



1040 22nd Avenue ■ info@rossiexpo.com  
 Oakland, CA 94606 ■ www.rossiexpo.com  
 510.436.7500 ■ FAX 510.217.9622

**MEMO TO EXHIBITORS**

**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

Dear Exhibitor,

We are pleased to advise you that Rossi Expositions, Inc. has been selected as the “Official Service Contractor” for the **RECR – Appraisal Today event**. We will accommodate all exhibitors in every way possible to ensure a successful presentation.

Enclosed are forms that may be useful to you. If you require any inbound freight assistance or additional furnishings please fill out and return the appropriate forms at your earliest convenience. If the order form does not cover your needs, be assured that if you call us we will be glad to assist you.

**Payment in full must accompany your order. Payment may be made by company check or credit card authorization.** For your convenience, Rossi Expositions, Inc. accepts Master Card, Visa and American Express. All invoices are due prior to the show date. Your show site representative must be made aware of this policy and have means of payment at the show for any outstanding or additional orders. All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

**Your 8’ x 10’ exhibit space will contain:**

- 8’ – high draped blue/white back wall
- 3’ – high draped side rails
- One (1) skirted 6’ table
- Two (2) folding chairs
- One (1) wastebasket
- One (1) single line 7” x 44” booth ID sign
- Single 500 Watts or Less Outlet

**THIS EVENT SITE IS FULLY CARPETED**

<b>SHOW HOURS</b>		
<i>Set-Up:</i>	<i>Tuesday, August 8, 2006</i>	<i>8:00am – 12:00noon</i>
<i>Exhibitors Move-In:</i>	<i>Tuesday, August 8, 2006</i>	<i>12:00noon – 5:00pm</i>
<i>Event Opens:</i>	<i>Wednesday, August 9, 2006</i>	<i>7:30am – 6:00pm</i>
	<i>Thursday, August 10, 2006</i>	<i>7:30am -4:00pm</i>
<i>Event Closes:</i>	<i>Thursday, August 10, 2006</i>	<i>4:00pm</i>
<i>Tear Down:</i>	<i>Thursday, August 10, 2006</i>	<i>4:00pm</i>

As the “Official Service Contractor” we are responsible for all freight-related services. We will provide advanced dock to dock material handling, including, receiving shipments at our warehouse, transportation of shipments to show site, delivery to exhibitor's booth, pick-up, storage (up to 30 days) and outbound freight handling. (Exhibitors are responsible for inbound and outbound shipping charges.) All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

To ensure the proper handling of your shipments, please direct all packages to the following address:

**Rossi Expositions, Inc.**  
**1040 22<sup>nd</sup> Avenue**  
**Oakland, CA 94606**

*Attn: RECR /Your Company Name & Booth Number*

*All shipments must be received by **Tuesday, August 1, 2006** and all orders and inbound billing authorization forms must be received no later than **Monday, July 31, 2006**. (Please note, no weekend deliveries are accepted.)* If you need assistance or additional information regarding the above shipments, please call 510-436-7500.

**Insurance:**

Neither Show Management, nor any Show Management Contractor or the facility assumes responsibility for any merchandise or display material that may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily

**No Credits Will Be Issued After Close of Show!**

During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning services or freight.

We look forward to working with you.

Sincerely,

Rossi Expositions, Inc.





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**FURNITURE, DRAPES, & CARPET**  
**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

*The Power Behind The Scenes*

TABLES – 24" Wide x 30" High					CARPETING – Custom Cut to Fit Booth Space				
Qty.	Description	Advance	Late	Total	Price includes complete installation and removal.				
	4' Long table - draped	\$ 40.00	\$ 50.00	\$	May not be available as floor order in all colors.				
	Not draped – less 50%	\$ 20.00	\$ 25.00	\$	Specify size of cut to fit carpet _____ x _____				
	6' Long table – draped	\$ 60.00	\$ 75.00	\$	Rental price – \$2.00/sq.ft. – x _____ sq.ft. – \$				
	Not draped – less 50%	\$ 30.00	\$ 37.50	\$					
CARPET PADDING									
	8' Long table – draped	\$ 70.00	\$ 87.50	\$	Standard Sizes	Advance	Late	Total	
	Not draped – less 50%	\$ 35.00	\$ 43.75	\$	9' x 10'	\$ 50.00	\$ 62.50	\$	
					9' x 20'	\$100.00	\$125.00	\$	
	Drape 4 <sup>th</sup> side – 4', 6', 8'	\$ 20.00	\$ 25.00	\$	9' x 30'	\$150.00	\$187.50	\$	
	Colors (circle one):				9' x 40'	\$200.00	\$250.00	\$	
	Blue      Gold      Red      Gray				For longer than 40', add \$50 per 10' increments				\$
	Black      White      Teal      Burgundy								
COUNTERS – 24" Wide x 42" High					ADDITIONAL FURNISHINGS				
Qty.	Description	Advance	Late	Total	Qty.	Description	Advance	Late	Total
	4' Long counter - draped	\$ 50.00	\$ 62.50	\$		Chrome-padded chair	\$ 20.00	\$ 25.00	\$
	Not draped – less 50%	\$ 25.00	\$ 31.25	\$		Padded stool with back	\$ 25.00	\$ 31.25	\$
						Folding chair	\$ 10.00	\$12.50	\$
	6' Long counter – draped	\$ 70.00	\$ 87.50	\$		Other _____			
	Not draped – less 50%	\$ 35.00	\$ 43.75	\$	SPECIALTY ITEMS				
					Qty.	Description	Advance	Late	Total
	8' Long counter – draped	\$ 80.00	\$100.00	\$		Chrome easel	\$ 15.00	\$ 18.75	\$
	Not draped – less 50%	\$ 40.00	\$ 50.00	\$		Waste basket	\$ 8.00	\$ 10.00	\$
						Garment rack w/ hangers	\$ 40.00	\$ 50.00	\$
	Drape 4 <sup>th</sup> side – 4', 6', 8'	\$ 20.00	\$ 25.00	\$		Stanchion & chain @ _____ ft.	\$ 5.00	\$ 6.25	\$
	Colors (circle one):					Clothes tree	\$ 32.00	\$ 40.00	\$
	Blue      Gold      Red      Gray					Literature Rack	\$56.00	\$70.00	\$
	Black      White      Teal      Burgundy					Bag Stand	\$60.00	\$75.00	\$
CARPET									
	Matching color shades cannot be guaranteed with multiple lengths of standard carpet sizes.								
	Standard Sizes	Advance	Late	Total					
	9' x 10'	\$ 90.00	\$112.50	\$					
	9' x 20'	\$160.00	\$200.00	\$					
	9' x 30'	\$240.00	\$300.00	\$					
	9' x 40'	\$300.00	\$375.00	\$					
	For longer lengths, add \$60 per 10' increments								
	Colors (circle one):								
	– Blue      Red      Gray      Black –								
								<b>Total Due</b>	<b>\$</b>

*No credit will be issued after close of show!  
 Late order rates apply for all orders not paid in full 1 week prior to show*

Exhibitor Company		Booth #	
Print Name		Phone	
Signature		Email	



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<b>ELECTRICAL ORDER</b>
<b>Event: RECR – Appraisal Today</b> <b>Location: South San Francisco Conference Center</b> <b>Date: August 8-10, 2006</b>

**ELECTRICAL OUTLETS** *(A single 500 Watt outlet is included with booth. Order additional outlets if needed.)*

Qty.	Advance Order	Late Order	
_____ Single outlet 500 Watts or Less (One laptop computer or booth lights)	\$82.00	\$102.50	\$ _____
_____ Single outlet up to 1000 Watts (One desktop computer & Printer)	\$118.00	\$147.50	\$ _____
_____ Single outlet up to 2000 Watts	\$160.00	\$200.00	\$ _____
_____ 3-Wire 25' extension cord	\$16.00	\$20.00	\$ _____
_____ Multi-outlet strip	\$16.00	\$20.00	\$ _____

**FLOODLIGHT** *(Electric outlets must be ordered as well)*

Qty.	Advance Order	Late Order	
_____ 150 Watt flood or spot on 8' stanchion	\$45.00	\$56.25	\$ _____
_____ Double 150 Watt spot on 8' stanchion	\$60.00	\$75.00	\$ _____

**MOTOR OUTLETS** – See information below regarding electric labor requirements

Description	120 Volt			208 Volt, Single Phase			208 Volt, 3 Phase			Total
	Qty.	Advance	Late	Qty/	Advance	Late	Qty.	Advance	Late	
Up to 10 Amp Service		\$122	\$152.50		\$152	\$190.00		\$184	\$230.00	
15 Amp Service		\$142	\$177.50		\$178	\$222.50		\$234	\$292.50	
20 Amp Service		\$164	\$205.00		\$218	\$272.50		\$290	\$362.50	
30 Amp Service					\$258	\$322.50		\$344	\$430.00	
40 Amp Service					\$344	\$430.00		\$430	\$537.50	
Above 40 Amps	Add \$5 per Amp			Add \$10 per Amp			Add \$20 per Amp			

\_\_\_\_\_ Motor Connection cords @ \$30.00 each = \$\_\_\_\_\_ (Exhibitor must provide female plug if required.)

**ELECTRIC LABOR: All motor outlets are subject to labor charges for installation and dismantle.**

Electrical labor will be billed at \$70.00 per hour straight time and \$132.00 per hour overtime (overtime applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. There is a one-hour minimum for each worker.

**INSTALL** \_\_\_\_\_ workers for \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_

**DISMANTLE** \_\_\_\_\_ workers for \_\_\_\_\_ hours @ \$\_\_\_\_\_ per hour = \$\_\_\_\_\_

- OK TO PROCEED** with electrical service installation
- DO NOT PROCEED.** Exhibitor will call for labor on Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

All outlets will be installed on the floor at the rear of the booth. Connections from outlets to exhibitors' equipment will be billed at time and material. Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by the exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting and one connection for power outlets. No credits will be issued on any electrical service installed as ordered and not used.

**Total Due** \$

**No credit will be issued after close of show!**  
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### FREIGHT OPTIONS AND RATES

**Event:** RECR – Appraisal Today  
**Location:** South San Francisco Conference Center  
**Date:** August 8-10, 2006

**Advance Freight Warehouse Address:**  
 Rossi Expositions, Inc. ■ 1040 22<sup>nd</sup> Ave. ■ Oakland, CA 94606

TRADE SHOW FREIGHT SERVICE OPTIONS AND RATES	Per 100 Lbs. (CWT)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to the booth and returned to loading dock for forwarding via common carrier at close of show. (200 pound minimum = \$84)	\$42.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth and return to loading dock for common shipment at close of show. (200 pound minimum = \$100)	\$50.00
3. Shipments consigned to our warehouse which arrive after our published receiving date or which arrive without proper identification or paperwork on file will be assessed an additional surcharge per CWT	\$12.00
4. For handling of crated, padded van or specialized equipment, additional surcharge per CWT	\$18.00
5. For delivery of shipments at close of show, back to warehouse for loading to outbound carriers (1,000 pound minimum for this service = \$160)	\$16.00

SPECIAL SERVICES (Rates are per hour, with a one-hour minimum)	Straight Time	Overtime
6. Material handler	\$48.00	\$72.00
7. Vehicle spotting charge	\$48.00	\$72.00
8. 3,000 lb. forklift with driver (must be ordered in advance)	\$78.00	\$116.00
9. Crate of pallet banding and shrink wrapping (per hour plus material)	\$48.00	\$72.00
10. Valet service provides for one worker and 3'x4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show	\$90.00 per round trip	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials require because of excessive weight or size, the above rates will apply. **Rates are per hour, with a one-hour minimum.**

**Insurance:** Neither show management, any show management contractor nor the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged.

**Your must carry your own insurance to protect property.**

Exhibitor Company		Booth #	
Print Name		Phone	
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**ORDER FOR FREIGHT HANDLING SERVICE**

**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

**This Form Is Due By: Monday, July 31, 2006**

**Advance Freight Warehouse Address:**  
 Rossi Expositions, Inc. ■ 1040 22<sup>nd</sup> Ave. ■ Oakland, CA 94606

Exhibitor	No freight will be sent for the show <input type="checkbox"/>		
Carrier	Ship Date		
Number of Pieces	Largest Piece		
Total Weight of Shipment	Tracking (Pro) Number		
Shipped From			
To Arrive At	<input type="checkbox"/> Advance Fright Whs.	<input type="checkbox"/> Show Site	Expected Arrival Date / /
Advance Freight Total Weight	lbs. @ \$42 CWT = \$		Due (\$84 minimum)
Show Site Freight Total Weight	lbs. @ \$50 CWT = \$		Due (\$100 minimum)
Additional Services	= \$		Due
<b>Total Due = \$</b>			

**Reforwarding Instructions at Close of Show:** Exhibitor must complete outbound bill of lading prior to close of show or freight will be returned to warehouse at owner’s expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by Rossi Expositions, Inc. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from the show site by their own designated carrier(s). Any shipments not picked up by close of dismantle will be sent via the freight service specified by Rossi Expositions, Inc.

**Payment Policy:** Payment in full on all advance and floor orders when order is placed.

**Terms:** This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it supersedes customer’s order form, if any.

**Authority to Handle**

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper’s agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for re-forwarding at close of show.

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## AUDIO VISUAL EQUIPMENT

**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

Equipment	1 Day	2 Days	3 Days	4 Days	Subtotal
13" Video monitor w/internal VHS player	\$60	\$120	\$150	\$180	
20" Video monitor w/internal VHS player	\$85	\$170	\$212.50	\$255	
20" Video monitor	\$60	\$120	\$150	\$180	
27" Video monitor	\$100	\$200	\$250	\$300	
32" Video monitor	\$160	\$320	\$400	\$480	
VHS Player w/auto repeat	\$40	\$80	\$100	\$120	
DVD Player	\$50	\$100	\$125	\$150	
DVD / VCR Combo	\$85	\$170	\$212.50	\$255	
Speaker Package	\$150	\$300	\$375	\$450	
Wired handheld microphone w/stand	\$30	\$60	\$75	\$90	
15" Flat screen computer monitor w/cable	\$160	\$320	\$400	\$480	
17" Flat screen computer monitor w/cable	\$210	\$420	\$525	\$630	
20" Computer monitor w/cable	\$160	\$320	\$400	\$480	
27" Computer monitor w/cable	\$235	\$470	\$587.50	\$705	
37" Computer monitor w/cable	\$435	\$870	\$1,087.50	\$1,305	
42" Plasma display w/stand	\$610	\$1220	\$925	\$1,830	
54" Tall AV Cart	\$20	\$40	\$50	\$60	
<i>For your computer needs, please call or email for more information</i>	<b>Equipment Total</b>				<b>\$</b>
	For orders placed one week prior to show installation or for orders placed at show, a 25% late order surcharge applies				
	Delivery				<b>\$ 50.00</b>
	<b>Total Due</b>				<b>\$</b>

This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and the customer designated below.

**Payment Policy:** Payment in full is required on all advance and floor orders when the order is placed. If electricity is not part of your booth package, you must order electrical service for your AV equipment.

Exhibitor Company		Booth #	
Print Name		Phone	
Signature		Email	



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**PLANT AND FLORAL ORDER FORM**

**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

	Unit Price	Quantity	Total
<b>• FLORAL ARRANGEMENTS</b> <input type="checkbox"/> All around <input type="checkbox"/> One-sided <input type="checkbox"/> 10" wide x 12" high ..... <input type="checkbox"/> 12" wide x 18" high .....	Prices start @ \$ 75.00 Prices start @ \$ 87.00	_____	_____
Other sizes, special requests and custom floral arrangements available. Color preferences and further description:			
<b>• BUBBLE BOWLS</b> (for business cards and giveaways)	\$ 37.50	_____	_____
<b>• MUM PLANTS</b> <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Lavender	\$ 30.00	_____	_____
<b>• SEASONAL FLOWERING PLANTS</b> (Azalea, Cyclamen, etc.)			
<input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White	\$ 45.00	_____	_____
<b>• FERNS OR IVIES</b> <input type="checkbox"/> Small .....	\$ 30.00	_____	_____
<input type="checkbox"/> Large .....	\$ 45.00	_____	_____
<b>• GREEN PLANTS</b> <input type="checkbox"/> 2' .....	\$ 45.00	_____	_____
<input type="checkbox"/> 3' .....	\$ 60.00	_____	_____
<input type="checkbox"/> 4' .....	\$ 75.00	_____	_____
<input type="checkbox"/> 5' .....	\$ 90.00	_____	_____
<input type="checkbox"/> 6' .....	\$ 105.00	_____	_____
<input type="checkbox"/> Taller than 6' & Specialty Plants .....	Priced upon request		
<b>• GREEN PLANT CONTAINER PREFERENCE</b> <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Wicker	Subtotal for Plants & Flowers For orders placed one week prior to show installation or for orders placed at show, a 25% late order surcharge applies		
	<b>Total Due</b>		

**All orders to be paid in full prior to show opening. No credit will be issued after close of show!**  
**Late order rates apply for all orders not paid in full 1 week prior to show.**

**Please meet us at our booth for additional design assistance:** Date \_\_\_\_\_ Time \_\_\_\_\_

- All plants and material are supplied on a rental basis only
- Items damaged or missing from exhibitor's booth are the responsibility of the exhibitor and additional charges will apply
- All rental items will remain the property of Rossi Expositions, Inc.
- Prices include container, maintenance, installation, and removal

Exhibitor Company		Booth #	
Print Name		Phone	
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**DISPLAY LABOR**

**Event: RECR – Appraisal Today**  
**Location: South San Francisco Conference Center**  
**Date: August 8-10, 2006**

**SKILLED DISPLAY LABOR** for Installation & Dismantling of Exhibits

All labor rates are subject to union contract changes.

- Straight Time Mon. – Fri. 8:00 a.m. – 4:30 p.m. \$69.70 per hour, one hour minimum per person
- Overtime Mon. – Fri. 4:30 p.m. – 10:00 p.m. \$93.50 per hour, one hour minimum per person
- Double Time Mon. – Fri. 10:00 p.m. – 8:00 a.m. \$93.50 per hour, one hour minimum per person
- Other Sat., Sun., Holidays All Hours \$93.50 per hour, one hour minimum per person

**HIGH-LIFT RATES (One-Hour Minimum)**

High-lift time includes rental of high-lift and operator: \$184.00 per hour straight time & \$260.00 overtime

**O.K. to Proceed – Exhibitor need not be present; please begin as soon as possible**

*Rossi Expositions, Inc. will proceed with your display set-up unless instructed otherwise. Every effort will be made to set your display on straight time hours, unless move-in schedule does not permit. Executive supervision is available on request for an additional charge of 25% of the total labor charges.*

\_\_\_\_\_ Plans included with this order; proceed without exhibitor

\_\_\_\_\_ Plans with exhibit; proceed without exhibitor. Plans in case/crate #: \_\_\_\_\_

**OR**

**Do Not Proceed – Exhibitor will call for labor and supervise workers**

*All work is to be performed ONLY under the supervision of the exhibitor representative. A minimum charge of one hour per person will apply. Time will commence in accordance with exhibitor's request.*

Representative's name: \_\_\_\_\_

Exhibitor will check in at the service desk to pick up labor on → \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m./p.m.

To be completed by Rossi Expositions, Inc.:

Number of laborers for Install _____ X Approx. hrs. _____ @ \$Rate (Straight/Overtime) \$ _____ Subtotal \$ _____ Add 25% Supervision (if applicable) \$ _____ <b>Install Labor Total \$ _____</b>	Number of laborers for Dismantle _____ X Approx. hrs _____ @ \$Rate (Straight/Overtime) \$ _____ Subtotal \$ _____ Add 25% Supervision (if applicable) \$ _____ <b>Dismantle Labor Total \$ _____</b>
Approx. hours for High Lift Install _____ @ \$Rate (Straight/Overtime) \$ _____ <b>High-Lift Install Total \$ _____</b>	Approx. hours for High Lift Dismantle _____ @ \$Rate (Straight/Overtime) \$ _____ <b>High-Lift Dismantle Total \$ _____</b>
<b>Total Due \$ _____</b>	

**Special Instructions:**

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**BOOTH CLEANING FORM**

Event: RECR – Appraisal Today  
 Location: South San Francisco Conference Center  
 Date: August 8-10, 2006

COMPANY NAME: \_\_\_\_\_ BOOTH NO.# \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

ORDERED BY : \_\_\_\_\_ DATE: \_\_\_\_\_

VACUUMING OF CARPETS AND EMPTYING OF WASTE BASKETS, ASHTRAYS OR SMOKERS ARE NOT INCLUDED IN YOUR SPACE RENTAL FOR THIS EVENT. IF YOU WOULD LIKE TO HAVE THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

We will require the following:

PRICE PER DAY PER BOOTH	X	# DAYS	X	# BOOTHS	=	\$ TOTAL
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Vacuum, including emptying waste baskets.....\$22.00 per order price X \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Vacuum, including emptying waste baskets.....\$30.00 on site price

For one time only specify date: \_\_\_\_\_ (If no date is specified, booth cleaning will be done before first day of show)

**PLEASE NOTE:** Remember to multiply the number o days by the number of booths in order to arrive at you total cost.  
 If your booth size is larger than 10'x10', calculate the number of 10'x10' spaces included in your booth configuration.

**EXAMPLE:** Space dimensions are 10'x60'. Multiply the dimensions of your booth: 10 times 60 = 600sq. ft.  
 Divide the total square feet by 100 (the square feet in a 10'x10' booth): 600 divided by 100 = 6.  
 You have a total of 6 - 10'x10' spaces in your rented area.  
 Now multiply the number of days you wish to have your booth cleaned by the number of spaces in your area.

**SPECIAL INSTRUCTIONS:**

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Total Due \$  

**No credit will be issued after close of show!  
 Late order rates apply for all orders not paid in full 1 week prior to show.**

Exhibitor Company		Booth #	
Print Name		Phone	
Signature		Email	