2009</b>		Total Due	\$ _____

**Note:** 1 - 8' draped table is included in the Tabletop Display. Please choose table drape color on the Furniture Order form.

EVENT OR SHOW: NCDC HOTEL: CRYSTAL GATEWAY MARRIOTT  
 COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 AUTHORIZED BY: (PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



2239 Moorpark Ave., San Jose, CA 95128 Phone (650)226-3846 \* Fax (650)226-3879

# SIGN Order Form

Please complete this form and attach your sign copy or electronic file.

## DIGITAL GRAPHICS

Our graphics department can provide you with The finest digital graphic reproduction available. Capabilities include four-color, photo quality, High resolution digital printing in virtually any size you may need.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
sq. ft. \_\_\_\_\_ x \$16.25 = \$ \_\_\_\_\_

Minimum order 9 sq. ft.

Double sq. ft. for double-sided graphics

Round sq. ft. to next whole increment

File conversion, retouching, cloning or color Correcting may incur additional labor charges.

(Call Customer Service for acceptable files)

## LARGE DIGITAL GRAPHICS

Please call Customer Service for price quotes On graphics over 80 sq. ft.

## FILE INFORMATION

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

## BACKING MATERIAL:

Show Card  Foamcore  Sintra

Gator Board  Plexi  Other

## LAYOUT

Vertical  Horizontal

## STANDARD SIZES

7" X44" @ \$69.00 \_\_\_\_\_  
11" X 14" @ \$85.00 \_\_\_\_\_  
14" X 22" @ \$106.00 \_\_\_\_\_  
22" X 28" @ \$114.00 \_\_\_\_\_  
28" X 44" @ \$160.00 \_\_\_\_\_

Easel Back add \$9.50 per sign

Please Note: File conversion, retouching, cloning Or color correcting may incur additional charges.

## SET UP/COMPUTER LABOR PER HOUR

\$ 125.00 Straight Time

\$ 225.00 Double Time

## INDICATE YOUR SIGN COPY HERE:

## LAYOUT

Vertical  Horizontal

TOTAL OF ITEMS ORDERED \$ \_\_\_\_\_  
SALES/USE TAX 5 % \$ \_\_\_\_\_  
BALANCE DUE \$ \_\_\_\_\_

IMPORTANT: TO OBTAIN THE ADVANCE PRICE, YOUR ORDER AND FULL PAYMENT MUST BE RECEIVED BY: **Sept. 4, 2009**

FOR ORDERS RECEIVED WITHOUT PAYMENT, ORDERS RECEIVED AFTER **Sept. 4, 2009** AND ORDERS PLACED AT SHOW SITE, **ADD 50% TO ALL PRICES.**

**ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW SITE**

EVENTOR SHOW NCDC HOTEL CRYSTAL GATEWAY MARRIOT HOTEL

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY:(PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation -- when specified, and removal at close of show. A finance charge of 1-1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



## SHIPPING INSTRUCTIONS & MATERIAL HANDLING INFORMATION

Prestige Exposition Services will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

For rates see the Material Handling Order Form.

### Advance Shipments Warehouse - crates, cartons, fiber cases only:

**Must arrive no later than ..... Monday, Sept. 14 "to avoid a late charge."**  
**Last day to receive Friday, Sept. 18 with late charges. See Material handling form.**

Rates include:

- Unloading crated materials. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days. Receiving starts **August 24, 2009**
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

### Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)  
**Show: Nat. Catholic Dev. Conf. (NCDC)**  
 c/o Prestige Exposition Services/ Brede Exposition Services  
 6801 Mid-Cities Avenue  
 Beltsville, MD 20705

### Direct Shipments to exhibit site:

**To arrive ONLY Saturday, Sept. 19 at 12:00 PM – 5:00 PM**  
**Sunday, Sept. 20 from 7:30 AM – 11:00 AM**

Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

### Make out the bill of lading and consign as follows:

(Name of Exhibiting Company & Booth Number)  
**Show: Nat. Catholic Dev. Conf. (NCDC)**  
 c/o Prestige Exposition Services  
 Crystal Gateway Marriott Hotel  
 1700 Jefferson Davis Highway  
 Arlington, VA 22202

## **Shipping Information**

Read the "LIMITS OF LIABILITY" for extremely important information concerning shipping and Material Handling.

## **Shipping Charges**

Please prepay all shipping charges. Prestige Exposition Services cannot accept or be responsible for collect shipments.

## **Bills of Lading**

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Prestige Exposition Services and your on-site representative.

Certified weight receipts are required for all shipments. Prestige Exposition Services will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading.

## **Consignment**

All shipments must be consigned c/o Prestige Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight. **DO NOT SHIP** to the Crystal Gateway Marriott Hotel prior to Saturday, Sept. 19, at 12:00 PM when Prestige Expo is on site to receive at the dock.

## **Labor and Equipment**

Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the labor order form in the Exhibitor Manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## **Empty Labels**

Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels by the exhibitor. These labels will be available at the Prestige Expo service desk and are for ***empty storage only***.

## **Outbound Shipments**

Shipping information, bills of lading and labels will be available at the Prestige Expo service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*





<b>DIRECT SHIPMENTS</b>		<b>EXHIBIT MATERIALS</b>	
TO: _____ Booth # _____			
(Exhibitor's Company Name)			
Crystal Gateway Marriott Hotel			
c/o Prestige Exposition Services			
1700 Jefferson Davis Highway			
Arlington, VA 22202			
Name of Show: NCDC - Arlington Ballroom			
<b>DO NOT DELIVER PRIOR TO SATURDAY, SEPT. 19 AT 12:00 PM</b>			
<b>SUNDAY, SEPT 20 - 8 AM - 10:00 AM</b>			

<b>DIRECT SHIPMENTS</b>		<b>EXHIBIT MATERIALS</b>	
TO: _____ Booth # _____			
(Exhibitor's Company Name)			
Crystal Gateway Marriott Hotel			
c/o Prestige Exposition Services			
1700 Jefferson Davis Highway			
Arlington, VA 22202			
Name of Show: NCDC - Arlington Ballroom			
<b>DO NOT DELIVER PRIOR TO SATURDAY, SEPT. 19 AT 12:00 PM</b>			
<b>SUNDAY, SEPT. 8 AM - 10 AM</b>			



2239 Moorpark Ave. Ste. 100, San Jose, CA 95128 \* Phone (650)226-3846 \* Fax (650)226-3879

**RATES LISTED ARE STRAIGHT TIME RATE ONLY - ADD 25% EACH FOR OVER TIME PERIOD**

**NOTE: EOS/ESD Advance Freight will be delivered on Over-time**

**MATERIAL HANDLING SERVICES**

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt. **A 200lb. minimum charge will apply** to all shipments. ALL RATES ARE ROUND UP.

**CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS**

Includes shipments that can be unloaded at the dock with no additional handling required.		<b>Per Cwt</b>	<b>Minimum Charge</b>
	Discount Warehouse Rate	\$75.00	\$150.00 8/24-9/14/09
	Late Arrival Rate	\$94.00	\$188.00 9/15-18/09
	Discount Show Site Rate	\$80.00	\$160.00 9/19-20/09
	Late Arrival Rate	\$100.00	\$200.00

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ ÷ 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200lbs.]

**CRATED SHIPMENTS REQUIRING SPECIAL HANDLING**

Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling [such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment]. Also includes shipments received without documentation, such as <b>Federal Express</b> and <b>UPS</b> .		<b>Per Cwt</b>	<b>Minimum Charge</b>
	Discount Warehouse Rate	\$94.00	\$188.00 8/24-9/14/09
	Late Arrival Rate	\$117.00	\$234.00 9/15-18/09
	Discount Show Site Rate	\$100.00	\$200.00 9/19-20/09
	Late Arrival Rate	\$125.00	\$250.00

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ ÷ 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200 lbs.]

**UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS**

Includes shipments that are not in crates, cases or boxes and/or un-skidded machinery without proper lifting bars or hooks.		<b>Per Cwt</b>	<b>Minimum Charge</b>
	Discount Show Site Rate	\$120.00	\$240.00 9/19-20/09
	Late Arrival Rate	\$150.00	\$300.00

Shipment weight [round up to next 100 lbs] \_\_\_\_\_ ÷ 100 X \_\_\_\_\_ per cwt = \$ \_\_\_\_\_ [Min. 200lbs.]

**Small Packages**

(50 lbs. Maximum per Shipment) Letters and/or small packages		<b>Per Cwt</b>	
	Discount Warehouse Rate	\$40.00	8/24-9/14/09
	Late Arrival Rate	\$50.00	9/15-18/09
	Discount Show Site Rate	\$45.00	9/19-20/09
	Late Arrival Rate	\$56.00	

Shipment weight [Maximum 50 lbs] Number of shipment \_\_\_\_\_ X \$ \_\_\_\_\_ (rate) = \$ \_\_\_\_\_

**PLEASE REMIT WITH FORM - ESTIMATED CHARGES \$ \_\_\_\_\_**

OUTBOUND SHIPMENTS: Prior arrangements for outbound shipments must be made at the Prestige Exposition Services freight desk. **ALL ARRANGEMENTS FOR PICK UP OF FREIGHT, IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER, MUST BE MADE BY THE EXHIBITOR.** Prestige Exposition Services will not be responsible for any delay of rush order shipments which will be expedited to the best of our ability. It is the EXHIBITOR'S sole responsibility to label each piece of outbound freight and submit to Prestige Exposition Services a completed bill of lading covering each outbound shipment after arrangements have been made for the pick up of same. All exhibit materials must be cleared from the exhibit area as specified by exhibit management. In any case, when the carrier selected and arranged for, by the exhibitor, fails to pick up any or all shipments prior to the designated time exhibit material must be removed, Prestige Exposition Services will be authorized to re-consign the shipment/s to another carrier at our discretion. Exhibitor material remaining after the move out period will be forwarded to the permanent address of the exhibitor, or his agent designated, freight collect. No liability will be assumed by Prestige Exposition Services as a result of such rerouting or handling.

**Important: Before completing this form, please read Limitations of Liability Form.**

EVENT/SHOW NCDC HOTEL: CRYSTAL GATEWAY MARRIOTT HOTEL

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY:(PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\*Shipments **should not** be addressed to the Hotel, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.

\*Remove all outdated shipping labels prior to shipment.

\* All shipments should be made on a Prestige Exposition Services bill of lading. It is understood that all shipments are released to us a value not to exceed 30¢ per pound with a maximum of \$50.00 per article.

\*Please forward copies of all bills of lading to Prestige Exposition Services. This will assist in the tracing of shipment if necessary.

\*Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these. Copies of these should also be given to your representative at the show.

\*Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Any single piece, due to its size, that cannot fit through doorways or elevators, will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made at the exhibitor's expense.

\*Please contact Prestige Exposition Services prior to shipping this type of shipment.

\* Prestige Exposition Services will not be responsible for the count or content of material if left in the booth prior to Prestige Exposition Services taking physical count and possession in preparation to moving such material.

\*All outbound shipments must be tendered with a Prestige Exposition Services bill of lading.

\* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies

\*Exhibitor routings on out-bound. will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Prestige Exposition Services.

\*Prestige Exposition Services assumes no responsibility for concealed damage.

\*Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.

\* Prestige Exposition Services; as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.

\*Any shipment not handled by, but for which Prestige is required to handle storage of the empty shipping containers, a charge of \$35.00 per crate, case, box, or carton will be assessed.

\*The responsibility of Prestige Exposition Services, with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.

**IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY RE-ROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.**

Ship to: \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

Type of Carrier \_\_\_\_\_  Air \_\_\_\_\_  Motor Freight \_\_\_\_\_  Van Lines \_\_\_\_\_

**ADDITIONAL SERVICES AVAILABLE**

SHRINK WRAP: 1 HOUR MINIMUM LABOR CHARGE AND 35¢ PER FT. SHRINK WRAP

METAL BANDING: 1 HOUR MINIMUM LABOR CHARGE AND \$1.35 PER FT. BANDING MATERIAL

FREIGHT LEFT ON EXHIBIT FLOOR - 500 POUND MINIMUM RE-FORWARDING CHARGE

STRAIGHT TIME - \$75.00 CWT      OVER-TIME - \$112.50 CWT

EVENT OR SHOW NCDC HALL OR HOTEL CRYSTAL GATEWAY MARRIOTT

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY:(PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_



2239 Moorpark Ave. Ste. 100, San Jose, CA 95128 \* (650)226-3846 \* Fax (650)226-3879

## ***ACCESSIBLE STORAGE INFORMATION***

Accessible storage will be available to you at this show. You must sign up for the service at the Prestige Expo Services desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. This service must be ordered on site.

Please be aware, this is Accessible Storage, **NOT** Secured Storage.

**NOTE:** This is not Empty Storage. Accessible Storage is not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

**SET UP:**

One time set up charge of \$125.00

**STORAGE RATES:**

**RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.**

0 – 25 square feet	\$105.00
26 – 50 square feet	\$162.25
51 – 100 square feet	\$216.50
101 – 150 square feet	\$270.50
151 – 200 square feet	\$324.50

**ACCESS RATES:**

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

**LABOR RATES:**

Straight time: \$78.00 hour Over-time: \$112.00 hour

Straight time rates apply 8:00am - 4:30pm, Monday -Friday

Over time rates apply 4:30 pm -Midnight – 8am Monday – Sunday and all Holiday hours



Thank you for using YRC (RDWY)!

Date: B/L number: PRO Number: Shipper number: Trailer number: Shipper name: Address: City: State: ZIP code: Origin city (if different than before): State: ZIP code: Invoicee: Address: City: State: ZIP code: Consignee name and address: Destination City: State: ZIP Code: Phone Number: Customer number: Store number: Department: P.O. Number: Special instructions:

Contact Name: Expedited & Guaranteed Precision Services (select one of the services below) Contact Phone: Expedited Precision Date Time Proactive Notification YRC Time-Critical (Guaranteed) Deliver by: By noon: By 5 p.m. or end of business day: included YRC Time-Critical Window (Guaranteed) Deliver by: Between: & a.m./p.m. included YRC Time-Advantage Deliver by: By noon: By 5 p.m. or end of business day: nominal fee YRC Time-Advantage Deferred 3 to 5 days nominal fee Guaranteed Precision Date Time Proactive Notification Guaranteed AM or PM Standard Service By noon: By 5 p.m. or end of business day: nominal fee Guaranteed Multi-Day Window Between: & By 5 p.m. or end of business day: nominal fee All shipments are subject to individual pricing programs as published by YRC or by written transportation contracts. Expedited & Guaranteed Precision service requests outside 9 a.m. to 5 p.m. Monday-Friday require a quote. Quote ID:

Table with columns: No. shipping units, Pkg type, No. Pcs., Unit of meas., H/M, Description of articles, special marks and exceptions, NMFC item no., Class, Weight (lb) Subject to correction, Shipment dimensions (Length, Width, Height). Includes COD fee: Prepaid Collect, COD amount: \$, Customer check OK for COD amount? Yes No.

Hazardous materials emergency contact number: Shipment charges are prepaid unless marked collect: Total charges: \$ NOTE (1) Where the rate depends on value, shippers must state specifically in writing the agreed or declared value of the property as follows: The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding per. Note: (2) Liability limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. §14706 (c)(1)(A) and (B). Note (3) Products requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. 2(e) of NMFC item 360. If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges. Signature of consignor

Received subject to individually determined rates or written contracts that have been agreed on in writing between the carrier and shipper, if applicable, otherwise to rates, classifications and rules that have been established by the carrier and are available to the shipper on request. The property described above is in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined, as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry its usual place of delivery of said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, including the conditions on the back hereof, which are hereby agreed to by the shipper and accepted for himself and his assigns.

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labeled/placarded and are in all respects in proper condition for transport according to applicable international and national governmental regulations.

Shipper company name: Carrier: YRC Date: Trailer loaded by: Shipper Driver Freight counted by: Driver: pallets said to contain Shipper signature: YRC employee signature: H/U received: Shipper Driver: Loose pieces Driver: pallets containing

Mark "X" in "HM" column for hazardous materials.

Single shipment pickup: Printed in U.S.A.

# Uniform Bill of Lading Terms and Conditions

## Sec. 1.

(a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided.

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results: when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

## Sec. 2.

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

## Sec. 3.

(a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed.

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier receiving the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

## Sec. 4.

(a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on this bill of lading. Storage charges, based on carrier's tariff, shall start no sooner than the next business day following the attempted notification. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in subsections 4(a) and (b) above and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

## Sec. 5.

(a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money, or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and a stipulated value of the articles are endorsed on this bill of lading.

## Sec. 6.

Every party, whether principal or agent, who ships explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

## Sec. 7.

(a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C. §13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

## Sec. 8.

If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

## Sec. 9.

If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provisions and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.



2239 Moorpark Ave. Ste. 100, San Jose, CA 95128 \*Phone (650)226-3846 \* Fax (650)226-3879

## LABOR ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, **Please order in advance.**
- Starting time can be guaranteed only when labor is ordered for 8:00am. Prestige Exposition Services will attempt to provide labor at all other times, but in some cases it may be impossible to have labor at an exact given time.
- Labor will not be assigned until the exhibitor reports to the service/labor desk.**
- All labor is billed on a 1 man, 1 hour minimum.**
- Labor must be canceled 24 hours prior to ordered time or 1 hour per man ordered will be charged.**
- Labor & services ordered for exhibitor by other contractors, must be authorized prior to show set up in writing by the exhibiting company. A certificate of insurance must also be presented to Prestige Exposition Services prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor.
- LABOR RATES:**  
S/T - \$ 78.00 hour - Applies 8am - 4:30pm, Monday thru Friday  
O/T - \$ 112.50 hour - Applies 4:30pm – 8:00am Monday thru Friday, all day Saturday, Sunday, and holidays .

### ADD 20% TO ALL LABOR ORDERED ON SITE

1/2 hour increments will be charged following the first one (1) hour

### LABOR

	No. Men	Dates Required	Time	Approx. Hours
Installation				
Dismantle				

### FORKLIFT LABOR

	No. Men	Dates Required	Time	Approx. Hours
Installation				
Dismantle				

### SUPERVISION OF LABOR IS REQUIRED - PLEASE INDICATE YOUR CHOICE OF SERVICE BELOW:

#### o SERVICE A

All work performed & supervised by Prestige Exposition Services personnel

- Please send any necessary information, blue prints, photos, etc.
- Charge for supervisory service is **30%** of total daily labor bill, with a \$78.00 minimum.

#### Please Indicate:

- o Set-up plans attached      o Self contained unit
- o No. of crates                      o Photo attached
- o Set-up plans in crate # \_\_\_\_\_

If Prestige does **not** supervise setting the booth, we do not recommend dismantling supervision. If this is necessary we cannot accept responsibility for damage due to improper packing.

#### o SERVICE B

Work performed by Prestige Exposition Services personnel under the direct supervision of the exhibitor or exhibitor's representative.

#### Please indicate:

Exhibitor's (rep.) Name \_\_\_\_\_  
Contact phone # \_\_\_\_\_

#### Other Services Available: (Please Indicate)

- o Forklift \$154..50S/T O/T \$210.00
- o Rigging: Please contact Prestige Exposition Services
- o Banding: \$1.35 per foot Plus 1 Hour Labor

### ALL OPEN BALANCES MUST BE PAID IN FULL AT SHOW

EVENT/SHOW: **NCDC** HOTEL: **CRYSTAL GATEWAY MARRIOTT**

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AUTHORIZED BY:(PLEASE PRINT OR TYPE) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

All charges for rental items include delivery to booth, installation-when specified, and removal at close of show. A finance charge of 1 1/2 % per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.



2239 Moorpark Ave. Ste.100, San Jose, CA 95128 \* Phone (650)226-3846 Fax 650)226-3875

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## UNION JURISDICTIONS AND REGULATIONS

Trade shows, conventions and special events in Washington D.C. and vicinity are governed by location union contracts. In an effort to help you plan your exhibition of display and product materials we have provided the following information.

### **CARPETERS LOCAL UNION #491**

Members of this union claim jurisdiction overall set-up and dismantling of exhibits, including signs, and carpet installation. This does not apply to the unpacking and placements of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor to complete the work from the service contractor. Exhibitors may work in a single 10' x 10' booth without the aid of carpenter labor. The use of power tools by an exhibitor is **NOT** permitted in any situation.

### **TEAMSTERS UNION LOCAL #639**

This local claims jurisdiction over the operation of all material handling equipment, all unloading and reloading of freight, exhibit materials, product, and handling of empty containers.

An exhibitor may only move material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to I & D employees, hotel employees and facility employees.

### **Freight Handling Jurisdiction**

Prestige Expo has the responsibility of receiving and handling all exhibit material and empty crates. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Prestige Expo will not be responsible, however, for any material they do not handle.

### **Gratuities**

Prestige Expo requests that exhibitors DO NOT tip our employees. Do not give coffee break other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to Prestige Expo management.

### **Safety**

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Prestige Exposition Services is not responsible for injuries caused by improper use of furniture.



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## **SUPPLEMENTAL SERVICES -OTHER CONTRACTORS**

Conference Location: Crystal Gateway Marriott Hotel  
Event Coordinator: Karen Wallwin  
1700 Jefferson Davis Highway  
Arlington, VA 22202  
Phone: 703-920-3230

“Supplemental Services” forms found in the manual  
must be returned to the company providing service.

### **ELECTRICAL/TELEPHONE SERVICE**

Company: Crystal Gateway Marriott Hotel  
Contact: Event Manager: Karen Wallwin  
Phone: 703-271-5197  
Fax: 703-271-5169  
Forms: Electrical order form  
Telephone order form

### **AUDIO VISUAL & COMPUTER RENTAL**

Company: Crystal Gateway Marriott Hotel  
Event Manager: Karen Wallwin  
Phone: 703-271-5197  
Fax: 703-271-5169  
Forms: Audio/Video Order Form

### **INTERNET SERVICES**

Company: Crystal Gateway Marriott Hotel  
Contact: Event Manager Karen Wallwin  
Phone: 703-271-5197  
Fax: 703-271-5197  
Forms: Internet



## EXHIBITOR AUDIO VISUAL ORDER REQUEST

MEETING NAME \_\_\_\_\_  
 EXHIBITOR COMPANY \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

BOOTH NUMBER (IF APPLICABLE) \_\_\_\_\_

DATE AND TIME AUDIO-VISUAL REQUESTED \_\_\_\_\_

DATE AND PICK-UP TIME FOR AUDIO VISUAL \_\_\_\_\_

EQUIPMENT	COST	# OF DAYS	TOTAL EQUIPMENT COS'
54" MONITOR CART	\$40.00		0
27" VIDEO MONITOR/CART	\$140.00		0
27" VIDEO MONITOR & VCR	\$215.00		0
27" VIDEO MONITOR & DVD	\$240.00		0
32" VIDEO MONITOR & CART	\$175.00		0
32" VIDEO MONITOR & DVD	\$265.00		0
19" XGA DATA MONITOR	\$140.00		0
21" XGA DATA MONITOR	\$200.00		0
21" FLAT SCREEN MONITOR	\$350.00		0
27" XGA DATA MONITOR	\$250.00		0
<b>HIGH SPEED INTERNET - Wireless</b>	\$150.00		0
<b>HIGH SPEED INTERNET - Wired</b>	\$350.00		0
<b>TELEPHONE</b>	\$75.00		0

AV Equipment Charge	0
22% Service Charge	0
4.5% Tax	0

### BILLING INFORMATION

VISA            MASTERCARD            AMEX

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

- PLEASE CHARGE TO MY HOTEL ROOM
- INQUIRIES TO KAREN WALLWIN EVENT MANAGER
- PLEASE FAX TO (703) 271-5169 TO COMPLETE AUDIO-VISUAL EXHIBIT ORDER



## POWER (ENGINEERING) ORDER REQUEST

MEETING NAME NATIONAL CATHOLIC DEVELOPMENT CONFERENCE (NCDC)

EXHIBITOR COMPANY \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

BOOTH NUMBER (IF APPLICABLE) \_\_\_\_\_

DATE AND TIME POWER REQUESTED \_\_\_\_\_

### 110 VOLTS

(OVER 30 AMPS MUST BRING RATED MALE & FEMALE PLUGS)

OUTLET ITEM	# NEEDED	Per Day PRICE	COST
20 AMPS		\$65.00	0
30 AMPS		\$85.00	0
40 AMPS		\$115.00	0

### 208 VOLTS -- SINGLE PHASE

(MUST BE RATED FOR VOLTAGE AND AMPERAGE - AND SUPPLIED BY USER)

OUTLET ITEM	# NEEDED	PRICE	COST
20 AMPS		\$175.00	0
30 AMPS		\$285.00	0
40 AMPS		\$325.00	0

ARLINGTON COUNTY CODE requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. (Please contact Chief Engineer for Code Specifics)

Any extension cords needed must be provided by exhibitor or hotel's Audio Visual Department and is secured according to safety regulations.

### BILLING INFORMATION

VISA            MASTERCARD            AMEX

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

SIGNATURE OF CARDHOLDER \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

PLEASE CHARGE TO MY HOTEL ROOM

**PLEASE FAX TO (703) 271-5169 TO COMPLETE POWER REQUIREMENTS ORDER**