



Carden Convention Service Company, Inc.

1180 North Marshall Avenue, Suite B

El Cajon, CA 92020

Phone: (619) 448 - 1929 Fax: (619) 448 - 0996

EXHIBITOR SERVICE KIT

29th ANNUAL SOUTHERN CALIFORNIA TAX & ESTATE PLANNING FORUM
SAN DIEGO MARRIOTT HOTEL & MARINA (619) 234-1500
333 WEST HARBOR DRIVE, SAN DIEGO, CA 92101
OCTOBER 22 - 23, 2009

Dear SCTEPF 2009 Exhibitor:

Carden Convention Services has assembled this Exhibitor Service Kit with the objective of making your participation in SCTEPF 2009 as easy as possible.

Following are answers to the most frequently asked questions:

DEADLINE DATES

Orders must be received by OCTOBER 7TH IN ORDER TO RECEIVE THE DISCOUNT PRICE.
Advance Warehouse Freight must be received by OCTOBER 15TH.

WHAT COMES IN MY BOOTH?

Booths will be set with 8' high BLUE AND WHITE back drapes and 3' high BLUE side drapes.
PLEASE NOTE: Premium Booths in Lobby will have 8' Backwall only, no Siderails.

Premium and Standard 8' X 10' Booths will include:

1 - ID Sign with Booth Number

WHEN CAN I SET UP?

WEDNESDAY, OCT. 21 1:00PM - 5:00PM

WHEN IS THE SHOW OPEN?

ALL BOOTHS OPEN - THURSDAY, OCT. 22	6:30am - 4:30pm
Continental Breakfast served in Exhibit Hall	6:30am - 8:00am
Refreshment Break in Exhibit Hall	10:15am - 10:30am
Lunch served in Exhibit Hall	12:15pm - 2:00pm
Refreshment Break in Exhibit Hall	4:00pm - 4:15pm
ALL BOOTHS OPEN - FRIDAY, OCT. 23	7:00am - 3:30pm
Continental Breakfast served in Exhibit Hall	7:00am - 8:00am
Refreshment Break in Exhibit Hall	10:00am - 10:15am
Lunch served in Exhibit Hall	12:15pm - 2:00pm
Refreshment Break in Exhibit Hall	3:00pm - 3:20pm

WHEN CAN I TEAR DOWN?

FRIDAY, OCTOBER 23

3:30PM - 6:00PM

THE EXHIBIT AREA MUST BE CLEARED BY 6:00PM, INCLUDING FREIGHT.
CARDEN WILL NOT BE RESPONSIBLE FOR MATERIALS LEFT ON THE SHOW FLOOR.

HOW DO I GET MY MATERIALS TO THE SHOW?

If your materials will be arriving between SEPT. 24TH AND OCT. 15TH, ship to the ADVANCE WAREHOUSE ADDRESS.

If your materials will be arriving ONLY ON WEDNESDAY, OCT. 21ST, ship directly to the SHOWSITE ADDRESS. Please refer to the enclosed Shipping Information & Rates Form for the appropriate addresses and rates. CARDEN MUST RECEIVE THIS FORM IF YOU ARE SHIPPING.

NOTE: The SAN DIEGO MARRIOT HOTEL & MARINA DOES NOT have facilities for storage of Advance Shipments. Carden will accept shipments at the showsite ONLY on WEDNESDAY, OCT. 21ST. Shipments arriving before OCT. 21ST, must be shipped to the Advance Warehouse by OCT. 15TH.

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

OUTBOUND SHIPPING IS NOT AUTOMATIC

Exhibitors are responsible for providing Carden with a Bill of Lading containing outbound shipping information. Roadway Express is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Exhibitors not using Roadway need to arrange with a carrier to pick up materials by 6:00PM. YOU MUST STILL TURN IN A BILL OF LADING TO CARDEN, EVEN IF YOU ARE NOT SHIPPING OUT VIA ROADWAY.

ANY MATERIALS LEFT ON THE SHOW FLOOR AFTER 5:00PM WILL BE SHIPPED OUT VIA ROADWAY EXPRESS AT THE EXHIBITOR'S EXPENSE.

SAFETY RULES

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

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

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

If you have further questions after reviewing this Exhibitor Service Kit, please contact Carden's Customer Service at (619) 448 - 1929.

See you in OCTOBER!
Sincerely,

CARDEN CONVENTION SERVICE COMPANY, INC.



PAYMENT POLICY / CREDIT CARD AUTHORIZATION

PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone # (619) 448-1929 / Fax # (619) 448-0996

EVENT or SHOW NAME: TEPF 2009 BOOTH NUMBER (s):

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ DATE: _____

ORDERED BY: _____ PH. # () _____ FAX #: () _____

PAYMENT POLICIES

1. PAYMENT MUST BE INCLUDED WITH ALL ORDERS. PURCHASE ORDERS ARE NOT ACCEPTED.
2. TO RECEIVE THE DISCOUNT PRICE, PAYMENT MUST BE RECEIVED WITH ORDER BY THE DISCOUNT DEADLINE DATE.
3. ALL CHARGES MUST BE SETTLED PRIOR TO SHOW OPENING. SERVICES WILL NOT BE PERFORMED UNTIL INVOICES ARE PAID IN FULL. CARDEN DOES NOT BILL.
4. THE EXHIBITING FIRM IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES.
5. IF YOU HAVE A DISPUTE ON YOUR INVOICE, YOU MUST BRING IT TO THE ATTENTION OF THE CARDEN SERVICE DESK AT THE SHOWSITE. NO CREDITS WILL BE ISSUED AFTER THE CLOSING OF THE SHOW.
6. ORDERS CANCELLED AFTER CCSC SHOW MOVE-IN BEGINS WILL BE CHARGED AT 100% OF ORIGINAL PRICE.
7. ALL EXCHANGES MADE ON SHOWSITE WILL BE CHARGED AT FULL PRICE WITHOUT CREDIT FOR PREVIOUSLY ORDERED ITEMS.

**Should you have any questions regarding payment procedures, please contact:
CARDEN CUSTOMER SERVICE DEPARTMENT at (619) 448 - 1929.**

CREDIT CARD CHARGE AUTHORIZATION

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

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

CHARGE TO: VISA MASTER CARD AMERICAN EXPRESS **EXPIRATION DATE:**
(must be included)
____/____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S NAME (please type or print): _____

DON'T FORGET TO PICK UP YOUR INVOICE AT THE SHOWSITE



STANDARD BOOTH FURNISHINGS

PAYABLE TO: Carden Convention Service Company, Inc.
 1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
 Phone # (619 448 - 1929 * Fax # (619) 448 - 0996

Discount Deadline
OCT. 7TH

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

EVENT OR SHOW TEPF 2009 BOOTH NUMBER (s):

COMPANY NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ORDERED BY: _____ DATE _____ PHONE () _____

30" high DISPLAY TABLES 24" wide (Draped Table Tops are covered in white vinyl)					FURNITURE & ACCESSORIES																																							
QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL	QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL																																			
	4' long - DRAPED 4 Sides	90.00	125.00			Padded Side Chair	55.00	65.00																																				
	6' long - DRAPED 3 Sides	100.00	135.00			Padded Stool	66.00	76.00																																				
	8' long - DRAPED 3 Sides	120.00	156.00			Small Refrigerator	300.00	390.00																																				
	4th Side Draped	40.00	52.00			File Cabinet-2 Drawer	150.00	190.00																																				
	4' long - UNDRAPED	50.00	65.00			File Cabinet-4 Drawer	200.00	250.00																																				
	6' long - UNDRAPED	55.00	70.00			Bag Stand	63.00	82.00																																				
	8' long - UNDRAPED	63.00	80.00			Wastebasket	19.00	24.00																																				
						Chrome Aisle Stanchion	35.00	42.00																																				
						White Plastic Chain	5.00 ft.	6.00 ft.																																				
						Aluminum Easel	40.00	50.00																																				
						22"x28" Sign Holder	45.00	59.00																																				
						Raffle Ticket Drum	80.00	pre-order																																				
						Secretarial Chair	99.00	129.00																																				
						4' x 6' Cork Tackboard	75.00	89.00																																				
						4' x 8' Cork Tackboard	85.00	114.00																																				
						6' Glass Showcase	325.00	399.00																																				
						White Gridwall Panels	75.00	95.00																																				
						2' wide x 6' High																																						
						Gridwall Shelf	35.00	45.00																																				
						White Literature Rack	130.00	165.00																																				
						(Free-Standing Display)																																						
Check TABLE OR COUNTER drapery color here:					TABLE-TOP RISERS																																							
Black _____ Gold _____ Red _____ Blue _____ Teal _____ White _____ Burgundy _____ Silver _____ Emerald Green _____					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>QTY</th> <th>DESCRIPTION</th> <th>DISCOUNT</th> <th>STANDARD</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td></td> <td>4' Single Step</td> <td>48.00</td> <td>56.00</td> <td></td> </tr> <tr> <td></td> <td>4' Double Step</td> <td>66.00</td> <td>79.00</td> <td></td> </tr> <tr> <td></td> <td>6' Single Step</td> <td>60.00</td> <td>72.00</td> <td></td> </tr> <tr> <td></td> <td>6' Double Step</td> <td>73.00</td> <td>89.00</td> <td></td> </tr> <tr> <td></td> <td>8' Single Step</td> <td>76.00</td> <td>93.00</td> <td></td> </tr> <tr> <td></td> <td>8' Double Step</td> <td>96.00</td> <td>119.00</td> <td></td> </tr> </tbody> </table>					QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL		4' Single Step	48.00	56.00			4' Double Step	66.00	79.00			6' Single Step	60.00	72.00			6' Double Step	73.00	89.00			8' Single Step	76.00	93.00			8' Double Step	96.00	119.00	
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	8' Single Step	76.00	93.00																																									
	8' Double Step	96.00	119.00																																									
	3' Drape	14.00f	18.00		Risers are 8" deep and are covered with white vinyl. Single Step are 8" high and Double Step are 8" and 16" high.																																							
	8' Drape	15.00f	19.00																																									
	30" Round Pedestal Tbl -30" high	156.00	202.00																																									
	30" Round Pedestal Tbl -42" high	177.00	230.00																																									
	Fish Bowl	40.00	50.00																																									
	Ballot Box	60.00	80.00																																									

PAYMENT POLICY: To obtain the discount price, full payment must be received with your order by the Discount Deadline Date. All invoices must be settled at our Service Desk prior to the close of the show (we do NOT bill). For your convenience we accept Cash, Checks, Mastercard, American Express and Visa (Purchase Orders are NOT accepted). Any issues involving a credit must be brought to the attention of the CCSC Service Desk Personnel at the Show.

Payment must be received with this order.	SUBTOTAL:\$ _____
	8.75% TAX:\$ _____
	TOTAL ENCLOSED:\$ _____

NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW.



CARPET AND CLEANING ORDER FORM

PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone # (619) 448-1929 * Fax # (619) 448-0996

**DISCOUNT DEADLINE
OCT. 7TH**

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

SHOW NAME: TEPF 2009

BOOTH NUMBER (s):

COMPANY NAME: _____

ORDERED BY: _____ PH. #: () _____

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

CARPET

CARPET PADDING

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	TOTAL \$
	9' X 10'	130.00	170.00	
	9' X 20'	260.00	340.00	
	9' X 30'	390.00	516.00	
	9' X 40'	500.00	650.00	

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE	TOTAL \$
	9' X 10'	75.00	95.00	
	9' X 20'	105.00	130.00	
	9' X 30'	145.00	175.00	
	9' X 40'	195.00	235.00	

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

* Please be sure to CHOOSE A CARPET COLOR, or we will install a carpet color of our choice. NO EXCHANGES WILL BE MADE.

** VISQUEEN is available for \$2.50/sq.yd. (Visqueen is typically used and is required under any cars)

*** PLUSH CARPET AND CUSTOM-SIZED CARPET is available upon request.

**** CANCELLATION POLICY: Items cancelled after CCSC move-in begins will be charged at 100% of the original price.

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

# of Days	Description	Discount Price	Standard Price	Total
_____	Booth Size under 500 Square Feet	65.00	85.00	_____
_____	Booth Size 501 - 1500 Square Feet	85.00	111.00	_____
_____	Booth Size 1501 - 2500 Square Feet	108.00	141.00	_____

BOOTH CLEANING

CALCULATE ORDER HERE

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

ONE TIME ONLY CLEANING: \$40.00 PER 8' X 10' BOOTH SPACE

DAILY CLEANING: \$30.00 PER 8' X 10' BOOTH SPACE

#. of 8' X 10' Booth Spaces X \$_____ X # of Days _____

= TOTAL \$ _____

CARPET TOTAL: \$ _____

8.75% TAX: \$ _____

CLEANING TOTAL: \$ _____
(NON-TAXABLE)

_____ sq.yds VISQUEEN: \$ _____
(NON-TAXABLE)

TOTAL ENCLOSED: \$ _____

PAYMENT MUST BE RECEIVED WITH THIS ORDER.
THANK YOU!

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



INSTALLATION & DISMANTLE LABOR

PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone (619) 448-1929 / Fax (619) 448-0996

Discount Deadline

OCT. 7TH

ORDERS BY TELEPHONE ARE NOT ACCEPTED

SHOW NAME TEPF 2009 BOOTH NUMBER (s): _____

COMPANY NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ORDERED BY _____ PHONE # _____ FAX # _____

LABOR

RATES:

	Discount Price	Showsite Price
STRAIGHT TIME: (Monday thru Friday, 8:00 AM - 4:30 PM)	86.00	112.00
OVERTIME: (Monday thru Friday, 4:30 PM - 8:00AM, All Weekends & Holidays)	155.00	202.00

A ONE HOUR MINIMUM PER WORKER APPLIES.

LABOR RATES ARE SUBJECT TO UNION CONTRACT CHANGES.

ERECT EXHIBIT UNDER CARDEN SUPERVISION

CARDEN I & D will supervise the installion of your exhibit. Specific instructions, blueprints, etc., must be provided to facilitate an economical, correct installation. Also, please provide a copy of your Inbound Bill of Lading to enable us to check on the arrival of your shipment.

A FEE OF 30% (or \$50.00 MINIMUM) OF YOUR TOTAL INSTALLATION CHARGE WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

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

PLANS ATTACHED PLANS IN CRATE #: _____ TOTAL \$: _____

ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DATE: _____ TIME: _____ TOTAL \$: _____

DISMANTLE EXHIBIT UNDER CARDEN SUPERVISION

CARDEN I & D will supervise the dismantle of your exhibit. If Carden I & D supervision is requested for the Dismantle only (i.e., exhibitor supervised installation) and/or packing instructions are not included with order, CCSC will NOT accept liability for damages to exhibits which are packed incorrectly. Please provide Outbound Bills of Lading.

A FEE OF 30% (or \$50.00 MINIMUM) OF YOUR TOTAL DISMANTLE CHARGES WILL BE ADDED TO YOUR INVOICE FOR THIS SERVICE.

OF WORKERS REQUIRED: _____ # OF HOURS PER WORKER: _____ TOTAL \$: _____

DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

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

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

DATE: _____ TIME: _____ TOTAL \$: _____

TOTAL ENCLOSED: \$

(PAYMENT MUST BE RECEIVED WITH THIS ORDER)



TROPICAL PLANT RENTAL FORM

PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone (619) 448 - 1929 / Fax (619) 448 - 0996

PLANTS MUST BE PRE-ORDERED

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

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



PLEASE MAKE

PLANT SIZE

2' - 3' Tall

& / or

3' - 4' Tall

SHOW NAME : **TEPF 2009** _____

BOOTH NUMBER (s):

COMPANY NAME : _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ORDERED BY : _____ PHONE NO. : () _____



SHIPPING INFORMATION & RATES

PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone (619) 448-1929 / Fax (619) 448-0996

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

WE PLAN TO SHIP ON (date): _____
OUR MATERIALS SHOULD ARRIVE (date): _____
CARRIER: _____
PRO or TRACKING NUMBER: _____
ORIGIN OF SHIPMENT (City/State): _____

NUMBER OF PIECES

WEIGHT

_____ CRATE (s) _____ LBS.
_____ CARTON (s) _____ LBS.
_____ CASE (s) _____ LBS.
TOTAL # OF PIECES **TOTAL WEIGHT**

ADVANCE WAREHOUSE ADDRESS:

(please label each piece as follows)

FOR: TEPF 2009
TO: Exhibiting Company Name/Booth# _____
ATTN: CARDEN CONVENTION SERVICE CO., INC.
C/O: YRC, INC.
9525 PADGETT STREET
SAN DIEGO, CA 92126

SHOWSITE ADDRESS:

(please label each piece as follows)

FOR: TEPF 2009
TO: Exhibiting Company Name/ Booth # _____
ATTN: CARDEN CONVENTION SERVICE CO., INC.
C/O: SAN DIEGO MARRIOTT HOTEL & MARINA
333 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

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

DRAYAGE DEFINITIONS (as outlined below):

CRATED/SKIDDED SHIPMENT: Materials that are in any type of shipping container or are secured onto a skid (pallet) that can be unloaded at the dock with no additional handling needed.

UNCRATED SHIPMENT: Materials that are shipped loose or pad-wrapped and/or unskidded machinery without the necessary hooks or lifting bars.

SPECIAL HANDLING: Shipments delivered by a carrier that require additional handling, such as materials received uncrated, uncartoned or unskidded, stacked shipments, ground unloading, designated piece unloading, carpet and/or pad only shipments and all shipments that arrive with no documentation. Shipments that arrive without an individual Bill of Lading require additional time, labor and equipment to process. (UPS and such other carriers fall into this category.) Mixed crated and uncrated shipments must show on the bill of lading the weight of the crated portion vs. the uncrated portion or the whole shipment will be charged as uncrated.

Special Handling Rates are in Addition to the Advance or Show-Site Rates.

Advance Warehouse Shipment Rates: Shipments must be received SEPT. 24TH & OCT. 15TH.

Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up date. They will be delivered to booth, removed, stored and returned to booth at close of show. This also includes outbound loading to common carrier at the close of show.

**\$86.00 per 100lbs
\$172.00 Minimum**

Show-Site Shipment Rates: Shipments may arrive ONLY on WEDNESDAY, OCT. 21ST..

Shipments of common freight and crated exhibits received at Exhibit Hall during installation period only from outside carrier or exhibitor's vehicle. Includes unloading, delivery to booth, storage of empty containers and re-loading at the close of show.

**\$86.00 per 100lbs
\$172.00 Minimum**

Special Handling Shipments: This rate is in ADDITION to the appropriate rate above:

These shipments include carriers who deliver without a Bill of Lading (i.e. UPS)

**\$27.00 per 100lbs
\$54.00 Minimum**

Late Shipments, Overtime Inbound Shipments and Overtime Outbound Shipments

This ADDITIONAL rate applies to shipments arriving to the warehouse after November 25th or to the showsite after show opening. It also includes shipments that arrive or are outbound loaded during the overtime hours listed above.

**\$27.00 per 100lbs
\$54.00 Minimum**

Return to Warehouse for Outbound Shipping:

If your carrier is unable to pick up your materials at the showsite by move-out deadline, Carden will return your shipment back to the warehouse for loading onto outbound carriers. If using this service, please forward all outbound information.

**\$20.00 per 100lbs
\$100.00 Minimum**

SHOW NAME: **TEPF 2009** BOOTH # _____
COMPANY NAME: _____
CONTACT: _____ PHONE # () _____

TOTAL \$: _____
(PAYMENT MUST BE INCLUDED)

MATERIAL HANDLING INFORMATION & RATES



PAYABLE TO: Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone (619) 448-1929 / Fax (619) 448-0996

ORDERS BY TELEPHONE ARE NOT ACCEPTED

IF YOU DO NOT SEE AN ITEM YOU WOULD LIKE TO ORDER, PLEASE CALL OUR OFFICE.

SHOW NAME TEPF 2009 BOOTH # (s) _____

COMPANY NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

ORDERED BY _____ PHONE # _____ FAX # _____

RATES: (teamster labor available at show site):

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

FORKLIFT & OPERATOR	Straight Time: \$142.00 per hour	Overtime: \$195.00 per hour	(1 hour minimum)
BANDING	Straight Time: \$1.00 per ln.ft.	Overtime: \$1.65 per ln.ft.	(1 hour minimum)
SHRINKWRAP	Straight Time: \$40.00 per pallet	Overtime: \$60.00 per pallet	
SPOTTER(cars)/HELPER	Straight Time: \$75.00 per hour	Overtime: \$107.00 per hour	(1 hour minimum)
TRUCK & DRIVER	Straight Time: \$150.00 per hour	Overtime: \$235.00 per hour	(1 hour minimum)
SERVICE REQUIRED: _____	@ \$ _____	TOTAL ENCLOSED: \$ _____	
SERVICE REQUIRED: _____	@ \$ _____		

RATES FOR RECEIVING SHIPMENTS:

For shipping information (rates and addresses) refer to the sheet in this service manual titled "Shipping Information & Rates."

PLEASE NOTE THE FOLLOWING

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

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

****ALL EXHIBITORS MUST BE PREPARED TO PAY THEIR CHARGES AT THE SHOWSITE****

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

It is the responsibility of the Exhibitor to contact the Carden Service Desk at Show Site to arrange for reshipment of materials and goods.



MATERIAL HANDLING AUTHORIZATION

Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone # (619) 448-1929 * Fax # (619) 448-0996

WE HEREBY AUTHORIZE CARDEN CONVENTION SERVICE COMPANY, (HEREINAFTER REFERRED TO AS CCSC), TO PROVIDE SUCH SERVICES AS ARE NECESSARY TO HANDLE OUR SHIPMENT(S) IN ACCORDANCE WITH THE INFORMATION SET FORTH IN BOTH THE "SHIPPING INFORMATION/ RATES" AND "MATERIAL HANDLING & RATES" FORMS, AND FURTHER AGREE TO THE FOLLOWING:

1. We have examined and reviewed the "Material Handling Information & Rates" and the Shipping Information & Rates" forms, which were included with other forms relating to this event in CCSC's Exhibitor Service Manual, which was forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the full payment of all CCSC charges in connection with the handling of our shipment(s), and we also guarantee payment to CCSC at the Show Site in the event any Third Party, who acts on our behalf, fails to pay such charges.
3. We agree that CCSC's, or its subcontractors, liability shall be limited to any loss or damage which results solely from CCSC's, or its subcontractors, NEGLIGENCE in the actual physical handling of the items comprising our shipment(s) and not for any other type of damage or loss.
4. We agree to CCSC's "Drayage Limits of Liability" form that is included in this Exhibitor Service Manual.
5. With particular reference to Paragraphs 3 and 4 above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials to CCSC, and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of CCSC, or its subcontractors, shall sign a delivery receipt, Bill of Lading or other documents, we agree that CCSC, or its subcontractors, will do so as our agent and we accept the responsibility therefore.
 - A. Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by CCSC or its subcontractors, and the arrival of our representative and during such time our shipment(s) will be unattended in our booth. We agree that CCSC, or its subcontractors, shall not be responsible for any loss or damage which may occur during such period.
 - B. Relative to outbound shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that CCSC, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize CCSC, or its subcontractors, to adjust the quantities of items on any Bill of Lading submitted by us to CCSC, or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.
6. We agree, in the event of a dispute with CCSC, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to CCSC for material handling services or any other services provided by CCSC, or its subcontractors, as an offset against the amount of the alleged loss or damage, instead, we agree to pay CCSC at Show Site for all such charges and further agree that any claim we may have against CCSC, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.
7. In order to expedite removal of materials from the Show Site, CCSC shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken back to the warehouse to await the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
8. We agree that all questions relating to classification of the Exhibitor's materials, rates charged or weight used to determine material handling charges shall be submitted to the CCSC office indicated on the invoice within thirty (30) days of the close of the show. Complaints made after such period shall not be considered and payment of the invoice shall be made in full.

SHOW NAME: TEPF 2009 BOOTH NUMBER (s):

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED SIGNATURE: _____ PRINT NAME: _____

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



DRAYAGE LIMITS OF LIABILITY

Carden Convention Service Company, Inc.

1180 North Marshall Avenue, Suite B * El Cajon, CA 92020

Phone # (619) 448-1929 * Fax # (619) 448-0996

LIMITS OF LIABILITY AND RESPONSIBILITY:

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

BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by adding "riders" to existing policies. ALSO, BE SURE YOUR LIABILITY INSURANCE is in effect at the show site.



UNION REGULATIONS

Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone: (619) 448 - 1929 * Fax: (619) 448 - 0996

TO ASSIST YOU IN PLANNING FOR YOUR PARTICIPATION IN THE FORTHCOMING TRADESHOW, WE ARE CERTAIN YOU WILL APPRECIATE KNOWING IN ADVANCE THAT UNION LABOR WILL BE REQUIRED FOR CERTAIN ASPECTS OF YOUR EXHIBIT HANDLING. TO HELP YOU UNDERSTAND THE JURISDICTION THE VARIOUS UNIONS HAVE, WE ASK THAT YOU PLEASE READ THE FOLLOWING:

DECORATOR'S UNION

Members of this union claim jurisdiction over all set-up and dismantle of exhibits, including signs and laying carpet. This does not apply to the unpacking and placement of your merchandise. You may set-up your exhibit display if one person can accomplish the task in less than one-half hour without the use of tools.

If your exhibit preparation, installation or dismantle, requires more than one-half hour or the use of tools, you are required to use union personnel supplied by CARDEN CONVENTION SERVICE COMPANY. Please refer to the INSTALLATION AND DISMANTLE ORDER FORM for this service.

TEAMSTER'S UNION

This union claims jurisdiction on the operation of all material handling, including empty containers. An exhibitor may move material that is hand-carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. If you will need assistance in unloading and loading of materials please refer to the SHIPPING INFORMATION /RATES FORM for this service.

TIPPING

CARDEN CONVENTION SERVICE COMPANY requests that exhibitors DO NOT TIP OUR EMPLOYEES. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to ALL CARDEN CONVENTION SERVICE COMPANY employees.



EXHIBITOR – APPOINTED CONTRACTOR

Carden Convention Service Company, Inc.

1180 North Marshall Avenue, Suite B * El Cajon, CA 92020

Phone (619) 448-1929 * Fax (619) 448-0996

EVENT or SHOW: TEPF 2009 BOOTH NUMBER (s):

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ORDERED BY: _____ PHONE #: () _____ DATE: _____

If your company plans to use a firm other than CARDEN CONVENTION SERVICE COMPANY to erect or dismantle your exhibit, this form must be filled out completely and returned to Carden NO LATER THAN THIRTY (30) DAYS prior to show opening. **THIS FORM MUST BE RECEIVED BY SEPTEMBER 21, 2009. THERE WILL BE NO EXCEPTIONS.**

DEFINITION: An Exhibitor-Appointed Contractor is any company, other than Carden Convention Services, that an exhibitor wishes to use to set up their exhibit and which will require access to the exhibit hall before, during, or after the show. No permission will be given to an Exhibitor-Appointed Contractor for the performance of the following services: electrical, plumbing, telephone lines, drayage, rigging, booth cleaning and catering.

EXHIBITING COMPANY CONTACT AT SHOW: _____

NON-OFFICIAL SERVICE FIRM: _____

SERVICE FIRM CONTACT AT SHOW: _____

TYPE OF SERVICE TO BE PERFORMED: _____

24 HOUR PHONE CONTACT # OF SERVICE FIRM: _____

- NOTE:**
- 1. Please inform your Exhibitor Appointed Contractor that they MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH A \$1,000,000 COVERAGE at least thirty (30) days prior to show date or they will not be permitted to service your exhibit.**
 - 2. They MUST comply with Union Regulations and hire union personnel from the appropriate union that has jurisdiction in the exhibit area.**
 - 3. It is the responsibility of the exhibiting company to see that each representative of Exhibitor Appointed Contractors abides by the official rules and regulations of this event.**



PACKAGE RENTAL EXHIBIT

Carden Convention Service Company, Inc.
1180 North Marshall Avenue, Suite B * El Cajon, CA 92020
Phone # (619) 448 - 1929 Fax # (619) 448 - 0996

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

Show Name : TEPF 2009 Booth Number

Company Name _____

Address : _____

City : _____ State : _____ Zip Code : _____

Ordered By _____ Phone Number: () _____

Orders will be entered as marked below. Charges include labor to set-up and dismantle.
Equipment is on a rental basis only.

	Price Per Unit	No. of Units	Total
BASIC RENTAL PACKAGE :	\$1295.00		
Additional 10' Basic Rental Package	\$1000.00		
ACCESSORIES :			
Straight Shelves (12" x 37 1/2")	\$ 35.00		
Angled Shelves (12" x 37 1/2")	\$ 40.00		
9" x 12" Clear Plexi Lit. Bx.	\$ 10.00		
Flourescent Light Fixtures (3 set)	\$ 60.00		

PLEASE NOTE:
Each package rental unit is based on a booth space up to 100 sq. ft.

(One 10' x 10' BoothSpace)

Subtotal : _____
8.75% Tax : _____
TOTAL ENCLOSED : _____

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

ELECTRICAL REQUIREMENTS :

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

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

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

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

ELECTRICAL ORDER FORM

MAIL OR FAX TO



Questions? Visit www.edlen.com

ELECTRICAL EXHIBITION SERVICES
 1844 Imperial Ave., San Diego, CA 92102-3822
 Ph: (619) 696-6625 Fax (619) 696-7762
sandiego@edlen.com

COMPANY:		BTH #	
EVENT:			
FACILITY:			
DATES:	EVENT#		

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	105.00	158.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	190.00	285.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	225.00	338.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	258.00	387.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	216.00	324.00	_____
10 AMPS	_____	_____	323.00	485.00	_____
15 AMPS	_____	_____	368.00	552.00	_____
20 AMPS	_____	_____	462.00	693.00	_____
30 AMPS	_____	_____	551.00	827.00	_____
60 AMPS	_____	_____	729.00	1094.00	_____
100 AMPS	_____	_____	957.00	1436.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	324.00	486.00	_____
10 AMPS	_____	_____	429.00	644.00	_____
15 AMPS	_____	_____	499.00	749.00	_____
20 AMPS	_____	_____	621.00	932.00	_____
30 AMPS	_____	_____	741.00	1112.00	_____
60 AMPS	_____	_____	943.00	1415.00	_____
100 AMPS	_____	_____	1277.00	1916.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$4 per amp with 20 amp min.

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT ¹	_____	_____	120.00	180.00	_____
120 WATT FLOOD LIGHT ²	_____	_____	102.00	153.00	_____
120 WATT DBL POLE LIGHT ²	_____	_____	162.00	243.00	_____
300 WATT FLOOD LIGHT ²	_____	_____	125.00	188.00	_____
300 WATT QUARTZ LIGHT ²	_____	_____	148.00	222.00	_____
1000 WATT QUARTZ LIGHT ³	_____	_____	270.00	405.00	_____

1. Requires hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	102.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	204.00	_____	_____

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE:

Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

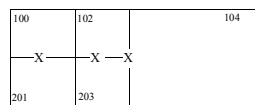
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:			PRINT NAME:		Country:
EMAIL ADDRESS:					
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

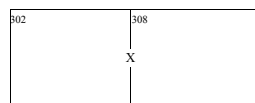
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If a floor plan showing main power location is not submitted prior to Edlen's move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. A minimum labor charge of (1) hour per electrician will apply for all installation work and connection of high voltage services. The removal of this work will be charged a minimum of 1/2 hour or half the total time of installation, whichever is greater. Labor to disconnect motor tails and other high voltage services will begin upon show closing. There will be a minimum 1/2 labor charge at the corresponding labor rates to make the disconnection. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

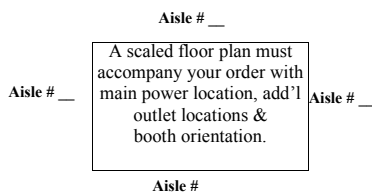
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



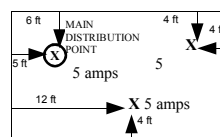
(IN-LINE BTHS) (PENINSULA)



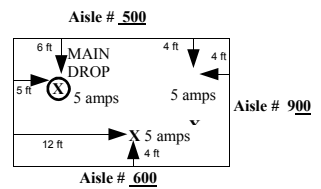
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**



Carden Convention Service Company, Inc.

DO NOT DELAY

Must be delivered by OCTOBER 15TH, 2009

WAREHOUSE

TO: _____ (Exhibitor)

CARDEN CONVENTION SERVICE COMPANY, INC.

C/O: YRC, INC.

9525 PADGETT STREET

SAN DIEGO, CA 92126

ATTN: TEPF 2009

Booth # _____

_____ OF _____ PIECES



Carden Convention Service Company, Inc.

DO NOT DELAY

Must be delivered by OCTOBER 15, 2009

WAREHOUSE

TO: _____ (Exhibitor)

CARDEN CONVENTION SERVICE COMPANY, INC.

C.O: YRC, INC.

9525 PADGETT STREET

SAN DIEGO, CA 92126

ATTN: TEPF 2009

Booth # _____

_____ OF _____ PIECES

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



Carden Convention Service Company, Inc.

DO NOT DELAY

Must arrive ONLY on WEDNESDAY, OCTOBER 21, 2009

SHOWSITE

TO: _____ (Exhibitor)

C/O: CARDEN CONVENTION SERVICE COMPANY, INC.
SAN DIEGO MARRIOTT HOTEL & MARINA
333 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

ATTN: TEPF 2009 Booth # _____

_____ OF _____ PIECES



Carden Convention Service Company, Inc.

DO NOT DELAY

Must arrive ONLY on WEDNESDAY, OCTOBER 21, 2009

SHOWSITE

TO: _____ (Exhibitor)

C/O: CARDEN CONVENTION SERVICE COMPANY, INC.
SAN DIEGO MARRIOTT HOTEL & MARINA
333 WEST HARBOR DRIVE
SAN DIEGO, CA 92101

ATTN: TEPF 2009 Booth # _____

_____ OF _____ PIECES

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