

EXHIBITOR SERVICE MANUAL

**NATIONAL CATHOLIC
DEVELOPMENT CONFERENCE**

IDEAS

CHICAGO 2010



ecclectica



WELCOME EXHIBITORS

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

NATIONAL CATHOLIC DEVELOPMENT CONFERENCE
(NCDC) September 19-21, 2010
Chicago, Marriott Downtown

Dear Exhibitor,

We have been selected by the National Catholic Development Conference to be your Official Decorator and Service Contractor for the Exhibit Floor. These service order forms are provided to assist you in preparation for your exhibit experience at NCDC.

Note the following Information and Tips for a successful exhibit experience:

- Review the Show Overview sheet noting dates and times pertinent to exhibitors.
- Review the Discount Deadline Checklist to help track dates due and save money.
- Complete and submit orders with payment and a Credit Card Information form, even if paying by check.
- Orders may be submitted in the following methods:

On-Line Orders	Link provided by ecclectica in an e-mail sent to the exhibitor contact with a password and log-in number for your company.				
E-Mail Orders	Scan and send to customerservice@ecclectica.com				
Fax Orders	Fax orders with completed credit card information on Method of Payment Form and a copy of your check, if applicable, to ecclectica at (415)625-2860. Only orders with payment will be processed.				
Mail Orders:	Send completed original forms with Credit Card information and check, if applicable, to: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>ecclectica</td></tr> <tr><td>C/O Show: NCDC</td></tr> <tr><td>435 23rd Street</td></tr> <tr><td>San Francisco, CA 94107</td></tr> </table>	ecclectica	C/O Show: NCDC	435 23 rd Street	San Francisco, CA 94107
ecclectica					
C/O Show: NCDC					
435 23 rd Street					
San Francisco, CA 94107					

We are here to help you before the show, at the show, and after the show. Please do not hesitate to contact us with questions. At the show, visit the **ecclectica** Service Desk during show hours. An invoice covering all on-site orders will be available at move-out. After the show, a final invoice, covering move-out, will be sent by e-mail to the contact person within a week of closing.

We appreciate your business and look forward to working with you at **NCDC**

Best Wishes for a Successful Show,

Janet

Janet Caudill
ecclectica
Phone: (415)625-2822 Direct
Fax: (415)625-2860
janet@ecclectica.com



SHOW OVERVIEW

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
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NATIONAL CATHOLIC DEVELOPMENT CONFERENCE (NCDC) September 19-21, 2010 Chicago Marriott Downtown

- Profile of Event:** National Catholic Development Conference (NCDC)
- Exhibit Hall:** Grand Ballroom, Seventh Floor
- Booth Information:** Space sizes, 8' deep x 10' wide
Booth Drape: Teal and Blue 8' Drape Back Wall
- Carpet:** The floor in the ballroom is carpeted.
- Exhibit Hall Hours:** The exhibits booths will be open and exhibit staff is required at all open times.

Action	Date	Day	Time Start	Time End	Notes
Exhibitor Move-In	Sept. 18	Saturday	1:00 PM	6:00 PM	Booth Setup; until 6 PM
Exhibitor Move-In	Sept. 19	Sunday	7:30 AM	11:00 AM	Booth Finishing Touches
Show Ready	Sept. 19	Sunday		11:30 AM	All Empties Removed/Show Ready
Show Opens	Sept. 19	Sunday	12 Noon	5:00 PM	Grand Opening Noon
Show Day	Sept. 20	Monday	8:00 AM	6:00 PM	Floor Open
Show Day	Sept. 21	Tuesday	8:00 AM	12:30 PM	Floor Open
Show Day	Sept. 21	Tuesday	12:30 PM	5:00 PM	Floor Open
Show Close	Sept. 21	Tuesday	12:30 PM		
Exhibitor Move-Out	Sept. 21	Tuesday	12:30 PM	5:00 PM	Exhibitor Move-Out
Freight Pickup	Sept. 21	Tuesday	5:00 PM		Carriers Must Sign in at Dock

Advance Receiving Dates: August 16th until Sept. 7, without late charges.
On-Site Receiving Dates: Sept. 18th, 1:00 PM – 4:00 PM and Sept. 19th, 7:30 AM – 11 AM carry in only.

Shipping Information: To: Advance Warehouse:
 From: Exhibitor's Company Name
 Show Name: NCDC
 C/O **ecclectica**
 J&J Exhibitors Service
 2338 South Indiana Ave.
 Chicago IL 60616

Direct to Show Site: *
 From: Exhibitor's Company Name
 Show Name: NCDC
 C/O **ecclectica**
 Chicago Marriott Downtown
 540 North Michigan Ave. .
 Chicago IL 60611

*** Do Not Deliver Prior to 9-18-10**

Official Carrier: YRC (Yellow Roadway Corp) 1-800-610-6500



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DISCOUNT DATE CHECKLIST

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This list is important and if followed will save you money and time. Complete forms before deadline and send with payment to be received by supplier. Orders without payment will not be processed or considered placed before deadline.

Submit the following forms to ecclectica. FAX 415-625-2860 /On-Line/E-mail

Check Here ✓	Form Name	Discount Date	\$ Total Amount
- ✓	Method of Payment Form/credit card		Must be Submitted
- ✓	Limits of Liability		Must be Submitted
- ✓	On-Site Contact Person Form	Sept. 3, 2010	Must be Submitted
-	Exhibitor Appointed Non- Official Contractor (30 days)	Aug. 20, 2010	If applicable
-	Certificate of Insurance	Aug. 20, 2010	If applicable
-	Carpet	Sept. 3, 2010	\$
-	Booth Cleaning /Porter Service	Sept. 3, 2010	\$
-	Furnishings & Accessories	Sept. 3, 2010	\$
-	Tables	Sept. 3, 2010	\$
-	Skirting & Drape	Sept. 3, 2010	\$
-	Modular Rental Booths	Sept. 3, 2010	\$
-	Modular Cabinets & Accessories	Sept. 3, 2010	\$
-	Sign Order Form	Aug. 27, 2010	\$
-	Plant/Floral Form	Sept. 3, 2010	\$
-	Booth Labor	Sept. 3, 2010	\$
-	Material Handling Form (freight)	Sept. 3, 2010	\$
-	<i>Must be enclosed with order.</i>	TOTAL AMOUNT	\$

The following services are provided by outside suppliers. Please send order forms directly to Supplier. Forms are available in PDF downloads in the manual.

Check Here ✓	Form Name	Supplier Name	Discount Date	\$ Total Amount
-	Audio Visual/Computer	Marriott Hotel	Sept. 10, 2010	\$
-	Custom Furniture	CORT Trade Show Furnishings	Sept. 3, 2010	\$
-	Electrical	Marriott Hotel	Sept. 10, 2010	\$
-	Internet/Telephone	Marriott Hotel	Sept. 10, 2010	\$



SUPPLEMENTAL SUPPLIER INFORMATION

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The following is a list of official suppliers for services not provided by **ecclectica**. Please send all forms to the supplier for processing. Forms provided in back of manual for downloading. Please direct all questions to the appropriate supplier.

Audio Visual/Computer

Chicago Marriott Downtown

Contact: Yvonne Cotledge
540 North Michigan Ave.
Chicago IL 60611
Phone: 312-836-6140
FAX: 312-245-6907
Yvonne.cotledge@marriott.com

Custom Furnishings

CORT Trade Show Furnishings

Contact: Claire LaCassa
2725 Davey Rd., Suite 200
Woodridge IL 60517
(630)972-0146
tschicagodist.com

Electrical Services

Chicago Marriott Downtown

Contact: Yvonne Cotledge
540 North Michigan Ave.
Chicago IL 60611
Phone: 312-836-6140
FAX: 312-245-6907
Yvonne.cotledge@marriott.com

Internet & Telephone

Chicago Marriott Downtown

Contact: Yvonne Cotledge
540 North Michigan Ave.
Chicago IL 60611
Phone: 312-836-6140
FAX: 312-1245-6907
Yvonne.cotledge@marriott.com



ON-LINE ORDERING INSTRUCTIONS

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Dear Exhibitor,

As your official contractor, we have available a full exhibitor's manual with supplemental supplier forms available for downloading on our website in a PDF format. You may print, and return forms via Fax, regular mail, or e-mail.

You may place orders for services On-Line by using a link to our Show Ordering System which will be provided to you in a separate e-mail. The e-mail will contain your log-in number and password designated only for your company.

Log-in Directions:

1. Use the direct link provided by **ecclectica** to the show ordering system.
2. The show code is: NCDC
3. Your login I.D. is: _____ (the contact person will receive I.D. # and password via e-mail from **ecclectica**.)
NCDC will forward names when contracts are finalized.
4. Your password is: _____ (you may change your password by clicking the left hand button labeled "Edit Account".)

Review the PDF version of the service manual for important information. Print a hard copy for your records.

5. A credit card will be required at this point, if you desire to order on line.

6. To Order **ecclectica** Services

- Click the links on the left navigation bar to select items you want to order.
- Input your orders for services provided on **ecclectica** forms.

Your order is now on file.

To Review Order:

- Click on the Order Details Tab to review your order. You may e-mail a copy of the order to your e-mail address on file or print a copy for your records. Go to your task bar and "Print" or "Send".

7. Supplemental Supplier Forms

- Forms are available in PDF form in the manual, Tab 7. Print forms and send to each supplier directly.
- Website addresses are available for ordering for some suppliers.

If you have any questions or difficulties, please call **ecclectica** Customer Service, 415-625-2820 or toll free 877-627-1686 e-mail questions or concerns to customerservice@ecclectica.com



ON-SITE CONTACT INFORMATION

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 San Francisco, CA 94107-3102
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To better communicate with you and serve your needs at show site, we recommend that you provide **ecclectica** with the following information

SHOW SITE CONTACT INFORMATION

Exhibitor Company Name:	x
Date and Time of Arrival at Site:	x
Date and Time of Departure:	x
Hotel Name Staying at:	x
Cell Phone Number	x
e-Mail	x
[REDACTED]	[REDACTED]
Exhibitor Company Name:	x
Date and Time of Arrival at Site:	x
Date and Time of Departure:	x
Hotel Name Staying at:	x
Cell Phone Number	X
e-Mail	x

RECOMMENDED INFORMATION TO BRING TO SHOW SITE

1. Copy of all orders placed with **ecclectica** and all other service providers for the show.
2. Copy of all Shipping Information for everything sent to the show. This information should include bills of lading; shipping company name & phone number; tracking numbers and contact information.
3. A detailed inventory of all items shipped. A description of each container, color, material, number of pieces along with inventory of each container's content.
4. Detailed plans for the set up of your exhibit including photos.
5. Detailed instructions for the dismantle and packing of your exhibit.
6. Detailed return shipping instructions. Name of carrier and contact information so that the show site representation can call the carrier to confirm pickup.
7. Return address labels or return labels for FedEx, UPS, air shipments, etc.
8. On-site person needs a credit card available to clear account before leaving show.



UNION RULES/JURISDICTIONS CHICAGO AREA

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To assist you in planning for your participation in the NCDC at the Marriott Downtown, we are certain you will appreciate knowing in advance that union labor will be required. To help you understand the jurisdiction the various unions have, we ask you to read the following information on Union Jurisdiction for clarification.

- All exhibit and display work in the Chicago area must be done by union personnel.
- There are six (6) major unions that have jurisdiction over trade shows.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to our booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

MACHINERY MOVERS & RIGGERS

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the material to your booth and uncrating them if necessary. Riggers also remove skids and re-skid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided it can be reasonably done by hand.

Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one man is needed to do the work, then only one rigger will be required.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also re-crate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos small pictures and graphics when such items are designed to be attached to pre-set Velcro strips, permanently mounted hooks or snaps.

(continued)

UNION JURISDICTIONS CHICAGO AREA

DECORATORS UNION (continued)

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in ½ hour or less without the use of tools.

Exhibitors may skirt table(s/ provided they do it with their own custom fit skirts, without the use of staples, snaps or Velcro.

Exhibitors may blow up balloons provided they are not used in the display.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to the proper outlet, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit back wall.

GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year, Verifiable documentation must be provided upon request.)

Reasonable judgment must be used in determining when a task is so large or so time consuming as to require professional union labor.

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully, this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandize that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

GRATUITIES

ecclectica requests that exhibitors DO NOT tip our employees. Do not give coffee breaks 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 management of **ecclectica**

Safety

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

In General

Craftsmen are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to **ecclectica** management personnel. It is recommended that any questions arising with regard to Union jurisdiction or practices be directed to a management representative of **ecclectica**.



FIRE AND SAFETY REGULATIONS

F
435 23 rd Street
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Fire Regulations

UNITED STATES FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of 3-wire UL type approved.

Fire Department - A permit shall be required for the following:


1. Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (special requirements available upon request).
5. Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

Obstructions – Aisles and exits, as designed on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designing signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners, and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manner security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth back wall is strictly prohibited.

<p>F</p>  <p>F</p>	<h1 style="text-align: center;">FIRE ND SAFETY REGULATIONS MARRIOTT HOTEL</h1>
<p>435 23 rd Street San Francisco, CA 94107-3102 415-625-2820 Fax: 415-625-2860 customerservice@ecclectica.com</p>	<h2 style="text-align: center;">NATIONAL CATHOLIC DEVELOPMENT CONFERENCE (NCDC) September 19-21, 2010 Chicago, Marriott Downtown</h2>

Welcome Exhibitors,

In compliance with the directives of the Chicago Fire Prevention Bureau, please be aware that equipment, products, materials, or containers of any kind, **may not**, under any circumstances, be stored under **any tables, behind any drape, or behind any booth displays**. You may keep one day's supply of your product or materials on display in the open area of your booth space.

Any item stored behind a booth display or drape will be subject to removal and placed in an off-site storage facility. These items will be returned to you at the close of the show.

If any booth is found not to be in compliance, the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance would still be responsible for any services rendered. Vehicle must have a lock on gas tank, not more than an 8th tank of gas, the battery must be unhooked by the hotel electrician the keys given to the Marriott Security Department.

*All tents must be Fire Retardant and Porous.

"Empty" labels are provided for your convenience and are available at the **ecclectica** Service Desk. Please affix these to your empty containers and place them in the aisle for pickup. They will be returned to your booth at the break of the show. If you "hand carried" materials in you will be charged a storage fee for boxes and fiber cases.

If any booth is found not to be in compliance, the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance are responsible for any services rendered.

Thank you for your cooperation.





LIMITS OF LIABILITY

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NATIONAL CATHOLIC DEVELOPMENT ONFERENCE
 (NCDC) September 19-21, 2010
 Chicago Marriot Downtown

Company Name:

Booth No.:

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

Signature:

Print Name:

Date:

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, **ecclectica** 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 **ecclectica** WAREHOUSE
OR TO A SHOW OR EXPOSITION SITE FOR WHICH **ecclectica** IS THE OFFICIAL SHOW CONTRACTOR,
OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH **ecclectica**.

1. It is understood that **ecclectica** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **ecclectica** 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 **ecclectica** and its subcontractors do not provide for full liability should loss or damage occur.
2. **ecclectica** and its subcontractors shall **not** be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage. **ecclectica** 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 **ecclectica** 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 **ecclectica** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
4. **ecclectica** 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. **ecclectica** 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 **ecclectica** 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 **ecclectica**, its subcontractors or their employees.
7. **ecclectica** 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. **ecclectica** 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 **ecclectica** 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, **ecclectica** 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 **ecclectica** at show site. **ecclectica** assumes no liability as a result of such re-routing or handling.



METHOD OF PAYMENT Options and Policy

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

Deadline Date September 3, 2010
Show Date: September 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

PAYMENT OPTIONS

PLEASE NOTE: A completed Credit Card Authorization form is required regardless of your preferred method of payment.

❖ Payment by Credit Card

- For your convenience, ecclectica accepts MasterCard, Visa and American Express. Please complete and submit ecclectica's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

❖ Payment by Company Check

- Please mail your check along with your order forms to ecclectica at the address listed in the header above. If you are faxing your order forms, please include a signed and completed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number and Name of the Show.

❖ Payment by Wire Transfer

- Please contact ecclectica directly for wire payment details.

❖ Payment by a Third Party

- If ecclectica will be invoicing a third party, please complete and submit the Third Party Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by the close of Show.

❖ International Exhibitors

- International exhibitors must make payment to ecclectica for all amounts due in U. S. funds prior to close of Show.

PAYMENT POLICY

❖ General

- In order for ecclectica to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Final invoices will be prepared at the ecclectica Service Desk for your review at show site.

❖ Discount Pricing

- Discount prices require full payment at the time your order is processed on or before the discount deadline date.

❖ Standard Pricing

- All orders submitted after the advance discount deadline date will be processed at the standard prices.

❖ Cancellation of items or Services

- Twenty-four hours notice is required for cancellation of all labor services. If such notice is not provided a one hour minimum per laborer ordered will be charged. Items ordered and delivered but subsequently cancelled will be charged at 50% of the price of the item unless otherwise stated on the specific item order form.

❖ Credits for Billing Discrepancies

- All billing discrepancies must be resolved with ecclectica within 30 days from the close of the show.

❖ Tax Exempt Status

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.



METHOD OF PAYMENT Credit Card Authorization

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

Deadline Date September 3, 2010
Show Date: September 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Address:

Booth Size:

City/State/Zip:

Customer #:

Phone #:

Ext.:

Fax #:

Signature:

Print Name:

Contact's E-mail:

E-mail for Invoice:

Invoice will be sent by e-mail. Please provide the e-mail address of the person who reconciles your invoices if different that contact's e-mail.

CREDIT CARD PAYMENT

- Please read Payment Options and Policy page.
- This Credit Card Authorization MUST e on file with ecclectica before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settled at the ecclectica Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with ecclectica within 30 days from the close of the show.

CREDIT CARD AUTHORIZATION

- Please complete the information below and submit with your initial order.
- Incomplete and/or unsigned forms will not be accepted.

Credit Card Type:

American Express

MasterCard

Visa

Account Number:

Expiration Date:

Cardholder Name (please print)

Credit Card Billing Address

City:

State:

Zip:

Country:

Please Sign Here:



THIRD PARTY Credit Card/Payment Authorization

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

Deadline Date September 3, 2010
Show Date: September 19-21, 2010

INCLUDE THIS FORM WITH YOUR ORDER

Name of Show: NCDC

Third Party Company Name:

Booth Number:

Exhibiting Company Name:

Address:

City: State: Zip: Country:

Contact Name: Email Address:

Phone #: Ext.: Fax #:

THIRD PARTY PAYMENT POLICY

- The payment record of the Third Party must be acceptable to ecclectica.
- This form must be completed and signed by both parties and returned to ecclectica at least 14 days prior to show move-in.
- The exhibiting firm is ultimately responsible for payment of all charges by the close of show.
- All billing discrepancies must be resolved with ecclectica within 30 days from the close of show.

SERVICES THAT WILL BE INVOICED TO THE THIRD PARTY

- All ecclectica Services
 Furniture/Carpet
 Booth Labor
 Forklift Labor
 Material Handling
 Cleaning
 Graphics
 Other Service

Specify other Service: _____

THIRD PARTY CREDIT CARD AUTHORIZATION

Credit Card Type:

- American Express
 MasterCard
 Visa

Account Number:

Expiration Date:

--	--	--	--	--

Cardholder Name (please print)

Credit Card Billing Address

City: State: Zip: Country:

Please Sign Here:

ACKNOWLEDGEMENT BY EXHIBITING COMPANY

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 the exhibiting firm will make payment to ecclectica prior to the close of show. The Authorized Firm Representative's signature is required below.)

Please sign: _____



CARPET ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date Sept. 3 , 2010
 Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
 WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

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

COLOR SELECTION

BLUE:	BLACK:	RED:	GREEN:
	GREY:	TEAL:	

- Check Carpet Color
- Exact Color Match Cannot Be Guaranteed for Multiple Orders

Cancellation Policy: Standard carpet cancelled 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 setup of show.

STANDARD CARPET

Quantity	Carpet Size	Discount Price	Standard Price	Extended Price
#	9' x 10'	\$208.00	\$271.00	\$
#	9' x 20'	\$415.00	\$539.00	\$
#	9' x 30'	\$620.00	\$805.00	\$
#	9' x 40'	\$828.00	\$1,075.00	\$

- Rental Price Includes installation Removal and Tape
- Standard Size Carpet will not be Cut or trimmed.

STANDARD CARPET – CUSTOM CUT AND FIT TO BOOTH SPACE

Booth Dimensions	Total Area		Discount Price	Standard Price	Extended Price
_____ ft. x _____ ft.	=	<input checked="" type="checkbox"/>	\$4.50 per sq. ft.	\$5.95 per sq. ft.	\$

FOAM PADDING AND VISQUEEN

Booth Dimensions	Total Area		Discount Price	Standard Price	Extended Price
_____ ft. x _____ ft. Foam Padding	=	<input checked="" type="checkbox"/>	\$1.75 per sq. ft.	\$2.30 per sq. ft.	\$
_____ ft. x _____ ft. Visqueen	=	<input checked="" type="checkbox"/>	\$1.25 per sq. ft.	\$1.65 per sq. ft.	\$

Y/N: If you would like **Double padding**, say **yes** in the box to the left and multiply your area and pricing by two (2)

- Orders cancelled prior to move-in will be charged 50% of the Original price.
- Orders cancelled after move-in will be charged 100% of the original price.
- Standard Carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

**To Receive Discount Price,
 All Orders with Payment
 Must be received by:
 Sept. 3, 2010**

Sub Total	\$
Tax (8%)	\$
Amount Due	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization MUST be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



BOOTH FURNISHINGS ORDER FORM

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

**INCLUDE THIS FORM
WITH YOUR ORDER**

Deadline Date Sept. 3, 2010
Show Date: Sept. 19-21, 2010

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

FURNISHINGS AND ACCESSORIES

ITEM	QUANTITY	DISCOUNT PRICE	STANDARD PRICE	EXTENDED PRICE
Padded Side Chair Grey	X	\$86.00	\$112.00	\$
Padded Arm Chair Grey	X	\$94.00	\$122.25	\$
Counter Stool with Back Grey	X	\$112.00	\$145.00	\$
Waste Basket	X	\$20.00	\$29.00	\$
Tripod Floor Easel	X	\$40.00	\$52.00	\$
Bag Rack	X	\$77.00	\$101.00	\$
Chrome Sign Stand (22" x 28")	X	\$106.75	\$138.75	\$
Chrome Bag Stand	X	\$108.00	\$140.00	\$
Literature Stand 6 Pocket	X	\$116.00	\$168.00	\$
Stanchion	X	\$58.00	\$84.25	\$
Plastic Chain (per foot)	X	\$2.60	\$3.75	\$
Raffle drum	X	\$102.00	\$148.00	\$
Security Container	X	\$440.00	\$638.00	\$
4' x 8' Tack Board	X	\$195.00	\$254.00	\$
4' x 8' Peg Board, pegs not included	X	\$165.00	\$216.50	\$

Please note:

- In order to receive the advance order discount rate your order and payment must be received by **ecclectica** no later than Sept. 3, 2010.
- If you cancel a furniture item after it has been delivered, you will be charged at 50% of the rental price of the item.
- Furnishings and accessories are provided on a rental basis and remain the property of **ecclectica**.
- There will be no credit issued after the close of show.

**To Receive Discount Price,
All Orders with Payment
Must be received by:
Sept. 3, 2010**

Sub Total	\$
Tax (8%)	\$
Amount Due	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted.

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



TABLE & DRAPE ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date Sept. 3, 2010
 Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
 WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

DISPLAY TABLES AND COUNTERS - DRAPED

30" HIGH DRAPED TABLES *					42" HIGH DRAPED COUNTERS *				
Size	Qty.	Disc. Price	Std. Price	Color Choice	Qty.	Disc. Price	Std. Price	Color Choice	Extended Price
2'x4'	#	\$115.00	\$165.00	*	#	\$145.00	\$208.00	*	\$
2'x6'	#	\$162.00	\$210.00	*	#	\$195.00	\$215.00	*	\$
2'x8'	#	\$189.00	\$245.75	*	#	\$219.00	\$285.00	*	\$

*Select your drape color and type it into the Color Choice column for the table/counter ordered.

Royal Blue / Red / Silver / Burgundy / Hunter Green / Black / White / Seafoam / Plum

Note: IF YOU DO NOT INDICATE A COLOR SELECTION, ecclectica WILL PROVIDE SHOW COLOR DRAPE

DISPLAY TABLES AND COUNTERS - UNDRAPED

Size	Qty.	Disc. Price	Std. Price	Qty.	Disc. Price	Std. Price	Extended Price
2'x4'	#	\$85.00	\$110.00	#	\$95.00	\$120.00	\$
2'x6'	#	\$85.00	\$110.00	#	\$95.00	\$120.00	\$
2'x8'	#	\$85.00	\$110.00	#	\$95.00	\$120.00	\$

FOURTH SIDE DRAPE / ADDITIONAL DRAPE / TABLE & COUNTER RISERS

Note: Select your colors from above			Color Choice	Qty.	Disc. Price	Std. Price	Extended Price
Table fourth side drape	6'	8'	-	#	\$67.00	\$97.00	\$
Ctr. fourth side drape	6'	8'	-	#	\$67.00	\$97.00	\$
Table 30"/Counter 42" Skirts	30"	42"	-	#	\$67.00	\$97.00	\$
Draped Riser	6'	8'	- White	#	\$85.00	\$105.00	\$

SELECT YOUR CUSTOM BOOTH DRAPE COLOR

Note: Select your colors from above	Color Choice	Qty	Disc. Price	Std. Price	Extended Price
8' high drape – backdrop (per linear foot)	-	#	\$12.00	\$15.00	\$
3' high drape – side rail (per linear foot)	-	#	\$7.50	\$9.50	\$

**To Receive Discount Price,
 All Orders with Payment
 Must be received by:
 Sept. 3, 2010**

Sub Total	\$
Tax (8%)	\$
Amount Due	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted.

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



MODULAR RENTAL BOOTH ORDER FORM

435 23 rd Street
San Francisco, CA 94107-3102
(415)625-2820 Fax: (415)625-2860
customerservice@ecclectica.com

Deadline Date September 3, 2010
Show Date: September 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

RENTAL EXHIBIT OPTIONS

Please refer to **ecclectica's** on line ordering to view photos of rental exhibit units described below.

PLAN OPTION	Exhibit Size	Quantity	Discount Price	Standard Price	Total
Plan A	10'X 10' Exhibit	#	\$2,410.00	\$3,135.00	\$
Plan B	10' X 20' Exhibit	#	\$4,010.00	\$5,215.00	\$
Plan C	10' X 20' Exhibit	#	\$4,251.00	\$6,164.00	\$
Plan D	20' x 20' Island Exhibit	#	\$8,002.00	\$11,603.00	\$

Rental Exhibit Includes:

- Hard wall Panels in your choice of colors:

White:

Grey:

Black

- Loop Fabric Panels in your choice of colors:

Blue:

Dark Grey:

Black:

- Standard Carpeting in your choice of color:

Royal Blue:

Black:

Red:

Hunter Green

Silver Grey:

Teal:

- Standard Counter – 40" h X 39" w X 18" d
- Header – One line black block letters

COPY: _____

(Logos, color and special lettering are available at an additional cost, please call for a quote)

- Labor to install and dismantle exhibit
- Material handling for rental exhibit where **ecclectica** is the official show contractor
- NOTE: Electricity is NOT included with this order.

Please note:

- In order to receive the advance order discount rate your order and payment must be received by **ecclectica** no later than Sept 3, 2010.
- If you cancel a rental exhibit after it has been delivered, you will be charged at 100% of the rental price for that unit.
- Rental exhibits are provided on a rental basis and remain the property of **ecclectica**.
- There will be no credit issued after the close of show.

**To Receive Discount Price,
All Orders with Payment
Must be received by:
Sept. 3, 2010**

Sub Total

\$

Tax (8%)

\$

Amount Due

\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization MUST be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



MODULAR CABINET & ACCESSORY ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 (415)625-2820 Fax:(415)625-2860
 customerservice@ecclectica.com

Deadline Date September 3, 2010
 Show Date: September 19-21, 2010

**INCLUDE THIS FORM
 WITH YOUR PAYMENT FORM**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

TABLE TOP EXHIBIT & CABINET OPTIONS

Description	Quantity	Discount Price	Standard Price	Totals
Table Top Display: Please show header copy below 8' table included, Skirt Color _____ Side Panels (4) 18.25" w X 31.25" h. Center Panel 37.75" w X 31.25" h.	#	\$995.00	\$1,400.00	\$
Cabinet A - 20" x 40" x 40" High	#	\$365.00	\$475.00	\$
Cabinet B - 20" x 60" x 40" High	#	\$531.00	\$770.00	\$
Cabinet C, quarter round counter with shelf storage 20" x 61" x 40" High	#	\$540.00	\$705.00	\$
Cabinet D, quarter round counter with sliding door storage 20" x 61" x 40" High	#	\$687.75	\$997.75	\$

- Hardwall Panels in your choice of colors:

White:

Grey:

Black:

- Loop Fabric Panels in your choice of colors:

Blue:

Grey:

Black:

COPY:

Header size: 37.75" w X 13.5" h, (Logos, color and special lettering are available at an additional cost, please call for a quote)

ACCESSORIES

ITEM	Quantity	Discount Price	Standard Price	Total
1 meter Angled Shelves	#	\$82.00	\$107.00	\$
1 meter shelves	#	\$75.00	\$98.00	\$
Arm Lights (for use on rental units)	#	\$95.00	\$124.00	\$

Please note:

- In order to receive the advance order discount rate your order and payment must be received by **ecclectica** no later than Sept. 3, 2010.
- If you cancel a rental exhibit after it has been delivered, you will be charged at 100% of the rental price for that unit.
- Rental exhibits are provided on a rental basis and remain the property of **ecclectica**.
- There will be no credit issued after the close of show.

**To Receive Discount Price,
 All Orders with Payment
 Must be received by:
 September 3, 2010**

Sub Total	\$
Tax (8%)	\$
Amount Due	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization **MUST** be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



SIGN & GRAPHICS ORDER FORM

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

Deadline Date Aug. 27, 2010
Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

Custom Signs are available through our designers at **ecclectica**. Call us to help design a custom graphic that enhances your exhibit. Send us your Logo and any graphics you want to expand on and we will do the rest.

STANDARD SIGNS

The following signs are based on one color copy, ten words of less on white background. (additional per word charged at \$2.00) Signs will be printed digitally and place on white Foam core or Show Card depending of size. If you have company logo or graphic file, a quote will be generated to meet your specifications.

Qty	Description	Orientation Vertical	Orientation Horizontal	Copy Color	Disc. Price	Std Price	Extended Price
#	8.5" x 11	Y/N:	Y/N:	-	\$30.75	\$44.75	\$
#	7" x 44"	Y/N:	Y/N:	-	\$38.00	\$49.00	\$
#	14" x 22"	Y/N:	Y/N:	-	\$64.00	\$85.00	\$
#	22" x 28"	Y/N:	Y/N:	-	\$80.00	\$105.00	\$
#	28" x 44"	Y/N:	Y/N:	-	\$115.00	\$149.00	\$

CUSTOM GRAPHICS, LOGOS, IMAGES AND PICTURES

Enhance you graphic impact by adding your company's logo / image for an additional cost of \$300.00 (flat rate). You must supply your own artwork. If the design work must be done by **ecclectica** (i.e., scanning of artwork), there will be additional design time charges added. Please send all logos and/or artwork as well as any questions or quote requests to customerservice@ecclectica.com

Quantity	Description	Disc. Price	Std. Price	Extended Price
#	Large format/custom size graphic on 3/16" foamcore per square foot	\$18.00	\$25.50	\$
#	Banner per Square Foot	Quote	Quote	\$
#	ecclectica design fee (logos, custom graphics design & layout)		\$300.00	\$
#	Additional Design Time per hour		\$100.00	\$
#	Over 10 words (per word)	\$3.65	\$4.75	\$
#	Easel Back	\$5.50	\$7.50	\$

**To Receive Discount Price,
All Orders with Payment
Must be received by Aug. 27,
2010**

**Orders received 48 hrs. prior to
show opening, Saturday,
Sunday, and Holidays will be
charged the DOUBLE
"Standard Floor" price**

Sub Total \$ _____
Sales Tax 9.75% \$ _____
Total Amount Due \$ _____

Continued on the next page:

Please layout your sign on the worksheet that follows.

Full payment must accompany your order. Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization MUST be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



SIGNS ORDER FORM

(Continued)

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customer.service@ecclectica.com

Deadline Date Aug. 27, 2010
Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

INDICATE YOUR SIGN COPY HERE

Copy:



PLANT/FLORAL ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date Sept. 3 , 2010
 Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
 WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

TROPICAL PLANTS

Quantity	Description	Discount Price	Standard Price	Extended Price
#	3'-4' tall Green Floor Plant	\$69.00	\$90.00	\$
#	4'-5' tall Green Floor Plant	\$86.00	\$112.00	\$
#	6' tall Green Floor Plant	\$113.00	\$147.00	\$

POTTED PLANTS

Quantity	Description	Discount Price	Standard Price	Extended Price
#	Potted Flowers 6"-8" Color: White, Yellow, Bronze, Lavender	\$40.00	\$55.00	\$
#	Boston Fern 6"-8"	\$48.00	\$62.00	\$
#	Potted Ivy 6" – 8"	\$40.00	\$55.00	\$

FLORAL ARRANGEMENT

Quantity	Description	Discount Price	Standard Price	Extended Price
#	Small Floral Arrangement Height: # _____ Width: # _____ Colors: # _____	\$60.00	\$75.00	\$
#	Large Floral Arrangement Height: # _____ Width: # _____ Colors: # _____	\$110.00 starting Quote	\$150.00 starting Quote	\$
#	Fresh Cut Arrangement Height: # _____ Width: # _____ Colors: # _____	\$50.00	\$75.00	\$

- Foliage plants and containers on rental basis only.
- Prices include: plant installation, decorative container, professional maintenance, and plant removal.
- Every effort will be made to ensure your color selection, however, we reserve the right to substitute based on availability.
- Orders cancelled prior to move-in will be **charged 50% of the Original price. Orders cancelled at show site will be charged 100%**

**To Receive Discount Price,
 All Orders with Payment
 Must be received by:
 Sept. 3, 2010**

Sub Total	\$
Tax (9.75%)	\$
Amount Due	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted.

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



SHIPPING/MATERIAL HANDLING INFORMATION

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

**NATIONAL CATHOLIC DEVELOPMENT CONFERENCE
(NCDC) September 19-21, 2010**
Chicago Marriott Downtown

ecclectica 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. See the Material Handling Order Form for rates and calculation of cost.

ADVANCE SHIPMENTS – WAREHOUSE

- **Must arrive no later than Friday, Sept. 3, 2010 to avoid a late charge**
- **Last day to receive: Thursday, Sept. 16, 2010 with late charges**

- **Material Handling Rates include:**
 - Crated materials unloaded and stored. The warehouse will **not** receive uncrated shipments.
 - Storing at the warehouse for up to 30 days. Receiving starts **Monday, August 23, 2010**
 - Reloading onto trucks and delivery to the exhibit site.
 - Unloading materials/delivery to your booth. Materials will be in booth by Exhibitor Move-In Time.
 - Picking up, storing and returning empty shipping containers to and from your booth.
 - Reloading equipment for return to your specified destination on your specified carrier.
- **Warehouse shipment, crated or skidded:**
 - Use this rate for shipments that arrive via common carrier (YRC, ABF, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any overtime and/or late arrival charges that apply **after Sept. 3, 2010.**
- **Warehouse shipment, Special Handling:**
 - Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. For Example: van line shipments that are charged by space used (per cubic foot), stacked and/or cubed shipments. Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any overtime and/or late arrival charges that apply after **Sept. 3, 2010.**
- **Overtime:**
 - Add this rate to any freight that is received or shipped Monday – Friday prior to 8:00 a.m. and after 4:30 p.m. and all day Saturday, Sunday or observed Union Holidays. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any late arrival charges that apply after **Sept. 3, 2010.**
- **Bill of Lading Information for Shipper (ecclectica does not provide shipping services)**

Name of Exhibiting Company and Booth # ___ (if known)
Show Name: **NCDC**
c/o: J&J Exhibitors Service/ **ecclectica**
2338 South Indiana Avenue
Chicago IL 60616



SHIPPING/MATERIAL HANDLING INFORMATION

(Continued)

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

**NATIONAL CATHOLIC DEVELOPMENT CONFERENCE
(NCDC) September 19-21, 2010
Chicago Marriott Downtown**

DIRECT SHIPMENTS TO EXHIBIT SITE

- **To arrive ONLY on**

Saturday,	Sept. 18,	1:00 AM – 4:00 PM
Sunday,	Sept. 19,	8:00 AM – 10:00 AM

ecclectica will be on site to receive materials.

- **Do not ship to arrive prior to Sept. 18th.** The Hotel will not receive and store freight.

- **Material Handling Rates include:**
 - Materials unloaded and delivered to your booth.
 - Picking up, storing and returning empty shipping containers to and from your booth.
 - Reloading equipment for return to your specified destination and carrier

- **Show Site Shipments, Crated or skidded:**
 - Use this rate for shipments that arrive via common carrier (YRC, ABF, etc.) and can be unloaded at the dock with no additional handling requirements. This rate is based upon straight-time hours. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any overtime or late arrival charges that apply.

- **Show Site shipments, Uncrated / Special Handling:**
 - Use this rate for shipments that arrive loaded in such a manner that may require additional labor to load and/or unload. For Example: van line shipments that are charged by space used (per cubic foot), stacked and/or cubed shipments. Air Freight Carriers, Federal Express, UPS, Privately Owned Vehicles (POVs) and company owned trucks are included in this category due to the manner they were loaded and/or their delivery procedures. This rate is based upon straight-time hours. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any overtime and/or late charges that apply.

- **Overtime:**
 - Add this rate to any freight that is received or shipped Monday – Friday prior to 8:00 a.m. and after 4:30 p.m. and all day Saturday, Sunday or observed Union Holidays. Please refer to the Material handling Rates and Calculation page to calculate your charges for this category plus any late arrival charges that apply.

- **Bill of Lading Information for Shipper (ecclectica does not provide shipping services.)**

Name of Exhibiting Company and Booth # ____ (if known)
Show Name: **NCDC**
C/O: J&J Exhibitors Service/ecclectica
Chicago Marriott Downtown
540 North Michigan Ave.
Chicago IL 60611



SHIPPING/MATERIAL HANDLING INFORMATION

(Continued)

435 23 rd Street
San Francisco, CA 94107-3102
415-625-2820 Fax: 415-625-2860
customerservice@ecclectica.com

**NATIONAL CATHOLIC DEVELOPMENT CONFERENCE
(NCDC) September 19-21, 2010
Chicago Marriott Downtown**

Shipping Information

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

Shipping Charges

Please prepay all shipping charges. **ecclectica** 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 type of merchandise. Upon shipping, immediately send copies of bills of lading to **ecclectica**, customer service, and your on-site representative. It is important for the on-site person to have shipping information; carrier, when shipped, shipped to (address), date, description of materials.

Certified weight receipts are required for all shipments. **ecclectica** 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 ecclectica** 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 Marriott Hotel to be received **prior to Saturday, Sept. 18, at 1:00 PM** when **ecclectica** 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, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding 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 **ecclectica** service desk and are for **empty storage only**.

Outbound Shipments

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



MATERIAL HANDLING RATES AND CALCULATION

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date Sept. 3, 2010
 Show Date: September 19-21, 2010

INCLUDE THIS FORM WITH YOUR ORDER

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

Please see the Material Handling Information & Definitions form. All Advance freight will be delivered to the Exhibit Ballroom on Over-time Saturday, Sept. 18. Depending on when your exhibit is ready to load out, it may be subject to overtime charges described on the Material Handling Information & Definitions form.

ADVANCE SHIPMENT - RATES & CALCULATIONS

Warehouse shipments, crated or skidded. Must arrive by Thurs., September 16, 2010: 200 pound minimum

Weight (rate includes O/T in)	_____ CWT	X \$126.00 per 100 lbs. 200 lbs. min.	= \$ _____
Arrival after 9/3/10 add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____
O/T outbound on 9/21, add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____

Warehouse shipments, Special Handling. Must arrive by Thurs., September 16, 2010: 200 pound minimum

Weight (rate includes O/T in)	_____ CWT	X \$158.00 per 100 lbs. 200 lbs. min.	= \$ _____
Arrival after 9/3/10 add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____
O/T outbound on 9/21, add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____

DIRECT SHIPMENT - RATES & CALCULATIONS

Show Site Shipments, Crated or skidded. Arrive at the Marriott Sept. 18, 2010 between 1:00 PM – 4:00 PM:

Weight (rate includes O/T in)	_____ CWT	X \$118.00 per 100 lbs. 200 lbs. min.	= \$ _____
After show opens add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____
O/T outbound on 9/21, add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____

Show Site Shipments, Uncrated / Special Handling. Arrive at Marriott on Sept. 18, 2010, 1:00 PM –4:00 PM:

Weight (rate includes O/T in)	_____ CWT	X \$148.00 per 100 lbs. 200 lbs. min.	= \$ _____
After show opens add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____
O/T outbound on 9/21, add	_____ CWT	X \$41.00 per 100 lbs. 200 lbs. min.	= \$ _____

SMALL PACKAGES - RATES & CALCULATIONS

Small Packages – Maximum weight is 30 lbs per shipment received on the same day and by same shipper

Warehouse and Show Site Small Packages

First Carton	_____	X \$42.00	= \$ _____
Ea. Additional Carton	_____ Qty.	X \$25.00	= \$ _____
1 st carton to the warehouse after 9/3 and/or Show Site after show opening	_____	X \$13.50	= \$ _____
Ea. additional carton to the warehouse after 9/3 and/or Show Site after show opening	_____	X \$7.50	= \$ _____

To qualify for the standard advance warehouse rates, all freight must be received by September 3, 2010

Sub Total	\$ _____
Tax (none)	\$ _____
Amount Due	\$ _____

Use these labels ONLY if shipping in Advance to warehouse.

WAREHOUSE SHIPMENTS	EXHIBIT MATERIALS
TO: _____	Booth # _____
(Exhibitor's Company Name)	
C/O J&J Exhibitors Service	
ecclectica	
2338 South Indiana Avenue	
Chicago, IL 60616	
Name of Show: National Catholic Development Conf. (NCDC)	
Must arrive by: Thursday, September 16, 2010	

WAREHOUSE SHIPMENTS	EXHIBIT MATERIALS
TO: _____	Booth # _____
(Exhibitor's Company Name)	
C/O J&J Exhibitors Service	
ecclectica	
2338 South Indiana Avenue	
Chicago, IL 60616	
Name of Show: National Catholic Development Conf. (NCDC)	
Must arrive by Thursday, September 16, 2010	

WAREHOUSE SHIPMENTS	EXHIBIT MATERIALS
TO: _____	Booth # _____
(Exhibitor's Company Name)	
C/O J&J Exhibitors Service	
ecclectica	
2338 South Indiana Avenue	
Chicago, IL 60616	
Name of Show: National Catholic Development Conf. (NCDC)	
Must arrive by Thursday, September 16, 2010	

Use these labels ONLY for Shipping to Show Site.

DIRECT SHIPMENTS 9-18-10 EXHIBIT MATERIALS	
TO: _____	Booth # _____
(Exhibitor's Company Name)	
AT: Chicago Marriott Downtown	
c/o J&J Exhibitors Service/ ecclectica	
540 North Michigan Avenue	
Chicago IL 60611	
Name of Show: NCDC	
DO NOT DELIVER PRIOR TO: Sept. 18, 1:00- 4:00 PM Saturday	

DIRECT SHIPMENTS 9-18-10 EXHIBIT MATERIALS	
TO: _____	Booth # _____
(Exhibitor's Company Name)	
AT: Chicago Marriott Downtown	
c/o J&J Exhibitors Service/ecclectica	
540 North Michigan Avenue	
Chicago IL 60611	
Name of Show: NCDC	
DO NOT DELIVER PRIOR TO: Sept. 18, 1:00-4:00 PM Saturday	

DIRECT SHIPMENTS 9-18-10 EXHIBIT MATERIALS	
TO: _____	Booth # _____
(Exhibitor's Company Name)	
At: Chicago Marriott Downtown	
c/o J&J Exhibitors Service/ecclectica	
540 North Michigan Avenue	
Chicago IL 60611	
Name of Show: NCDC	
DO NOT DELIVER PRIOR TO: Sept. 18, 1:00-4:00 PM Saturday	



DISPLAY LABOR ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date September 3, 2010
 Show Date: September 19-21, 2010

INCLUDE THIS FORM WITH YOUR ORDER

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

DISPLAY LABOR FOR INSTALLATION AND DISMANTLE

- All rates are charged at a one-hour minimum per man
- Straight-Time is from 8:00 AM. through 4:30 PM Monday through Friday.
- Overtime includes hours 4:30 PM – 8:30 AM Monday through Friday. All day Saturday.
- Double-Time is 8:30 PM – 8:00 AM Monday through Friday. All Day Sunday and holidays.
- All orders placed on show site will be at the published rate plus 20%

Calculate Labor	Date	Time	Number of Men		Total Hours		Rate per Man		Total Cost
Installation Overtime	-	-	#	X	#	X	\$189.00	=	\$
Installation Double-Time	-	-	#	X	#	X	\$252.00	=	\$
Dismantle Straight-Time	-	-	#	X	#	X	\$128.00	=	\$
Dismantle Overtime	-	-	#	X	#	X	\$189.00	=	\$
Dismantle Double-Time	-	-	#	X	#	X	\$252.00	=	\$

EXHIBITOR SUPERVISED

- The starting time is guaranteed only when the labor is requested for the start of the work day
- Twenty-four (24) hour notice is required for cancellation of labor service. If such notice is not provided, and the laborers are not picked up, the exhibitor will be charged one hour minimum per laborer ordered.
- The exhibitor MUST check in at the **ecclectica** Service Desk to pick up the labor they have ordered, and check the labor out at the **ecclectica** Service Desk upon completion of the work.

ecclectica SUPERVISED

- Our fee for this service is 50% of the exhibitor's total labor bill.
- In order to perform the labor without exhibitor's representative present, ecclectica MUST have a detailed set of instructions (blueprints, floor plans, etc.) included with this labor order.
- Exhibitor must also include outbound shipping instructions with this labor order

Total labor cost from table above	\$
ecclectica Supervision Fee (multiply the Total Labor Cost X 50%)	\$
Total Booth Labor Cost	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization MUST be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



DISPLAY LABOR ORDER FORM

(Continued)

435 23 rd Street
San Francisco, CA 94107-3102
(415)625-2820 Fax: (415)625-2860
customer.service@ecclectica.com

Deadline Date Sept. 3, 2010
Show Date: Sept. 19-21, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show: NCDC

Company Name:

Booth #:

Signature:

Print Name:

EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS

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

Company/Show

Booth #:

Address:

City/State/Zip:

Attention:

Select Shipping Method:

Ship via carrier of Exhibitor's choice

Name of Carrier:

Ship via official show freight carrier

Yes/No:

Ship via Ground

Yes/No:

Ship via Air

Service Preferred:

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

BILLING SHIPPING CHARGES TO (if different than above)

- Please indicate the billing information for your carrier charges if they are different than above.

Shipper Signature:

Shipper (print name):

Freight Charges Billed to (Company/Show):

Address:

City/State/Zip:

Telephone:

Attention:

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted.

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



EXHIBITOR APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION FORM

435 23 rd Street
San Francisco, CA 94107
(415)625-2820 Fax: (415) 625-
customerservice@ecclectica.com

Deadline Date Aug. 20, 2010
Show Date: September 19-21 , 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

Name of Show **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

REQUEST FOR NON-OFFICIAL CONTRACTOR /Install/Dismantle/Labor

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the appropriate designated Union labor. **ecclectica**, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made with **ecclectica** 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 ecclectica no later than August 20, 2010**. 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 Marriott Hotel Downtown Chicago. 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 **ecclectica** with **Certificates of Insurance naming NCDC, ecclectica, and the Marriott Hotel Downtown, Chicago, insured's by August 20, 2010**. 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 ecclectica 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 20, 2010, your non-official contractor will be allowed to supervise only. All labor must then be hired from ecclectica for installation and dismantle of the exhibit.

PLEASE MAIL OR FAX YOUR COPY TO: ecclectica by August 20, 2010

Booth #:

Contracting Company Name:

Contracting Company Address:

Contracting Co. Contact Person and Cell Phone #:

City:

State:

Zip:

Telephone:

FAX:

Estimated Arrival at Show:

Number of Workers:

Authorized By:

Title:

Signature:

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 _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	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 _____	POLICY #	EFF DATE	EXP DATE	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	POLICY #	EFF DATE	EXP DATE	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	POLICY #	EFF DATE	EXP DATE	<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



BOOTH CLEANING ORDER FORM

435 23 rd Street
 San Francisco, CA 94107-3102
 415-625-2820 Fax: 415-625-2860
 customerservice@ecclectica.com

Deadline Date Sept. 3, 2010
 Show Date: September 19-21, 2010

**INCLUDE THIS FORM
 WITH YOUR ORDER**

Name of Show: **NCDC**

Company Name:

Booth #:

Signature:

Print Name:

BOOTH CLEANING

Booth Dimensions	Total Area *		Discount Price	Standard Price	Extended Price
_____ ft. x _____ ft.	=	X	\$0.54 /sq. ft. / day	\$0.70 /sq. ft. / day	\$

*100 Sq. Ft. Minimum

Now transfer the Extended Price to the box below "Cost per Day"

Number of Show Days (3)		Cost per Day		Total Booth Cleaning
#	X	\$	=	\$

- All cleaning orders will be fulfilled once daily before show opening
- Cleaning includes vacuuming and waste removal

PORTER SERVICE

- Porter Service includes emptying of the wastebasket in your booth at two-hour intervals during all show hours only.
- This service is in addition to your booth cleaning order
- The daily rate is based on your total booth size

Selection	Size Range	Cost per Day		Number of show days		Porter Service Total
Y/N:	Up to 1,000 square feet	\$150.00	X	#	=	\$

To Receive Discount Price, all orders with payment must be received by Sept. 3, 2010

Sub Total	\$
Tax (none)	\$
Total Amount	\$

Full payment must accompany your order.

Orders will be accepted on line, via e-mail, Fax, or postal services. Telephone orders will not be accepted. Your Credit Card Authorization MUST be on file with **ecclectica** before any goods and/or services will be rendered, regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



CHICAGO MARRIOTT DOWNTOWN

EXHIBITOR ORDER FORM

PHONE: (312) 836-6140 FAX: (312) 245-6907

E-Mail: Yvonne.cotledge@marriott.com

EXHIBITOR EQUIPMENT

<u>QTY</u>	<u>EQUIPMENT</u>	<u>ADVANCED RENTAL</u>	<u>ON-SITE RENTAL</u>	<u>SUB-TOTAL</u>
___	26" Monitor w/DVD Player	\$ 250.00	\$ 270.00	\$ _____
___	DVD Player	\$ 75.00	\$ 110.00	\$ _____
___	26" Flat Screen Monitor	\$ 175.00	\$ 200.00	\$ _____
___	30" LCD Monitor	\$ 275.00	\$ 300.00	\$ _____
___	27" Video Monitor	\$ 110.00	\$ 120.00	\$ _____
___	42" Plasma with floor stand	\$ 700.00	\$ 800.00	\$ _____
___	50" Plasma with floor stand	\$ 800.00	\$1,200.00	\$ _____

COMPUTER EQUIPMENT

<u>QTY</u>	<u>EQUIPMENT</u>	<u>ADVANCED RENTAL</u>	<u>ON-SITE RENTAL</u>	<u>SUB-TOTAL</u>
___	Laptop or Desktop Computer	\$ 125.00	\$ 150.00	\$ _____
___	HP LaserJet	\$ 150.00	\$ 250.00	\$ _____
___	20" LCD Monitor	\$ 150.00	\$ 175.00	\$ _____
___	30" LCD Monitor	\$ 275.00	\$ 300.00	\$ _____
___	50" Projection Screen	\$ 55.00	\$ 65.00	\$ _____
___	2200 Lumen LCD Projector	\$ 450.00	\$ 550.00	\$ _____
___	High Speed Connection (per unit)	\$ 100.00	\$ 100.00	\$ _____
___	Additional Internet Connections	\$ 50.00	\$ 50.00	\$ _____

SUB-TOTAL \$ _____

Number of Days \$ _____

8% Chicago Tax \$ _____

24% Service Charge \$ _____

9% Service Charge Tax \$ _____

GRAND TOTAL \$ _____



CHICAGO MARRIOTT DOWNTOWN

ELECTRICAL ORDER FORM

PHONE: (312) 836-6140 FAX: (312) 245-6907

E-Mail: Yvonne.cotledge@marriott.com

ELECTRICITY

<u>QTY</u>	<u>EQUIPMENT</u>	<u>ADVANCED FEE</u>	<u>LATE ON-SITE FEE</u>	<u>TOTAL</u>
_____	5 Amp Quad Box	\$ 75.00	\$ 85.00	\$ _____
_____	10 Amp Quad Box	\$ 90.00	\$ 100.00	\$ _____
_____	15 Amp Quad Box	\$ 105.00	\$ 115.00	\$ _____
_____	20 Amp Quad Box	\$ 120.00	\$ 130.00	\$ _____
_____	Additional Power Strips	\$ 25.00	\$ 35.00	\$ _____

208 VOLT SINGLE PHASE

_____	15 Amp Feed	\$ 120.00	\$ 150.00	\$ _____
_____	20 Amp Feed	\$ 160.00	\$ 190.00	\$ _____
_____	30 Amp Feed	\$ 200.00	\$ 250.00	\$ _____
_____	40 Amp Feed	\$ 300.00	\$ 375.00	\$ _____
_____	60 Amp Feed	\$ 350.00	\$ 450.00	\$ _____
_____	100 Amp Feed	\$ 500.00	\$ 625.00	\$ _____

208 VOLT THREE PHASE

_____	15 Amp Feed	\$ 200.00	\$ 250.00	\$ _____
_____	20 Amp Feed	\$ 250.00	\$ 300.00	\$ _____
_____	30 Amp Feed	\$ 350.00	\$ 400.00	\$ _____
_____	40 Amp Feed	\$ 600.00	\$ 675.00	\$ _____
_____	60 Amp Feed	\$ 750.00	\$ 850.00	\$ _____
_____	100 Amp Feed	\$ 1,000.00	\$ 1,500.00	\$ _____

ADDITIONAL FEES

Electrical Permit Fee	\$ 65.00	\$ 65.00	\$ _____
<i>***A permit is required for Single or Three Phase power requirements</i>			
High Lift Rental with Driver	\$ 172.00	\$ 198.00	\$ _____
High Lift Per Day	\$ 750.00	\$ 863.00	\$ _____
Banners To Be Hung	\$ 65.00	\$ 75.00	\$ _____
Labor to setup/strike 50+Exhibit Booths	\$ 65.00	\$ 75.00	\$ _____
TOTAL ELECTRIC			\$ _____

ELECTRICAL STIPULATIONS

- Requirements must comply with all City of Chicago codes.
- Two-Wire systems & clamp-on lights are not permitted
- Electricity is charged a "one-time" fee
- Rates are subject to change.
- Wall outlets are not part of the rental space
- Rates are subject to change without prior notice.



CHICAGO MARRIOTT DOWNTOWN

TELEPHONE SERVICE FORM

PHONE: (312) 836-6140 FAX: (312) 245-6907

E-Mail: Yvonne.cotledge@marriott.com

PRODUCTS

<u>QTY</u>	<u>EQUIPMENT</u>	<u>ADVANCED RENTAL</u>	<u>ON-SITE RENTAL</u>	<u>TOTAL</u>
_____	Standard House phone	\$ 20.00	\$ 30.00	\$ _____
_____	House Phone with only 800 Access	\$ 65.00	\$ 75.00	\$ _____
_____	House Phone with Access	\$ 70.00	\$ 80.00	\$ _____
_____	"Polycom" Speakerphone with Access	\$ 200.00	\$ 225.00	\$ _____
_____	Direct Inward Dial Line w/standard phone	\$ 85.00	\$ 95.00	\$ _____
_____	High Speed Internet Connection	\$ 100.00	\$ 100.00	\$ _____
_____	<i>Additional Connections</i>	\$ 50.00	\$ 50.00	\$ _____
_____	"Hunt" Group	\$ 10.000	\$ 110.00	\$ _____

Number of Days	\$ _____
Sub-Total	\$ _____
8% Chicago Tax	\$ _____
24% Service Charge	\$ _____
9% Service Charge Tax	\$ _____
GRAND TOTAL	\$ _____



CHICAGO MARRIOTT DOWNTOWN

DESCRIPTIONS/DEFINITIONS

STANDARD HOUSEPHONE

ALL MEETING ROOMS ARE EQUIPPED WITH A HOUSEPHONE. NO OUTSIDE CALLING ACCESS IS ALLOWED. CALL HOTEL OPERATOR WITH CREDIT CARD INFORMATION.

HOUSEPHONE WITH ACCESS

IN-HOUSE EXTENSION. LONG-DISTANCE CALLING ACCESS IS ALLOWED.

DIRECT INWARD DIAL LINE

A PHONE NUMBER IS ASSIGNED; INCOMING CALLERS CAN REACH YOUR MEETING ROOM DIRECTLY. LOCAL LONG-DISTANCE & IN-HOUSE CALLING ACCESS IS ALLOWED

"POLYCOM" SPEAKERPHONE WITH ACCESS

IN-HOUSE EXTENSION NUMBER IS ASSIGNED. LOCAL AND LONG-DISTANCE CALLING ACCESS IS ALLOWED.

"POLYCOM" TELECONFERENCE

SPEAKERPHONE DESIGNED SPECIFICALLY FOR "CONFERENCE" USE

HIGH SPEED INTERNET CONNECTION

THE FASTEST WAY TO "SURF THE NET" AT 300 TIMES FASTER THAN CONVENTIONAL DIAL UP ACCESS. CALL FOR ROOM AVAILABILITY

ADDITIONAL CONNECTIONS

ADDITIONAL LINED REQUESTED FOR USE IN THE SAME ROOM AS THE ORIGINAL LINE. THEY ARE CONNECTED VIA ETHERNET HUB AND CABLES.

HUNT GROUP

WHEN MULTIPLE LINES ARE ORDERED, CALLER WILL BE ABLE TO SWITCH TO, OR "HUNT" FOR DIFFERENT LINES UNTIL OTHER PARTY PICKS UP LINE.



CHICAGO MARRIOTT DOWNTOWN

BILLING INFORMATION

Show Name: _____

Exhibitor Name: _____ Booth No.: _____

Setup Date: ___/___/___ Time: _____ Strike Date: ___/___/___ Time: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

* On-Site Contact Name: _____

Hotel Guest Room Number: _____

Credit Card Type: _____

Credit Card Number: _____ Expiration Date: ___/___/___

Company Check Number: _____

Authorized Signature: _____

Date: _____

STIPULATIONS

- ACTUAL CALL MADE ARE BILLED SEPERATELY
- ALL PRICES **ARE PER DAY, PER LINE**
- **HIGH SPEED** INTERENT CONNECTION SERVICE CHARGE & TAX FEES ARE WAIVED
- PAYMENT POLICY MUST BE COMPLETED AND SIGNED
- PAYMENT POLICY: 100% INCLUDING TAX DUE BEFORE SHOW OPENING
- MAKE CHECKS PAYABLE TO "**MARRIOTT CHICAGO DOWNTOWN**"
- ADVANCE ORDERS MUST BE RECEIVED 5 (FIVE) BUSINESS DAYS BEFORE SHOW OPENING
- ALL EQUIPMENT IS SUBJECT TO AVAILABILITY

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Occasional Cocktail & End Table's						Conference Chair's, Stacking & Utility Seating					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 208	\$ -	SC 9		SIDE CHAIR	PANTON, WHITE	\$ 140	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 208	\$ -	SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 117	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 198	\$ -	SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 135	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 263	\$ -	CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 151	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 228	\$ -	SC 4		SIDE CHAIR	JETSON, BLACK	\$ 135	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 181	\$ -	SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 163	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 187	\$ -	SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 123	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 181	\$ -	SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 123	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 187	\$ -	SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 233	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 187	\$ -	CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 222	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 187	\$ -	XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 257	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 228	\$ -	XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 280	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 216	\$ -	XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 298	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 170	\$ -	XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 233	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 175	\$ -	XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 257	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 158	\$ -	XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 280	\$ -
Café Tables						OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 312	\$ -
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 152	\$ -	CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 82	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -	CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 82	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 152	\$ -	SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 146	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -	DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 216	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -	Desk's, Bookcase's, Credenza's & File's					
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 170	\$ -	JD 6		EXECUTIVE DESK	MAHOGANY	\$ 408	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 152	\$ -	JD 7		EXECUTIVE DESK	GRAPHITE	\$ 391	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 152	\$ -	CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 408	\$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	\$ 210	\$ -	CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 385	\$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	\$ 228	\$ -	BC 6		BOOKCASE	MAHOGANY, 72"	\$ 245	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 210	\$ -	BC 7		BOOKCASE	GRAPHITE, 72"	\$ 245	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 228	\$ -	L2 6		LATERIAL FILE	MAHOGANY	\$ 310	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 210	\$ -	L2 7		LATERIAL FILE	GRAPHITE	\$ 292	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 228	\$ -	VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 193	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 228	\$ -	VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 140	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 228	\$ -	Conference Table's					
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 210	\$ -	CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 303	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 210	\$ -	CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 292	\$ -
Bar Table's						CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 210	\$ -
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 175	\$ -	CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 198	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 181	\$ -	CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 222	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 175	\$ -	CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 327	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 181	\$ -	CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 397	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 181	\$ -	CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 327	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 198	\$ -	CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 397	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 175	\$ -	CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 268	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 175	\$ -	CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 303	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 222	\$ -	CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 373	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 245	\$ -	CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 490	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 222	\$ -	CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 268	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 245	\$ -	CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 268	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 222	\$ -	Product Display's, Lamps, & Refrigerators					
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 245	\$ -	ET 2		ETAGERE	BLACK	\$ 251	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 245	\$ -	ET 1		ETAGERE	SILVER	\$ 251	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 245	\$ -	PD F		PEDESTAL	GRAPHITE NEBULA	\$ 292	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 222	\$ -	PD H		PEDESTAL	GRAPHITE NEBULA	\$ 303	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 222	\$ -	PD K		PEDESTAL	GRAPHITE NEBULA	\$ 327	\$ -
Training Room						PD L		PEDESTAL	LOCKING, BLACK	\$ 327	\$ -
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 292	\$ -	LA F		LAMP	LUMALIGHT, RED	\$ 233	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 350	\$ -	LA D		LAMP	LUMALIGHT, WHITE	\$ 233	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 222	\$ -	LA E		LAMP	LUMALIGHT, ORANGE	\$ 233	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 228	\$ -	LA 1		LAMP	PEWTER, FLOOR LAMP	\$ 111	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -	LA 2		LAMP	PARISIAN, PEWTER	\$ 111	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 257	\$ -	R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 613	\$ -
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