

To: \_\_\_\_\_  
 (Exhibitor Name) (Booth #)

**NeoCon East 2009**  
 c/o RPM CompleteXPO Services  
 Baltimore Convention Center  
 Halls C, D, E, F, G & Swing  
 One West Pratt Street  
 Baltimore, MD 21201

To: \_\_\_\_\_  
 (Exhibitor Name) (Booth #)

**NeoCon East 2009**  
 c/o RPM CompleteXPO Services  
 Baltimore Convention Center  
 Halls C, D, E, F, G & Swing  
 One West Pratt Street  
 Baltimore, MD 21201

## FOR ON-SITE DIRECT SHIPMENT ONLY

— *Must arrive no later than MONDAY, OCTOBER 26th, 2009* —

To: \_\_\_\_\_  
 (Exhibitor Name) (Booth #)

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 One West Pratt Street  
 Baltimore, MD 21201



**RPM CompleteXPO Services**

*Meeting The Needs of Today's Events!*

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714

Phone 407-786-EXPO (3976) • Fax 407-786-3977

E-Mail: info@completexpo.com



October 28<sup>th</sup>-29<sup>th</sup>, 2009

Baltimore Convention Center

Baltimore, Maryland

## **Union Regulations**

Union labor will be required for certain aspects of your exhibit handling, **including installation and dismantling of all systems furniture**. An exhibitor may set up their exhibit display up to 200 square feet if one (1) full-time employee can accomplish the task in **less than 1 hour** without the use of power tools. If your exhibit preparation requires **more than 1 hour**, you must use union personnel supplied by RPM CompleteXPO Services. Labor can be ordered through RPM CompleteXPO by completing and returning the Display Labor Order form.

For booths that are 200 square feet or larger, you may have your own **union** employee/installer work with members of the Carpenters Union Local #974 on a ratio of two (2) local union carpenters to one (1) company union member. Keep in mind your personnel must be a Union Member, with specific knowledge of your product. If it is essential to use non-union employees/installer for supervision of your set-up, please call (407) 786-3976 for ratio clarification.



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Baltimore, Maryland

## Display Labor Order Form

Return Deadline: **October 9, 2009**

### Labor Rates

Display Labor for Installation and Dismantling of Exhibits		
<b>Straight Time</b>	\$ 70.90 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	8:00 am to 4:30 pm Monday through Friday.
<b>Overtime</b>	\$ 106.35 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday.
All labor orders received after the return deadline date will be charged an additional 25%		

**NOTE:** 8:00 am is the only guaranteed starting time. All other orders will be filled as labor is available. All exhibit labor for 8:00 am starting times will be dispatched to booth space. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive written cancellation 48 hours prior to starting time.

### PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- RPM COMPLETEXPO SERVICES SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$35.00.  
Detailed set-up and outbound shipping instructions must be sent in advance.

Name of Carrier \_\_\_\_\_ # of Crates: \_\_\_\_\_ # Cartons: \_\_\_\_\_ # Skids: \_\_\_\_\_

	Date(s) Required (circle all that apply):	# of Workers Needed	Time Requested	Estimated # of Hours Per Worker	Estimated Amount
SET –UP	Monday, October 26				\$
	Tuesday, October 27				\$
DISMANTLE	Thursday, October 29 (overtime)				\$
	Friday, October 30				\$
<b>TOTAL AMOUNT →</b>					<b>\$</b>

Display shipped to:  Warehouse  Show Site  Display includes Carpet  Will Rent Carpet

### PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Policy:** Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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**Rigging Labor Order Form**

*Return Deadline: October 9, 2009*

**Order Rigging Labor only if you need to assemble, move, unskid, relocate, or unpack heavy equipment after it has been delivered to your booth.**

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from the carrier to the booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function; however, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders after 8:00AM will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

<b>Rigging Labor Rates</b>	<b>Rigging Crew consists of one Rigger and one Equipment Operator</b>		
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday	<b>Double-Time</b> All Holidays
<b>Rigger</b>	\$ 70.90 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 106.35 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 141.80 per hour, one hour minimum per worker, thereafter 1/2 hr. increments
<b>Fork Lift with Operator</b> Up to 5,000 Lbs. Capacity	\$ 126.50 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 189.75 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	\$ 253.00 per hour, one hour minimum per worker, thereafter 1/2 hr. increments
<b>Fork Lifts</b> Over 5,000 Lbs.	Quoted Upon Request		
<b>Cranes</b>	Quoted Upon Request		

**PLEASE INDICATE SERVICE REQUIRED:**

	<b>Date(s) Required</b> (circle all that apply):	<b>Time Requested</b>	<b># of Pieces to be Spotted</b>	<b>Heaviest Pieces</b>	<b>Estimated # of Hours Per Worker</b>	<b>Estimated Amount</b>
<b>ERECT</b>	Monday, October 26					\$
	Tuesday, October 27					\$
<b>DISMANTLE</b>	Thursday, October 29 (overtime)					\$
	Friday, October 30					\$
<b>TOTAL AMOUNT →</b>						<b>\$</b>

**Payment Policy:** Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover and American Express accepted. **Cancellation Policy:** Rigging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Rigging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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# **Hanging Sign Information**

**RPM CompleteXPO Services is responsible for supervision, assembly, installation, and removal of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Hanging Sign/Truss Labor Order Form.

### **Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPM CompleteXPO Warehouse, arriving no later than Friday, October 23rd, 2009.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPM CompleteXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPM CompleteXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.



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## Suspended Sign Hanging Order Form

Return Deadline: **October 9, 2009**

**RPM CompleteXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs" with approved devices and type of cable to safely hang sign.**

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPM CompleteXPO Services together with the completed Suspended Sign Hanging Order Form.

### Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a **Time and Material** basis.

#### Straight Time

8:00 am to 4:30 pm  
Monday through Friday

#### Overtime

After 4:30 pm until 8:00 am  
Monday through Friday.  
All day Saturday and Sunday.

#### Double-Time

All Holidays

#### High Lift and Crew

Three Worker  
Crew Required

\$ 395.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

\$ 592.50 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

\$ 790.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

### PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN:  Wood  Metal  Cloth Banner  Electrical  Other: \_\_\_\_\_
2. SIZE OF SIGN: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.
3. # OF STRUCTURAL PICK POINTS: \_\_\_\_\_ LBS. AT EACH POINT: \_\_\_\_\_ lbs.
4. SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other: \_\_\_\_\_
5. IS YOUR SIGN ELECTRICAL?  Yes  No If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign."
6. DOES YOUR SIGN REQUIRE ASSEMBLY:  Yes  No If yes, RPM CompleteXPO will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

### PLEASE INDICATE SERVICE(S) REQUIRED

Amount

Sign Crew for \_\_\_\_\_ hours to **install** our sign on \_\_\_\_\_ (day) \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

\$

Sign Crew for \_\_\_\_\_ hours to **dismantle** our sign on \_\_\_\_\_ (day) \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

\$

**TOTAL AMOUNT →**

**\$**

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor.
- RPM COMPLETEXPO SERVICES SUPERVISION – A 30% surcharge will be added to the labor rates above for this professional supervision. Detailed set-up and outbound shipping instructions must be sent in advance.

**Payment Policy:** Credit Card information must be on file for all suspended sign hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Suspended sign hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended sign hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	



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# **Truss Labor Information**

**RPM CompleteXPO Services is responsible  
for supervision, assembly, installation, and removal  
of all trusses.**

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the Hanging Sign/Truss Order Form.

### **Remember:**

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by RPM CompleteXPO Services.



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**Suspended Light Hanging Order Form**

*Return Deadline: October 9, 2009*

— You must order Suspended Light Hanging Labor when ordering Par (spot) Lights —

**RPM CompleteXPO Services reserves the right to assemble, install, and dismantle suspended lights with approved devices and type of cable to safely hang lighting.**

- All light orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPM CompleteXPO Services together with the completed Suspended Light Hanging Order Form.

<b>Suspended Light Hanging Rates</b>	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday	<b>Double-Time</b> All Holidays
<b>High Lift and Crew</b> Three Worker Crew Required	\$ 395.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 592.50 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 790.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

<b>PLEASE COMPLETE</b>	<b>Estimated Amount</b>
Lighting Crew for _____ hours to <b>install</b> our lighting on _____ (day) _____ (date) at _____ (time)	\$
Lighting Crew for _____ hours to <b>dismantle</b> our lighting on _____ (day) _____ (date) at _____ (time)	\$
<b>TOTAL AMOUNT →</b>	<b>\$</b>

**Payment Policy:** Credit Card information must be on file for all suspended light hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, Traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Suspended light hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended light hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Name of Event:	<b>NeoCon East 2009</b>
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



# RPM CompleteXPO Services

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## Vehicle Spotting Order Form

*Return Deadline: October 9, 2009*

### VEHICLES ON DISPLAY

All vehicles entering the exhibit floor for booth display purposes will be "Spotted" by RPM CompleteXPO Services. A Spotting Fee of \$150.00 (round trip) applies.

Quantity of Vehicles to be Spotted	Rate per Round Trip	Total
	\$ 150.00	\$
<b>TOTAL AMOUNT →</b>		<b>\$</b>

#### All vehicles must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one quarter of a tank of gas
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Refueling, or removal of fuel from vehicles, on the premises is prohibited
- Vehicles may not be moved during show hours

**Payment Policy:** Credit Card information must be on file for all services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Name of Event:	<b>NeoCon East 2009</b>		
Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	



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## Booth Cleaning Order Form

Return Deadline: **October 9, 2009**

### BOOTH CLEANING RATES

All carpets ordered from RPM CompleteXPO Services are installed clean for your use; however, you may want to order cleaning services for debris created during set-up.

Please choose either **Daily Booth Cleaning** or **One-Time** (before initial opening) **Booth Cleaning** below.

*Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.*

Vacuuming - Daily									
Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate		# of Days Required	Amount
ft.	ft.		X	\$ 0.34 / sq. ft.	or	\$ 0.40 / sq. ft.	X	2	\$
Vacuuming - Once before Initial Opening									
Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	X	# of Days Required	Amount
ft.	ft.		X	\$ 0.39 / sq. ft.	or	\$ 0.45 / sq. ft.	X	1	\$
<b>MINIMUM CHARGE - 100 Sq. ft. per day</b>								<b>Sub-Total</b>	<b>\$</b>
								<b>6% MD Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>								<b>\$</b>	

**Payment Policy:** Payment in full of Booth Cleaning charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, Traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Booth cleaning orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Name of Event:	<b>NeoCon East 2009</b>
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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**Porter Service Order Form**

*Return Deadline: October 9, 2009*

**PORTER SERVICE**

Porter Service consists of an assigned person emptying the trash at your booth during show hours. Rates are shown below.

*Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.*

<b>Straight Time</b>	\$ 35.45 per trip, per worker	8:00 am to 4:30 pm Monday through Friday.
<b>Overtime</b>	\$ 53.18 per trip, per worker	After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday.

Date(s) Required (circle all that apply)	Specify Time(s) of Day Required	# of Workers Needed Per Trip	Estimated Amount
<b>Wednesday, October 28</b>	(1) _____ (5) _____ (2) _____ (6) _____ (3) _____ (7) _____ (4) _____ (8) _____		\$
<b>Thursday, October 29</b>	(1) _____ (5) _____ (2) _____ (6) _____ (3) _____ (7) _____ (4) _____ (8) _____		\$

<b>Sub-Total</b>	<b>\$</b>
<b>6% MD Sales Tax</b>	<b>\$</b>
<b>TOTAL AMOUNT →</b>	<b>\$</b>

**Payment Policy:** Payment in full of Porter Service charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Porter Service orders cancelled before the return deadline will be refunded at 100%. Booth cleaning orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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## **Non-Official Contractor Request Form**

*Return Deadline: October 9, 2009*

Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPM CompleteXPO Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

**ELECTRICAL • PLUMBING • TELEPHONE LINES • DRAYAGE • RIGGING • BOOTH CLEANING • CATERING**

**PLEASE NOTE:** A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction.

**Complete this form ONLY if your company is using a Services Contractor other than RPM CompleteXPO Services to unpack, erect, assemble, dismantle or pack your display. THE LOCAL UNION CLAIMS JURISDICTION OVER THE ERECTION, DISMANTLE AND REPAIR BUILDING OF ALL EXHIBITS.**

***Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by OCTOBER 9, 2009.***

Event Name:			<b>NeoCon East 2009</b>		
Company Name:		Booth #:			
Address:					
City:		State:		Zip:	
Authorized On-site Representative:				Title:	
Name of Service Firm:					
Address:					
City:		State:		Zip:	
Telephone:			On-Site Supervisor:		
Signature:		Email:		Date:	



**ATTENTION:**



# Exhibitors

Ship your freight from **IIDEX** directly to **NeoCon East**.

The **Caravan** to **NeoCon East**  
will fill up FAST.

Have you secured your place on our trucks?\*

**\*YOU MUST SUPPLY YOUR OWN COMMERCIAL INVOICE.**

**Reliable Service... NO WORRIES for you.**

**PLUS...you receive a 10% DISCOUNT on Material Handling at NeoCon East\*\***

**\*\*when you ship IN and OUT of NeoCon East with RPM Logistics**

**It's fast and easy!**

Please complete the form below and fax to 407-786-3977 or call 407-786-3976.

Exhibiting Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Booth # at NeoCon East \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**— TELL US ABOUT YOUR SHIPMENT —**

Weight: \_\_\_\_\_ Dimensions: \_\_\_\_\_ # of Cartons: \_\_\_\_\_ Number of Skids: \_\_\_\_\_

ROUND TRIP:  Yes  No

SHIP FROM: IIDEX, Toronto, Ontario Canada

SHIP TO: NeoCon East, Baltimore, Maryland

Return Shipment to: Company Name \_\_\_\_\_

(if Round Trip) Attention: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

# Have you made your shipping arrangements for NeoCon East?

**SAVE 10%**  
on your material handling charges  
by shipping with the Official Show Carrier!

Just ship In and Out with RPM Logistics\*. How easy is that?

\*Savings Rates do not apply to shipments that are considered Small Package or Local Shipments.



*Just one call...*

*can take care of all your shipping needs...*

*both **INBOUND** and **OUTBOUND!***

## ADVANTAGES TO USING YOUR OFFICAL SHOW CARRIER:

- **ON-SITE REPRESENTATIVE**....To assist you with all your shipping needs
- **COMPETITIVE RATES**....RPM offers standard and expedited service
- **DOOR TO DOOR TRACKING**....Locate your freight at any time with one call
- **RPM LOGISTICS**....We eliminate the hassle - we'll pre-print your outbound labels and complete your bill of lading for you!

To arrange your shipping,  
just complete and return our form on the following page.  
**IT'S THAT EASY!**

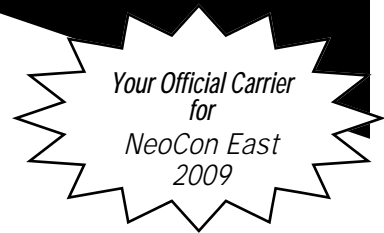


**RPM LOGISTICS, INC.**

Tell us where...We'll take you there!



# RPM LOGISTICS, INC.



**October 28-29, 2009 • Baltimore, MD**

**TIME IS FLYING!** Contact us **NOW** if you need assistance with your shipping, either in to or out of the show. Let RPM Logistics do the work for you!

For a **FAST, FREE QUOTE**, complete and fax this form back to us to arrange for a **PRE-SHOW PICKUP** or to prearrange your **OUTBOUND SHIPPING**. Please fax back by return deadline date of OCTOBER 9, 2009.

## EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**IMPORTANT - After Hours Contact Name/Phone #:** \_\_\_\_\_

## SHIPPING INFORMATION

**PICKUP** Pickup Date: \_\_\_\_\_

**OUTBOUND** Arrival Date: \_\_\_\_\_

From (Show Name): \_\_\_\_\_

To (Show Name): \_\_\_\_\_

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

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

# of Pieces: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_ lbs.

# of Pieces: \_\_\_\_\_ Estimated Weight: \_\_\_\_\_ lbs.

Dimensions: \_\_\_\_\_

Dimensions: \_\_\_\_\_

## CREDIT CARD INFORMATION (required)

Cardholder Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
(VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS)

Security Code on card: \_\_\_\_\_ Cardholder's Signature (required): \_\_\_\_\_

## RPM LOGISTICS, INC.

411 W. Lake Brantley Rd, Altamonte Springs, FL 32714 • PHONE: 407-786-3976 • FAX: 407-786-3977

— OFFICE USE ONLY —

Quoted \_\_\_\_\_ Quote ID \_\_\_\_\_  Caravan \_\_\_\_\_  Carrier \_\_\_\_\_



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
 703-241-8545 phone  
 866-516-3716 fax  
 [Tax ID #: 54-1796144]

**PLANT & FLORAL  
 ORDER FORM**  
 info@urbanjungleinc.com

QTY	ITEM	By Oct 14 *	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 55.00	\$ 65.00	
	Floral Arrangement (approx. 18" H)	\$ 70.00	\$ 80.00	
	Custom Floral Arrangement (call for assistance)	\$ 95.00	\$ 110.00	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 85.00	
	Orchid Plants (4" _____ 6" _____)	\$ 50/75.00	\$ 60/85.00	
	Call for special requests			
	Mum Plants (white _____ yellow _____ lavender _____)	\$ 25.00	\$ 30.00	
	Azaleas (red _____ pink _____ white _____)	\$ 30.00	\$ 35.00	
	Bromeliads (Red, pink, yellow, other)	\$ 30.00	\$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Fern _____ Ivy _____ Pothos _____	\$ 25.00	\$ 30.00	
	Large Fern _____ Ivy _____ Pothos _____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	<b>Pkg A:</b> (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	<b>Pkg B:</b> (2) 3' plants and (1) Blooming plant	\$ 100.00	\$ 110.00	
	<b>Pkg C:</b> large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 35.00	
	3' Green Plants	\$ 40.00	\$ 45.00	
	4' Green Plants	\$ 50.00	\$ 55.00	
	5' Green Plants	\$ 60.00	\$ 65.00	
	6' Green Plants	\$ 70.00	\$ 75.00	
	7' Green Plants	\$ 95.00	\$ 105.00	
	8' - 10' Ficus Trees	\$115.00	\$130.00	
<b>Decorative Containers: White Black Wicker</b>			<b>SUB TOTAL</b>	\$
◆ Call for prices on brass, chrome, terra cotta pots				
◆ Tax is based on show location			<b>Sales Tax</b>	\$
			MD 6%	
Call for items you may want but do not see on this list.		<b>TOTAL AMOUNT DUE</b>		\$

*Please remit payment to URBAN JUNGLE, Inc.*

**Rental Price includes:** Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

**HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date \_\_\_\_\_ Time \_\_\_\_\_

Exhibitor: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_  
 Fax # \_\_\_\_\_  
 PO # \_\_\_\_\_  
 e-mail\*\*: \_\_\_\_\_

Show Name: **2009 NeoCon East Annual Meeting**  
 Dates: **October 28-29, 2009**

Location: **Baltimore Convention Center**  
 Booth #: \_\_\_\_\_

Payment Info: (circle one) AX VISA MC CHECK  
 Credit Card #: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security # \_\_\_\_\_  
 Signature: \_\_\_\_\_

{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}

**\*\*Email is required for confirmation and final invoices.**

**\*Orders must be received two weeks prior to show date for advance price!**



## NeoCon East 2009

### INTERNATIONAL SHIPPING SERVICES

LION Exhibition Freight, Inc. is proud to announce our nomination as the Official Freight Forwarder and Customs Broker by the organizers of NeoCon East 2009. We have prepared instructions in order to assist international exhibitors in preparing their cargo for transport to the US. Should you have any questions or require further information, please contact our Atlanta office.

LION Exhibition Freight, Inc.  
124B Park 42 Dr.  
Locust Grove, GA 30348  
Contact: Kim Bagwell or Nicole Miller  
Ph: 404-305-1183 Fax: 404-305-1185  
Email: [ksbagwell@lionexhibition.com](mailto:ksbagwell@lionexhibition.com) or [nicole@lionexhibition.com](mailto:nicole@lionexhibition.com)

Exhibitors will receive step-by-step "Transportation Guidelines" from LION to help with your shipment planning. Shipment cut-off dates, documentation requirements, labeling information, and a rate tariff will be included in these guidelines.

- We will be using our own Freight Forwarder.
- Please forward your partners information in our area.

### INFORMATION SHEET – RETURN BY TELEFAX

Company Name: \_\_\_\_\_ Event Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
\_\_\_\_\_ Tel #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Fax#: \_\_\_\_\_

We appreciate your contacting us in advance and wish you great success at your event.

Sincerely,

Kim Bagwell  
LION Exhibition Freight, Inc.

LION Exhibition Freight Inc. operates under the standard terms and conditions of the NCBFFA and/or AIFA. A copy of these terms and conditions is available upon written request. Insurance is not included but is available upon written request.