Carden Convention Services
4225 Avocado Blvd
La Mesa, CA 91941
Phone: (619) 247 - 3467  Fax: (619) 639 - 1910

EXHIBITOR SERVICE KIT
ASNE FLEET MAINTENANCE & MODERNIZATION SYMPOSIUM 2017
SAN DIEGO CONVENTION CENTER
AUGUST 14 - 16, 2017

Dear ASNE Exhibitor:

Carden Convention Services has assembled this Exhibitor Service Kit with the objective of making your participation in this year's FLEET MAINTENANCE & MODERNIZATION SYMPOSIUM as easy as possible.

Following are answers to the most frequently asked questions:

**DEADLINE DATES**
Orders must be received by AUGUST 4TH, 2017 IN ORDER TO RECEIVE THE DISCOUNT PRICE.
Advance Warehouse Freight must be received by AUGUST 7TH, 2017.

**WHAT COMES IN MY BOOTH?**
Booths will be set with 8' high BLACK back drapes and 3' high BLACK side drapes.
The Standard 10' X 10' Booth will include:
1 - 6' Table Draped Black, 2 - Side Chairs, 1 - Wastebasket, 1 - 7" x 44" Identification Sign
1 - 500 Watt Electrical Outlet
THE EXHIBIT AREA IS CARPETED

**EXHIBITOR SET-UP**
MONDAY, AUGUST 14TH  1:00PM - 7:00PM

**EXHIBIT HALL HOURS**
TUESDAY, AUGUST 15TH  9:00AM - 5:00PM
WEDNESDAY, AUGUST 16TH  7:00AM - 2:30PM

* All Times are Subject to Change.

**EXHIBITOR DISMANTLE**
WEDNESDAY, AUGUST 16TH  2:30PM - 5:30PM

THE EXHIBIT AREA MUST BE CLEARED AND FREIGHT PICKED UP BY 5:30.
CARDEN WILL NOT BE RESPONSIBLE FOR MATERIALS LEFT ON THE SHOW FLOOR.
HOW DO I GET MY MATERIALS TO THE SHOW?

If your materials will be arriving between JULY 14TH & AUG. 7TH, ship to the ADVANCE WAREHOUSE ADDRESS.

If your materials will be arriving ONLY ON MONDAY, AUGUST 14TH ship directly to the SHOWSITE ADDRESS. Please refer to the enclosed Shipping Information & Rates Form for the appropriate addresses and rates. CARDEN MUST RECEIVE THIS FORM IF YOU ARE SHIPPING.

NOTE: THE SAN DIEGO CONVENTION CENTER DOES NOT have facilities for storage of Advance Shipments. Carden will accept shipments at the showsite ONLY on MONDAY, AUGUST 14TH. Shipments arriving before AUG. 14TH must be shipped to the Advance Warehouse by AUG. 7TH.

HOW DO I SEND MY MATERIALS BACK ONCE THE SHOW CLOSES?

OUTBOUND SHIPPING IS NOT AUTOMATIC

Exhibitors are responsible for providing Carden with a Bill of Lading containing outbound shipping information. YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Exhibitors not using YRC need to arrange with a carrier to pick up materials by 5:30PM. YOU MUST STILL TURN IN A BILL OF LADING TO CARDEN, EVEN IF YOU ARE NOT SHIPPING OUT VIA YRC.

ANY MATERIALS LEFT ON THE SHOW FLOOR AFTER 5:30PM WILL BE SHIPPED OUT VIA YRC AT THE EXHIBITOR'S EXPENSE.

SAFETY RULES

Standing on chairs, tables or other rental furniture is strictly prohibited. This furniture IS NOT engineered to support your standing weight. Carden Convention Service Company WILL NOT be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order labor on the INSTALLATION & DISMANTLE LABOR order form and the necessary ladders and tools will be provided.

Reviewing this kit in its entirety can save you 95% of any and all problems that might occur on showsite. In addition, the $$$ saved by ordering equipment or services in advance will substantially reduce your costs for exhibiting (as compared to ordering after deadline dates or on the show floor).

And remember: though you may know how to utilize this kit, your staff may not. Problems and unexpected costs may arise if they remain uninformed - - - share the knowledge. We want everyone to have a happy experience and a successful show!

If you have further questions after reviewing this Exhibitor Service Kit, please contact Carden's Customer Service at (619) 247-5457.

See you in AUGUST!
Sincerely,

CARDEN CONVENTION SERVICES
PAYMENT POLICY/ CREDIT CARD AUTHORIZATION

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467 / Fax # (619) 639-1910
cardenconvention@gmail.com * cardenconventionservices.com

EVENT or SHOW NAME: FMMS

COMPANY NAME:

STREET ADDRESS:

CITY: ____________________  STATE: ________  ZIP CODE: ________  DATE: __________

ORDERED BY: ____________________  PHONE ( ) ____________  EMAIL: ________________

PAYMENT POLICIES

1. PAYMENT MUST BE INCLUDED WITH ALL ORDERS. PURCHASE ORDERS ARE NOT ACCEPTED.

2. TO RECEIVE THE DISCOUNT PRICE, PAYMENT MUST BE RECEIVED WITH ORDER BY THE DISCOUNT DEADLINE DATE.

3. ALL CHARGES MUST BE SETTLED PRIOR TO SHOW OPENING. SERVICES WILL NOT BE PERFORMED UNTIL INVOICES ARE PAID IN FULL. CARDEN DOES NOT BILL.

4. THE EXHIBITING FIRM IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES.

5. IF YOU HAVE A DISPUTE ON YOUR INVOICE, YOU MUST BRING IT TO THE ATTENTION OF THE CARDEN SERVICE DESK AT THE SHOWSITE. NO CREDITS WILL BE ISSUED AFTER THE CLOSING OF THE SHOW.

6. ORDERS CANCELLED AFTER CCS CSHOW MOVE-IN BEGINS WILL BE CHARGED AT 100% OF ORIGINAL PRICE.

7. ALL EXCHANGES MADE ON SHOWSITE WILL BE CHARGED AT FULL PRICE WITHOUT CREDIT FOR PREVIOUSLY ORDERED ITEMS.

Should you have any questions regarding payment procedures, please contact:
CARDEN CUSTOMER SERVICE DEPARTMENT at (619) 247-3467

CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge the amount of your advance or show site orders to your credit card account, please complete the information requested below and return this form with your orders. For your convenience, we will also use this Authorization Form to charge your account for additional services. CCS accepts Cash, Check, Master Card, Visa and American Express.

EXPIRATION DATE & CVV CODE MUST BE INCLUDED: EXPIRATION DATE ______/______  CVV CODE ______

CVV Code is last 3 numbers on back of MC/Visa Card or the 4 numbers on front of AMEX Card.

There is a $45.00 fee for disputed charges found to be valid.

CARDHOLDER'S NAME ______________________________________________ SIGNATURE __________________________

BILLING ADDRESS ___________________________________  CITY __________  STATE _____  ZIP ________

PLEASE DO NOT FORGET TO PICK UP YOUR STATEMENT AT THE SHOW SITE
TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER 2 WEEKS PRIOR TO SHOW. ORDERS BY TELEPHONE ARE NOT ACCEPTED. CANCELLATION POLICY: ITEMS CANCELLED AFTER CCSC MOVE-IN WILL BE CHARGED AT 100% OF ORIGINAL PRICE.

EVENT OR SHOW: FMMS

COMPANY NAME

STREET ADDRESS

CITY ____________________ STATE ____ ZIP CODE ______ EMAIL ____________________

ORDERED BY: ____________________ DATE ____________________ PHONE (________) ______

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'</td>
<td>long - DRAPE 4 Sides</td>
<td>60.00</td>
<td>125.00</td>
<td>60.00</td>
</tr>
<tr>
<td>6'</td>
<td>long - DRAPE 3 Sides</td>
<td>100.00</td>
<td>135.00</td>
<td>100.00</td>
</tr>
<tr>
<td>8'</td>
<td>long - DRAPE 3 Sides</td>
<td>120.00</td>
<td>156.00</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td>4th Side Draped</td>
<td>40.00</td>
<td>52.00</td>
<td>40.00</td>
</tr>
<tr>
<td>4'</td>
<td>long - UNDRAPE</td>
<td>50.00</td>
<td>65.00</td>
<td>50.00</td>
</tr>
<tr>
<td>6'</td>
<td>long - UNDRAPE</td>
<td>55.00</td>
<td>70.00</td>
<td>55.00</td>
</tr>
<tr>
<td>8'</td>
<td>long - UNDRAPE</td>
<td>63.00</td>
<td>80.00</td>
<td>63.00</td>
</tr>
</tbody>
</table>

30" high DISPLAY TABLES 24" wide
(Draped Table Tops are covered in white vinyl)

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>DISCOUNT</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'</td>
<td>long - DRAPE 4 Sides</td>
<td>110.00</td>
<td>140.00</td>
<td>110.00</td>
</tr>
<tr>
<td>6'</td>
<td>long - DRAPE 3 Sides</td>
<td>120.00</td>
<td>165.00</td>
<td>120.00</td>
</tr>
<tr>
<td>8'</td>
<td>long - DRAPE 3 Sides</td>
<td>140.00</td>
<td>193.00</td>
<td>140.00</td>
</tr>
<tr>
<td></td>
<td>4th Side Draped</td>
<td>81.00</td>
<td>87.00</td>
<td>81.00</td>
</tr>
<tr>
<td>4'</td>
<td>long - UNDRAPE</td>
<td>57.00</td>
<td>71.00</td>
<td>57.00</td>
</tr>
<tr>
<td>6'</td>
<td>long - UNDRAPE</td>
<td>99.00</td>
<td>86.00</td>
<td>99.00</td>
</tr>
<tr>
<td>8'</td>
<td>long - UNDRAPE</td>
<td>80.00</td>
<td>100.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

42" high DISPLAY COUNTERS 24" wide
(Draped Counter Tops are covered in white vinyl)

Check TABLE OR COUNTER drapery color here:

<table>
<thead>
<tr>
<th>Color</th>
<th>Black</th>
<th>Gold</th>
<th>Red</th>
<th>Blue</th>
<th>Teal</th>
<th>White</th>
<th>Burgundy</th>
<th>Silver</th>
<th>Emerald Green</th>
</tr>
</thead>
</table>

3' Drape     | 14.00f | 18.00 |
6' Drape     | 15.00f | 19.00 |
30" Round Pedestal Tbl -30" high | 156.00 | 202.00 |
30" Round Pedestal Tbl -42" high | 177.00 | 230.00 |
Fish Bowl    | 40.00  | 50.00 |
Ballot Box   | 60.00  | 80.00 |

30" high DISPLAY COUNTERS 24" wide
(Draped Counter Tops are covered in white vinyl)

Payment Policy: To obtain the discount price, full payment must be received with your order by the Discount Deadline Date.

All invoices must be settled at our Service Desk prior to the close of the show (we do NOT bill). For your convenience we accept Cash, Checks, Master Card, American Express and Visa (Purchase Orders are NOT accepted). Any issues involving a credit must be brought to the attention of the CCS Service Desk Personnel at the show.

Risers are 8" deep and are covered with white vinyl.
Single Step are 8" high and Double Step are 8" and 16" high.

TOTAL ENCLOSURE: $________

NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.
CARPET AND CLEANING ORDER FORM

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247 - 3467 * Fax # (619) 639 - 1910
Email: cardenconvention@gmail.com

DISCOUNT DEADLINE
AUGUST 4TH

TO RECEIVE THE DISCOUNT PRICE, FULL PAYMENT MUST BE RECEIVED WITH ORDER BY DEADLINE DATE ABOVE.

SHOW NAME: FMMS

COMPANY NAME:

ORDERED BY: PH. #: ( )

NOTE: IF CLEANING IS NEEDED AFTER SET-UP, PLEASE ORDER BELOW.
NOTE: FOR ISLAND BOOTHS, PLEASE CALL FOR PRICE OF RUNNER

<table>
<thead>
<tr>
<th>CARPET</th>
<th>CARPET PADDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>QTY</td>
<td>SIZE</td>
</tr>
<tr>
<td>9' X 10'</td>
<td>130.00</td>
</tr>
<tr>
<td>9' X 20'</td>
<td>260.00</td>
</tr>
<tr>
<td>9' X 30'</td>
<td>390.00</td>
</tr>
<tr>
<td>9' X 40'</td>
<td>500.00</td>
</tr>
<tr>
<td>QTY</td>
<td>SIZE</td>
</tr>
<tr>
<td>9' X 10'</td>
<td>75.00</td>
</tr>
<tr>
<td>9' X 20'</td>
<td>105.00</td>
</tr>
<tr>
<td>9' X 30'</td>
<td>145.00</td>
</tr>
<tr>
<td>9' X 40'</td>
<td>195.00</td>
</tr>
</tbody>
</table>

COLORS: BLUE ___ RED ___ SILVER ___ BURGUNDY ___ TEAL ___ BLACK ___

* Please be sure to CHOOSE A CARPET COLOR, or we will install a carpet color of our choice. NO EXCHANGES WILL BE MADE.
** VISQUEEN is available for $2.50/sq.yd. (Visqueen is typically used and is required under any cars)
*** PLUSH CARPET and CUSTOM-SIZED CARPET is available upon request.
**** CANCELLATION POLICY: Items cancelled after CCSC move-in begins will be charged at 100% of the original price.

PORTER SERVICE:
Per Day Price includes wastebasket emptying and booth checks every 2 hours while show is open.

<table>
<thead>
<tr>
<th># of Days</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Booth Size under 500 Square Feet</td>
<td>65.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booth Size 501 - 1500 Square Feet</td>
<td>85.00</td>
<td>111.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Booth Size 1501 - 2500 Square Feet</td>
<td>108.00</td>
<td>141.00</td>
<td></td>
</tr>
</tbody>
</table>

BOOTH CLEANING

CHARGES ARE BASED ON NUMBER OF 8' X 10' BOOTH SPACES VACUUMING AND CLEANING OF WASTEBASKETS:

ONE TIME ONLY CLEANING: $40.00 PER 10' X 10' BOOTH SPACE
DAILY CLEANING: $30.00 PER 10' X 10' BOOTH SPACE

# of 10' X 10' Booth Spaces X $ _____ X # of Days _____

= TOTAL $ _____

CALCULATE ORDER HERE

CARPET TOTAL: $ _____
CLEANING TOTAL: $ _____

sq.yds VISQUEEN: $ _____

TOTAL ENCLODED: $ _____

PAYMENT MUST BE RECEIVED WITH THIS ORDER. THANK YOU!

ANY CARPET ISSUES MUST BE BROUGHT TO CARDEN'S ATTENTION AT SHOWSITE TO REMEDY. NO CREDITS ISSUED AFTER SHOW CLOSE.
INSTALLATION & DISMANTLE LABOR

PAYABLE TO: Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone (619) 247 - 3487 / Fax (619) 639 - 1910
cardenconvention@gmail.com * cardenconventionservices.com
ORDERS BY TELEPHONE ARE NOT ACCEPTED

SHOW NAME ___________________________ FMMS ___________________________ BOOTH NUMBER (s): ___________________________

COMPANY NAME ___________________________

STREET ADDRESS ___________________________

CITY ___________________________ STATE ___________ ZIP CODE ___________

ORDERED BY ___________________________ PHONE # ___________________________ FAX # ___________________________

LABOR RATES:

STRAIGHT TIME: (Monday thru Friday, 8:00 AM - 4:30 PM)
OVERTIME: (Monday thru Friday, 4:30 PM - 8:00AM, All Weekends & Holidays)

Discount Price Show Site Price
125.00 159.00
205.00 255.00

A ONE HOUR MINIMUM PER WORKER APPLIES. LABOR RATES ARE SUBJECT TO UNION CONTRACT CHANGES.

☐ ERECT EXHIBIT UNDER CARDEN SUPERVISION
CARDEN I & D will supervise the installation of your exhibit. Specific instructions, blueprints, etc., must be provided to facilitate an economical, correct installation. Also, please provide a copy of your Inbound Bill of Lading to enable us to check on the arrival of your shipment. A FEE OF 30% (or $50.00 MINIMUM) OF YOUR TOTAL INSTALLATION CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: __________ # OF HOURS PER WORKER: __________

☐ PLANS ATTACHED ☐ PLANS IN CRATE #: __________ TOTAL$: __________

☐ ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION
Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: __________ # OF HOURS PER WORKER: __________

DATE: __________ TIME: __________ TOTAL$: __________

☐ DISMANTLE EXHIBIT UNDER CARDEN SUPERVISION
CARDEN I & D will supervise the dismantle of your exhibit. If Carden I & D supervision is requested for the Dismantle only (i.e., exhibitor supervised installation) and/or packing instructions are not included with order, CCSC will NOT accept liability for damages to exhibits which are packed incorrectly. Please provide Outbound Bills of Lading. A FEE OF 30% (or $50.00 MINIMUM) OF YOUR TOTAL DISMANTLE CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

# OF WORKERS REQUIRED: __________ # OF HOURS PER WORKER: __________ TOTAL$: __________

☐ DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION
Exhibitor representative must check in at the service desk to pick up workers ordered. If representative has not reported to service desk at the time labor is requested, a one-hour minimum charge per worker will be assessed. Also, the representative is to check workers out at the service desk upon completion of work.

# OF WORKERS REQUIRED: __________ # OF HOURS PER WORKER: __________

DATE: __________ TIME: __________ TOTAL$: __________

TOTAL ENCLOSED: $ _______ (PAYMENT MUST BE RECEIVED WITH THIS ORDER)
PACKAGE RENTAL EXHIBIT
Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467    Fax # (619) 639 - 1910
cardenconvention@gmail.com * cardenconventionservices.com

ORDER DATE: 7 DAYS PRIOR TO SHOW MOVE-IN DATE WITH PAYMENT IN FULL

Show Name: FMMS
Company Name
Address:
City: State: Zip Code:
Order By
Phone Number: ( )

Orders will be entered as marked below. Charges include labor to set-up and dismantle.

Equipment is on a rental basis only.

<table>
<thead>
<tr>
<th>BASIC RENTAL PACKAGE:</th>
<th>Price Per Unit</th>
<th>No. of Units</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional 10' Basic Rental Package</td>
<td>$1295.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCESSORIES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Shelves (12&quot; x 37 1/2&quot;)</td>
<td>$ 35.00</td>
</tr>
<tr>
<td>Angled Shelves (12&quot; x 37 1/2&quot;)</td>
<td>$ 40.00</td>
</tr>
<tr>
<td>9&quot; x 12&quot; Clear Plexi Lit. Bx.</td>
<td>$ 10.00</td>
</tr>
<tr>
<td>Fluorescent Light Fixtures (3 set)</td>
<td>$ 60.00</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
Each package rental unit is based on a booth space up to 100 sq. ft.
(One 10' x 10' Booth Space)

Subtotal:
8% Tax:

TOTAL ENCLOSED:

Header Copy: (single line, block block letters - logos or special graphics extra). Header unit is not backfilled.
If you desire lighting for the rental unit, order the necessary lighting from the above Accessories section.

ELECTRICAL REQUIREMENTS:
Package rental price does not include electrical hook-up. Please order your electrical outlet for the rental exhibit and any other electrical requirements directly from the electrical contractor. The electrical order form is included in this service manual.

PAYMENT POLICY: Payment in full, including tax, must accompany this order. Please note acceptable methods of payment on our "PAYMENT POLICY/CREDIT CARD AUTHORIZATION FORM" which must also accompany this order.

DEADLINE DATE: A late charge of 25% will be added to orders received after the deadline date.

CANCELLATION POLICY: Orders cancelled within three weeks of move-in date will be charged at 25% of original price.
TROPICAL PLANT RENTAL FORM

PAYABLE TO: Garden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone (619) 247 - 3467 / Fax (619) 639 - 1910

PLANTS MUST BE PRE-ORDERED

☐ SINGLE PLANT RENTAL $ 40.00 ea.
☐ PLANTS, SET OF 3 $ 99.00 set
☐ PLANTS, SET OF 5 $154.00 set
☐ PLANTS, SET OF 8 $250.00 set
☐ DECORATOR POTS (Black) $ 6.50 ea.

TOTAL DUE: .................
(payment must be received with this order form.)

PLEASE MAKE

PLANT SIZE

2' - 3' Tall

☐ & / or

☐ 3' - 4' Tall

SHOW NAME: FMMS

COMPANY NAME: __________________________

STREET ADDRESS: __________________________

CITY: __________________________ STATE: ___________ ZIP CODE: ___________

ORDERED BY: __________________________ PHONE NO.: ( ) ___________
**SHIPPING INFORMATION & RATES**

PAYABLE TO: Carden Convention Services  
4225 Avocado Blvd * La Mesa, CA 91941  
Phone (619) 247 - 3467 / Fax (619) 639 - 1910 / cardenconvention@gmail.com

ALL INBOUND FREIGHT CHARGES MUST BE PREPAID TO YOUR CARRIER  
COLLECT SHIPMENTS WILL NOT BE ACCEPTED

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRATE(s)</td>
<td>LBS.</td>
</tr>
<tr>
<td>CARTON(s)</td>
<td>LBS.</td>
</tr>
<tr>
<td>CASE(s)</td>
<td>LBS.</td>
</tr>
</tbody>
</table>

**ADVANCE WAREHOUSE ADDRESS:**  
(please label each piece as follows)  
FOR: ASNE - FMMS  
TO: Exhibiting Company Name/Booth#  
ATTN: CARDEN CONVENTION SERVICES  
C/O YRC, INC.  
9525 PADGETT STREET  
SAN DIEGO, CA 92126

**SHOWSITE ADDRESS:**  
(please label each piece as follows)  
FOR: ASNE - FMMS  
TO: Exhibiting Company Name/Booth#  
ATTN: CARDEN CONVENTION SERVICES  
C/O SAN DIEGO CONVENTION CENTER  
111 WEST HARBOR DRIVE  
SAN DIEGO, CA 92101

1. THERE IS A 200LB MINIMUM CHARGE PER SHIPMENT. ALL WEIGHTS ARE ROUNDED OFF TO THE NEXT 100LB.
2. These are Round-Trip Rates and are based on INCOMING weight only.
3. Cartons received without documentation will be delivered to your booth without guarantee of piece count or condition (ANY SHIPPING COMPANY WHO DELIVERS FREIGHT WITHOUT A BILL OF LADING)
4. Overtime Rates apply: Monday - Friday 4:30pm - 8:00am, all day Saturday and Sunday and all Holidays. Overtime rates will be applied to all freight received at the Warehouse and/or Show-Site that must be moved into or out of the booth during these times.

**DRAYAGE DEFINITIONS (as outlined below):**

- **CRATED/KIDDIED SHIPMENT:** Materials that are in any type of shipping container or are secured onto a skid (pallet) that can be unloaded at the dock with no additional handling needed.
- **UNCANTED SHIPMENT:** Materials that are shipped loose or pad-wrapped and/or unskidded machinery without the necessary hooks or lifting bars.

**SPECIAL HANDLING:** Shipment delivered by a carrier that require additional handling, such as materials received uncrated, uncartoned or unskidded.

Special Handling Rates include:
- Stacked shipments, ground unloading, designated piece unloading, carpet and/or pad only shipments, and all shipments that arrive with no documentation. Shipments that arrive without an individual Bill of Lading require additional time and labor.

**Advance Warehouse Shipment Rates:** Shipment must be received JULY 14TH & AUG 7TH.  
Shipsments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date. They will be delivered to booths, removed, stored and returned to booth at close of show. This also includes outbound leading to common carrier at the close of show.  
$92.00 per 100lbs  
$184.00 Minimum

**Show-Site Shipment Rates:** Shipment may arrive on MONDAY, AUGUST 14TH.  
Shipsments of common freight and crated exhibits received at Exhibit Hall during installation period only from outside carrier or exhibitor's vehicle. Includes unloading, delivery to booth, storage of empty containers and re-loading at the close of show.  
$92.00 per 100lbs  
$184.00 Minimum

**Special Handling Shipment Rates:** This is in ADDITION to the appropriate rate above:  
These shipments include carriers who deliver without a Bill of Lading (ie. UPS)  
$27.00 per 100lbs  
$54.00 Minimum

**Late Shipment, Overtime Inbound Shipment and Overtime Outbound Shipment Rates:**  
This ADDITIONAL rate applies to shipments arriving to the warehouse after MAY 17TH or to the show site after show opening. It also includes shipments that arrive to the warehouse or show site during overtime hours or are outbound loaded during the overtime hours listed above.  
$27.00 per 100lbs  
$54.00 Minimum

**Return to Warehouse for Outbound Shipping:**  
If your carrier is unable to pick up your materials at the show site by move-out deadline, Carden will return your shipment back to the warehouse for loading onto outbound carriers. If using this service, please forward all outbound information.  
$20.00 per 100lbs  
$100.00 Minimum

SHOW NAME:  
COMPANY:  
CONTACT:  
PHONE #:  
TOTAL $:  
(PAYMENT MUST BE INCLUDED)
DRAYAGE LIMITS OF LIABILITY
Carden Convention Services
4225 Avocado Blvd * La Mesa, CA 91941
Phone # (619) 247-3467 * Fax # (619) 639-1910

LIMITS OF LIABILITY AND RESPONSIBILITY:
1. CARDEN CONVENTION SERVICES (herein referred to as CCS), and its subcontractors, shall not be responsible for
damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. CCS and its subcontractors are not, and cannot be, responsible for loss or disappearance of the exhibitor's materials after
same have been delivered to the exhibitor's booth.
3. Similarly, CCS, and its subcontractors, cannot be responsible for disappearance of the Exhibitor's materials before the materials
are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are
given to CCS by the Exhibitor, will be checked at the time of pickup from the booth and corrections made where discrepancies
exist.
4. CCS, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work
stoppages of any kind.
5. CCS, and its subcontractors, shall not be responsible for ordinary wear and tear in handling of equipment, nor for
loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their
control.
6. CCS, and its subcontractors, shall not be held liable for any damage incurred during the handling of equipment requiring special
devices to properly load, place or reload unless advance written notice has been given to CCSC in time to obtain the proper
equipment.
7. It is understood that CCS, and its subcontractors, are not insurers, that insurance, if any, shall be obtained by the Exhibitor and
that the amounts payable to CCS hereunder are based on the value of the material handling services and the scope of the liability
as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely
difficult to fix the value of each shipment handled by CCS, or its subcontractors, it is understood that CCS, and its subcontractors,
do not provide for full liability should loss or damage occur. It is agreed that if CCS, or its subcontractors, should be found liable for
loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which
was physically lost or damaged and such liability shall be limited to a sum equal to $.25 per pound per article with a maximum
liability of $50.00 per item, or $1,000.00 per shipment, whichever is less, as agreed upon damages and not as a penalty, as the
exclusive remedy, and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly
or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to
exhibitors or from negligence, active or otherwise, CCS, its subcontractors or employees.
8. CCS, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or
revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it
impossible or impractical to exhibit same.
9. Claims for loss or damage, which are not submitted to CCS within thirty (30) days of the close of the show, on which the
loss or damage occurred shall be considered waived. No suit or action shall be brought against CCS, or its subcontractors,
more than one (1) year after the accrual of the cause of action thereafter.
10. The consignment or delivery of a shipment to CCS, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the
Exhibitor shall be construed as an acceptance by said Exhibitor (and/or other Shipper) of the terms and conditions set forth in
Sections 1 through 9 above.

BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are
returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually
be done by adding "riders" to existing policies. ALSO, BE SURE YOUR LIABILITY INSURANCE is
in effect at the show site.
MATERIAL HANDLING INFORMATION & RATES
PAYABLE TO: Carden Convention Services
4225 Avocado Blvd # La Mesa, CA 91941
Phone (619) 247 - 3467 / Fax (619) 639 - 1910 / Email: cardenconvention@gmail.com
ORDERS BY TELEPHONE ARE NOT ACCEPTED
***IF YOU DO NOT SEE AN ITEM YOU WOULD LIKE TO ORDER, PLEASE CALL OUR OFFICE***

SHOW NAME __________________ FMMS _______ BOOTH # (s) __________________

COMPANY NAME ________________________________

STREET ADDRESS _________________________________

CITY ___________________ STATE ______ ZIP CODE _______

ORDERED BY __________________ PHONE # _______ FAX # _______

RATES: (drayage labor available at show site):
(This does not apply to unloading or loading out of exhibit materials. Refer to Shipping Information & Rates for this
All rates in this schedule are fixed and apply whether all or partial services are needed. Overtime rates apply to all services
performed on Saturdays, Sundays, or Holidays, and before 8:00a.m. or after 4:30p.m. on weekdays. Overtime rates apply when
services must be performed on other than Straight Time due to availability of the exhibit hall or instruction by Show Management.

FORKLIFT & OPERATOR
Straight Time: $154.50 per hour
BANDING / SHRINKWRAP $85.00 PER PALLET

SPOTTER/HELPERS
Straight Time: $75.00 per hour

TRUCK & DRIVER
Straight Time: $150.00 per hour

SERVICE REQUIRED: ___________________ @ $ ________

TOTAL ENCLOSED: $ ________

FORKLIFTS OVER 5,000LB CAPACITY MUST BE ORDERED IN ADVANCE. A 20% SURCHARGE WILL BE ADDED TO FLOOR
ORDERS. PLEASE CALL CCSC IF A CAGE IS REQUIRED. ONE HOUR WILL BE CHARGED FOR ORDERS CANCELLED WITHOUT
48 HOURS NOTICE.

PLEASE NOTE THE FOLLOWING INFORMATION:
All per hundred-weight rates will be based on the inbound weight only and all weights will be rounded-off to the next hundred-weight.
Dimensional weights will be invoiced at the stated weight on the Bill of Lading at the time of delivery unless a weight certificate is
attached. It is the exhibitor's responsibility to ensure that each shipment has a correct or certified weight on each Bill at the time of
delivery. No backweighing will be accepted and no credit will be issued for a mis-stated weight. Carden reserves the right to weigh
all inbound shipments and to correct weights and bills accordingly.

Exhibitors who choose to bring their freight to the exhibit hall on set-up and move-in day must arrange with Carden Convention
Service Company for use of the services of experienced freight handlers to unload the freight and deliver it to the booth, store the
empties if the exhibitor needs to, and return the crates and or cartons to the booth at the close of the show. This is required unless
your equipment is hand-carryable in one trip as stated on the Union Regulations form.

ALL EXHIBITORS MUST BE PREPARED TO PAY THEIR CHARGES AT THE SHOWSITE**
Company checks, cash, certified checks, money orders, traveler's checks, Visa, and MasterCard are acceptable for payment. All foreign
exhibitors will be required to pay their drayage invoice, in full, at the show site in U.S. currency. Companies or individuals whose
accounts have been deemed delinquent on past shows will be on a C.O.D. basis. All past-due and current charges must be paid in full
before any materials will be released. All invoices are due and payable upon receipt. You must pre-pay your estimated material
handling charges based on the rate schedule located on the Shipping Information/Rates form located in this manual.

It is the responsibility of the Exhibitor to contact the Carden Service Desk at Show Site to arrange for reshipment of materials and goods.
WE HEREBY AUTHORIZE CARDEN CONVENTION SERVICE COMPANY, (HEREINAFTER REFERRED TO AS CCSC), TO PROVIDE SUCH SERVICES AS ARE NECESSARY TO HANDLE OUR SHIPMENT(S) IN ACCORDANCE WITH THE INFORMATION SET FORTH IN BOTH THE "SHIPPING INFORMATION/RATES" AND "MATERIAL HANDLING INFORMATION & RATES" FORMS, AND FURTHER AGREE TO THE FOLLOWING:

1. We have examined and reviewed the "Material Handling Information & Rates" and the Shipping Information & Rates" forms, which were included with other forms relating to this event in CCSC's Exhibitor Service Manual, which was forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.

2. We accept the responsibility for the full payment of all CCSC charges in connection with the handling of our shipment(s), and we also guarantee payment to CCSC at the Show Site in the event any Third Party, who acts on our behalf, fails to pay such charges.

3. We agree that CCSC's, or its subcontractors, liability shall be limited to any loss or damage which results solely from CCSC's, or its subcontractors, NEGLIGENCE in the actual physical handling of the items comprising our shipment(s) and not for any other type of damage or loss.

4. We agree to CCSC's "Drayage Limits of Liability" form that is included in the Exhibitor Service Manual.

5. With particular reference to Paragraphs 3 and 4 above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials to CCSC, and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of CCSC, or its subcontractors, shall sign a delivery receipt, Bill of Lading or other documents, we agree that CCSC, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

   A. Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by CCSC or its subcontractors, and the arrival of our representative and during such time our shipment(s) will be unattended in our booth. We agree that CCSC, or its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

   B. Relative to outbound shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that CCSC, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize CCSC, or its subcontractors, to adjust the quantities of items on any Bill of Lading submitted by us to CCSC, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.

6. We agree, in the event of a dispute with CCSC, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CCSC for material handling services or any other services provided by CCSC, or its subcontractors, as an offset against the amount of the alleged loss or damage, instead, we agree to pay CCSC at Show Site for all such charges and further agree that any claim we may have against CCSC, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.

7. In order to expedite removal of materials from the Show Site, CCSC shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken back to the warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

8. We agree that all questions relating to classification of the Exhibitor's materials, rates charged or weight used to determine material handling charges shall be submitted to the CCSC office indicated on the invoice within thirty (30) days of the close of the show. Complaints made after such period shall not be considered and payment of the invoice shall be made in full.

SHOW NAME: 
COMPANY NAME: 
STREET ADDRESS: 
CITY: 
STATE: 
ZIP CODE: 
AUTHORIZED SIGNATURE: 
PRINT NAME: 

PAYMENT POLICY: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. Payment of all labor and material handling charges, whether ordered by the exhibitor, display builders or other parties, shall be the RESPONSIBILITY OF THE EXHIBITOR. ALL PAYMENTS ARE TO BE MADE IN U.S. FUNDS. THANK YOU.
Carden Convention Services

DO NOT DELAY

Must be delivered by AUGUST 7TH, 2017

WAREHOUSE

TO: ___________________________________________ (Exhibitor)

CARDEN CONVENTION SERVICES
C/O YRC, INC.
9525 PADGETT STREET
SAN DIEGO, CA 92126

ATTN: ASNE-FMMS

Booth #__________

_________ OF __________ PIECES

__________________________________________

These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.
Carden Convention Services

DO NOT DELAY

Must arrive ONLY on MONDAY, AUGUST 14TH, 2017

SHOWSITE

TO: ____________________________ (Exhibitor)

C/O: CARDEN CONVENTION SERVICES
SAN DIEGO CONVENTION CENTER / MTG ROOM 6 UPSTAIRS
111 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

ATTN: ASNE-FMMS

Booth #___________

_________ OF __________ PIECES

These labels are provided for your convenience. Place one on each piece of your shipment. Please make copies as necessary.
**ELECTRICAL ORDER FORM**

**EDLEN**
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-6628 Fax: (619) 696-7762
SanDiego@edlen.com

Advance Payment Deadline Date: 07/25/2017

**COMPANY:**

**BTH #:**

**EVENT:** FMMS 2017

**FACILITY:** San Diego Convention Center

**DATES:** August 15-16, 2017

**EVENT #087003SD**

For your convenience place your order online at WWW.EDLEN.COM.

<table>
<thead>
<tr>
<th>ORDER INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLT POWER DELIVERY</td>
</tr>
<tr>
<td>The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation &amp; 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth indicating outlet locations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISLAND BOOTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208/480VOLT SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return with this order form.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24 HOUR SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing canals in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of inline booths. Time and material applies to all other locations.</td>
</tr>
</tbody>
</table>

| (1) 500watt outlet included with your booth |

<table>
<thead>
<tr>
<th>ELECTRICAL OUTLETS</th>
<th>QTY Show Hours Only</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td></td>
<td></td>
<td>140.00</td>
<td>210.00</td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td></td>
<td></td>
<td>251.00</td>
<td>377.00</td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td></td>
<td></td>
<td>305.00</td>
<td>458.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td></td>
<td></td>
<td>323.00</td>
<td>485.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISC. REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTS (Cost of Arm &amp; Pole lights include power and 1 hour labor to install and remove)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 WATT OVERHEAD LIGHT</td>
</tr>
<tr>
<td>8' POLE LIGHT WITH 1 FIXTURE</td>
</tr>
<tr>
<td>8' POLE LIGHT WITH 2 FIXTURES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15' EXTENSION CORD</td>
</tr>
<tr>
<td>POWER STRIP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRICAL LABOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST (Mon-Fri, 8am-4:30pm, excluding holidays)</td>
</tr>
<tr>
<td>OT (Mon-Fri, 4:30pm-8am, Sat, Sun &amp; holidays)</td>
</tr>
<tr>
<td>LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)</td>
</tr>
</tbody>
</table>

**PLACE TOTAL HERE**

---

**PRINT NAME:**

**AUTHORIZED SIGNATURE:**

**DATE:**

**EMAIL:**

**PHONE:**

**TERMS & CONDITIONS:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

The “Method of Payment” form must be completed and returned with this order form.
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for secured advanced rate.

2. In the event order totals are calculated incorrectly. Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location’s within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amperes or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.

7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.

8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.

12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horse power, etc., required for operation.

15. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

18. Claims will not be considered if adjustments made unless filed in writing by Exhibitor prior to the close of the event.

19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, failures due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.
ELECTRICAL LABOR FORM

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-6625 Fax: (619) 696-7752
SanDiego@edlen.com

(Complete & return with the electrical order form if applicable)

COMPANY: ___________________________ BTH # ___________________________

EVENT: FMMS 2017
FACILITY: San Diego Convention Center
DATES: August 15-16, 2017
EVENT #087003SD

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet
3. Connection of all 208V or higher services
4. wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:
   A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
   B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.

2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.

3. Date you will begin building your booth ___________________________ Estimated time ___________________________

4. Are you renting your carpet through the decorator Yes_____ No _____ Bringing own ______________________

5. Show Site Contact with authority to make additions or changes to your order:
   Contact Name ___________________________
   Contact Company ___________________________
   Contact Cell # ___________________________

6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.

7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTRICAL LABOR ON NEXT PAGE
ELECTRICAL LABOR FORM

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph: (619) 696-5625 Fax: (619) 696-7762
SanDiego@elden.com

(Complete & return with the electrical order form if applicable)

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>FMMS 2017</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>San Diego Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>August 15-16, 2017</td>
</tr>
<tr>
<td>EVENT #</td>
<td>087003SD</td>
</tr>
</tbody>
</table>

SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

**Example**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1/5</td>
<td>4</td>
<td>8:00 AM</td>
<td>Work required</td>
<td>Assemble &amp; hang truss/lights</td>
</tr>
<tr>
<td>Tuesday</td>
<td>1/6</td>
<td>1</td>
<td>12:30 PM</td>
<td>Work required</td>
<td>Wire electric sign</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th># Men</th>
<th>Time</th>
<th>Work required</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHOW SITE SUPERVISOR

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Cell Number:</th>
<th>Email address:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen’s Labor Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no “exhibitor supervisor” is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight time</td>
<td>112.00 per hour</td>
</tr>
<tr>
<td>Monday-Friday 8:00 AM - 4:30 PM, excluding holidays</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>224.00 per hour</td>
</tr>
<tr>
<td>Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays</td>
<td></td>
</tr>
</tbody>
</table>

**LIFT RATES**

<table>
<thead>
<tr>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>250.00 per hour</td>
</tr>
</tbody>
</table>

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed
**METHOD OF PAYMENT**

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
1844 Imperial Avenue, San Diego, CA 92102
Ph. (619) 696-6626 Fax: (619) 696-7762
SanDiego@edlen.com

Advance Payment Deadline Date: 07/25/2017

<table>
<thead>
<tr>
<th>COMPANY:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td>FMMS 2017</td>
</tr>
<tr>
<td>FACILITY:</td>
<td>San Diego Convention Center</td>
</tr>
<tr>
<td>DATES:</td>
<td>August 15-16, 2017</td>
</tr>
<tr>
<td>EVENT #:</td>
<td>087003SD</td>
</tr>
</tbody>
</table>

**FINANCIALLY RESPONSIBLE COMPANY**

COMPANY NAME:
ADDRESS:
CITY: ST: ZIP:
COUNTRY: CELL #:
EMAIL:

**METHOD OF PAYMENT**

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - **Wells Fargo**
  - ABA #: 121000248
  - Acct: 4122936046
  - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
  - Phone: 800 289.3557
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION**
  - Bank transfer to Wells Fargo
  - Wire Transfer:
  - ABA #: 121000248
  - Acct: 4122936046
  - International Wire Transfer:
  - Swift Code: WIFBUSSS
  - Acct: 4122936046
  - * Please reference the Event # listed above and your Booth # on all electronic payments.

- **CREDIT CARD**
  - For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing.
  - A copy of final charges will be sent to the email address provided in the payment information section.

- **COMPANY CHECK**
  - Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor, a credit card must be on file. Please reference the Event # listed above on your remittance.

**CHECK AND CREDIT CARD INFORMATION**

COMPANY NAME:
CHECK #:
CREDIT CARD NUMBER:
CARD HOLDER SIGN:
EMAIL:

**CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**

ADDRESS:
CITY:
ST:
ZIP:

<table>
<thead>
<tr>
<th>SERVICE TOTALS</th>
<th>AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BANK WIRE TRANSFER PROCESSING FEE</td>
<td>AUTHORIZED SIGNATURE ABOVE</td>
</tr>
<tr>
<td>2. ELECTRICAL ORDER</td>
<td>PRINT NAME ABOVE</td>
</tr>
<tr>
<td>3. ESTIMATED LABOR</td>
<td>TODAY'S DATE ABOVE</td>
</tr>
<tr>
<td>4. LIGHTING ORDER</td>
<td>TOTAL DUE</td>
</tr>
<tr>
<td>5. PLUMBING ORDER</td>
<td></td>
</tr>
</tbody>
</table>

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.
Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #’s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 Watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

____Square = ______Ft      Total Square Footage = ________

Adjacent Booth or Aisle # ________________