



RPM CompleteXPO Services

Meeting the Needs of Today's Events!

This

Exhibitor Manual

Is

Prepared Especially for



OCTOBER 28TH-29TH, 2009

**Baltimore Convention Center
Halls C, D, E, F, G & Swing**

Baltimore, Maryland

411 W. Lake Brantley Rd.
Altamonte Springs, FL 32714
Phone: (407) 786-EXPO (3976)
Fax: (407) 786-3977
E-Mail: info@completexpo.com



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Exhibitor Information

Dear Exhibitor,

RPM CompleteXPO Services is pleased to have been chosen as the Official General Service Contractor for **NeoCon East 2009**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Merchandise Mart Properties, Inc.
200 World Trade Center, Suite 470
Chicago, IL 60654
Phone: (312) 527-7747 or 7748
Fax: (312) 527-7998
E-Mail: mancheta@MMart.com or scamargo@MMart.com

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

RPM CompleteXPO Services
411 W. Lake Brantley Rd.
Altamonte Springs, FL 32714
Phone: (407) 786-3976
Fax: (407) 786-3977
E-Mail: info@completexpo.com

Included in this service kit are order forms for various items that you may require. These RPM CompleteXPO forms are to be returned to our office and the other forms to the specific contractor who is providing the service. Please review these forms and submit your orders as early as possible.

Exhibit Installation and Dismantle Schedule

EXHIBITOR SET-UP:	Monday, October 26 Tuesday, October 27	8:00 am to 5:00 pm 8:00 am to 6:00 pm
--------------------------	---	--

NOTE: All prefabricated displays must be set and empty crates tagged for storage by 5:00 pm on Tuesday, October 27th.

SHOW HOURS:	Wednesday, October 28 Thursday, October 29	9:00 am to 6:00 pm 9:00 am to 4:00 pm
DISMANTLE DATES & TIMES:	Thursday, October 29 Friday, October 30	4:00 pm to 9:00 pm 8:00 am to 3:00 pm

NOTE: All exhibits must be dismantled and removed by 3:00 pm on Friday, October 30th. Truck drivers must register (sign in) for pick-up before 12 noon or freight may be re-routed through RPM Logistics, the house carrier.

Your 10 ft. X 10 ft. Booth Includes:

- 8 ft. High White Draped Back Wall
- 3 ft. High White Draped Side Dividers
- Standard 7 in. by 44 in. Booth Identification Sign showing the exhibiting company's name and booth number.

Note: The Exhibit floor is NOT Carpeted. The Aisle Carpet will be White.



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPM CompleteXPO Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention an RPM CompleteXPO Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Payment Policies

• Payment Options

RPM CompleteXPO Services, the official general service contractor for **NeoCon East 2009**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping and other provided services.

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with RPM CompleteXPO Services, in advance, to guarantee payment. Please make all checks payable to: **RPM CompleteXPO Services**.

• Wire Transfer in U.S. Funds

- Address to: Bank of America
Routing # 061000052 Account # 003284829332 Bank of America Swift Code: BOFAUS3N
- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPM CompleteXPO Services will charge the following fees:
 - **Domestic incoming wire transfer fee: \$25.00**
 - **International incoming wire transfer fee: \$35.00**

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPM CompleteXPO Services and/or RPM Logistics to charge your credit card on file for any and all charges incurred.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of October 9, 2009, and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPM CompleteXPO Services to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site.

Invoices will be distributed on the last day of the show. If you have any questions or concerns in regard to your charges for in-bound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, RPM CompleteXPO Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPM CompleteXPO Services will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds only. **No telephone orders will be accepted.**

• Cancellation Policy

- Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled after delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.
- Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.
- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of RPM CompleteXPO Services.



Limits of Liability and Responsibility

1. RPM CompleteXPO Services, LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPM CompleteXPO Services, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPM CompleteXPO Services, LLC shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPM CompleteXPO Services, LLC to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPM CompleteXPO Services, LLC shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. RPM CompleteXPO Services, LLC liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event RPM CompleteXPO Services, LLC maximum liability shall be limited to \$.50 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. RPM CompleteXPO Services, LLC 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.
7. The consignment or delivery of materials to RPM CompleteXPO Services, LLC by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



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 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

Standard Booth Furnishings Order Form

Return Deadline: October 9, 2009

WHITE DRAPED DISPLAY TABLES				
Price includes white vinyl top & 3 sides				
Qty	Size	Advance Rate	Standard Rate	Amount
	2 ft. X 4 ft. X 30 in. High	\$ 79.90	\$ 104.05	\$
	2 ft. X 6 ft. X 30 in. High	\$ 94.55	\$ 123.20	\$
	2 ft. X 8 ft. X 30 in. High	\$ 108.00	\$ 140.60	\$
	2 ft. X 4 ft. X 42 in. High	\$ 113.65	\$ 147.99	\$
	2 ft. X 6 ft. X 42 in. High	\$ 128.30	\$ 167.10	\$
	2 ft. X 8 ft. X 42 in. High	\$ 141.75	\$ 184.55	\$
UNDRAPED DISPLAY TABLES				
Qty	Size	Advance Rate	Standard Rate	Amount
	2 ft. X 4 ft. X 30 in. High	\$ 44.50	\$ 58.00	\$
	2 ft. X 6 ft. X 30 in. High	\$ 52.40	\$ 69.80	\$
	2 ft. X 8 ft. X 30 in. High	\$ 64.20	\$ 83.85	\$
	2 ft. X 4 ft. X 42 in. High	\$ 57.40	\$ 74.90	\$
	2 ft. X 6 ft. X 42 in. High	\$ 67.50	\$ 88.35	\$
	2 ft. X 8 ft. X 42 in. High	\$ 78.80	\$ 103.00	\$
DRAPED RISERS - WHITE VINYL				
Qty	Size	Advance Rate	Standard Rate	Amount
	4 ft. One Step	\$ 43.95	\$ 57.40	\$
	6 ft. One Step	\$ 55.20	\$ 72.10	\$

CHAIRS AND SPECIALTY EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Arm Chair	\$ 51.80	\$ 68.50	\$
	Side Chair	\$ 43.95	\$ 57.40	\$
	Padded Stool	\$ 89.05	\$ 115.90	\$
	Cocktail Table	\$ 32.80	\$ 41.15	\$
	Round Pedestal Table (30" H X 36" D)	\$ 53.45	\$ 69.55	\$
	Round Pedestal Table (42" H X 36" D)	\$ 64.70	\$ 71.70	\$
	Wastebasket	\$ 21.50	\$ 28.15	\$
	Easel	\$ 24.25	\$ 31.90	\$
	8 Ft. Upright	\$ 19.15	\$ 23.10	\$
	Crossbar	\$ 19.15	\$ 23.10	\$
	Garment Rack	\$ 65.35	\$ 86.65	\$
	Bag Stand	\$ 99.10	\$ 129.40	\$
	Literature Rack	\$ 99.10	\$ 129.40	\$

Sub-Total	\$
6% MD Sales Tax	\$
TOTAL AMOUNT →	\$

Payment Policy: Payment in full of rental 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. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Booth Carpet / Padding Order Form

Return Deadline: October 9, 2009

STANDARD CARPET						
Price includes installation, protective covering and taping front edge. COLORS: Black or Gray						
Quantity	Color	Size	Advance Rate	Standard Rate	Amount	
		10 ft. X 10 ft.	\$ 116.85	\$ 155.30	\$	
		10 ft. X 20 ft.	\$ 235.85	\$ 312.80	\$	
		10 ft. X 30 ft.	\$ 354.80	\$ 459.00	\$	
CUSTOM SIZE CARPET						
Price includes Installation to fit booth space and edges taped. No guarantee of color match when ordering multiple carpets. COLORS: Black, Blue, Burgundy, Gray, Navy, Purple, Red, Teal, and White <i>Note: 100 Square Foot Minimum Order</i>						
Dimensions		Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
ft.	ft.			\$ 2.65 / sq. ft.	\$ 3.45 / sq. ft.	\$
CUSTOM PADDING						
<i>Note: 100 Square Foot Minimum Order</i>						
Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount	
ft.	ft.		\$.98 / sq. ft.	\$ 1.30 / sq. ft.	\$	
Sub-Total					\$	
6% MD Sales Tax					\$	
TOTAL AMOUNT →					\$	

Upgraded, custom carpet is available upon request. Please call for pricing.

Payment Policy: Payment in full of rental 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. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

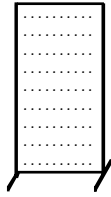
411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
 Phone 407-786-EXPO (3976) • Fax 407-786-3977
 E-Mail: info@completexpo.com



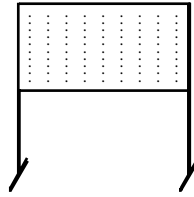
October 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

Pegboard Order Form

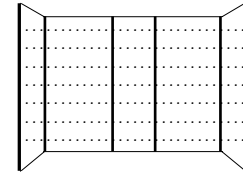
Return Deadline: October 9, 2009



Vertical



Horizontal



Complete Coverage
 10' Wide Booth Space w/2' Side Wings
 Requires:
 2 – 4'x8' Panels and 3—2'x8' Panels

PEGBOARD

Rental Price includes delivery to booth space, installation only where specified and removal at close of show.
 Pegboard holes are 1/4 inch in diameter and are spaced 1 inch on center.
 HOOKS ARE NOT INCLUDED.

Quantity	Vertical or Horizontal	Style	Advance Rate	Standard Rate	Amount
	Vertical	4 ft. X 8 ft. White Panel	\$ 78.00 Each	\$ 99.00 Each	\$
	Horizontal	4 ft. X 8 ft. White Panel	\$ 107.00 Each	\$ 138.50 Each	\$
	Vertical	2 ft. X 8 ft. White Panel	\$ 53.00 Each	\$ 74.50 Each	\$
		Pegboard Shelving 8 in. Wide, 4 Ft. Long Hardware Supplied	\$ 25.00 Each	\$ 32.65 Each	\$

Sub-Total	\$
6% MD Sales Tax	\$
TOTAL AMOUNT →	\$

Payment Policy: Payment in full of rental 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. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

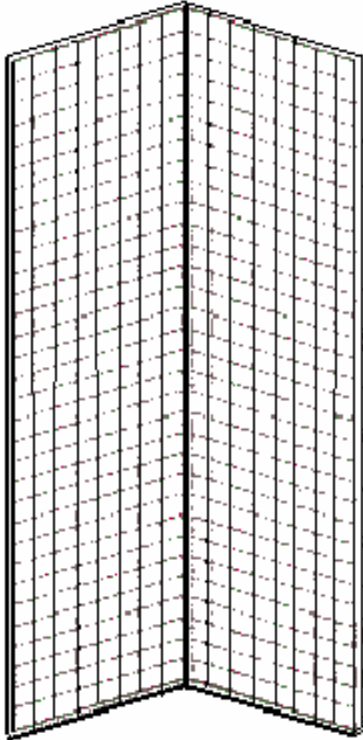
411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
 Phone 407-786-EXPO (3976) • Fax 407-786-3977
 E-Mail: info@completexpo.com



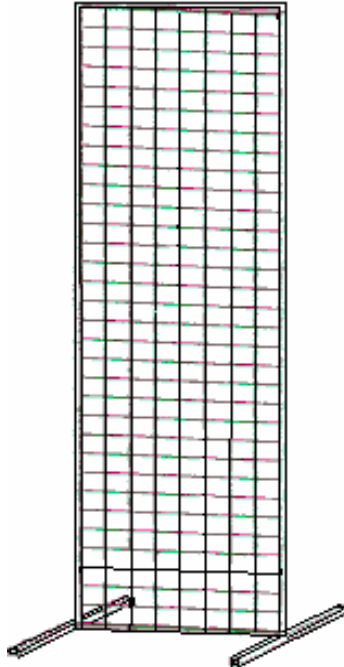
October 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

Grid Order Form *Return Deadline: October 9, 2009*

Style A — 2' x 8'



Style B — 2' x 6'



STYLE A — 2' X 8'

Order this style if you are planning to tie the grids together.

Minimum order 2 grids

STYLE B — 2' X 6'

Order this style, with feet, for a single free-standing grid.

Please supply diagram of location in booth for set-up.

NOTE:

Grid can be hung off the hard wall booth equipment.

HOOKS TO BE SUPPLIED BY EXHIBITOR.

Quantity	Description	Advance Rate	Standard Rate	Amount
	2' X 8' Grid (2 Grids Shown)	\$ 85.80 Each	\$ 103.55 Each	\$
	2' X 6' Grid (w/feet)	\$ 107.30 Each	\$ 128.45 Each	\$

Payment Policy: Payment in full of rental 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. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Sub-Total	\$
6% MD Sales Tax	\$
TOTAL AMOUNT →	\$

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

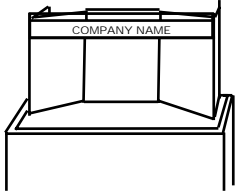
411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
 Phone 407-786-EXPO (3976) • Fax 407-786-3977
 E-Mail: info@completexpo.com



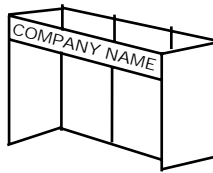
October 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

Modular Rental Units Order Form

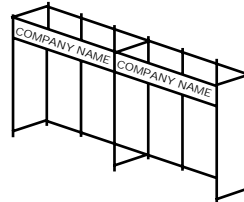
Return Deadline: October 9, 2009



Tabletop Unit



10 Ft. Booth Unit



20 Ft. Booth Unit



20 Ft. Booth Unit w/Door

MODULAR RENTAL UNITS

Rental Price includes delivery to booth space, installation only where specified and removal at close of show. To ensure that your selection will be available you must place your order before the Return Deadline Date. No guarantee on choice after deadline date. RPM CompleteXPO Services is not liable for contents, damages or breakage after units have been delivered.

NOTE: Electrical outlets are NOT included. Custom units are also available. Call for pricing.

Quantity	Style	Advance Rate	Standard Rate	Amount
	TABLETOP UNIT Includes Lighted Header, 6 ft. Draped Table CHOOSE FROM (circle one): White Panel or Pegboard, Gray Velcro Compatible	\$ 533.00	\$ 701.00	\$
	10 FT. BOOTH UNIT Includes 3 Shelves and 3 Arm Lights, Booth Carpet (circle color choice below) CHOOSE FROM (circle one): White Panel or Pegboard, Gray Velcro Compatible CARPET COLORS (circle one): Black or Gray	\$ 1,629.00	\$ 2,119.00	\$
	20 FT. BOOTH UNIT Includes 6 Shelves and 6 Arm Lights, Booth Carpet (circle color choice below) CHOOSE FROM (circle one): White Panel or Pegboard, Gray Velcro Compatible CARPT COLORS (circle one): Black or Gray	\$ 3,140.00	\$ 4,093.00	\$
	20 FT. BOOTH UNIT WITH DOOR Includes 4 Shelves and 6 Arm Lights, Booth Carpet (circle color choice below) CHOOSE FROM (circle one): White Panel or Pegboard, Gray Velcro Compatible CARPET COLORS (circle one): Black or Gray	\$ 3,467.00	\$ 4,512.00	\$

Header Copy: White with Helvetica Copy in Black Vinyl

Sub-Total \$

6% MD Sales Tax \$

TOTAL AMOUNT → \$

Payment Policy: Payment in full of rental 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. All rental items are subject to availability.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

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



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Modular Hardwall Accessories Order Form Return Deadline: October 9, 2009

MODULAR HARDWALL ACCESSORIES

Quantity	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel (1 meter x 8' high)	\$ 192.75	\$ 214.25	\$
	Hanging Rod	\$ 97.50	\$ 131.75	\$
	Cascading Waterfall	\$ 22.00	\$ 29.50	\$
	White PVC Panel (1 meter x 8' high)	\$ 162.25	\$ 189.30	\$
	Side Rail (each)	\$ 111.50	\$ 145.75	\$
	1 Meter Counter (41"x42"x21")	\$ 324.50	\$ 438.25	\$
	2 Meter Counter (80"x42"x21")	\$ 486.75	\$ 657.25	\$
	Lock for Counter	\$ 65.00	\$ 87.75	\$
	1 Straight Shelf & 2 Brackets	\$ 50.00	\$ 65.75	\$
	1 Angled Shelf & 2 Brackets	\$ 60.00	\$ 75.50	\$
	Pegboard (1 meter x 8' high)	\$ 182.00	\$ 207.00	\$
Sub-Total				\$
6% MD Sales Tax				\$
TOTAL AMOUNT →				\$

Payment Policy: Payment in full of rental 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: Rental orders cancelled after the return deadline but prior to delivery will be refunded at 50% of original price. Rental orders cancelled after delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Name of Event:	NeoCon East 2009		
Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Accessible Storage Order Form

Return Deadline: **October 9, 2009**

ACCESSIBLE STORAGE ORDER FORM

RPM CompleteXPO Services will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE FEE FOR ACCESSIBLE STORAGE IS AS FOLLOWS:

- \$75.00 per 16 square feet per day
- 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Installation and Dismantling Labor Form"

Please complete the below sections:

1. We will require _____ square feet of space in Accessible Storage for:

- a. # of boxes _____ c. # of cartons _____ e. # of skids _____
b. # of cases _____ d. # of crates _____

2. List type of product: _____

3. We will need access to this product:

_____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

Qty of Square Feet Required (16 sq ft increments)	# of Days Required	# of Times per Day You Will Need Access	Estimated Amount Due
			\$

TOTAL AMOUNT → \$

Payment Policy: Payment in full of rental 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: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Special Lighting Order Form

Return Deadline: **October 9, 2009**

The Baltimore Convention Center has adequate lighting using the normal hall lighting systems; however, we offer the specialty lighting products below which may be used to accentuate your product or display.

This form is for equipment rental only and does not include labor or electricity. Please contact the Baltimore Convention Center directly to order electric service.

SPECIAL LIGHTING					
Quantity	Description	Advance Rate	Standard Rate	Amount	
	100 Watt Chrome Arm Light	\$ 84.50	\$ 122.00	\$	
	1,000 Watt Par (spot) Light*	\$ 196.00	\$ 294.50	\$	
				Sub-Total	\$
				6% MD Sales Tax	\$
				TOTAL AMOUNT →	\$

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

- Lights ordered after advance deadline date are subject to availability.
- Additional charges for time and material will apply when a lift is required to mount overhead lighting. Please call for an estimated quote.
- A scaled floor plan must accompany this order showing locations of electrical connections and lighting product.

Payment Policy: Payment in full of rental 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, and American Express accepted.

Cancellation Policy: Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled *after* delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.

Name of Event:	NeoCon East 2009		
Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Special Signs Order Form

Return Deadline: **October 9, 2009**

SPECIAL SIGNS

Prices based on Block Letters, Black Lettering on White Showcard, 10 Words or Less

Quantity	Color of Background	Color of Lettering	Easel Back (\$5.00 Add.)	Size	Advance Rate	Standard Rate	Amount
				7 in. X 11 in.	\$ 33.50	\$ 67.00	\$
				7 in. X 44 in.	\$ 37.50	\$ 75.00	\$
				11 in. X 14 in.	\$ 38.50	\$ 77.00	\$
				14 in. X 22 in.	\$ 48.00	\$ 96.00	\$
				22 in. X 28 in.	\$ 73.00	\$ 146.00	\$
				28 in. X 44 in.	\$ 95.00	\$ 190.00	\$

Orientation: Horizontal Vertical

Sub-Total \$

6% MD Sales Tax \$

TOTAL AMOUNT → \$

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Advance Rates.
- Over 10 words add \$2.25 per word
- Colored showcard and each change in color copy will be quoted upon request.
- Easel back applied to sign add \$5.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- **NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.**

Please type or print desired copy below or attach a separate sheet

Payment Policy: Payment in full of sign order 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: Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Priority Empty Container Return Order Form

Return Deadline: **October 9, 2009**

Priority Empty Container Return

This service provides for the priority return of your empties to your booth within one hour after all aisle carpet is removed at the close of the show. This service must be ordered prior to the removal of your empties and space is limited. If you desire this service, please complete the information below and return this form with payment to RPM CompleteXPO Services—Customer Service Department by October 9, 2009.

PLEASE NOTE: This service **cannot** be ordered **after** your empty containers have been removed to storage. **It is the exhibitor's responsibility to obtain the PRIORITY LABELS from the RPM CompleteXPO Service Desk and place them on the appropriate crates/cases to be stored.**

Reminder: For your convenience, the Official Show Carrier, RPM Logistics, will be onsite prior to the close of the show to assist with your shipping needs. Should you choose to use another carrier, you must notify them to pick up your shipment during exhibitor move-out hours.

All outbound shipments must be properly labeled. **An RPM CompleteXPO Services Bill of Lading MUST be completed and returned to the RPM CompleteXPO Service Desk prior to your departure. This document allows RPM to release your freight to your designated carrier.**

PRIORITY EMPTY CONTAINER RETURN			
Estimated Number of Pieces	X	Rate per Container or Skid	Total
	X	\$ 75.00	\$
TOTAL AMOUNT →			\$

Payment Policy: Payment in full of priority empty container return 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: Priority empty container return orders cancelled before the return deadline will be refunded at 100%. Priority empty container return orders cancelled after the return deadline will not be eligible for refund.

Name of Event:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Material Handling Rate Schedule

RPM CompleteXPO Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

★★★ Ship with RPM Logistics to receive a 10% Savings on Material Handling ★★★

To set up your savings with RPM Logistics, please call 407-786-3976, or complete the RPM Logistics Material Handling & Shipping Form included in this exhibitor services manual and fax it to 407-786-3977, or email us at info@completexpo.com. RPM Logistics Savings Rates do not apply to shipments that are considered Small Package or Local shipments.

— Round Trip shipping is required to qualify for RPM Logistics Savings Rates —

MATERIAL HANDLING RATES

200 LB Minimum

Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials		Uncrated and/or Loose Shipments	
	STANDARD RATES	RPM LOGISTICS SAVINGS RATES	STANDARD RATES	RPM LOGISTICS SAVING RATES
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 74.00/cwt. Receive crated materials only at our warehouse 30 days prior to show.	ST Rate: \$ 66.60/cwt. Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site	
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 70.00/cwt. Receive crated materials at show site on move-in dates only.	ST Rate: \$ 63.00/cwt. Receive crated materials at show site on move-in dates only.	ST Rate: \$ 74.00/cwt. Receive uncrated and loose materials at show site on move-in dates only.	N/A
OVERTIME RATE	Add 25% if handled in OR out on overtime. • Add 50% if handled in AND out on overtime. All shipments handled on Saturday, Sunday, Holidays and before 8:00 am or checked in after 3:30 pm on weekdays will be subject to overtime surcharges.			

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING (INCLUDING NON-SKIDDED, UNCRATED AND/OR LOOSE SHIPMENTS) RECEIVED AT THE EXHIBIT SITE will be subject to a 25% surcharge in addition to the above show site rates. This applies to all trucks, due to the height of the truck bed, which cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment and the bill-of-lading does not identify the various classifications, the whole shipment will be charged at the UNCRATED AND LOOSE MATERIAL RATE, PLUS SPECIAL HANDLING RATE.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPM CompleteXPO Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. RPM CompleteXPO Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPM CompleteXPO Services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPM CompleteXPO Services.



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Material Handling Order Form

Return Deadline: **October 9, 2009**

Shipments consigned to the WAREHOUSE must arrive NOT LATER THAN FRIDAY, October 23rd, 2009

Shipments consigned to the SHOW SITE should arrive NOT EARLIER THAN MONDAY, October 26th, 2009

WHERE TO SHIP:

Shipments consigned to WAREHOUSE:

RPM CompleteXPO Services /
NeoCon East 2009
c/o YRCW
5101 Washington Blvd.
Baltimore, MD 21227

Contact: George Bartlett
Phone 301-573-7583

Shipments consigned to SHOW SITE:

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

- The Show Name, Your Company Name and Booth Number **MUST** be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPM CompleteXPO Services to handle our shipment(s) in accordance with the information above and, have read this order and agreed to the terms and provisions. We agree that RPM CompleteXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPM CompleteXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPM CompleteXPO Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPM CompleteXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPM CompleteXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPM CompleteXPO shall be pursued independently as a separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT	ST RPM Logistics Savings Rate Per CWT	ST Charges	OT Charges (add 25% each way)	Estimated Amount
Warehouse Advance Receiving-Crated			\$ 74.00	\$ 66.60	\$	\$	\$
Direct Shipment to Show Site-Crated			\$ 70.00	\$ 63.00	\$	\$	\$
Direct Shipment to Show Site-Uncrated			\$ 74.00	N/A	\$	\$	\$

NOTE: 200 LB MINIMUM PER SHIPMENT

TOTAL AMOUNT → \$

Description: _____

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

To: _____
 (Exhibitor Name) (Booth #)

RPM CompleteXPO Services /
 NeoCon East 2009
c/o YRCW
 5101 Washington Blvd.
 Baltimore, MD 21227

To: _____
 (Exhibitor Name) (Booth #)

RPM CompleteXPO Services /
 NeoCon East 2009
c/o YRCW
 5101 Washington Blvd.
 Baltimore, MD 21227

FOR ADVANCE WAREHOUSE SHIPMENTS ONLY
 — *Must arrive no later than FRIDAY, OCTOBER 23rd, 2009* —

To: _____
 (Exhibitor Name) (Booth #)

RPM CompleteXPO Services /
 NeoCon East 2009
c/o YRCW
 5101 Washington Blvd.
 Baltimore, MD 21227

To: _____
 (Exhibitor Name) (Booth #)

RPM CompleteXPO Services /
 NeoCon East 2009
c/o YRCW
 5101 Washington Blvd.
 Baltimore, MD 21227

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 #)

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



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 28th-29th, 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.



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Display Labor Order Form

Return Deadline: **October 9, 2009**

Labor Rates

Display Labor for Installation and Dismantling of Exhibits		
Straight Time	\$ 70.90 per hour, one hour minimum per worker, thereafter 1/2 hr. increments	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 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				\$
TOTAL AMOUNT →					\$

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:



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 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

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.

Rigging Labor Rates	Rigging Crew consists of one Rigger and one Equipment Operator		
	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
Rigger	\$ 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
Fork Lift with Operator 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
Fork Lifts Over 5,000 Lbs.	Quoted Upon Request		
Cranes	Quoted Upon Request		

PLEASE INDICATE SERVICE REQUIRED:

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

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:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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.



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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:	



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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.



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 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

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.

Suspended Light Hanging Rates	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 COMPLETE	Estimated Amount
Lighting Crew for _____ hours to install our lighting on _____ (day) _____ (date) at _____ (time)	\$
Lighting Crew for _____ hours to dismantle our lighting on _____ (day) _____ (date) at _____ (time)	\$
TOTAL AMOUNT →	\$

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:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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	\$
TOTAL AMOUNT →		\$

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:	NeoCon East 2009		
Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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	\$
MINIMUM CHARGE - 100 Sq. ft. per day								Sub-Total	\$
								6% MD Sales Tax	\$
								TOTAL AMOUNT →	\$

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:	NeoCon East 2009
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



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 28th-29th, 2009
 Baltimore Convention Center
 Baltimore, Maryland

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.

Straight Time	\$ 35.45 per trip, per worker	8:00 am to 4:30 pm Monday through Friday.
Overtime	\$ 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
Wednesday, October 28	(1) _____ (5) _____ (2) _____ (6) _____ (3) _____ (7) _____ (4) _____ (8) _____		\$
Thursday, October 29	(1) _____ (5) _____ (2) _____ (6) _____ (3) _____ (7) _____ (4) _____ (8) _____		\$

Sub-Total	\$
6% MD Sales Tax	\$
TOTAL AMOUNT →	\$

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:



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 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

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:			NeoCon East 2009		
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	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	\$ 125.00	\$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$ 100.00	\$ 110.00	
	Pkg C: 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	
Decorative Containers: White Black Wicker			SUB TOTAL	\$
◆ Call for prices on brass, chrome, terra cotta pots				
◆ Tax is based on show location			Sales Tax	\$
			MD 6%	
Call for items you may want but do not see on this list.		TOTAL AMOUNT DUE		\$

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 or 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.