

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 WESTPORT PARKWAY
GRAPEVINE, TEXAS 76051
TELEPHONE 817/481-0043
FAX 817/481-0692

World's Best Technology

March 16-17, 2010

Arlington Convention Center

Arlington, TX

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the George Fern Company forms, you may find forms enclosed for services performed by the Convention facility or other suppliers. **Please give special attention to see that forms and payments are directed to the address indicated on each order form.** Some services may *not* be provided by George Fern Company. Following is general information relative to the above event:

SHOW MANAGEMENT: Amanda Radovic PH: 480.477.6408 FX: 877.671.5998 EM: aradovic@wbtshowcase.com	EXHIBITOR		
	MOVE-IN: Monday	March 15	5:00pm to 11:00pm
	Tuesday	March 16	7:00am to 11:00am
BOOTH EQUIPMENT: Each 10' x 10' booth space will include: 8' high Back Drape: Blue & White 3' high Side Drape: Blue 1 - Booth ID Sign 2 - Chairs 1 - Wastebasket 1 - 6' Skirted White Table	SHOW HOURS:		
	Tuesday	March 16	12:00pm to 5:00pm
	Wednesday	March 17	8:00am to 12:00pm
	EXHIBITOR		
	MOVE OUT: Wednesday	March 17	12:00pm to 4:00pm

DEADLINE FOR DISCOUNT PRICES: Monday, March 1

All carriers MUST be checked in no later than 2:00pm on Wednesday, March 17, 2010.

ADVANCE SHIPMENT TO WAREHOUSE:

Name of Exhibiting Company
Booth Number WBT
c/o George Fern Company
647 Westport Parkway
Grapevine, TX 76051

DIRECT SHIPMENT TO SHOW SITE:

Name of Exhibiting Company
Booth Number WBT
Arlington Convention Center
c/o George Fern Company
1200 Ballpark Way
Arlington, TX 76011

Advance Shipments will only be accepted between:
Monday, February 15 - Friday, March 12

Direct Shipments will only be accepted on:
Monday, March 15

Preferred Carrier: YRC (800) 610-6500

We realize that exhibiting in a convention can be complicated. If you need assistance or additional information that is not addressed here, please contact Carol Mazingo in our Exhibitor Services Department at (817) 481-0043. We look forward to serving you.

WAYS TO ORDER



BY MAIL:
George Fern Company
647 Westport Parkway
Grapevine, TX 76051



BY FAX:
(817) 481-0692
(CREDIT CARDS ONLY)
Our FAX line is open 24 hours



INTERNET:
www.georgefern.com
(You must have your USER ID & PASSWORD) which will be provided via email/fax

****Please note: George Fern will not process any orders or provide any services with out having a credit card on file.****

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

EXHIBIT FURNITURE RENTAL ORDER FORM

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.
COLOR/SIZE: Choices for table skirts not indicated will be WHITE.

DISPLAY TABLES - 30" high						DISPLAY TABLES COUNTERS - 40" high					
Qty.	Code	Description	Discount Code	Standard Rate	Amount	Qty.	Code	Description	Discount Code	Standard Rate	Amount
	223	4' long table SKIRTED 3 sides	72.00	104.00			229	4' long table SKIRTED 3 sides	90.00	131.00	
	233	6' long table SKIRTED 3 sides	92.00	133.00			239	6' long table SKIRTED 3 sides	106.00	154.00	
	253	8' long table SKIRTED 3 sides	110.00	160.00			259	8' long table SKIRTED 3 sides	128.00	186.00	
	522	4th side skirted (additional) all sizes	38.00	55.00			530	4th side skirted (additional) all sizes	49.00	71.00	
	222	4' long table NOT skirted	28.00	41.00			228	4' long table NOT skirted	35.00	51.00	
	232	6' long table NOT skirted	37.00	54.00			238	6' long table NOT skirted	45.00	65.00	
	252	8' long table NOT skirted	41.00	59.00			258	8' long table NOT skirted	49.00	71.00	
CHECK SKIRT COLOR (Includes Top Covered in White Plastic) <input type="checkbox"/> Black (4) <input type="checkbox"/> Blue (6) <input type="checkbox"/> Gold (8) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Plum (19) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (9) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18) <input type="checkbox"/> White (16)						CHECK SKIRT COLOR (Includes Top Covered in White Plastic) <input type="checkbox"/> Black (4) <input type="checkbox"/> Blue (6) <input type="checkbox"/> Gold (8) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Plum (19) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (9) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18) <input type="checkbox"/> White (16)					
CHAIRS, STOOLS, COFFEE TABLES						ACCESSORIES					
	105	Padded Arm Chair, Grey	49.00	71.00			401	Wastebasket	12.50	18.00	
	103	Padded Side Chair, Grey	40.00	58.00			409	Chrome Bag Stand	67.00	97.00	
	101	Armless Side Chair	37.00	54.00			407	Easel, tripod	21.00	30.00	
	121	Swivel Desk Chair	90.00	131.00			427	Literature Rack	95.00	138.00	
	131	Stool - Padded with Back	50.00	73.00			413	Chrome Clothes Tree	31.00	45.00	
	215	Pedestal Table - 30" Dia. 30" ht.	58.00	84.00			435	Chrome Stanchion	29.00	42.00	
	216	Pedestal Table - 30" Dia. 40" ht.	67.00	97.00		ft.	437	White Plastic Chain (per ft.)	2.35	3.40	
	224	Pedestal Table - 36" Dia. 30" ht.	69.00	100.00			415	Garment Rack - 5' long	55.00	80.00	
	225	Pedestal Table - 36" Dia. 40" ht.	79.00	115.00							
						CHECK SPECIAL SKIRTING COLOR <input type="checkbox"/> Black (4) <input type="checkbox"/> Blue (6) <input type="checkbox"/> Gold (8) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Plum (19) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (9) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18) <input type="checkbox"/> White (16)					
TABLETOP RISERS - Each step is 9" x 9"						SPECIAL BOOTH DRAPERIES					
	270	4' long, Single Step	23.00	33.00		ft.	541	Special color siderail drapes, 36" high - Price per linear foot.	8.25	12.00	
	272	6' long, Single Step	38.00	55.00		ft.	543	Special color background drapes, 8' high - Price per linear foot.	12.50	18.10	
	274	8' long, Single Step	49.00	71.00							
	281	4' long, Double Step	40.00	58.00		CHECK DRAPERY COLOR <input type="checkbox"/> Black (4) <input type="checkbox"/> Blue (6) <input type="checkbox"/> Gold (8) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Plum (19) <input type="checkbox"/> Green (10) <input type="checkbox"/> Gray (9) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18) <input type="checkbox"/> White (16)					
	283	6' long, Double Step	45.00	65.00							
	285	8' long, Double Step	54.00	78.00							

Yes, I have completed and enclosed the **Payment Form**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Company Service Desk Personnel at the event site prior to leaving.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

01-713

All orders are subject to the terms and conditions as outlined on the payment form.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

PANELBOARD RENTAL ORDER FORM

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

PLEASE INDICATE TYPE AND STYLE OF PANEL REQUIRED.

BULLETIN BOARDS			STYLES		
Quantity	Discount Rate	Standard Rate			
____ (603) 4' x 8' Grey Velcro	\$ 84.00 ea.	\$ 122.00 ea			
SELECT ____ Style "H" OR ____ Style "V" NOTE: Velcro accommodates push pins.					
PERFORATED BOARD					
Quantity	Discount Rate	Standard Rate			
____ (615) 4' x 8' perf. board panel	____ \$ 84.00 ea.	\$ 122.00 ea			
SELECT ____ Style "H" OR ____ Style "V" Perforated board is painted white but may be painted in a solid color of your selection at additional cost of ... ____ (619) Special color for 4'x8' (additional) \$ 45.00 ea. \$ 65.00 ea Specify color _____ Perforated board hooks NOT provided. 1/4" size hooks required.					
SHELVING (FOR PERFORATED BOARD ONLY)					
Quantity	Style <small>(See Illustrations)</small>	Discount Rate	Standard Rate		
____ (631) 44" long x 8" deep-white	____	\$ 15.00 ea.	\$ 22.00 ea		
____ (637) Special color (per shelf addition)	____	\$ 15.00 ea.	\$ 22.00 ea		

Yes, I have completed and enclosed the Payment Form
No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Company Service Desk Personnel at the event site prior to leaving.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____
Firm Name _____ Fax # () _____
Mailing Address _____ E-Mail _____
City, State & Zip Code _____ Date _____
Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

SIGN AND ART WORK ORDER FORM

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: No refund on orders cancelled after deadline.

LATE REQUEST: Request received after deadline will be filled as available, at the standard rates.



PRESSURE SENSITIVE VINYL SIGNS

FOUR COLOR DIGITAL SIGNS

Prices indicated below are based upon 10 words per card and one color copy on white background. Signs other than sizes listed below will be prepared on a pro-rata price basis. Minimum order - \$ 25.00

Prices indicated below are based upon process color printing, mounting, and laminating on showcard or foamcore. Signs other than sizes listed below will be prepared on a sq/ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order - \$ 30.00

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(801)	7" x 11" Card.....	\$ 32.00.....	\$ 46.00	\$ _____
_____	(803)	11" x 14" Card.....	\$ 38.00.....	\$ 55.00	\$ _____
_____	(805)	14" x 22" Card.....	\$ 46.00.....	\$ 67.00	\$ _____
_____	(807)	7" x 44" Card.....	\$ 46.00.....	\$ 67.00	\$ _____
_____	(811)	14" x 44" Card.....	\$ 70.00.....	\$ 101.50	\$ _____
_____	(813)	22" x 28" Card.....	\$ 70.00.....	\$ 101.50	\$ _____
_____	(815)	28" x 44" Card.....	\$ 96.00.....	\$ 139.00	\$ _____
_____	(819)	24" x 96" Foamcore.....	\$ 204.00.....	\$ 296.00	\$ _____
_____	(821)	48" x 96" Foamcore.....	\$ 248.00.....	\$ 360.00	\$ _____
_____	(899)	Vinyl Banner ___ x ___	\$ 5.00/sf.....	\$ 7.25/sf	\$ _____
_____	(827)	Easel back for card signs	\$ 9.80.....	\$ 14.25	\$ _____
_____	(829)	Words in excess of 10.....	\$ 1.65.....	\$ 2.40	\$ _____
_____	(831)	Colored card.....	\$ 6.45.....	\$ 9.40	\$ _____
_____	(833)	Additional color lettering	\$ 6.45.....	\$ 9.40	\$ _____

Qty.	Code	Description	Discount Rate	Standard Rate	Amount
_____	(861)	7" x 11" Card.....	\$ 47.00.....	\$ 68.00	\$ _____
_____	(863)	11" x 14" Card.....	\$ 58.00.....	\$ 84.00	\$ _____
_____	(865)	14" x 22" Card.....	\$ 66.00.....	\$ 96.00	\$ _____
_____	(867)	7" x 44" Card.....	\$ 66.00.....	\$ 96.00	\$ _____
_____	(871)	14" x 44" Card.....	\$ 88.00.....	\$ 128.00	\$ _____
_____	(873)	22" x 28" Card.....	\$ 88.00.....	\$ 128.00	\$ _____
_____	(875)	28" x 44" Card.....	\$ 143.00.....	\$ 207.00	\$ _____
_____	(879)	24" x 96" Foamcore.....	\$ 306.00.....	\$ 444.00	\$ _____
_____	(881)	48" x 96" Foamcore.....	\$ 373.00.....	\$ 541.00	\$ _____
_____	(882)	Banner ___ x ___ ...	\$ 16.00/sf.....	\$ 23.25/sf	\$ _____
_____	(882)	Sentra ___ x ___ ...	\$ 17.50/sf.....	\$ 25.50/sf	\$ _____

Emblems, trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

Emblems, trademarks, logos, special style lettering, etc., are *inclusive* of the above prices, if provided to us in digital format. Please provide in a PC vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please call.

PLEASE INDICATE COLOR OF SIGN AND LETTERING:

PLEASE CHECK TYPE OF SIGN DESIRED:

COLOR OF BACKGROUND _____ COLOR OF LETTERING _____

Vertical Sign Horizontal Sign

SIGN COPY: _____

Yes, I have completed and enclosed the Payment Form
No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Company Service Desk Personnel at the event site prior to leaving.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____ 08-705

All orders are subject to the terms and conditions as outlined on the payment form.

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.
COLOR/SIZE: Choices not indicated will be GRAY.

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only.
Standard booth carpet is designed for use in standard size exhibit booths. This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see section below.

QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	TOTAL
_____	9 FT x 10 FT (301)	\$115.00	\$167.00	_____	9 FT x 30 FT (303)	\$345.00	\$501.00	= \$ _____
_____	9 FT x 20 FT (302)	\$230.00	\$334.00	_____	9 FT x 40 FT (304)	\$460.00	\$668.00	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

Blue (06) Gray (09) Red (14) Green (10) Black (04) Maroon (11) Gold (08) Plum (19) Teal (18)

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements. 100 sq. ft. minimum.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Custom Carpet Size (314) _____ FT x _____ FT = _____ SQ FT @	\$ 2.60 / sq.ft.	\$ 3.75 / sq.ft.	= \$ _____

CHECK COLOR DESIRED FOR COMPLETE EXHIBIT AREA CARPET:

Blue (06) Gray (09) Red (14) Green (10) Black (04) Maroon (11) Gold (08) Plum (19) Teal (18)

CUSTOM DECORATORS PLUSH CARPET

Custom carpet is an upgraded 34oz. carpet in 12 decorator colors. Swatches will be sent to you upon request. Order must be received in our office 4 weeks prior to show. 100 sq. ft. minimum.

	DISCOUNT RATE	STANDARD RATE	TOTAL
<input type="checkbox"/> Custom Plush Carpet Size (328) _____ FT x _____ FT = _____ SQ FT @	\$ 2.99 / sq.ft.	\$ 4.35 / sq.ft.	= \$ _____

CHECK COLOR DESIRED FOR COMPLETE CUSTOM CARPET:

Ivory - (43) - White Burgundy - (11) - Maroon Mist Grey - (60) - Light Grey Baby Blue - (45) - Light Blue
 Sandstone - (49) - Beige Evergreen - (41) - Light Green Gunmetal - (44) - Medium Grey Sky Blue - (50) - Medium Blue
 Cherry Red - (46) - Red Forest Green - (42) - Dark Green Ebony - (47) - Black Dusty Rose - (59) - Pale Rose

PADDING - PLASTIC COVERING

90 sq. ft. Minimum!

	DISCOUNT RATE	STANDARD RATE	TOTAL
Padded Area Size (350) _____ FT x _____ FT = _____ SQ FT @	\$.70 / sq.ft.	\$1.02 / sq.ft.	= \$ _____
Plastic Covering Area (360) FT x _____ FT = _____ SQ FT @	\$.22 /sq.ft.	\$.32 / sq. ft.	= \$ _____

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Company Service Personnel at the event site prior to opening.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

CLEANING SERVICE ORDER FORM

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation of any portion of cleaning order after deadline and before service, will be charged at 50% of order.
LATE REQUEST: Request received after deadline will be filled as quickly as possible.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from the George Fern Co. are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.

VACUUMING

All rates are based on the total square footage of your exhibit space. (100 square foot minimum)
Please check preference below:

- (903) DAILY --- Vacuum carpet and empty wastebaskets before initial opening of exhibit and DAILY thereafter.....\$.28 Per Sq./ft. per day
 - (901) ONCE --- Vacuum carpet and empty wastebaskets ONCE before initial opening of exhibit\$.32 Per Sq/ft.
- There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, food sampling, landscape, etc.

PORTER SERVICE

Empty wastebasket and police exhibit space at two hour intervals during show hours.

(915) Periodical porter service\$ 104.00 PER DAY

Please check preference below:

- DAILY
- ONCE --- Specify Day: _____ Date: _____
- OTHER --- Specify Day(s) Date(s) _____

DISPLAY WIPE DOWN

- (919) Display Wipe Down before initial opening (4 Hour minimum per day).....\$ 52.00 per hr. S/T or \$ 104.00 per hr. O/T
- (920) Display Wipe Down daily (4 Hour minimum per day)\$ 52.00 per hr. S/T or \$ 104.00 per hr. O/T

SPECIAL INSTRUCTIONS / CONCERNS

ESTIMATE CLEANING SERVICES COST FOR ADVANCE PAYMENT

* Exhibit Space: _____ ft. x _____ ft. = _____ sq. ft. (100 sq. ft. minimum) x \$ _____ rate. x _____ days = \$ _____

* Porter Service: _____ days x \$216.00 per day _____ = \$ _____

* Display Cleaning: _____ hours (4 Hour minimum per day) x _____ day(s) x \$ 52.00 per hr. S/T or \$104.00 per hr. O/T = \$ _____

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see George Fern Company Service Personnel at the event site prior to opening.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

CANCELLATION: No refunds on orders cancelled after the deadline.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

Professional Exhibit Solutions



8' Table Top Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

Circle your Table Skirting Color:
Black (04) Blue (06) Burgundy (11) Gold (08) Gray (09)
Green (10) Plum (19) Red (14) Teal (18) White (16)

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> Table Top Display Enhanced Package (4014)	\$1,380.00	\$1,862.50
<input type="checkbox"/> Table Top Display Standard Package (4002)	\$1,000.00	\$1,350.00



10' Curved Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

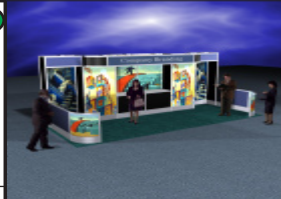
Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Curved Display Enhanced Package (4020)...	\$3,525.00	\$4,760.00
<input type="checkbox"/> 10' Curved Display Standard Package (4008)....	\$2,120.00	\$2,862.50



10' Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Display Enhanced Package (4016)	\$2,950.00	\$3,982.50
<input type="checkbox"/> 10' Display Standard Package (4004).....	\$1,755.00	\$2,370.00



20' Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

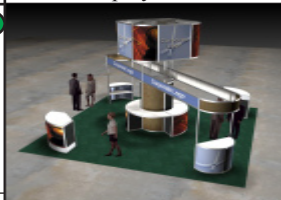
Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 20' Display Enhanced Package (4024)	\$6,767.50	\$9,135.00
<input type="checkbox"/> 20' Display Standard Package (4010).....	\$4,720.00	\$6,372.50



10' Center Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 10' Center Display Enhanced Package (4018)....	\$2,987.50	\$4,032.50
<input type="checkbox"/> 10' Center Display Standard Package (4006)	\$2,180.00	\$2,942.50



20' x 20' Display

* Enhanced Package Depicted.
See Brochure for Complete Package Details

Description	DISCOUNT RATE	STANDARD RATE
<input type="checkbox"/> 20' x 20' Display Enhanced Package (4026)	\$13,227.50	\$17,857.50
<input type="checkbox"/> 20' x 20' Display Standard Package (4012).....	\$9,680.00	\$13,067.50

Select Standard Booth Panels Color

Black PVC (04) White PVC (16) Blue Velcro (55) Gray Velcro (56)

Select Carpet Colors

Blue (06) Gray (09) Red (14) Green (10) Black (04)
 Burgundy (11) Gold (08) Plum (19) Teal (18)

Standard Booth Graphics

Your company name will be printed in block lettering on the White Header Sign.

Check lettering color: BLACK BLUE RED

Indicate your

Header Sign Copy: _____

Enhanced Booth Graphics

Please email your full color graphics for Enhanced Booth Packages

Please provide in one of the following IBM compatible formats:
If Vector art, provide in EPS or AI, (Illustrator), or compatible.
If Rastor, provide in TIFF, JPG, or BMP.

Remember to order the following items, as desired. They are NOT included in booth package:

* Furniture * Electrical Service * Custom Lighting * Floral * Cleaning Service

Yes, I have completed and enclosed the **Payment Form**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Co. Service Personnel at the event site prior to opening.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____ 40-414

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: No refunds on orders cancelled after the deadline.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

Stand-Alone Fixtures and Exhibit Components

Counters & Glass Display Case				Accessories			
Qty.	Description	Discount Rate	Standard Rate	Qty.	Description	Discount Rate	Standard Rate
	1M x 2M x 30" ht (4041)	\$ 365.00	\$ 492.50		1M Straight Shelf.....	\$ 50.00	\$ 67.50
	1M x 2M x 43" ht (4043)	\$ 425.00	\$ 575.00		1M Angled Shelf.....	\$ 50.00	\$ 67.50
	2M x 2M x 30" ht (4042)	\$ 605.00	\$ 817.50		Halogen Arm Light.....	\$ 100.00	\$ 135.00
	2M x 2M x 43" ht (4044)	\$ 665.00	\$ 897.50		Pamphlet pocket (5"x9").....	\$ 25.00	\$ 35.00
	Full View Showcases (4080)	\$ 800.00	\$1,080.00		Letter pocket (9"x9").....	\$ 32.50	\$ 45.00
					Brochure pocket (9"x11")	\$ 42.50	\$ 57.50
Gondolas & Freestanding Panel				Offices / Storage Closets			
Qty.	Description	Discount Rate	Standard Rate	Room dimensions are limited to 1M and 2M increments. All Rooms come standard in your choice of White or Black Hardwall or Blue or Gray Velcro. If you desire additional colors, or Plexiglass, you may upgrade as indicated below. All door units are 1M wide. All Rooms are rented on a per meter basis. To calculate cost, figure the perimeter by adding the length and width and doubling. For example, a 3M x 3M office is calculated as 3m + 3M = 6M x 2 = 12M. (remember to subtract your door units from your total) Once you have calculated the Room Size, multiply by the per meter rate to calculate the total cost. Please provide a sketch or diagram of your booth showing dimensions and location of Room(s) and door units so that all may be installed prior to your arrival.			
	8' x 1M Freestanding panel	\$ 275.00	\$ 372.50				
	8' x 1M Freestanding panel w/flower box (4032).....	\$ 395.00	\$ 532.50				
	One Sided Gondolas (4055)	\$ 365.00	\$ 492.00				
	Two Sided Gondolas (4056)	\$ 440.00	\$ 595.00				
Kiosks & Towers				Indicate Size and Color of Room#4021:			
Qty.	Description	Discount Rate	Standard Rate	Room #1 (specify size) ___ M x ___ M = ___ Total M	DISCOUNT RATE	STANDARD RATE	
	8' Triangular Kiosk (4033)..	\$ 600.00	\$ 810.00	Room #2 (specify size) ___ M x ___ M = ___ Total M	\$ 280.00/M	\$ 377.50	
	8' Square Kiosks (4034).....	\$ 800.00	\$1,080.00	Locking Door Unit as Panel (White Only) #4022	\$ 280.00/M	\$ 377.50	
	Wire-wall Kiosks (4035)....	\$ 320.00	\$ 432.50	White Hardwall	\$ 365.00 ea	\$ 492.50	
	TV/DVD/VCR Cabinet (4036)	\$ 800.00	\$1,080.00	Blue / Gray Velcro - Circle: Blue or Gray	Included	Included	
	12' Triangular Towers (4037)..	\$ 725.00	\$ 980.00	Opt Color Hardwall (per Meter) #4092	Included	Included	
	12' Square Towers (4038) ..	\$ 965.00	\$1,302.50	Opt Color Velcro (per Meter) #4093.....	\$ 95.00 ea	\$ 127.50	
				Optional Plexiglass (per Meter) #4096.....	\$ 160.00 ea	\$ 215.00	
					\$ 160.00 ea	\$ 215.00	
Shelving Units & Pedestals				Custom Exhibit Services			
Qty.	Description	Discount Rate	Standard Rate	Contact our creative team at George Fern to design an exciting solution to meet your needs. The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative problem solving. We can create a design for you based upon your ideas, whether those ideas are from a photograph, drawn in CAD or sketched on a napkin.			
	Shelf Cabinet Unit w/30" cabinet (4003).....	\$ 800.00	\$1,080.00				
	Shelf Cabinet Unit w/43" cabinet (4005).....	\$ 880.00	\$1,187.50				
	2Mx1M Planter Box (4053)	\$ 120.00	\$ 162.50				
	2Mx30"ht Pedestals (4063)	\$ 240.00	\$ 325.00				
	2Mx43"ht Pedestals (4064)	\$ 320.00	\$ 432.50				

Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork. If you prefer, we can create custom graphics specifically designed to suit your needs. Please ask a George Fern Company representative for assistance.

Remember to order the following items, as desired. They are NOT included in booth package:

- *Furniture * Electrical Service * Custom Lighting * Floral * Cleaning Service

Yes, I have completed and enclosed the **Payment Form**

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George Fern Company Service Personnel at the event site prior to opening.

Sub Total: \$ _____
8.0 % Tax: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

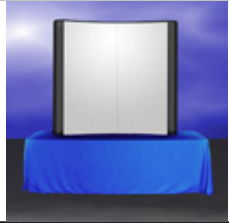
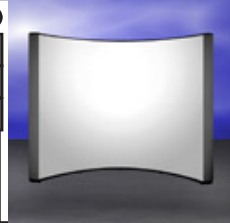

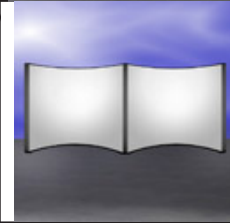


647 Westport Parkway / Grapevine, TX 76051
 Telephone 817-481-0043 / Fax 817-481-0692

DISPLAYS FOR PURCHASE ORDER FORM

**DEADLINE: Monday
March 1**

CANCELLATION: No refunds on orders cancelled after the deadline.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

CHOOSE YOUR EXHIBIT - CHECK ONE

	<p>Table Top Pop-up Displays</p> <table border="1"> <tr> <td>(#4501) 6' Display</td> <td>\$1510.00</td> </tr> <tr> <td>(#4503) 8' Display</td> <td>\$1,858.00</td> </tr> <tr> <td>(#4505) Detachable Header</td> <td>\$ 285.00</td> </tr> </table> <p>Package Includes: * Frame * Fabric Endcaps * Telescoping Channel Bars * Frame Bag * Fabric Panels * Molded Case on Wheels</p> <p>Shipping and Handling (Circle One) Before Deadline \$50.00 After Deadline \$145.00</p>	(#4501) 6' Display	\$1510.00	(#4503) 8' Display	\$1,858.00	(#4505) Detachable Header	\$ 285.00		<p>10' Portable Pop-up Floor Display</p> <table border="1"> <tr> <td>(#4513) 10' Display</td> <td>\$ 4,105.00</td> </tr> <tr> <td>(#4517) Detachable Header</td> <td>\$ 375.00</td> </tr> </table> <p>Package Includes: * Arc Frame * Telescoping Bars * Fabric Endcaps * Frame Bag * Fabric Panels * One Oval Case * One Set of halogen lights * Case to podium fabric wrap & top</p> <p>Shipping and Handling (Circle One) Before Deadline \$100.00 After Deadline \$216.00</p>	(#4513) 10' Display	\$ 4,105.00	(#4517) Detachable Header	\$ 375.00
(#4501) 6' Display	\$1510.00												
(#4503) 8' Display	\$1,858.00												
(#4505) Detachable Header	\$ 285.00												
(#4513) 10' Display	\$ 4,105.00												
(#4517) Detachable Header	\$ 375.00												
	<p>Accessories</p> <p>Halogen Light Kit Package Includes: *Plastic Case *2 Halogen Long Stem Lights *Extra Halogen Bulbs *2 Electrical Ports</p> <p>Qty ___ (4523) Long Stem Halogen Light Kit -\$599.00</p> <p>Literature Pockets</p> <p>Qty ___ (4527) Lg Brochure Holder (Holds 8 1/2" x 11") - \$ 28.00 Qty ___ (4529) Sm Brochure Holder (Holds 4"x 9") - \$ 12.00</p>		<p>20' Portable Pop-up Floor Display</p> <table border="1"> <tr> <td>(#4515) 20' Display</td> <td>\$ 7,795.00</td> </tr> <tr> <td>(#4519) Detachable Header</td> <td>\$ 750.00</td> </tr> </table> <p>Package Includes: * Arc Frame * Telescoping Bars * Fabric Endcaps * Frame Bag * Fabric Panels * Two Oval Cases * Connecting Panels * Two sets of halogen lights * Two case to podium fabric wraps and tops</p> <p>Shipping and Handling (Circle One) Before Deadline \$203.00 After Deadline \$425.00</p>	(#4515) 20' Display	\$ 7,795.00	(#4519) Detachable Header	\$ 750.00						
(#4515) 20' Display	\$ 7,795.00												
(#4519) Detachable Header	\$ 750.00												
	<p>Retractable Banner Stand</p> <p>33.5" Wide x 79" High</p> <p>Qty ___ (4601) Retractable Banner Stand w/vinyl banner\$499.00 Price after discount deadline is \$679.00</p> <p>Qty ___ (4620) Shipping & Handling\$ 40.00 Price after discount deadline is \$100.00</p>		<p>Table Covers with Logo</p> <p>Qty ___ (4650) 6' Table Cover with Text (1 color)\$350.00 Price after discount deadline is \$450.00</p> <p>Qty ___ (4652) 8' Table Cover with Text (1 color)\$375.00 Price after discount deadline is \$475.00</p> <p>Qty ___ (4675) Shipping & Handling\$ 69.00 Price after discount deadline is \$140.00</p> <p>Table Covers with Logo - call for Quote</p>										

Display Panel Color Chart	Chalk (white)	Silver (light gray)	Koala (dark gray)
Custom Colors Available	Blaze (red)	Windsor (blue)	Coal (black)
			Malibu (beige)

<p>Graphics</p> <p>All graphics should be received in the following formats. If they are not received in one of the formats listed below, there is a \$125 per hour charge (one hour minimum) for computer time to correct the artwork.</p> <p>Please forward your artwork via zip disk, CD, or email in the following formats: Illustrator (.ai) or Photoshop (.psd), .eps, .tif, .jpeg, or Acrobat (.pdf) at 300dpi resolution or higher. Call if you have other formats.</p> <p>NOTE: All text must be converted to outlines. If text cannot be provided as outlines, all fonts used must be sent with the graphic. All fonts must be in either True Type or Mac Type 1 formats.</p>	<p>Detachable Graphics</p> <p>All are Lexan laminated with Velcro in digital 4-color print.</p> <table border="1"> <tr> <td>Qty ___ (4533) 22"x 22"</td> <td>\$ 110.00</td> </tr> <tr> <td>Qty ___ (4535) 27"x 36"</td> <td>\$ 235.00</td> </tr> <tr> <td>Qty ___ (4537) 18"x 39"</td> <td>\$ 190.00</td> </tr> <tr> <td>Qty ___ (4539) 33"x 33"</td> <td>\$ 250.00</td> </tr> <tr> <td>Qty ___ (4541) 36"x 40"</td> <td>\$ 365.00</td> </tr> <tr> <td>Qty ___ (4543) Full Panel Graphics Table top Pop-up per panel</td> <td>\$ 525.00</td> </tr> <tr> <td>Qty ___ (4545) Full Panel Graphics Floor Pop-up per panel</td> <td>\$ 595.00</td> </tr> </table>	Qty ___ (4533) 22"x 22"	\$ 110.00	Qty ___ (4535) 27"x 36"	\$ 235.00	Qty ___ (4537) 18"x 39"	\$ 190.00	Qty ___ (4539) 33"x 33"	\$ 250.00	Qty ___ (4541) 36"x 40"	\$ 365.00	Qty ___ (4543) Full Panel Graphics Table top Pop-up per panel	\$ 525.00	Qty ___ (4545) Full Panel Graphics Floor Pop-up per panel	\$ 595.00	<p>Pro-Cut Graphics</p> <p>Pro-Cutting is a process which involves inlaying fabrics and vinyls to create dramatic images. For more information or a price quote, please call the above number.</p> <p>We can create your graphic artwork at hourly rate of \$125.00</p> <p>SHIP TO: _____ DEADLINE DATE: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Qty ___ (4533) 22"x 22"	\$ 110.00															
Qty ___ (4535) 27"x 36"	\$ 235.00															
Qty ___ (4537) 18"x 39"	\$ 190.00															
Qty ___ (4539) 33"x 33"	\$ 250.00															
Qty ___ (4541) 36"x 40"	\$ 365.00															
Qty ___ (4543) Full Panel Graphics Table top Pop-up per panel	\$ 525.00															
Qty ___ (4545) Full Panel Graphics Floor Pop-up per panel	\$ 595.00															

INDICATE YOUR HEADER SIGN COPY or SEE SIGN COPY ATTACHED

* Remember to order the following items, They are **NOT** included in booth package;
 * Furniture * Chairs * Graphics * Tables * Electrical Services
 * Floral * Cleaning Service * Carpeting * Drayage Services * Labor to install/remove

Yes, I have enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please contact the George Fern Company Service Personnel prior to opening.

Sub Total: \$ _____
8.0 % Tax: \$ _____
Shipping and Handling: \$ _____
Total: \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

45-703

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

DISPLAY LABOR SERVICE

ORDER FORM

(THIS FORM IS NOT FOR UNLOADING AND RELOADING - SEE DRAYAGE SERVICE)

DEADLINE
For Discount Prices **Monday**
March 1

CANCELLATION: Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.
LATE REQUEST: Request received after deadline will be filled as work force is made available. Please direct all on-site inquiries to service desk.

PLAN A - SUPERVISION BY GEORGE FERN COMPANY

To save time and alleviate exhibitor supervision, Plan A (Supervision by George Fern Company) is provided so that exhibits may be installed prior to the exhibitor's arrival. All pertinent information should be directed to us, including blueprints, photographs, shipping information and set-up instructions. Professionally trained personnel are used on installation/dismantles, and where possible, all work is performed on straight time. Charge for supervised service is 30% (with a minimum of \$52.00 per installation and/or dismantle) of the total labor bill. **Please provide an emergency contact telephone number:** () _____

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man
(1017) Labor for Installation		
(1019) Labor for Dismantle		

Please complete the Outbound Bill of Lading Form

PLAN B - SUPERVISION BY EXHIBITOR PERSONNEL

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 A.M., unless official set-up time is set to begin later in the day. While every attempt will be made to provide men at a time requested subsequent to 8:00 A.M. (or official set-up time), such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. **It is important that exhibit representative check in at service desk to pick up labor ordered.** Exhibit representative must also check the labor back in at the service desk upon completion of work. All work to be done under supervision of the exhibitor or his representative.

ORDER:	# of Men Required	Estimated Hours (one hour increments) Each Man	Start Time	Start Date	No. Days
(1017) Labor for Installation					
(1019) Labor for Dismantle					

Supervisor will be: _____
Phone: () _____

Note: If exhibitor fails to pick up men at time ordered, a one hour per man no-show charge will be assessed.

RATES: ESTIMATED DISPLAY LABOR COST FOR ADVANCED PAYMENT

Charges for labor service are based on prevailing rates of labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays and all hours Saturday, Sunday, and holidays will be charged at overtime rate. Minimum charge one (1) hour per man & 1/2 hour increments after the first hour. For information and cost relative to unloading and reloading please see the Shipping Information and Service Order Form enclosed. This form is not intended for the ordering of unloading/loading services. **SEE THE SHIPPING INFORMATION AND FREIGHT SERVICE ORDER FORM.**

INSTALLATION	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total straight time hours x \$ 52.00 / hr. = _____	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total overtime hours x \$ 104.00 / hr. = _____	
Add 30% if supervised by George Fern Company (\$ 52.00 min.)= _____	
DISMANTLE	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total straight time hours x \$ 52.00 / hr. = _____	
_____ # of men x _____ # of hours per man x _____ # of days = _____ Total overtime hours x \$ 104.00 / hr. = _____	
Add 30% if supervised by George Fern Company. (\$ 52.00 min.)= _____	

NOTE: Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. The George Fern Company will NOT be responsible for injury to display, personnel, or damage or loss of display materials. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received.

If you have a problem please see George Fern Company Service Personnel at the event site prior to opening.

Sub Total: \$ _____
Non-Taxable: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

10-705-L

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

INDEPENDENT DISPLAY HOUSE/ CONTRACTOR NOTIFICATION

**DEADLINE: Monday
March 1**

Complete and return this form by Deadline only if you are planning to use any company other than George Fern Company for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the _____ WBT _____ in _____ Arlington, TX _____ and have completed the following questions.

Exhibiting Company Name: _____ Booth No. _____

Exhibiting Contact Person: _____

Exhibiting Company Telephone Number: _____

Contractor To Be Utilized (Company Name): _____

Address: _____

Contractor Telephone Number: _____ Fax Number: _____

Contractor Contact Name: _____

Contact E-Mail Address: _____

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

* See the letterhead of each individual order form to confirm what company is providing services ordered on that specific form. This third party billing information above and below is for use by George Fern Company. only, therefore if a service that you have ordered is being provided by someone other than George Fern Co., you need **not** indicate that particular service below:

- ____ (03) EXHIBIT FURNITURE RENTAL ORDER
- ____ (03) PANELBOARD RENTAL ORDER
- ____ (07) IN-BOOTH FORKLIFT
- ____ (03) SIGN AND ART WORK ORDER
- ____ (08) DRAYAGE SERVICES ORDER
- ____ (03) FLORAL RENTAL ORDER

- ____ (03) EXHIBIT / CUSTOM CARPET RENTAL ORDER
- ____ (03) DISPLAY RENTAL PACKAGE
- ____ (07) DISPLAY LABOR
- ____ (04) CLEANING SERVICES ORDER

NOTE: Some order forms for furnishings and/or services listed above may not be enclosed if a specific service or item is not offered on this event.

If you have any questions, please contact George Fern Company.

* Exhibiting company clearly understand that exhibiting company is ultimately responsible for payment of any and all services invoiced third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, George Fern Company, by above Deadline Date.

Signature _____ Date _____ Print or Type Your Name _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

Policy Regarding Official Service Contractor And Regulations For Exhibitor Appointed Independent Display House Contractors To Install and Dismantle Displays

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirement:

1. The Exhibitor, in writing, must notify Show Management and George Fern Co. of their intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters such as from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and George Fern Co. with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management, if required.
4. The independent contractor must have all business licences, permits and Workman's Compensation insurance required by the State and City governments and the Convention Center Management prior to commencing work, and shall provide Show Management and George Fern Co. with evidence of compliance.
5. The independent contractor must carry a minimum insurance coverage of \$1,000,000.00 in bodily injury insurance, \$500,000.00 in property damage, and \$1,000,000.00 in liability and worker's compensation, and shall provide Show Management and the George Fern Company with a certificate of insurance showing coverages and amounts **30 days prior** to the first day of move-in.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may NOT SOLICIT business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, services and storage areas will be under the control of the George Fern Co.
11. For services such as electrical, plumbing, telephone floral, booth cleaning and drainage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

FORKLIFT WITH OPERATOR SERVICE ORDER FORM

(THIS FORM IS NOT FOR UNLOADING AND RELOADING - SEE DRAYAGE SERVICE)

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.
LATE REQUEST: Request received after deadline will be filled as work force is made available. Please direct all onsite inquiries to service desk.

LABOR WITH FORKLIFT TO RIG IN BOOTH

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost to the exhibitor is billed at hourly increments with a one (1) hour minimum. If additional decorators are required, prevailing decorator labor charges will be assessed. If you have forklift questions, please call the George E. Fern Company at 817-481-0043. **It is important that exhibit representative check in at service desk to pick up labor ordered.**

ORDER FOR FORKLIFT FOR IN-BOOTH WORK

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1005) Labor for Installation						
(1007) Labor for Dismantle						

RATES: ESTIMATED RIGGING LABOR COST FOR ADVANCE PAYMENT

Charges for forklift are based on prevailing rates for labor and materials. All labor before 8:00 A.M. and after 4:00 P.M. weekdays, all day Saturday and Sunday will be charged at the Overtime rate. Forklift and operator is billed at hourly rate with a minimum charge of one (1) hour per man & 1/2 hour increments after the first hour. For information and costs related to Labor To Install Displays, Labor To Hang Signs, or Labor For Unloading Services - refer to other forms in this Service Kit.

All rates are for 4,000 lb forklifts. If you require a larger forklift, please call our office for a quote.

INSTALLATION

_____ # of Fork/operators x _____ # of hours per man x _____ # of days _____ Total straight time hours x \$52.00 / hr = _____
 _____ # of Fork/operators x _____ # of hours per man x _____ # of days _____ Total overtime hours x \$ 104.00 / hr. = _____

DISMANTLE

_____ # of Fork/operators x _____ # of hours per man x _____ # of days _____ Total straight time hours x \$52.00 / hr = _____
 _____ # of Fork/operators x _____ # of hours per man x _____ # of days _____ Total overtime hours x \$ 104.00 / hr. = _____

NOTE: Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. It is the responsibility of the Exhibitor Representative/Supervisor to safely supervise and instruct the Forklift Operator throughout installation and dismantle. The Supervisor is responsible for the safety of the crew and the protection from damage to any and all properties involved with, associated within or directly related to the forklift, its operation and the material it is handling. The George Fern Company will NOT be responsible for damage or loss of display materials. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received.
If you have a problem please see George Fern Company Service Personnel at the event site prior to opening.

Sub Total: \$ _____
Non-Taxable: \$ _____
TOTAL: \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____ 10-705-F

All orders are subject to the terms and conditions as outlined on the payment form.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

HANGING SIGN SERVICE ORDER FORM

DEADLINE **Monday**
For Discount Prices **March 1**

CANCELLATION: Cancellation of any portion of labor order within 48 hours of start will be charged applicable hourly rate and conditions.
LATE REQUEST: Request received after deadline will be filled as work force is made available. Please direct all onsite inquiries to service desk.

OVERHEAD SIGN INSTALLATION INFORMATION

- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- Height limitation from the floor to the top of sign is 16' above island booths, unless otherwise specified in show rules and regulations.
- Overhead hanging signs should be sent in separate containers and marked "overhead sign".
- George Fern Co. will be responsible for pre-assembling all hanging signs.
- All signs must have rigging points, with the exception of cloth banners.
- All signs requiring electricity must have electric ordered in advance on the enclosed Electrical Service Order Form from the official electrical contractor.
- Set up instructions must be provided for signs needing assembly.
- Placement diagram must be submitted with your order. Complete exhibit area layouts showing sign placement and orientation are required.
- All signs are subject to approval.
- Additional charges will apply for materials used (cable, clamps, rods, wire, etc.) to hang your sign.**

OVERHEAD SIGN DESCRIPTION

- TYPE: Cloth Banner Metal or Wood Other _____
- SHAPE: Square Rectangle Circle Triangle Other
- SIZE: _____ Height _____ Length _____ Width _____ Weight _____
- ELECTRICAL: NO YES If yes, order electric on Electrical Service Order Form.
- Does your sign require assembly? NO YES
- * Send a diagram to represent your booth space. Indicate how far in from each boundary you would like your sign placed & all sign dimensions.
- * The ceiling structure and relation to support beams may require your sign to be moved from your specified location.

ORDER FOR HIGHLIFT AND CREW

ORDER:	Number of Crews Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1051) Highlift and Crew for Installation						
(1053) Highlift and Crew for Dismantle						

NOTE: HIGHLIFT CREW CONSISTS OF OPERATOR, PLUS TWO DECORATORS.

RATES: ESTIMATED HIGHLIFT LABOR COST FOR ADVANCE PAYMENT

Charges for sign hanging labor and highlift are based upon prevailing rates for decorator labor and highlift. All decorator labor before 8:00 A.M. and after 4:00 P.M. weekdays all day Saturday, Sunday will be charged at Overtime rate. There is a minimum charge one (1) hour per crew & 1/2 hour increments after the first hour. If additional decorators are required, prevailing decorator labor charges will be assessed. Please refer to the Display Labor Service Order Form for rate information. For additional information and cost related to Labor To Instal Displays, Labor With Forklift To Rig In Booth, or for Labor For Unloading Services - refer to other forms within this service kit.

INSTALLATION						
_____ # of crews x _____ # of hours per crew x _____ # of days	Total straight time hours x \$295.00 /hr			= \$ _____		
_____ # of crews x _____ # of hours per crew x _____ # of days	Total overtime hours x \$463.00 / hr.			= \$ _____		
DISMANLE						
_____ # of crews x _____ # of hours per crew x _____ # of days	Total straight time hours x \$295.00 / hr			= \$ _____		
_____ # of crews x _____ # of hours per crew x _____ # of days	Total overtime hours x \$463.00 / hr.			= \$ _____		

NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. The George Fern Company will NOT be responsible for damage or loss of display materials. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Yes, I have completed and enclosed the Payment Form **Sub Total:** \$ _____
No credit will be given after close of event on items or services ordered, but not received. If you have a problem **Non-Taxable:** \$ _____
please see George Fern Company Service Personnel at the event site prior to opening. **TOTAL:** \$ _____

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

SHIPPING INFORMATION AND FREIGHT HANDLING FORM

PAGE 1 OF 2

-IMPORTANT-

Please complete the Freight Payment computation below based upon your estimated shipments and return this form with your payment and the Payment Authorization form included with this service kit.

George Fern shall not be liable for piece count or condition of any shipments received without individual/carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures.

INSTRUCTIONS

- All shipments must be sent prepaid. Collect shipments will not be accepted.
- The Advance Warehouse will **ONLY** accept packaged shipments, including crates, boxes and skids. No loose shipments will be accepted unless the delivering carrier cannot deliver the shipment to the facility.
- Loose, uncrated, van, or specialized carrier shipments should be sent **DIRECTLY** to the **CONVENTION FACILITY** to arrive **AFTER 8:00 AM** on the first day of the exhibitor installation.
- Other conditions are applicable on 2nd page.
- Consignment or delivery of a shipment to George E. Fern Company, or it's subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions.
- Outbound bills of lading must be filled out and turned into the exhibitor service desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to show in required time frame, shipment will be reconsigned to official carrier. If no return information is provided, freight may be returned to warehouse and storage charges will be applied or shipped back to origin at the exhibiting company expense

ADVANCE RECEIVING WAREHOUSE

* Label each piece of your shipment(s) as follows:

TO: (NAME OF EXHIBITING COMPANY)
George Fern Company
647 Westport Parkway
Grapevine, TX 76051

Event: WBT 2010

Exhibitor Space #: YOUR SPACE # ASSIGNMENT

Must arrive by: Friday, March 12

DIRECT TO EVENT SITE

* Label each piece of your shipment(s) as follows:

TO: (NAME OF EXHIBITING COMPANY)
c/o George Fern Company/Arlington Convention Center
1200 Ballpark Way
Arlington, TX 76011

Event: WBT 2010

Exhibitor Space #: YOUR SPACE # ASSIGNMENT

Must arrive only on: Monday, March 15

FREIGHT HANDLING RATE SCHEDULE

Rates below include receipt of your freight; delivery to the booth; storage; return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times. **A 200 lb. minimum charge per shipment applies. Weights round up to the next 100 lbs.**

CATEGORY	DESCRIPTION	Rate per 100 lbs	Minimum Charge
ADVANCE WAREHOUSE			
A	Packaged Shipments to the Advance Warehouse via Common Carrier	\$60.00	\$120.00
B	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, DHL, Airborne or U.S. Mail to the Advance Warehouse	\$75.00	\$150.00
P	Small Package Shipment (shipments not exceeding 35 lbs) to the Advance Warehouse	\$56.00 per shipment	\$ 56.00 per shipment
L	Packaged Shipment to the Advance Warehouse after the March 12 deadline date	\$75.00	\$150.00
M	Packaged Shipment via Van Line, Specialized Carrier, Federal Express, UPS, DHL, Airborne or U.S. Mail to the Advance Warehouse after the March 12 deadline date	\$93.75	\$187.50
EVENT SITE			
D	Packaged Shipments to the Event Site via Common Carrier	\$56.00	\$112.00
E	Packaged Shipments via Van Line or Specialized Carrier, Federal Express, UPS, DHL, Airborne or U.S. Mail to the Event Site	\$70.00	\$140.00
F	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Event Site (Rate will not be split for mixed shipment. The uncrated rate will apply.)	\$84.00	\$168.00
P	Small Package Shipment (shipments not exceeding 35 lbs) to the Event Site	\$56.00 per shipment	\$ 56.00 per shipment

Note: Add 25% for each handling if your shipment arrives or is shipped before 8:00am or after 4:30pm Monday through Friday or anytime Saturday or Sunday. Also if scheduling necessitates overtime move-in/move-out of freight in advance at our warehouse or post show. for outbound shipments.

Yes, I have completed and enclosed the Payment Form

No credit will be given after close of event on items or services ordered, but not received. If you have a problem please see the George E. Fern Co. Service Desk Personnel at the event site prior to leaving. Please be sure to read both pages of this SHIPPING INFORMATION AND FREIGHT SERVICE ORDER FORM as all conditions will apply

Sub Total: \$ _____
Non-Taxable: \$ _____
TOTAL: \$ _____

Name of Event **WBT (09870)** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

12-002

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

SHIPPING INFORMATION AND FREIGHT HANDLING FORM

PAGE 2 OF 2

George Fern Company must be advised (4) four weeks in advance of delivery date of any oversized freight (single pieces over 3500 lbs. or odd shaped pieces) which will require unloading / reloading.

INBOUND SHIPMENT - FOR EVENT

1.) Shipper _____ Date shipped _____
From (City/State) _____ Estimated arrival date _____
Carrier _____ Tracking Number: _____
Total # of pieces _____ Total Weight _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

2.) Shipper _____ Date shipped _____
From (City/State) _____ Estimated arrival date _____
Carrier _____ Tracking Number: _____
Total # of pieces _____ Total Weight _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

3.) Shipper _____ Date shipped _____
From (City/State) _____ Estimated arrival date _____
Carrier _____ Tracking Number: _____
Total # of pieces _____ Total Weight _____
CHECK ONE: to Advance Receiving Warehouse or direct to Show Site

MISCELLANEOUS DRAYAGE SERVICES / COST AND GENERAL INFORMATION

SPECIAL SERVICES AND RATES. - (2201) Steel banding for the packaging of displays and equipment is available at the Drayage Contractors service desk for \$ 1.00 per lin. ft. plus (1037) labor at prevailing rates. (1039) Shrinkwrap of a pallet will be charged at \$50.00 per pallet. (702) Fork lifts and drivers are available for particular spotting of equipment within your exhibit space after delivery to your exhibit space at prevailing rates for equipment and labor. Please order this service in advance, see "Display Labor and Forklift Service Order Form". (9997) Mobile equipment will be moved into and out of the exhibit facility for \$ 150.00 per round trip unless otherwise noted in this kit. This service MUST be scheduled in advance - *PLEASE CALL.*

COLLECT SHIPMENTS may be refused or accepted at the option of the Official Drayage Contractor. In cases where the Drayage Contractor elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to the Drayage Contractor within 24 hours. A twenty-five percent (25%) special service surcharge will be added to the freight bill for handling any consignments under these conditions. A \$ 25.00 MINIMUM fee will apply to this service.

HAULING TO OR FROM LOCAL FACILITIES - (706) Local delivery/pick-up will be charged at prevailing rates; *In addition to appropriate cwt. charges for drayage services rendered.*

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of George Fern Company / the Official Drayage Contractor. To assure orderly and expeditious handling of exhibit material into and out of the event facility, it is required that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor, who is prepared to handle local pickups and deliveries on a co-ordinated schedule. It is also recommended that in order to minimize congestion and comply with union requirements all shipments be channeled through the Official Drayage Contractor.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the Official Drayage Contractor at the Convention Center Service area during the Exposition or immediately after its close via a bill of lading that MUST be picked up at the exhibitor services desk. Any freight that is left on the show floor without a bill of lading turned into the service desk maybe be subject to a charge equal to one hour of labor. If outbound shipping information is available prior to show commencement, forward instructions to the Drayage Contractor. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the Drayage Contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and has failed to honor them. Any freight unloaded or loaded on Overtime may incur an additional 25% Overtime fee.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of the Drayage Contractor is limited to \$.10 per pound/per article, with a maximum of \$ 50.00 per item, and a maximum of \$ 1,000.00 per shipment. The shipper is encouraged to make arrangements with its insurance carrier if values of articles or shipments are in excess of those stated above.

EXHIBITS TO BE STORED (9998) will be charged at a minimum monthly rate of \$ 150.00 or a rate of \$ 30.00 cwt. per month or fraction thereof with a 500 lb minimum charge. There is also a minimum \$95 truck charge to return freight to warehouse (**NOTE:** This rate does NOT include machines. Machine storage will be on a per quote basis.) No charge will be made for inbound shipments when received 14 days or less prior to the event. Please call if 15 day or longer storage is required.

Name of Event WBT (09870) Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Mailing Address _____ E-Mail _____

City, State & Zip Code _____ Date _____

Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.

1. It is understood that the George Fern Company (“Fern”) is not an insurer and that insurance, if any, should be obtained by the exhibitor. The exhibitor should consult with its insurance carrier for proper insurance coverage for its material from the time they leave exhibitor’s premise until they are returned following close of show. Fern does not provide insurance coverage and its fees do not include an insurance premium.
2. Fern shall not be liable for damage to uncrated materials, materials improperly packed, or concealed damage. The contents or condition of contents of packages are not known to Fern.
3. Fern shall not be liable for loss, damage, theft or disappearance of materials after same have been delivered to exhibitor’s booth.
4. Fern shall not be liable for loss, damage, theft or disappearance of materials before they are picked up from exhibitor’s booth for reloading after the show. Exhibitor recognizes there will be a lapse of time between completion of packing and actual pick-up of materials. Bills of lading covering outgoing shipments, which are furnished to Fern by the exhibitor, will be checked at time of actual pick-up from booth and corrections made if discrepancies occur.
5. Fern 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 control.
6. Fern 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.
7. Fern’s liability is limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Fern’s maximum liability shall be limited to the lesser of \$.10 per pound per loss or damaged item, \$50 per loss or damaged item or \$1,000 per shipment. This sets forth Fern’s sole obligation and liability in the event of a valid claim and shall constitute exhibitor’s sole remedy and shall operate as a release by exhibitor of all claims and damages of exhibitor arising out of loss or damage to materials. Fern shall have no other obligation or liability with respect to the materials, whether based on contract, negligence, strict tort, or otherwise.
8. Fern will not be responsible for loss of or damage to empty containers or materials therein during removal, storage or return to booth.
9. Claims for loss or damage must be submitted in writing to Fern prior to the close of the show, otherwise, Fern shall have no liability whatsoever for any loss or damage. No suit or action shall be brought against Fern more than one year after the accrual of the cause of action.
10. Empty container labels will be available at the Fern service desk. Affixing labels is the sole responsibility of the exhibitor or its representative. All previous labels should be removed or obliterated. Fern assumes no responsibility for exhibitor’s failure to follow the above procedures; removal of containers with old empty labels or without Fern labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels.
11. At the close of the show, if carriers contracted directly with exhibitor fail to immediately pick up or refuse to accept shipment, Fern reserves the right to remove, ship and re-route such shipments or ship to the Fern warehouse or other storage area. Exhibitor will be charged accordingly for this service. No liability will be assumed by Fern as the result of such re-routing or handling.
12. Delivery of a shipment to Fern by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth herein.
13. Fern 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.
14. Fern shall not be liable for piece count or condition of any shipments received without individual/carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures.

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

ADVANCE WAREHOUSE

George Fern Co.
647 Westport Parkway
Grapevine, TX 76011

Penalty applies for Delivery after: Friday, March 12

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

ADVANCE WAREHOUSE

George Fern Co.
647 Westport Parkway
Grapevine, TX 76011

Penalty applies for Delivery after: Friday, March 12

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

ADVANCE WAREHOUSE

George Fern Co.
647 Westport Parkway
Grapevine, TX 76011

Penalty applies for Delivery after: Friday, March 12

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

ADVANCE WAREHOUSE

George Fern Co.
647 Westport Parkway
Grapevine, TX 76011

Penalty applies for Delivery after: Friday, March 12

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

DIRECT TO EVENT SITE

**Arlington Convention Center
c/o George Fern Company
1200 Ballpark Way
Arlington, TX 76011**

Must Arrive On: Monday, March 15

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

DIRECT TO EVENT SITE

**Arlington Convention Center
c/o George Fern Company
1200 Ballpark Way
Arlington, TX 76011**

Must Arrive On: Monday, March 15

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

DIRECT TO EVENT SITE

**Arlington Convention Center
c/o George Fern Company
1200 Ballpark Way
Arlington, TX 76011**

Must Arrive On: Monday, March 15

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

DIRECT TO EVENT SITE

**Arlington Convention Center
c/o George Fern Company
1200 Ballpark Way
Arlington, TX 76011**

Must Arrive On: Monday, March 15

Show Name: WBT

Company Name: _____

Booth Number: _____

EXHIBIT MATERIAL DO NOT DELAY

George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

647 Westport Parkway / Grapevine, TX 76051
Telephone 817-481-0043 / Fax 817-481-0692

OUTBOUND BILL OF LADING & SHIPPING LABELS

DEADLINE **Monday**
To Return This Form **March 1**

Every outbound shipment requires a Bill of Lading for each destination. Each shipment must also be labeled. The George Fern Company will prepare your Bill of Lading with shipping labels and will deliver them to your booth at the show. Please complete the following information and return this form to the address above by the deadline date. **NOTE: If you are shipping via FedEx, UPS or DHL you still must provide airbills from your carrier FOR EACH BOX in your shipment. This will not be provided by George Fern Company.**

Ship to: Company Name: _____
Address: _____
City: _____ ST: _____ Zip Code: _____
Attn: _____ Phone: _____
Desired Delivery Date: _____ Time: _____

Freight Charges To: Company Name: _____
Address: _____
City: _____ ST: _____ Zip Code: _____
Attn: _____ Phone: _____

Quantity of Labels Required _____ (If you are shipping via FedEx, UPS or DHL you must bring your own airbills for each box in your shipment)

Method of Shipment: Show Carrier: _____
Common Carrier: _____
Van Line: _____
Air Freight: _____
Other: _____

YRC is the Show Carrier.
You may choose an outside carrier, however you will need to schedule the pick up. All carriers must be checked in with George Fern no later than TBD.

Once your shipment is packed/labeled and ready to ship please return the Bill of Lading (complete with piece count & weight) to the Exhibitor Service Desk. Shipments left on floor without paperwork will be reconsigned to the show carrier or returned to the warehouse at the exhibitor's expense.

Name of Event WBT (09870) Booth# _____ Phone () _____
Firm Name _____ Fax # () _____
Mailing Address _____ E-Mail _____
City, State & Zip Code _____ Date _____
Print/Type Name _____ Signature _____

All orders are subject to the terms and conditions as outlined on the payment form.



SERVICE ORDER FORM

MAIL TO: Arlington Convention Center, 1200 Ballpark Way, Arlington, Texas 76011
Phone (817) 459-5006; Fax (817) 459-5091; brenda.gardner@arlingtontx.gov



PLEASE PRINT OR TYPE: Payment In Full Must Be Rendered Before Service Is Connected.

NAME OF EVENT _____ BOOTH NO. _____
 EXHIBIT NAME _____ PHONE NO. _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 AUTHORIZED PERSON _____ TITLE _____
 AUTHORIZED SIGNATURE _____ EVENT DATE _____

PAYMENT INFORMATION: Enclosed is my check or money order in the amount of \$ _____ Check # _____
 Visa MasterCard AMEX Discover Diners Club **Make check payable to Arlington Convention Center**
 Credit Card Acct. No. _____ Exp. Date _____ CVV2 Code _____
 Name (please print) _____ Authorized Signature _____
 Card Billing Address _____ City _____ State _____ Zip _____

ELECTRICAL SERVICE CONNECTIONS: Deadline to preorder – one week prior to show

QUANTITY	DESCRIPTION	ADVANCE PAYMENT	FLOOR ORDER	AMOUNT
_____	20 Amps / 120V 1Ø (duplex plug) (EXHIBIT HALL)	\$60.00	\$85.00	\$ _____
_____	500 Watts (duplex plug) (GRAND HALL)	\$60.00	\$85.00	\$ _____

QUANTITY	DESCRIPTION	Load KW	VOLTAGE	PHASE 1ØA	3ØA	NEUTRAL REQ.?	ADVANCE PAYMENT	FLOOR ORDER	AMOUNT
_____	6KW.....	_____	208	29	17	_____	\$150.00	\$200.00	\$ _____
_____	10KW.....	_____	208	48	28	_____	\$200.00	\$250.00	\$ _____
_____	20KW.....	_____	208	96	56	_____	\$275.00	\$325.00	\$ _____
_____	35KW.....	_____	208	N/A	97	_____	\$300.00	\$350.00	\$ _____

Service of 100 AMPS and greater not available in all locations. Additional cost to bring service to those areas will be charged.
480V – Limited Locations – call for pricing
Internal electrical connections will be charged labor at \$40/hr. (minimum 1/2 hour) \$ _____

_____ 20' Extension Cord AND/OR Multi Outlet Assembly - (CIRCLE) Does Not Include Connection \$15.00 ea. \$ _____

COMPRESSED AIR, WATER & DRAIN (Available in EXHIBIT HALL only)

Compressed Air Connections: 85 P.S.I.* **Deadline to preorder: 21 days prior to show**

QUANTITY	DESCRIPTION	ADVANCE ORDER & PAYMENT	FLOOR ORDER	AMOUNT
_____	Initial Service Connection(s).....	\$125.00	\$250.00	\$ _____
_____	Each Additional Service Connection(s).....	\$ 35.00	\$ 50.00	\$ _____

Equipment CFM _____ *Exhibitors must furnish necessary filter driers, regulators and fittings to connect to 1/4" Milton Quick Connect.

Water Connections: 55-65 P.S.I. (Service Outlet 3/4" hose/faucet connection/FPT)** **Deadline to preorder: One week prior to show.**

_____	Initial Service Connection(s).....	\$ 100.00	\$175.00	\$ _____
_____	Each Additional Service Connection(s).....	\$ 50.00	\$ 75.00	\$ _____

Drainage Connections: **Deadline to preorder: One week prior to show.**

_____	Each Service Connection.....	\$ 75.00	\$ 150.00	\$ _____
-------	------------------------------	----------	-----------	----------

One Time Fill & Drain (500 gallon max): **Deadline to preorder: One week prior to show.**

_____	Up to 500 gallons.....	\$150.00	\$175.00	\$ _____
-------	------------------------	----------	----------	----------

Air and water service available to most locations. Contact ACC for location availability. If not available from adjacent floor box, additional cost to bring service to booth will be charged.

** Exhibitors must furnish necessary regulators and male pipe thread for connection.

Service will be brought to the rear of the booth in the most convenient manner. Any variation from that will be on a time and material basis.

RULES AND REGULATIONS ON BACK

Order Serviced By: _____

TOTAL	\$ _____
*LESS PAYMENTS	\$ _____
BALANCE DUE	\$ _____

* Payment must accompany order to receive advance rates.
(Sales tax is reflected in all prices shown.)

RULES AND REGULATIONS

1. All equipment must comply with the National Electrical Code, all Federal, State, and local Safety Codes.
2. Claims will not be considered unless filed by exhibitor prior to close of show.
3. All material and equipment furnished by the Convention Center for this service order shall remain the property of the Convention Center and shall be removed ONLY by the Convention Center at the close of the show.
4. Unless otherwise directed, Convention Center personnel are authorized to cut floor coverings to permit installation of service.
5. The Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center's electrical or plumbing supervisors.
6. RATES QUOTED FOR ALL CONNECTIONS COVER ONLY ONE SERVICE INSTALLATION TO THE BOOTH IN THE MOST CONVENIENT MANNER, AND DOES NOT INCLUDE CONNECTION ANY EXHIBITOR EQUIPMENT OR WIRING.
7. ADVANCE ORDERS: TO RECEIVE ADVANCE RATE, ADVANCE ORDERS MUST BE RECEIVED A MINIMUM OF FIVE (5) DAYS PRIOR TO EXHIBITORS' ARRIVAL FOR MOVE-IN AND PAYMENT MUST ACCOMPANY ORDER.
8. CREDIT WILL NOT BE GIVEN FOR OUTLETS INSTALLED AND NOT USED.
9. PAYMENT IN FULL MUST BE RENDERED PRIOR TO SERVICE CONNECTION.
10. Advance orders shall receive priority service.
11. Prices are based upon current wage rates and are subject to change without notice.
12. OBSTRUCTIONS BLOCKING UTILITY ACCESS FROM FLOOR BOXES OR WALL PANELS ARE SUBJECT TO RELOCATION AS NECESSARY.

ADDITIONAL RULES AND REGULATIONS – ELECTRICAL ONLY

1. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
2. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under NO circumstances shall anyone other than "house electrician" make electrical connections.
4. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without "house electrician," however, all services connections and overload protection to such equipment must be made by "house electrician" only.
5. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
6. All exhibitors' 120 VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

ADDITIONAL RULES AND REGULATIONS – AIR/WATER/DRAIN ONLY

1. Air and water service pressure may vary and no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.
2. ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS' EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.