



Shepard Exposition Services
 1531 Carroll Drive, NW
 Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
 Customer Service Fax: (404) 720-8755
 Customer Service Email: atlanta@shepardes.com
 Event Code: G171720312

SHOW INFORMATION

International Compliance Professionals Association

March 18 - 21, 2012
 Hyatt Regency - Atlanta
 Atlanta, Georgia

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
 7" x 44" Cardstock Identification Sign

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, March 18, 2012	10:00 AM - 4:00 PM
Exhibit Hours:	Sunday, March 18, 2012	7:30 PM - 11:00 PM
	Monday, March 19, 2012	8:00 AM - 5:00 PM
	Tuesday, March 20, 2012	8:00 AM - 5:00 PM
Exhibitor Move-out:	Wednesday, March 21, 2012	4:00 PM - 6:00 PM
Freight Re-route Time:	Wednesday, March 21, 2012	5:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Friday, February 17, 2012
 Discount price deadline for all Shepard orders: Friday, February 24, 2012
 First day for warehouse deliveries without a surcharge: Friday, February 17, 2012
 Last day for warehouse deliveries without a surcharge: Monday, March 12, 2012
 First day freight can arrive at show facility: Sunday, March 18, 2012 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

International Compliance Professionals Association
 c/o Shepard Exposition Services
 1531 Carroll Dr, NW
 Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

International Compliance Professionals Association
 Hyatt Regency - Atlanta
 265 Peachtree St, NE
 Atlanta, GA 30303

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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THIRD PARTY PAYMENT AUTHORIZATION

International Compliance Professionals Association

March 18 - 21, 2012
Hyatt Regency - Atlanta
Atlanta, Georgia

Discount Deadline: February 24, 2012

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- | | | | |
|---------------------------------------|--|---|---|
| <input type="checkbox"/> All services | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Logistics/Transportation | <input type="checkbox"/> Material Handling |
| | <input type="checkbox"/> Carpet | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Overhead Rigging/Labor |
| | <input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Cleaning | <input type="checkbox"/> Installation/Dismantling Labor |

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ BOOTH # _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:   

Credit Card #:

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

Expiration Date:
Month Year

Security Code:



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EXHIBITOR APPOINTED CONTRACTOR

International Compliance Professionals Association

March 18 - 21, 2012
 Hyatt Regency - Atlanta
 Atlanta, Georgia

Deadline Date: February 17, 2012

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



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Discount Deadline: February 24, 2012

SIGNATURE SERIES PACKAGES

International Compliance Professionals Association


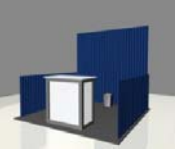

March 18 - 21, 2012

Hyatt Regency - Atlanta

Atlanta, Georgia

Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE				200 SERIES PACKAGE																			
~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy				~ 10'x10' Expo Carpet (Select Color) 50255 <input type="checkbox"/> (01) Red <input type="checkbox"/> (13) Teal <input type="checkbox"/> (06) Black <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (07) Burgundy																			
~ 6'Lx42"H Skirted Counter (Select Color) 50047 <input type="checkbox"/> (01) Red <input type="checkbox"/> (04) Gold <input type="checkbox"/> (07) Burgundy <input type="checkbox"/> (02) Green <input type="checkbox"/> (05) Blue <input type="checkbox"/> (10) Grey <input type="checkbox"/> (03) White <input type="checkbox"/> (06) Black <input type="checkbox"/> (13) Teal				~ 30" Star Base Pedestal Table 50032 ~ (2) Padded Arm Chairs 50021 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																			
~ (2) Padded Stools with Back 50024 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ 200 lbs. Material Handling* 35030/35010																							
<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66320</td> <td>521.70</td> <td>678.20</td> <td></td> </tr> </tbody> </table>				Qty.	Discount	Regular	Amount	66320	521.70	678.20		<table border="1"> <thead> <tr> <th>Qty.</th> <th>Discount</th> <th>Regular</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>66323</td> <td>528.80</td> <td>687.45</td> <td></td> </tr> </tbody> </table>				Qty.	Discount	Regular	Amount	66323	528.80	687.45	
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66320	521.70	678.20																					
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300 SERIES PACKAGE				400 SERIES PACKAGE																			
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~ 1 Meter Locking Cabinet (LC3) 66284 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010				~ 10'x10' New York Booth 66262 ~ Wastebasket 50091 ~ One Time Vacuuming for 100 sq. ft. 47001 ~ Up to 200 lbs. Material Handling* 35030/35010																			
																							
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66326	673.55	875.60																					
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66329	2390.45	3107.60																					

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

GO GOLD!! Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). \$110.00

GO PLATINUM!! Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. \$275.00

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal:	\$
8.000% Tax:	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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EXPO FURNISHINGS

International Compliance Professionals Association

March 18 - 21, 2012

Hyatt Regency - Atlanta

Atlanta, Georgia

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
 Green (02) Blue (05) Grey (10)
 White (03) Black (06) Teal (13)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	112.80	146.65	
50046			6'L X 30"H	135.95	176.75	
50050			8'L X 30"H	174.10	226.35	
50043			4'L X 42"H	135.95	176.75	
50047			6'L x 42"H	174.10	226.35	
50051			8'L x 42"H	204.70	266.10	
50052			4th Side 30"	68.00	88.40	
50171			4th Side 42"	68.00	88.40	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	78.20	101.65	
50044		6'L X 30"H	91.50	118.95	
50048		8'L X 30"H	110.00	143.00	
50041		4'L X 42"H	88.00	114.40	
50045		6'L x 42"H	110.00	143.00	
50049		8'L x 42"H	122.70	159.50	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	47.35	61.55	
50084		6'L X 6"H	60.30	78.40	
50086		8'L X 6"H	76.45	99.40	
50083		4'L X 12"H	95.80	124.55	
50085		6'L x 12"H	119.30	155.10	
50087		8'L x 12"H	132.90	172.75	

UNDRAPE RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	22.75	29.60	
50078		6'L X 6"H	32.00	41.60	
50080		8'L X 6"H	41.40	53.80	
50077		4'L X 12"H	44.15	57.40	
50079		6'L x 12"H	63.05	81.95	
50081		8'L x 12"H	77.10	100.25	

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	68.00	88.40	
50021		Arm Chair	92.70	120.50	
50024		Stool w/back	97.60	126.90	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.40	26.50	
50094		Floor Easel	40.20	52.25	
50245		Literature Rack	154.50	200.85	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	192.85	250.70	
50092		Coat Rack	68.45	89.00	
50093		Garment Rack	192.85	250.70	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	56.20	73.05	
50102		Velvet Rope, 7'	89.80	116.75	
50095		Sign Holder, 22x28	133.50	173.55	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	15.30	19.90	
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Please choose color from skirted table section.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Total Expo Furnishings:	\$	
8.000% Tax:	\$	
Amount Due:	\$	

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day. Rental items not ordered but found in use in booth are invoiced at the "Regular" rate.



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CLEANING

International Compliance Professionals Association

March 18 - 21, 2012

**Hyatt Regency - Atlanta
Atlanta, Georgia**

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47001	Vacuum Once	0.60	0.80	
47002	Daily Vacuum	2.40	3.10	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030	Porter Svc Once	0.40	0.50	
47031	Daily Porter Svc	1.50	1.95	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Cleaning	\$
8.00% Tax:	\$
Amount Due:	\$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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EXECUTIVE FURNITURE

International Compliance Professionals Association

March 18 - 21, 2012
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COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	674.20	876.45	
	LSM	597.70	777.00	
	OCB	490.10	637.15	
Lisbon - Charcoal Leather				
	SOC	886.25	1152.15	
	LSC	799.40	1039.20	
	CHC	587.40	763.60	
Memphis				
	MPS	634.30	824.60	
	MPC	450.05	585.05	
Astro				
	SOQ	825.40	1073.00	
	CHQ	545.70	709.40	
Newport				
	SED	1723.85	2241.00	
	LSD	769.85	1000.80	
	CHD	424.00	551.20	
Miscellaneous Seating				
	SO1	764.60	994.00	
	OCU	470.95	612.25	
	OCW	921.05	1197.35	
	OCY	229.40	298.20	
Ottomans				
	OSA	364.90	474.35	
	OTP	406.55	528.50	
	OTM	455.30	591.90	
	OTH	138.95	180.65	
	OTD	128.60	167.20	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	323.20	420.15	
	C1F	295.45	384.10	
	C1C	304.10	395.35	
	C1M	295.40	384.00	
End Tables				
	E1E	304.10	395.35	
	E1F	276.30	359.20	
	E1C	285.00	370.50	
	E1M	255.40	332.00	
Lamps				
	LA1-floor lamp	180.70	234.90	
	LA2-table lamp	180.70	234.90	



Subtotal	\$
8.000% Tax	\$
Amount Due	\$

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

Event Code: G171720312

EXECUTIVE FURNITURE

International Compliance Professionals Association

March 18 - 21, 2012

Hyatt Regency - Atlanta

Atlanta, Georgia

Discount Deadline: February 24, 2012

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	493.55	641.60	
	CF2 (60"L)	476.15	619.00	
	CE1 (42"L)	340.55	442.70	
	CF1 (42"L)	323.20	420.15	
Graphite Nebula - 29" High				
	CB2 (6'L)	531.80	691.35	
	CB3 (8'L)	644.70	838.10	
	CB1 (42"RND)	436.20	567.05	
Mahogany - 29" High				
	CC6 (6'L)	493.55	641.60	
	CC7 (8'L)	608.20	790.65	
	CC8 (10'L)	967.90	1258.25	
	CC5 (42"RND)	433.75	563.90	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	351.00	456.30	



CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	521.35	677.75	
	SC9	229.40	298.20	
Luxor - Black Leather				
	XC3	427.50	555.75	
	XC2	464.00	603.20	
	XC1	493.55	641.60	
Altura - Black Crepe				
	XC6	380.60	494.80	
	XC5	418.80	544.45	
	XC4	455.30	591.90	
Brewer				
	SC3	203.35	264.35	
	SC2	203.35	264.35	
Miscellaneous Chairs				
	SC8	189.40	246.20	
	SC1	217.20	282.35	
	SC4	217.20	282.35	
	SC6	265.90	345.65	



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Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.000% Tax	\$
Amount Due:	\$

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EXECUTIVE FURNITURE

International Compliance Professionals Association

March 18 - 21, 2012

Hyatt Regency - Atlanta

Atlanta, Georgia

Discount Deadline: February 24, 2012

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	295.45	384.10	
	VTM	295.45	384.10	
30" Round x 42" High				
	VTK	285.00	370.50	
	VTJ	285.00	370.50	
	VTF	323.20	420.15	
	VTC	285.00	370.50	
	WTJ	361.40	469.80	
	WTF	398.00	517.40	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1656.05	2152.85	
	BRC	4766.70	6196.70	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Ohio - Chrome, 31" High				
	BS3	217.20	282.35	
	BS2	217.20	282.35	
	BS1	217.20	282.35	
Banana - Chrome, 30" High				
	BST	291.95	379.55	
	BSS	291.95	379.55	
Oslo - 30" High				
	BSD	304.15	395.40	
	BSC	304.15	395.40	
Miscellaneous				
	BSL (29"H)	231.10	300.45	
	BSN (29"H)	328.45	427.00	
	BCE (32"H)	269.35	350.15	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.000% Tax	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Shepard Exposition Services

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Atlanta, GA 30318

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Customer Service Email: atlanta@shepardes.com

Event Code: G171720312

Discount Deadline: February 24, 2012

EXECUTIVE FURNITURE

International Compliance Professionals Association

March 18 - 21, 2012

Hyatt Regency - Atlanta
Atlanta, Georgia

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	274.50	356.85	
	ZTN	274.50	356.85	
	ZTM	274.50	356.85	
	XTP	370.15	481.20	
	XTN	370.15	481.20	
	XTM	370.15	481.20	
30" Round x 29" High				
	ZTK	246.80	320.85	
	ZTJ	246.80	320.85	
	XTK	340.55	442.70	
	XTJ	340.55	442.70	
	XTF	375.30	487.90	



STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	132.05	171.65	
	CS9	132.05	171.65	
Altura - Black Crepe				
	SY1	238.10	309.55	
	DF1	352.75	458.60	



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDF	476.15	619.00	
	PDH	493.55	641.60	
	PDK	531.80	691.35	
	PDL	543.90	707.05	
	BC6	406.55	528.50	
	BC7	398.00	517.40	
	ET1	406.55	528.50	
	ET2	406.55	528.50	
Training Room				
	CP5	476.15	619.00	
	PO3	570.00	741.00	
	PO1	361.40	469.80	
	WD2	418.80	544.45	
	CO4	361.40	469.80	
Lateral Files				
	L26	504.00	655.20	
	L27	476.15	619.00	
Refrigerator				
	R1Q	331.90	431.45	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$ _____

Contact Name: _____

Phone #: _____

8.000% Tax: \$ _____

Authorized Signature: _____

Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G171720312

Discount Deadline: February 17, 2012

EXHIBIT SOLUTIONS BOOTH RENTALS

International Compliance Professionals Association

March 18 - 21, 2012

Hyatt Regency - Atlanta
Atlanta, Georgia

EXHIBIT BOOTH RENTALS					
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2735.90	3556.65	
66251		10' x 20'	4489.80	5836.75	
66252		10' x 30'	8418.35	10943.85	
The Chicago					
66253		10' x 10'	2630.80	3420.05	
66254		10' x 20'	3683.00	4787.90	
66255		10' x 30'	4997.75	6497.10	
The Salt Lake City					
66256		10' x 10'	1683.60	2188.70	
The Saint Louis					
66265		10' x 10'	1466.20	1906.05	
The Las Vegas					
66268		20' x 20' Island	9814.45	12758.80	
The Phoenix					
66269		10' x 10'	3086.70	4012.70	
The Detroit					
66257		10' Truss Unit	7008.30	9110.80	

Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1816.15	2361.00	
66260		10' x 20'	3367.40	4377.60	
66261		10' x 30'	5086.10	6611.95	
The New York					
66262		10' x 10'	2385.25	3100.85	
66263		10' x 20'	4529.30	5888.10	
66264		10' x 30'	6875.00	8937.50	



All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.000% Tax	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G171720312

Discount Deadline: February 17, 2012

EXHIBIT SOLUTIONS ACCESSORIES

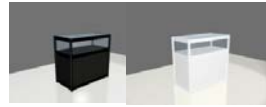
International Compliance Professionals Association

March 18 - 21, 2012
Hyatt Regency - Atlanta
Atlanta, Georgia

ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Showcases					
66270		Quarterview	975.05	1267.55	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	891.00	1158.30	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	1052.35	1368.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
Reception Counters					
66274		RC1	2091.50	2718.95	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	772.90	1004.75	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1676.65	2179.65	
Computer Stands					
66285		CS1	975.05	1267.55	
66286		CS2	568.25	738.75	
Literature and Product Display					
66277		Gondola	516.35	671.25	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	912.00	1185.60	
66279		GL2	862.90	1121.75	
66280		LS1	275.40	358.00	
66281		LS2	182.35	237.05	
Locking Cabinets					
66282		LC1	722.65	939.45	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	876.95	1140.05	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	533.15	693.10	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

Please fax completed form to Exhibit Solutions
Department at 404-720-8757.



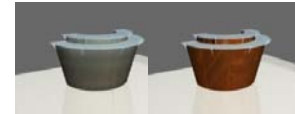
Quarterview Showcase
4' 6" W x 1' 9" D x 3' 3" H



Triangular Showcase
1' 9" W x 1' 9" D x 7' H



Square Showcase
1' 9" W x 1' 9" D x 7' H



RC1
7' 9" W x 3' 5" D x 3' 9" H



RC2
4' 9" W x 2' 3" D x 3' 3" H



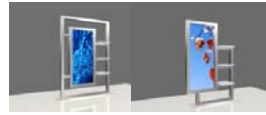
RC3
5' 3" W x 3' 3" D x 3' 6" H



CS1 CS2
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H



Gondola
3' 6" W x 1' 9" D x 5' H



GL1 GL2
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H



LS1 LS2



LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H



LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.000% Tax: \$
Authorized Signature: _____		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: G171720312

SHEPARD LOGISTICS SERVICES

International Compliance Professionals Association

March 18 - 21, 2012
Hyatt Regency - Atlanta
Atlanta, Georgia

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION	SHIPPING INFORMATION																
<p>• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.</p> <p>Requested Pick Up Date: _____</p> <p>Hours of Operation: _____</p> <p>Company _____</p> <p>Address _____</p> <p>_____ (City) (State) (Zip)</p>	<p>Items to be shipped</p> <table border="1"> <thead> <tr> <th>Number of Pieces</th> <th>Est. Weight</th> </tr> </thead> <tbody> <tr> <td>Crates</td> <td>_____</td> </tr> <tr> <td>Cartons (cardboard)</td> <td>_____</td> </tr> <tr> <td>Cases/Trunks (fiber) (color)</td> <td>_____</td> </tr> <tr> <td>Skids/Pallets</td> <td>_____</td> </tr> <tr> <td>Carpet (color)</td> <td>_____</td> </tr> <tr> <td>Other</td> <td>_____</td> </tr> <tr> <td>Total Pieces</td> <td>Total Wt.</td> </tr> </tbody> </table> <p>Declared Value \$ _____ Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.</p>	Number of Pieces	Est. Weight	Crates	_____	Cartons (cardboard)	_____	Cases/Trunks (fiber) (color)	_____	Skids/Pallets	_____	Carpet (color)	_____	Other	_____	Total Pieces	Total Wt.
Number of Pieces	Est. Weight																
Crates	_____																
Cartons (cardboard)	_____																
Cases/Trunks (fiber) (color)	_____																
Skids/Pallets	_____																
Carpet (color)	_____																
Other	_____																
Total Pieces	Total Wt.																

SHIP TO

I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
International Compliance Professionals Association
c/o Shepard Exposition Services
1531 Carroll Dr, NW
Atlanta, GA 30318

Warehouse Deadline March 12, 2012
Date

I will be shipping to **SHOW SITE**
(Company Name, Booth #)
International Compliance Professionals Association
Hyatt Regency - Atlanta
265 Peachtree St, NE
Atlanta, GA 30303

Delivery date: March 18, 2012

Size of largest piece: L _____ W _____ H _____
Loading Dock Yes No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TYPE OF SERVICE - Choose One

Next Day Air 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card

Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

International Compliance Professionals Association

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 1531 Carroll Dr, NW Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM For: International Compliance Professionals Association First day freight can arrive w/o a surcharge: February 17, 2012 Last day freight can arrive w/o a surcharge: March 12, 2012

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 1531 Carroll Dr, NW Atlanta, GA 30318
	Delivery Hours: M-F, 8-4:30 PM For: International Compliance Professionals Association First day freight can arrive w/o a surcharge: February 17, 2012 Last day freight can arrive w/o a surcharge: March 12, 2012

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hyatt Regency - Atlanta 265 Peachtree St, NE Atlanta, GA 30303
	For: International Compliance Professionals Association MUST NOT BE DELIVERED PRIOR TO: March 18, 2012 @ 8:00 AM

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES Hyatt Regency - Atlanta 265 Peachtree St, NE Atlanta, GA 30303
	For: International Compliance Professionals Association MUST NOT BE DELIVERED PRIOR TO: March 18, 2012 @ 8:00 AM



Shepard Exposition Services

1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G171720312

MATERIAL HANDLING AUTHORIZATION

International Compliance Professionals Association

March 18 - 21, 2012
Hyatt Regency - Atlanta
Atlanta, Georgia

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$63.00	\$94.50	\$82.00	
	Crated	Uncrated	Special Handling	
	35030 / 35033	35043	35038	
Advance Shipments to Warehouse				
	\$70.00	\$91.00		
	Crated	Special Handling		
	35010 / 35013	35036		
Pieces	Specialized Carrier Shipment (small packages under 50 lbs.)			
	\$35.00	\$70.00		
	Each carton	Min. per shipment		
	35048	35045		

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$56.75	\$85.25	\$73.75	
	Crated	Uncrated	Special Handling	
	35390 / 35395	35391 / 35399	35394 / 35402	
Advance Shipments to Warehouse				
	\$63.00	\$82.00		
	Crated	Special Handling		
	35393 / 35397	35392 / 35401		
Overtime				
	Overtime: 30% fee for every overtime application		30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax	\$
Amount Due:	\$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.



Shepard Exposition Services
 1531 Carroll Drive, NW
 Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
 Customer Service Fax: (404) 720-8755
 Customer Service Email: atlanta@shepardes.com
 Event Code: G171720312

MATERIAL HANDLING INFORMATION

International Compliance Professionals Association

March 18 - 21, 2012
 Hyatt Regency - Atlanta
 Atlanta, Georgia

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service AND do not have a certified weight ticket included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
~ Worry-free shipping to and from your show.
~ Priority Empty Service - priority of empty return at the close of show
~ Volume discounted shipping rates
~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
~ No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).



INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
\$1,000,000 Per Occurrence / \$2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

- 1 Day - \$89.00
2-5 Days - \$109.00
6-30 Days - \$400.00
Additional 5% of total premium to increase general aggregate to \$2,000,000
Six Months - \$500.00
Annual - \$950.00

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME:
CONTACT:
PHONE: EMAIL:
ADDRESS:

Dates of Event: Time(s):

Location of Event:

Address:

Description of Event:

Has any prior coverage been cancelled or non-renewed: Yes No

If yes, please describe and provide loss history:

Name, Address and Relationship of all additional insured to be added to the policy:

1.) 2.) 3.)

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

Please bill by VISA / MasterCard / AmEx Card #
Exp. Date Authorized Amount CID / CIV Code
Cardholder Address:

Authorized Signature Date



Hyatt Regency Atlanta - Engineering Department

265 Peachtree Street, NE, Atlanta, Georgia 30303-1294

Phone: 404-460-6360 Fax: 404-460-6375

Email: electric@hyatt.com

Print Form

ELECTRICAL AND SPECIAL SERVICES REQUEST AND RENTAL FORM

Show Name _____ Set-Up Date _____ Booth # _____
 Company Name _____ Ordered By _____ Phone # _____
 Onsite Contact _____ Phone # _____ (Mobile Preferred)
TO QUALIFY FOR 10% DISCOUNT, ALL ORDERS MUST BE RECEIVED, WITH PAYMENT AT LEAST SEVEN DAYS PRIOR TO SET-UP.

CONVERSION CHART AND RATES FOR STANDARD ELECTRICAL SERVICES (A)						
AMPS	1 PHASE 120 VOLTS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS	AMPS	1 PHASE 208 VOLTS	3 PHASE 208 VOLTS
20	2,000 watts \$185	3,300 watts \$250	5,800 watts \$425	60	10,000 watts \$625	17,300 watts \$1,000
30	---	5,000 watts \$325	8,600 watts \$575	100	16,600 watts \$975	28,800 watts \$1,650
40	---	6,600 watts \$400	11,500 watts \$725	200	---	57,600 watts \$3,200
50	---	8,300 watts \$500	14,400 watts \$825	400	---	143,900 watts \$5,625

ADDITIONAL SERVICES AND LABOR CHARGES (B)	
Water: Hot Water - \$210, Cold Water - \$210, Drain - \$140, Fill & Drain (Up to 400 Gal) - \$245 Hook up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Equipment Rental: Extension Cord Rental - \$50 (25ft) & \$100 (50ft), Power Strip Rental - \$50 Clamp-On Light, 150 watt, includes power and hook-up - \$165
Air: Up to 80cfm, terminated in 1/2" FPT fitting at back of booth; no hook-up - \$450, (Plz advise of PSI, CFM, Intermittent or Continuous) Hook-Up to Equipment Available - \$70 (Note: Booth location must be specifically arranged with Exhibit Contractor)	Electrical Labor Charges Section (See Information On Back Of Form): Straight Time, 8a – 4p, M - Sa: \$67.50 Overtime, 4pm – 8a, M – Sa: \$101.25 Doubletime, Sun. & Holiday: \$135.00

ELECTRICAL SERVICES (A)					
QTY.	AMPS	VOLTS	PHASE	UNIT PRICE	\$ AMOUNT
Subtotal A					

ADDITIONAL SERVICES AND LABOR (B)			
QTY.	ITEM DESCRIPTION	UNIT PRICE	\$ AMOUNT
Subtotal B			
Total A+B			
Grand Total			

Order form with payment received seven (7) days prior to **SET-UP** date - CHECK BOX TO DEDUCT 10%

(Standard pricing will apply for all orders received within seven (7) days of the set-up date)

PAYMENT INFORMATION

Total Order \$ _____

Payment in Full must be received prior to installation of services. Please indicate your method of payment:

___ CHECK ENCLOSED IN THE AMOUNT OF \$ _____ (Payable to Hyatt Regency Atlanta)

___ CHARGE MY CARD IN THE AMOUNT OF \$ _____

() Am Ex () M/C () Visa () Other _____

CREDIT CARD AUTHORIZATION: Your signature authorizes Hyatt Regency Atlanta to DEBIT your credit card for all charges associated with this order. Hyatt Regency Atlanta reserves the right to disconnect power if a credit card is declined or invalid. For your convenience, we will use your credit card authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your organization.

Credit Card Number	Expiration Date	Print Name As It Appears on Credit Card
Authorizing Signature	Date Authorized	

THESE PRICES ARE GOOD UNTIL DECEMBER 31, 2012. THE HOTEL MUST BE CONTACTED FOR A CURRENT FORM BEGINNING JANUARY 1, 2013.

LABOR

Labor Rates are subject to labor contracts in effect at the time of Show. Labor before 8:00am and 4:00pm, Monday - Saturday will be at the overtime rate. Labor on Sunday & Holidays will be at the double-time rate.

OK to proceed without exhibitor supervision, per attached Floor Plan.

Date(s) Requested _____

Time Requested _____

No. of Electricians _____

Specify Labor Required:

_____ Electrical Distribution _____ Electrical Motor or Controls

_____ Electrical Distribution Overhead _____ Electrical Fixtures

Starting time can be guaranteed only in those instances when Electrical Labor is requested for the start of the working day, which is 8:00am, if not previously committed. A minimum charge per booth of one hour for installation and one-half hour to dismantle will apply, and time will commence in accordance with exhibitor's request.

Failure to start labor at requested time will result in a one hour charge, per electrician requested, unless 24 hour advance notice is provided.

ELECTRICAL REGULATIONS & GENERAL INFORMATION

1. Hyatt Regency Atlanta is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a Hyatt Regency Atlanta electrician. Hyatt Regency Atlanta will not be responsible for any damage or lost equipment, component computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a Hyatt Regency Atlanta electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. Twenty-four hour service to any outlet will be double the listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped back wall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. Local ordinances allow only 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs or installation of electrical will be done on a time and material basis.
11. All equipment should be property tagged and wired with full information as to current, voltage, Phase, cycle, horsepower, etc. and ready for connection. If special or specific receptacles are required for equipment, they should be supplied by the exhibitor and installation will be charged at labor rates.
12. All outlets 20 amps and over with a voltage of 150 volts and over require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
13. No credits will be issued on outlets or lights installed as ordered even though not used.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Fires can result from faulty wiring, carelessness or lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will be disconnected.

If an exhibitor is not knowledgeable or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with minimum of ~14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material that can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is strictly prohibited in all convention facilities.
- Inspect all internal wiring and connections frequently.

The use of 2-wire cords are prohibited



Hyatt Regency Atlanta ♦ Telephone Service Order Form

Phone: 404-577-1234

Fax: 404-588-4137

Convention Name: _____	
Company Name: _____	Contact Name: _____
Address: _____	
Phone #: _____	Master #: _____
Credit Card #: _____	Expiration: _____

	Cost	# of Lines	# of Phones	Install Date	Remove Date & Time	Location/Booth/Room
Communication Services						
DID Long Distance Lines Installation Charge	\$225					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
Local / House Phone Installation Charge	\$150					
~Dial 9 + phone number	\$50					
Each additional day + Calls						
Dedicated BellSouth Line (See Notes)	\$300					
~Phones calls billed 30 days later	\$50					
Each additional day						
ISDN Line / Plus Calls	\$700					
In-House Video Channel Rental (Per Day Rate)	\$1,000					
Equipment Rental Cost						
~Polycom Conference Phone (one-time)	\$400					
~Standard Speaker Phone (per day)	\$125					
~Phone Rental (per day)	\$15					
~Multi-Line Phone Rental (per day)	\$100					
~Hunt Group (one-time charge)	\$75					
~Voice Mail (one-time charge)	\$75					
~T1 Rental	For T1 lines and Internet Service prices, please call SwissComm at 404-460-6346.					

NOTES:

- All requests for service should be faxed directly to the Communications Department at 404-588-4137.
- For BellSouth lines, BellSouth requires three weeks advanced notice.
- For all other services, seven days advanced notice is required. If you are unable to provide us with seven days advanced notice, there will be an additional service charge of \$50 for onsite orders.
- There will be a \$100 charge for each phone not returned to the Communications Department.

Exhibitor Ethernet Service Order Form



SWANK AUDIO VISUAL SERVICES EXHIBITOR ORDERING INSTRUCTIONS ***PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST***

- 1. Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
- 2. Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name; also attach a copy of the credit card holder's driver's license with the form. **Charges will appear as Hyatt Regency Atlanta**
- 3. Using a check for payment:** Mail original check with service order form to Hyatt Regency Atlanta 265 Peachtree Street, N.E. Atlanta, GA 30303. Make the check out to Swank Audio Visuals.
- 4. Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. **Charges may apply for service relocations**
- 5. Additional network devices (more than one):** When ordering services you will receive one routable IP address as well, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
** You will not be permitted to use access points, switches or hubs without paying for the additional devices**
- 6. Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
- 7. Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, WiFi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to 303ha@swankav.com.
- 8. Fax or mailing your order:**

1-404-460-6564 or Hyatt Regency Atlanta/265 Peachtree Street, NE Atlanta, GA 30303
C/O Swank Audio Visuals

 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and a copy of the driver's license. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
 - c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).
- 9.** We will contact you within 48 hours of fax receipt via e-mail or telephone and supply you a service invoice for your records.
- 10.** Questions? Contact Swank Audio Visuals: 404-460-6550

NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED
PLEASE PRINT LEGIBLY

<u>Customer Information</u>				<u>Show Information</u>	
Company Name:		Ordering Contact Email:		Booth Number	
Ordering Contact:		Ordering Contact Phone:		Set Up Date	
On-Site Contact:		Onsite Cell Phone:		Set Up Time	
Company Address:				Strike Date	
City:		ST:		Strike Time	
Show Name:		ZIP		Show Dates	

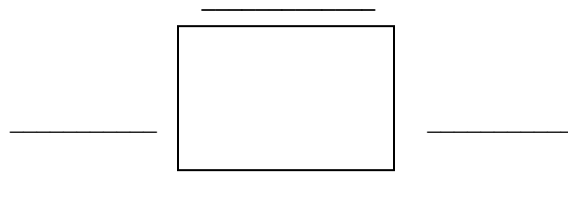
<u>High Speed Ethernet Service (per booth)¹</u> <i>Exhibitor HSIA Services are billed per day</i>	<u># of Days</u>	<u>Discount¹</u>	<u>Standard</u>	<u>Total</u>
<ul style="list-style-type: none"> Shared Ethernet Network Access T1 or better 10/100 BaseTX, RJ-45 wired connection with 1 routable DHCP IP address 	x	\$ 500.00	\$750.00	
<i>Additional Services are billed as one-time fee^{2,3}</i>				
	QTY			
<ul style="list-style-type: none"> Additional Routable DHCP IP address (each) auto-assigned once connected to network 	x	\$100.00	\$150.00	
<ul style="list-style-type: none"> Additional Routable Static IP address (each) assigned by Swank Audio Visuals 	x	\$125.00	\$175.00	
			SUBTOTAL	
<ul style="list-style-type: none"> Installation/Setup Fee (per booth) 	1	x	@ \$95.00/Price each	\$ 95.00

GRAND TOTAL: _____

- Orders received with payment 30 days prior to first show date qualify for discount price.
- Client must pay for each device connected to the network (wired or wireless) regardless of addressing scheme used. *To maintain network integrity, Swank Audio Visuals requires the WAP **SSID, Channel and WEP encryption key** of your access point (prior approval required)*
- Cables and 10/100 auto-sensing switch is included with multiple device orders.
Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X)
(FRONT, BACK, SIDES OR ADJACENT BOOTH NUMBERS)



Authorized Signature: _____ Date: _____

Payment and Credit Card Authorization

<u>Payment Information</u>			
<input type="checkbox"/> Company Check or Money Order → MAKE PAYABLE TO: SWANK AUDIO VISUALS		Grand Total: _____ <i>(total from order form)</i>	
MAIL TO: 265 PEACHTREE STREET, NE ATLANTA, GA 30303 ATTN: SWANK AUDIO VISUALS			
<i>** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING PROPERTYNAME TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM**</i>			
<input type="checkbox"/> *CC	Type: _____	Acct #: _____	Exp. Date _____
CC Billing Address: _____		Billing Phone #: _____	
City _____	State: _____	Zip: _____	
Name on CC _____		Authorized Signature: _____	

****ONCE COMPLETED FAX TO 1-404-460-6564**

(this is a private and secure direct fax to Swank Audio Visuals)

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
 If paying by CC – all CC info with signature and a copy of the driver’s license.
 If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).

Authorized Signature: _____ Date: _____



SHOW NAME:

**HYATT REGENCY ATLANTA
ATLANTA, GA**



Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information	
		Advanced	On Site				
1/2" VHS Player with "end of tape" Repeat		\$110.00	\$132.00			Name:	
DVD Player		\$75.00	\$90.00				
Sony Betacam SP player		\$550.00	\$660.00			Address:	
32" Color Monitor Only (for vhs or dvd only)		\$160.00	\$192.00			City:	
54" Rolling Cart w/Black Skirt		\$30.00	\$36.00			State:	Zip:
4', 5' or 6' Tripod Screen		\$60.00	\$65.00			Telephone #:	
TV Cable Connection (per line)		\$50.00	\$75.00			Booth #	
**TV Cable Connection price is based on location						Fax #:	
and total number needed-please see Audio Visual Dept.						Email Address:	
Other:							

Audio Equipment	Qty	DAILY RATE		Days Used	Total	Ordering Instructions	
		Advanced	On Site				
CD Player*		\$60.00	\$72.00			<p>The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.</p> <p>rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.</p> <p>⇒ To guarantee equipment availability and advanced rate, Complete this form in it's entirety atleast seven (7) days before the event start day.</p> <p>⇒ Operator labor, if requested, is subject to the prevailing day rates @ 10 hours.</p> <p>⇒ CANCELLATIONS:</p> <p>A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.</p> <p>B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.</p>	
Wired Microphone: Handheld *		\$60.00	\$72.00				
Wired Microphone: Lavalier *		\$75.00	\$90.00				
Wireless Microphone: Handheld / Lavalier / Headset*		\$185.00	\$222.00				
4 Channel Mixer*		\$70.00	\$84.00				
Powered Speaker with stand*		\$80.00	\$96.00				
Laptop Audio *		\$50.00	\$75.00				
*****additional equipment may be required for all audio equipment please contact AV Department directly*****							
Other:							

Computer /Display Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
20" Flat screen monitor		\$175.00	\$210.00		
40" Flat screen monitor		\$350.00	\$420.00		
50" Plasma Display w/stand		\$400.00	\$480.00		
Laptop		\$250.00	\$300.00		
Desktop Computers (pricing is based on availability and specifications)					
Other: Overhead Projector Package		\$190.00	\$240.00		

Packages	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
TV/DVD/VCR Combo Package(includes TV, DVD/VCR combo unit and cart		\$350.00	\$420.00		
LCD Package (includes screen, projector, projection cart and cabling)		\$455.00	\$475.00		
LCD Support Package(includes screen, projection cart and cabling)		\$185.00	\$222.00		
Flipchart Package (includes one pad, four markers, and stand)		\$55.00	\$80.00		

Misc Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Easel		\$20.00			

PAYMENT IS DUE WHEN ORDER IS PLACED	
Rental Totals	
EQUIPMENT TOTAL	1
LOSS DAMAGE WAIVER (7.% of line 1)	2
DELIVERY/SETUP/PICKUP (22% of line 1, or \$50 minimum whichever greater)	3
SUBTOTAL	4
SALES TAX (8% of line 1)	5
TOTAL DUE	6

Delivery Information	
On-Site Contact:	
Exhibit Area (circle one): Grand Hall Hanover ACC Embassy Ballroom	
Booth #:	Room:
Delivery Date:	Time:
Pickup Date:	Time:
Cell Number	
Conference/Meeting Name:	

Method of Payment	PLEASE CHECK ONE
Card Number: _____ Exp Date ___ / ___	American Express <input type="checkbox"/>
	Visa <input type="checkbox"/>
Cardholder's Name (as appears on card): _____	MasterCard <input type="checkbox"/>
Cardholders Signature: _____	
(Check must be received seven days before the event start date)	Check <input type="checkbox"/>

Return for Processing
<p>Swank Audio Visuals</p> <p>303ha@swankav.com</p> <p>HYATT REGENCY ATLANTA</p> <p>265 Peachtree Street NE</p> <p>Atlanta, GA, 30303</p> <p>PHONE: 404-460-6550</p> <p>FAX: 404-460-6564</p>