



US HUPO Annual Conference • March 4 - 6, 2012

Event Productions, Inc. is pleased to have been selected as the Exclusive Service Contractor for the **US HUPO Annual Conference** at the Palace Hotel, March 4 - 6, 2012. Enclosed in this package you will find order forms to assist you in preparing for this event. Please review these forms carefully. If you have any questions regarding freight or any of the enclosed service order forms, please feel free to call us at the numbers below. Have a great show.

Event Productions, Inc.

Address 651 West Tower Ave. • Alameda, CA 94501
 Phone 800-234-8064
 Fax 510-217-7065
 Email info@eventproductions.com
 Web www.eventproductions.com
 Office Hours Monday - Friday 8 AM - 4:30 PM PST

Exhibit Site Palace Hotel • 2 New Montgomery St. • San Francisco, CA 94105

Exhibit Site Phone 415-512-1111

Colors Royal Blue

Your Booth includes 10' wide x 8' deep booth structure
 Flame retardant 8' back drape & 3' side dividers
 1 - 7" x 44" I.D. sign
 Note: Ballroom is carpeted, specialty and premium carpet available for order on page 15 of this kit

EPI Furnishings will be inventoried prior to show opening

Review the following pages for order forms to upgrade your booth package furniture, arrange union labor services and order material handling. Advance Warehouse and Show-site delivery via common carrier, FedEx, UPS etc. are not included with the price of the booth. Notes: Preferred Carrier: UPS Freight 800-988-9889, there is no Lead Retrieval for this event.

Deadlines & Dates

Monday Feb. 20 *Discount Deadline for Exhibitor Orders & Payments*

Wednesday	Feb. 1	Advance Shipments will be accepted at our Warehouse starting this day	
Wednesday	Feb. 29	Last day Advance Shipments will be accepted without additional charges	
Sunday	Mar. 4	Direct Shipments <i>must</i> arrive at the Exhibit site	8 AM - 12 PM
Sunday	Mar. 4	Exhibitor Set-up	12 PM - 4 PM
Sunday	Mar. 4	Show Hours	6:30 PM - 10 PM
Monday	Mar. 5	Show Hours	8:30 AM - 6 PM
Tuesday	Mar. 6	Show Hours	8:30 AM - 6 PM
Tuesday	Mar. 6	Exhibitor Tear-down	6 PM - 8 PM

Shipment Addresses

Advance Warehouse <i>Arrive between February 1 - 29, 2012</i>	Direct Shipments <i>Must arrive March 4 starting at 8 AM</i>
Event Productions, Inc. 651 West Tower Ave. Alameda, CA 94501	Palace Hotel C/O Event Productions, Inc. 2 New Montgomery St. San Francisco, CA 94105
US HUPO 2012 Exhibitor Name & Booth Number(s)	US HUPO 2012 Exhibitor Name & Booth Number(s)

Payment Policy

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-217-7065

US HUPO 2012

March 4 - 6, 2012

Payment Policy - 100% including applicable tax is due at show site.

Full payment must be included with all orders. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Advance Discount: TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER. **All orders must be received no later than *February 20, 2012*.** No telephone orders accepted.

NO REFUNDS on any cancellation 10 days prior to show.

Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice.

All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Event Productions Service Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment. See Payment & Calculation of Orders Form.

All third party billing must be arranged in advance.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, check (payable in U.S. dollars drawn on a U.S. account), American Express, MasterCard, or Visa credit cards.

If you have any questions regarding payment procedures, please contact Event Productions Customer Service Department at (800) 234-8064.

Limits of Liability & Responsibility

Event Productions, Inc.

651 West Tower Ave.

Alameda, CA 94501

Phone: 800-234-8064, Fax: 510-217-7065

US HUPO 2012

March 4 - 6, 2012

1. All materials shipped by exhibitors should be insured by Exhibitor. Event Productions, Inc. is not an insurer. It is agreed that the limits of our liability are to the specific article that was physically lost or damaged. In all instances, our maximum limit of liability will be \$0.30 per pound per article. It is understood that these limits are unrelated to the value of the shipments.
2. Claims of loss or damage must be submitted to Event Productions, Inc. by the close of the show. No suit or action shall be brought against Event Productions, Inc. more than one year after the show.
3. In order to expedite removal of materials from the show site, Event Productions, Inc. shall have the authority to change designated carriers if such carriers do not pick up on time. Where no deposition is made by the Exhibitor, materials will be re-routed at Event Productions, Inc. discretion, and the Exhibitor agrees to be responsible for payment of charges relating to such re-routing. Event Production, Inc. assumes no liability as a result of such re-routing.
4. Event Productions, Inc. 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 Event Productions, Inc. 30 days prior to show.
5. Empty container labels will be available at the Event Productions, Inc. service desk. Placing these labels on Exhibitor crates is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Event Productions, Inc. assumes no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
6. Event Productions, Inc. shall not be responsible for regular wear and tear in handling of equipment, or for loss or damage due to fire, theft, water, vandalism or other causes beyond our control.
7. The Exhibitor agrees, in the event of a dispute with Event Productions, Inc. relative to any loss or damage to material or equipment, that the Exhibitor will not withhold payment in any amount to Event Productions, Inc. for material handling or any other services provided by Event Productions, Inc. as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Event Productions, Inc. prior to the close of the show the full amount due and further agrees that any claim the Exhibitor may have against Event Productions, Inc. shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
8. Event Productions, Inc. will not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that Event Productions, Inc. will provide these services as the Exhibitor's agent and not as bailee or shipper. If any employee of Event Productions, Inc. signs a delivery receipt, bill of lading or other document, we agree that Event Productions, Inc. will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. In regards to inbound shipments, there may be a lapse of time between the delivery of the shipment(s) to the booth by Event Productions, Inc. and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such time the shipment(s) will be left in the booth unattended.

It is agreed that Event Productions, Inc. is not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, and Event Productions, Inc. is not responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. All bills of lading covering outgoing shipment(s) submitted to Event Productions, Inc. by the Exhibitor will be checked at the time of pick-up from the booth and corrected if discrepancies do exist.

Fire & Safety Regulations and Requirements

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-217-7065

US HUPO 2012

March 4 - 6, 2012

1. All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
2. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Including fire protection equipment located within exhibits.
3. All empty shipping cases, cartons or crates must be labeled and removed for storage or they will be removed as trash.
4. No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to a one-day supply and must be stored neatly within the booth.
5. All temporary wiring must be accessible and free from debris and storage materials.
6. All 110 volt extension cords shall be 3-wire (grounded), #14 or larger AWG, copper wire. Two-wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
7. Cube tap adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection.
8. Electrical work under carpets must be done, or supervised by the Electrical Contractor.
9. Vehicles on display:
 - A. Fuel tank openings shall be locked or sealed to prevent escape of vapors.
 - B. Fuel tanks must have less than a quarter tank of gas.
 - C. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - D. External chargers are recommended for demonstration purposes.
10. Combustible materials must not be stored beneath display vehicles.
11. Vehicles in building for unloading must not be left with engines idling.
12. Compressed gas cylinders, including LPG, are prohibited unless approved by the Fire Safety Office.

Union Regulations

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-217-7065

US HUPO 2012

March 4 - 6, 2012

To assist you in planning for your participation in the forthcoming event, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit setup. Please note that preordered labor is substantially less than onsite orders. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION/DISMANTLING

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. **You may set-up your 10' exhibit display if one person can accomplish the task in less than 1/2 hour without the use of tools.** Union jurisdiction prevails on Exhibits that extends over 10 feet in any direction.

If your exhibit preparations, installation or dismantling requires more than 1/2 hour, and/or the use of tools, you must use the appropriate union personnel. One full-time company employee may supervise/work with the union crew.

MATERIAL HANDLING

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.** No one, other than the official contractor's employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

TIPPING

Event Productions requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Event Production employees.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Event Productions cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

Calculation & Payment of Orders

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
Phone: 800-234-8064, Fax: 510-217-7065

US HUPO 2012

March 4 - 6, 2012

COMPANY NAME _____ BOOTH _____
STREET ADDRESS _____ APT/STE _____
CITY _____ STATE _____ ZIP _____
CONTACT _____ PHONE _____ FAX _____

Credit Card Charge Authorization

Please check the appropriate card: _____ American Express _____ MasterCard _____ Visa

Card Number: _____ Expiration: _____ Security Code _____

X _____
Cardholder's Signature _____ Cardholder's Name - Print _____

I have read, understand and agree to all items as described on this form, the Payment Policy Form, and the Limits of Liability and Responsibility form and have advised our show site representative accordingly.

Calculation of Orders - Total from each order form

Dollar Amount

Booth Package Special.....	_____
Furniture and Accessories	_____
Chairs and Stools	_____
Luxury Furniture.....	_____
Plants & Floral	_____
Art and Sculptures	_____
Carpet.....	_____
Installation/Dismantle Labor	_____
Drayage/Material Handling	_____
Turnkey Exhibit Rentals.....	_____
Booth Cleaning	_____
Signs.....	_____

Total paid in U.S. funds drawn on a U.S. bank - Check No: _____

Total amount to be charged to my credit card \$ _____

To expedite payment, send one check for the entire amount or note the amount to be charged to your credit card.

IMPORTANT: Any show site balances or charges for outbound labor, freight or miscellaneous items not paid will be charged to your credit card account where applicable.

Booth Package Special

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Event Productions, Inc. is offering this package of rental items at a reduced price (15% off of discount price).

DISCOUNT ORDERS MUST BE RECEIVED BY February 20, 2012

ITEMS

Table Drape Color (Circle One)

- | | | | | |
|-----------------------|------|-------|-------|----------|
| • 1 - 6' Draped Table | Gray | Blue | Red | Burgundy |
| • 1 - Waste Basket | Teal | Black | Green | White |
| • 2 - Side Chairs | | | | |

This \$188.00 value is offered at \$160.00 per package.

Number _____ of Packages at \$160.00 each: _____

NO SUBSTITUTIONS on furnishings!

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



651 West Tower Ave. - Alameda, CA 94501 - Phone: 510-263-0228 - Fax: 510-217-7065

Furniture and Accessories

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

ACCESSORIES

Qty	Item	Discount	Regular	Total
	Ceremonial Scissors	\$30.00	\$45.00	
	Fish Bowl / Candy Bowl	30.00	45.00	
	Garment Rack, Rolling	90.00	135.00	
	Refrigerator, Small	100.00	150.00	
	Stanchions, Chrome, w/ Black Rope (per stanchion)	33.00	50.00	
	Ticket Barrel	135.00	203.00	
	Waste Basket	18.00	27.00	

SPECIALTY FURNITURE

Qty	Item	Discount	Regular	Total
	Sofa, Leather	\$430.00	\$645.00	
	Loveseat, Leather	350.00	525.00	
	Arm Chair, Leather	260.00	390.00	
	Desk	250.00	375.00	
	Park Bench	90.00	135.00	

RISERS, TABLE DISPLAYS

Qty	Item	Discount	Regular	Total
	Riser for 4' table	\$45.00	\$68.00	
	Riser for 6' table	64.00	96.00	

DRAPED TABLES - 30" HIGH

NOTE: ALL TABLES ARE 24" WIDE, DRAPED TABLES ARE SKIRTED ON 3 SIDES

Qty	Item	Discount	Regular	Total
	4' Long Table, Draped	\$92.00	\$138.00	
	6' Long Table, Draped	110.00	151.50	
	8' Long Table, Draped	112.00	168.00	
	Drape all 4 sides, add	33.00	43.00	
Circle Color Choice: Teal Gray Blue Gold				
Red Burgundy Black Green White				

Note: For **Undraped Tables** requests subtract 50% from price and specify on order form.

DRAPED COUNTERS - 42" HIGH

NOTE: ALL COUNTERS ARE 24" WIDE, DRAPED TABLES ARE SKIRTED ON 3 SIDES

Qty	Item	Discount	Regular	Total
	4' Long Counter, Draped	\$97.00	\$145.00	
	6' Long Counter, Draped	116.00	160.00	
	8' Long Counter, Draped	118.00	177.00	
	Drape all 4 sides, add	37.00	48.00	
Circle Color Choice: Teal Gray Blue Gold				
Red Burgundy Black Green White				

Note: For **Undraped Counters** requests subtract 50% from price and specify on order form.

DRAPED ROUND TABLE

Qty	Item	Discount	Regular	Total
	30" Round Table / Short 30" h	\$123.00	\$185.00	
	30" Round Table / High 40" h	128.00	192.00	

SAVE UP TO 50%, ORDER IN ADVANCE

ADVANCE DISCOUNT TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

All orders must be received by discount deadline, to guarantee colors and availability. If no color is specified,

EPI reserves the right to choose the color on exhibitor's behalf. **No telephone orders accepted**

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Furniture and Accessories pg. 2

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

STORAGE UNITS

Qty	Item	Discount	Regular	Total
	Cabinet, Laminated Double Door (not lockable)	\$150.00	\$225.00	
	Cabinet, Laminated Single Door (not lockable)	130.00	195.00	
	File Cabinets, 2 Drawer	100.00	150.00	
	File Cabinets, 4 Drawer	150.00	225.00	

PRESENTATION ITEMS

Qty	Item	Discount	Regular	Total
	Bag Rack	\$80.00	\$120.00	
	Computer Kiosk, Sintra	300.00	450.00	
	Counter, Sintra .5m x 1m	200.00	300.00	
	Counter, Sintra .5m x 2m	300.00	450.00	
	Easel, Silver Metal	40.00	60.00	
	Literature Rack	93.00	140.00	
	Pedestal Stand, Square	300.00	450.00	
	Showcase, Glass	302.00	453.00	
	Tack Board 4' x 8'	100.00	113.00	
	White Board w/Easel 17"x23"	65.00	97.50	
	White Board, Freestanding 3"x4"	250.00	375.00	

DÉCOR

Qty	Item	Discount	Regular	Total
	Lamp Post	\$72.00	\$108.00	
	Fountain w/o Lights	240.00	360.00	
	Fountain w/ Lights	300.00	450.00	

BOOTH STRUCTURE ACCESSORIES

Qty	Item	Discount	Regular	Total
	Spreader Bar	\$9.50	\$14.25	
	8' h (masking) per ft	5.00	7.50	
	Upright 8'	9.50	14.25	

STAGING

Qty	Item	Discount	Regular	Total
	Wood Stage Platform 4'x8' - 12"h ___ or 24"h ___	\$110.00	\$165.00	
	Wood Stage Platform 4'x4' - 12"h ___ or 24"h ___	75.00	112.50	
	Wood Stage Platform 2'x8' - 12"h ___ or 24"h ___	57.00	85.50	
	Podium, Laminated	130.00	195.00	

SAVE UP TO 50%, ORDER IN ADVANCE

ADVANCE DISCOUNT TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

All orders must be received by discount deadline, to guarantee colors and availability. If no color is specified,

EPI reserves the right to choose the color on exhibitor's behalf. **No telephone orders accepted**

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Chairs and Stools

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

A



B



C



D



E



F



G



H



A



B



C



D



E



CHAIRS

Qty	Style	Discount	Regular	Total
	A	\$30.00	\$35.00	
	B	35.00	40.00	
	C	35.00	40.00	
	D	40.00	45.00	
	E	45.00	50.00	
	F	50.00	55.00	
	G	55.00	65.00	
	H	60.00	70.00	

STOOLS

Qty	Style	Discount	Regular	Total
	A	\$20.00	\$30.00	
	B	30.00	40.00	
	C	40.00	50.00	
	D	50.00	60.00	
	E	60.00	85.00	

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Luxury Furniture

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Event Productions has teamed up with Exotic Green Furniture to provide you with some luxury items to help attract attendees to your booth. Themed sets available, or you can order a couple individual items.

Lounge Chairs

Qty	Style	Discount	Regular	Total
		\$300.00	\$350.00	
		400.00	450.00	
		400.00	450.00	
		500.00	550.00	
		100.00	145.00	
		45.00	50.00	

Chairs and Stools

Qty	Style	Discount	Regular	Total
		\$200.00	\$250.00	
		130.00	170.00	
		150.00	170.00	
		150.00	175.00	
		150.00	175.00	
		60.00	85.00	

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Luxury Furniture pg. 2

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Couches

Qty	Style	Discount	Regular	Total
		\$600.00	\$750.00	
		600.00	750.00	
		600.00	750.00	
		600.00	750.00	
		1500.00	1700.00	
		300.00	400.00	
		300.00	400.00	

Tables

Qty	Style	Discount	Regular	Total
		\$100.00	\$150.00	
		100.00	150.00	
		100.00	150.00	

Lamps

Qty	Style	Discount	Regular	Total
		\$75.00 ea	\$100.00 ea	
		75.00	100.00	
		75.00	100.00	

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Plants & Floral for Special Events

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Plants

Floral Arrangements

Qty	Item	Discount	Regular	Total
	Floral Arrangement, with Vase Small	\$50.00	\$75.00	
	Floral Arrangement, with Vase Medium	75.00	112.50	
	Floral Arrangement, with Vase Large	90.00	135.00	

List Color Arrangement / Preferences:

Ferns

Qty	Item	Discount	Regular	Total
	Fern Small / for Table Top	\$30.00	\$45.00	
	Fern Large	35.00	52.50	

Green Plants

Qty	Item	Discount	Regular	Total
	2' - 3' Green Plant	\$42.00	\$63.00	
	4' Green Plant	55.00	82.50	
	5' Green Plant	62.00	93.00	
	6' - 8' Green Plant	89.00	133.50	

Potted Plants

Qty	Item	Discount	Regular	Total
	Potted Flowering Plant	\$35.00	\$52.50	

Circle Color Of Choice:

Yellow White Red Assorted



Note: Plants may look different then pictured above.

Save up to 50% Order in Advance

Props may require cost of labor to install. Minimum orders and delivery charges may apply. Quantities on specific items may be limited. All orders must be received no later than ten (10) working days prior to Show opening. **No telephone orders accepted.**

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Art and Sculptures

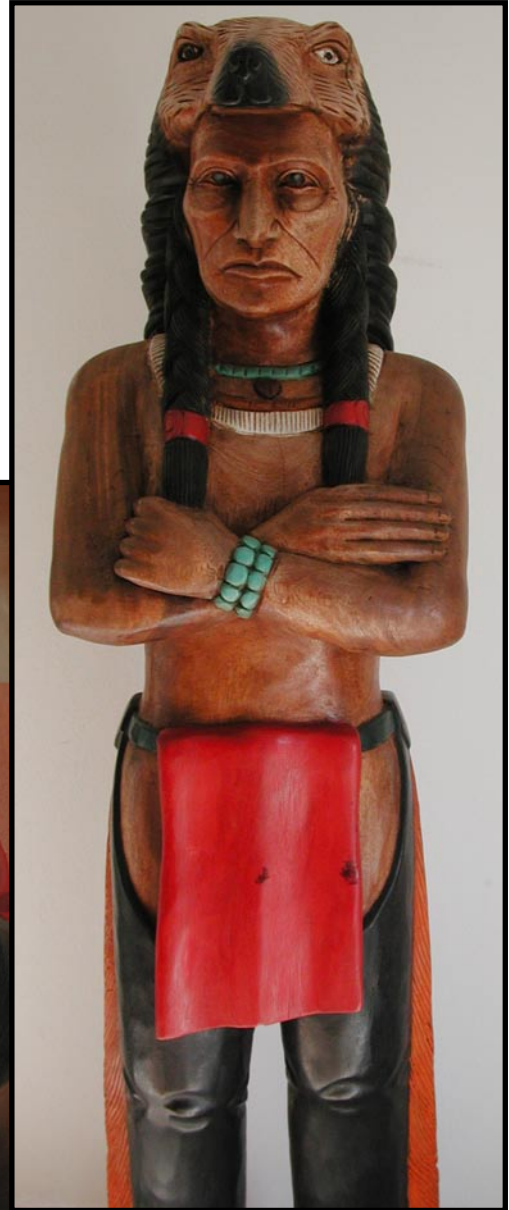
US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Event Productions is now offering sculptures and pieces of art as some more useful items to help attract attendees to your booth.

See the full list of Items available at: <http://eventproductions.com/boothrentals/>



IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Standard/Custom Carpet

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

STANDARD CARPET

Qty	Size	Discount	Regular	Total
	10 x 10	\$ 137.00	\$ 205.50	
	10 x 20	273.00	409.50	
	10 x 30	410.00	615.00	
	10 x 40	536.00	804.00	
	10 x 50	670.00	1,005.00	

STANDARD SIZES INCLUDE TAPING OF FRONT EDGE ONLY.

Color: Gray Red Plum Blue
Burgundy Teal Gold Hunter Green

SPECIAL CUT STANDARD CARPETING

Special sizes are available at \$4.00 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.

Carpet Size: _____ x _____ = _____ sq. ft. x \$4.00 = \$ _____

Color: Gray Red Plum Blue
Burgundy Teal Gold Hunter Green

Special Cut Carpet must be ordered by Deadline - February 20, 2012

CARPET PADDING

1/2" Foam Padding is available at \$2.25 per square foot - installed

Size: _____ x _____ = _____ sq. ft. x \$2.25 = \$ _____

PLUSH CARPET

Plush Carpet is available on a rental basis. Our Plush Carpet is offered at \$5.50 per square foot.* Price includes cutting, laying and taping front seams and edges. Price does not include special cuts. Orders must be placed no later than (14) working days prior to show opening to guarantee availability.

Carpet Size: _____ x _____ = _____ sq. ft. x \$5.50 = \$ _____

**Plush Carpet must be ordered by Deadline
February 20, 2012**

Plush Carpet Colors:

White	Silver Cloud	Blue Mist
Colony Blue	French Beige	Red
Charcoal	Navy	Plum
Berry	Burgundy	Black
Gray Pearl	Emerald	

Samples available on request.

***Special Cut and Plush Carpet orders cancelled after they have been received will be charged 100%.**

VISQUEEN

Visqueen is available at \$1.50 per square foot - installed

Size: _____ x _____ = _____ sq. ft. x \$1.50 = \$ _____

Save up to 50%, Order in Advance

PAYMENT POLICY: All invoices must be settled at our Service Desk prior to the closing of the Show. For your convenience, Mastercard, American Express, and Visa credit cards will be accepted. No credits will be issued after the closing date of the show.

ADVANCE DISCOUNT: TO OBTAIN THE DISCOUNT PRICE, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

All orders must be received no later than ten (10) working days prior to Show opening. **No telephone orders accepted.**

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



*******Attention Exhibitors*******

Inbound Shipping

If you send packages directly to the hotel outside of the times and dates designated within this exhibitor kit, or without using the provided labels, the hotel may return, refuse, or hold the shipment for Event Productions, Inc.

This could result in your shipment going astray as well as a separate charge from the hotel and the standard drayage charge from Event Productions Inc.

To avoid this as well as any other unnecessary and unforeseen charges, please refer to the specific shipping instructions outlined in this exhibitor kit.

Outbound Shipping

The exhibiting company must arrange for outbound shipping prior to the move out of the show. UPS or FedEx may not be available for pick up without these prior arrangements. UPS or FedEx may not be available on the weekends.

If you must use UPS package, FedEx, or similar small package services, please be sure the hotel's package room will be open and available during the move out times and dates. If the package room will not be able to accommodate your needs, you must have a fully executable FedEx label or bar coded UPS label to use these companies.

Event Productions, Inc. cannot carry nor provide these labels to exhibitors. If Event Productions, Inc. must bring your shipment back to our warehouse for FedEx or UPS to pick up, a return to warehouse charge will apply.

Drayage / Material Handling Rate Schedule

US HUPO 2012

		\$ Per Cwt (100 lbs.)	Minimum Charge / Minimum Weight Per Shipment
WAREHOUSE - ADVANCE SHIPMENTS Shipments of common freight and crated exhibits will be received and stored up to 30 days prior to set up date, delivered to booth, and delivered from booth to common carrier at loading area at close of show. We will furnish loading labor and equipment. This includes removal, storage and return of empty crates when necessary. Loose, uncrated and blanket wrapped shipments must be sent directly to show site.		\$63.00	\$126.00 / 200 lbs.
EXHIBIT HALL - DIRECT SHIPMENTS Shipments of common freight and crated exhibits will be received at the show site <i>during installation period only</i> from common carrier or owner's truck and will be unloaded and delivered to booth. At close of show, freight will be delivered from booth to carrier at loading area. We will furnish loading labor and equipment. This includes removal, storage and return of empty crates when necessary.		\$65.00	\$130.00 / 200 lbs.
A. Late Delivery Freight received at warehouse within 2 business days prior to event will be charged an additional	ADD	30%	
B. Special Handling Service - Specialized Shipments Shipments packed in a manner requiring additional handling and/or special equipment to load and unload; i.e. blanket wrapped, double checked shipments, side door or ground loading and unloading, designated piece handling or carriers that do not leave a delivery receipt (UPS, FedEx, ect) will be charged an additional	ADD	\$23.00	
C. Return to Warehouse For delivery of shipments, at close of show, back to warehouse for loading to outbound carrier, the additional charge will be	ADD	\$30.00	\$300.00 / 1000 lbs.
D. Overtime Charge (Inbound and/or Outbound) All rates quoted above are straight time rates. All freight received that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Anytime on Saturday, Sunday or Holidays will be charged overtime each way in addition to the above rates.			

Important Additional Information Regarding Drayage / Material Handling:

- Rates are based on incoming weight only.
- All weights are rounded up to the nearest cwt.
- Special handling service charges will not be split for mixed shipments, the higher rate will apply.
- Drayage/Material Handling Rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding, blocking or bracing of cars.
- Shipments arriving with dimensional weights will be charged at the weight stated on the bill of lading at the time of delivery unless weight certificate is attached. No retroactive credits will be issued.
- All shipments should be insured by the Exhibitor from the time they leave their firm until they are returned from the show. In all instances, our maximum limit of liability will be \$0.30 per pound per article. (See Limits Of Liability)**
- Shipments received without receipts or freight bill, such as UPS, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Shipments received on separate days will be treated as separate minimum shipments.
- We are not responsible for shipments left in booth by Exhibitor. We will count and ship pieces as we find shipment when we remove it from the exhibit hall.
- We will not be responsible for any concealed damage, for loss or theft of materials after same have been delivered to booth, or before we have picked up for load out of exhibit hall.
- At the close of the show, if carriers fail to pick up or refuse to accept shipment, we reserve the right to reroute such shipments, or haul material to a warehouse pending advice from the exhibitor who will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.
- Please ship early and ship prepaid. **We will not accept collect shipments.**
- By consigning shipments to the show, the Exhibitor acknowledges and accepts the foregoing information and conditions.
- UPS Package and FedEx have their own requirements for picking up and payment. It is the exhibitors responsibility to know these requirements, if they choose to use UPS package, or FedEx.**

Advance Ship To:

Event Productions, Inc.
651 West Tower Ave.
Alameda, CA 94501

US HUPO 2012
(Exhibitor Name and Booth #)

Drayage / Material Handling Form

US HUPO 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

First, please indicate the total weight* of your shipment _____

Note: Exhibitors who are using UPS or FedEx for outbound shipments, are required to know and comply with those carriers regulations and rules. EPI can not supply required barcoded labels.

Shipment Rates

Item	Advance	Direct
Base Rate per 100 pounds (cwt)	\$63.00	\$65.00
Overtime Inbound Charge <i>This charge is based on a 25% fee for overtime move-in</i>	\$15.75	\$16.25
Overtime Outbound Charge <i>This charge is based on a 25% fee for overtime move-out</i>	\$15.75	\$16.25
Total Rate per 100 pounds	\$94.50	\$97.50

BOX A

Item	Advance	Direct
Total weight of shipment (round up to nearest 100 lbs) 200 lbs minimum	LB	LB
Multiply by rate <i>Example: 600 lbs of freight will be 6 x Rate</i>	\$94.50	\$97.50
Total for Weight Charges	\$	\$

BOX B For special services & handling charges including late delivery, special handling, return to warehouse and overtime charges. To calculate, use **Total Weight (BOX A) x Rate**. Example: 600 lb. late delivery will be 6 x \$9.75 = \$58.50

Item	Rate Per 100 lb	Advance	Direct
Late Delivery	30%	\$	\$
Special Handling	\$23.00	\$	\$
Return to Warehouse (1,000 lb., \$300 minimum charge)	\$30.00	\$	\$
Total Rate per 100 pounds		\$	\$

Total Drayage Cost Calculation Please fill out the appropriate information in the chart below for Advance and Direct Shipments

	Charges	Advance	Direct
A1	Total Weight Charges Total from BOX A	\$	\$
A2	Special Services & Handling Charges Total from BOX B	\$	\$
	Total Charges for Material Handling Total from A1 and A2	\$	\$

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Freight Questionnaire

US HUPO 2012

Save Money, Order By: February 20, 2012

Important: All exhibitors MUST return this form.

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Exhibitors must return this form by: *February 20, 2012*

1) Name of person(s) in charge of your move-in:

2) Heaviest single piece that must be lifted:

Description: _____ **Lbs** _____

3) Please explain any special handling equipment required to unload your material, i.e. extended forklift blades, lifting bars, etc.

4) Indicate number of trucks in each category that you will use and the carrier name:

_____ Van Line - Carrier Name: _____

_____ Common Carrier - Carrier Name: _____

_____ Company Truck

5) Estimated number of pieces being shipped: _____ crated _____ uncrated _____ machinery _____ other

Direct Shipments:

Please list the dates and times you have scheduled for your direct shipments to arrive on site

IMPORTANT! - Plan outbound shipping

Outbound carrier _____

Scheduled pickup time _____

All orders are covered by Event Productions, Inc. Payment Policy and Event Productions, Inc. Limits of Liability & Responsibility.

Move-Out Notice

Event Productions, Inc.

651 West Tower Ave.
Alameda, CA 94501
800.234.8064 Phone
888.534.8064 Fax

Thank you for participating in the:

US HUPO Annual Conference

Please take a few moments to review the following important dates, times and information for show move-out:

Tuesday March 6	Show closes	6 PM
	Move-out	6 - 8 PM
	Empty containers returned	6 PM
	Bills of lading must be returned by	7:15 PM
	All carriers must check-in with service desk by	7:30 PM
	Remaining freight on floor will be re-routed or returned to warehouse at EPI's discretion	8 PM

- **Keep aisles clear of debris during move-out**
- **Containers returned in the following order: cardboard boxes, fiber cases, crates**
- **All outbound shipments require an EPI bill of lading**
- **Please return all bills of lading to service desk – do not leave them in booth**
- **Return bills of lading only when materials are packed, labeled and ready to ship**
- **Exhibitors not using preferred carrier are responsible for arranging pick-up of freight from show**

For Fed-Ex and UPS Pick-ups: Event Productions, Inc. does not schedule pick-ups for Fed-Ex or UPS and does not carry shipping forms for these carriers on show site. A fully executable Fed-Ex/UPS bill of lading and shipping labels are required in addition to EPI's bill of lading. It is the exhibitor's responsibility to call for pick-up for any carrier other than the Preferred Carrier.

- **All re-routed or warehouse returned freight fees will be at the exhibitor's expense**
- **No liability will be assumed as a result of EPI re-routing or handling**

Preferred Carrier

UPS Freight
800-988-9889

All Other Carriers

Pick-up no later than Tuesday
March 6, 2012 at 8 PM

TurnKey Exhibit Rentals

US HUPO 2012

Discount Deadline: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Turnkey Rental A

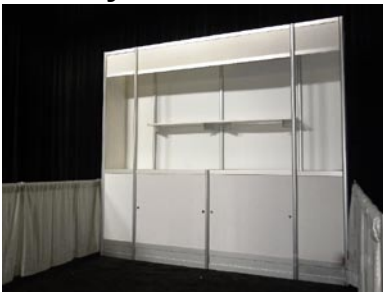


Turnkey Rental A Includes:

- Aluminum structure with lower cabinets with sliding doors, and middle shelf
- A curved white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

PRICE \$1,400.00

Turnkey Rental B



Turnkey Rental B Includes:

- Aluminum structure with lower cabinets with sliding doors, and middle shelf
- A white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

PRICE \$1,400.00

Turnkey Rental C



Turnkey Rental C Includes:

- Aluminum structure with three full meter back wall panels that could be replaced with graphics.
- A white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

PRICE \$1,000.00

Turnkey Rental D



Turnkey Rental D Includes:

- Aluminum structure with three full meter back wall panels that could be replaced with graphics.
- A curved white header panel with block lettering of your company name.
- 2 Arm Lights
- 10'x10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

PRICE \$1,000.00

Installation, Dismantle Labor & Freight Handling are included in price!
Need graphics? Only add \$300.00 for graphics!

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Booth Cleaning Form

US HUPO 2012

Save Money, Order By: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Cleaning is not included in your space rental for this event. If you would like to have this service, please complete and return this form.

Vacuum, including emptying waste baskets: \$.30 sq. ft

We will require the following:

PRICE PER DAY PER 10'x10' BOOTH*	X	# DAYS	X	# BOOTHS	=	\$ TOTAL
\$30.00	X	_____	X	_____	=	_____

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 of days by the number of booths in order to arrive at your total cost. If your booth size is larger than 10'x10', calculate the number of 10'x10' spaces included in your booth configuration.

SPECIAL INSTRUCTIONS:

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Signs Form

US HUPO 2012

Discount Deadline: February 20, 2012

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Pricing

Quantity	Size	Discount	Regular	Total
	7" x 11"	\$ 6.00	\$ 8.00	
	11" x 14"	11.00	14.00	
	7" x 44"	22.00	28.00	
	22" x 28"	43.00	56.00	
	28" x 44"	86.00	112.00	
	40" x 60"	167.00	217.00	
	38" x 85"	225.00	292.00	

Custom Sizes: Call 1-800-234-8064 for a quote

Other Products and Services

Qty	Product	Discount	Regular	Total
	Graphic Design (Per Hour)	\$90.00	\$135.00	
	Cardboard Easel Backs	9.00	13.50	
	Light Box, Table Top (Graphics not Included)	44.00	66.00	
	Sign Holder, Chrome (22 x28 signs)	60.00	90.00	

- Backlit Graphics
- Vinyl Graphics
- Large Format Printing
- Logo Reproduction
- Vinyl Banners

Call 1-800-234-8064 for quotes

Important Information

1. The prices listed are for Print-Ready artwork. We do offer Graphic Design Services on request, Call Adam at ext.109.
2. **Acceptable Media:** Floppy Disk (3.5"), Zip Disk, CD-R, DVD-R. E-mail attachment if file is under 5 mb, or call for our client FTP information.
3. **Acceptable File Formats:** Vector .eps, Vector .pdf, Adobe Illustrator file (.ai), or full sized bitmap set at 150 dpi or above. Avoid additional fees by sending the right file format.
4. **Fonts:** Please make sure to convert all your fonts to outlines. If fonts are not converted, then original font might be replaced, creating an undesired look.
5. **Cancellation Policy:** Items cancelled after work is performed will be charged at 100% of original price.
6. Our prints are mounted on 3/16" Foamcore.
7. Orders received less than 10 days prior to show time are subject to overtime fees, plus delivery charge.
8. All advance ordered signs will be available for pick-up at show site service desk.
9. Any questions? E-mail: signdept@eventproductions.com
Phone: 1800-234-8064 ext. 109

SPECIFY COLOR: Black on White
 Blue on White
 Other _____

SPECIFY SHAPE:
 HORIZONTAL VERTICAL SPECIAL

PLEASE NOTE: No sign order can be processed without the following written authorization and full payment accompanying this order.

AUTHORIZED SIGNATURE

PRINT OR TYPE NAME

IMPORTANT: ALL ORDERS MUST BE PAID IN ADVANCE.
PLEASE INCLUDE YOUR FORM OF PAYMENT
ALL ORDERS MUST INCLUDE CALCULATION & PAYMENT FORM

ADVANCE
PAYMENT
ENCLOSED \$ _____



Attention Exhibitor:

**Please remit this
electrical form to
C.E.E.S.**

at 562-795-6637

**to ensure timely
receipt of your order.**

C.E.E.S., INC.
 CAPITAL EXPOSITION ELECTRICAL SERVICE
 P.O. BOX 550
 LOS ALAMITOS, CA 90720
 PH: (562) 430-8827 • FAX: (562) 795-6637

**MAIL OR FAX ORIGINAL WITH 100% REMITTANCE
 TEN DAYS PRIOR TO MOVE-IN DATE FOR ADVANCE PRICE**

C.E.E.S., INC.
 P.O. BOX 550
 3252 WOODSTOCK ROAD
 LOS ALAMITOS, CA 90720

US HUPO Annual Conference
 Palace Hotel
 March 4 - 6, 2012

COMPANY NAME										BOOTH NO.																			
STREET ADDRESS										CITY					STATE					ZIP									
ORDERED BY (Signature)										PLEASE PRINT NAME										PHONE NO.									
CREDIT CARD INFORMATION					ACCOUNT NO.										FAX NO.														
<input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AmEx					Print legibly																								
EXPIRATION DATE					CARDHOLDER'S SIGNATURE										CARDHOLDER'S NAME														

120V	QTY.	GENERAL OUTLETS	ADVANCE PRICE	REGULAR PRICE	COLUMN 1	
		UP TO 500 WATTS	\$88.00	\$134.00		
		UP TO 1000 WATTS	129.00	179.00		
		UP TO 2000 WATTS	165.00	249.00		
120V	QTY.	MOTOR OUTLETS	ADVANCE PRICE	REGULAR PRICE	COLUMN 1	
		5 AMP OR 1/4 HP	85.00	139.00		
		10 AMP OR 1/2 HP	142.00	219.00		
		15 AMP OR 1/3 HP	158.00	239.00		
208V		20 AMP OR 3/4 HP	198.00	295.00		
		10 AMP OR 1/2 HP	205.00	310.00		
		15 AMP OR 1 HP	238.00	330.00		
		20 AMP OR 1 1/2 HP	296.00	436.00		
		30 AMP OR 2 HP	353.00	477.00		
		40 AMP OR 3 HP	415.00	626.00		
		60 AMP OR 5 HP	489.00	726.00		
		100 AMP OR 10 HP	710.00	1040.00		
1Ø		150 AMP OR 15 HP	980.00	1450.00		
		200 AMP OR 25 HP	1250.00	1890.00		
	208V		10 AMP OR 1 HP	289.00	419.00	
			15 AMP OR 2 HP	329.00	469.00	
			20 AMP OR 3 HP	399.00	591.00	
			30 AMP OR 5 HP	471.00	739.00	
			40 AMP OR 7 1/2 HP	559.00	829.00	
			60 AMP OR 10 HP	659.00	979.00	
		100 AMP OR 20 HP	975.00	1411.00		
		150 AMP OR 30 HP	1250.00	1889.00		
3Ø		200 AMP OR 50 HP	1690.00	2490.00		
	LIGHTING	QTY.	LIGHTING INCLUDES POWER FOR LIGHT ONLY	ADVANCE PRICE	REGULAR PRICE	COLUMN 1
			150 WATT ON STANCHION	82.00	110.00	
			300 WATT ON STANCHION	127.00	172.00	
			500 WATT ON STANCHION	134.00	202.00	
		1000 WATT OVERHEAD	178.00	266.00		
MATERIAL & LABOR	QTY.	MATERIAL & LABOR				
		15 AMP POWER STRIPS		20.00		
		15 FOOT EXTENSION CORDS		20.00		
		25 FOOT EXTENSION CORDS		25.00		
		50 FOOT EXTENSION CORDS		50.00		
		12/5 PIGTAILS		25.00		
		6/5 PIGTAILS		50.00		
		BUCK & BOOST TRANSFORMER		135.00		
		HRS. STRAIGHT TIME LABOR		119.00/HR		
		HRS. OVERTIME LABOR		179.00/HR		
		COLUMN #1	TOTAL			

PAYMENT POLICY

- 100% PAYMENT MUST ACCOMPANY EACH ORDER UNLESS PRIOR ARRANGEMENTS ARE MADE.
- WE ACCEPT CASH, CHECKS, MASTERCARD, VISA, AND AMERICAN EXPRESS FOR PAYMENT.
- ADVANCE PRICES APPLY ONLY TO ORDERS RECEIVED AT LEAST 10 DAYS PRIOR TO THE FIRST SHOW MOVE-IN DATE. ALL OTHER ORDERS WILL PAY REGULAR PRICES.
- ORDERS PLACED AT THE SHOW SITE MUST BE PAID UPON PRESENTATION OF INVOICE.
- NO REFUND WILL BE GIVEN FOR OUTLETS INSTALLED AND/OR SERVICES PROVIDED AND NOT USED. CLAIMS WILL NOT BE CONSIDERED UNLESS FILED BY THE EXHIBITOR PRIOR TO THE CLOSING OF THE SHOW.

WHEN ORDERING ELECTRICAL SERVICES

- LIGHTING OUTLETS SUPPLIED WITH TWO (2) CONNECTIONS PER OUTLET ORDERED.
- MOTOR OUTLETS SUPPLIED WITH ONE (1) CONNECTION PER OUTLET ORDERED.
- 480 VOLTS SERVICE(S) AND PRICE(S) ARE AVAILABLE UPON REQUEST.

CANCELLATION POLICY

ORDERS CANCELLED 7 DAYS PRIOR TO SHOW DATE 20% CHARGE. LESS THAN 7 DAYS NOTICE NO REFUND

460V WHEN AVAILABLE
 ALL CABLE RUNS OVER 100 FEET WILL BE CHARGED @
 \$1.00 PER FOOT PER CABLE PLUS LABOR

460V	QTY.	MOTOR OUTLETS	ADVANCE PRICE	REGULAR PRICE	COLUMN 2
		10 AMP OR 1/2 HP	\$429.00	\$589.00	
		15 AMP OR 3/4 HP	469.00	679.00	
		20 AMP OR 5 HP	589.00	869.00	
		30 AMP OR 7 HP	679.00	999.00	
		40 AMP OR 10 HP	798.00	1189.00	
		60 AMP OR 15 HP	949.00	1398.00	
		100 AMP OR 25 HP	1379.00	2098.00	
		150 AMP OR 50 HP	1798.00	2698.00	
		200 AMP OR 75 HP	2459.00	3539.00	
		COLUMN #2	TOTAL		

ENTER THIS AMOUNT BELOW TO FINISH ORDER

COLUMN #1	
COLUMN #2	
GRAND TOTAL	

CHECK NO.	
DATE RECORDED	
AMOUNT PAID	

PLEASE READ PAGE 2 FOR RULES, REGULATIONS AND GENERAL INFORMATION

REGULATIONS AND GENERAL INFORMATION

1. ***C.E.E.S., INC. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a C.E.E.S., INC. electrician. C.E.E.S., INC. will not be responsible for any damage or loss of any equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than C.E.E.S., INC. electrician.***
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double listed price.
4. Dedicated power is double the listed price, and can only be guaranteed before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. Overhead power to island booths will be dropped to the main location per the exhibitor's floorplan. If no plan is provided, the power will be installed at our discretion. Additional overhead power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis. For further information please refer to the **Exhibitor Electrical Information** insert.
6. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
7. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
8. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
9. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
10. Special hanging, hookups, repairs, or installation of electrical equipment will be done on a time and material basis.
11. Installation is subject to Local Union Contract and jurisdiction.
12. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
13. All outlets over 20 amps and with a voltage over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitors that are pre-wired to plug into our system.
14. Any labor rates indicated on forms are based on the current I.B.E.W. union contract at time of printing forms. These rates are subject to change without notice based on the prevailing union contract at time of show.

ELECTRICAL CONTRACTOR'S LABOR RESPONSIBILITIES

As the Official Electrical Contractor we will be responsible for

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hookups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section of the form on the reverse side.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Code and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a labor and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.

Serious risks are involved which can be eliminated by understanding the basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #12 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Our company rents approved extension cords and plug strips which provide safe multiple plug-in capabilities.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. **Please leave all 2-wire cords at home!**

To Advance Warehouse:

**Event Productions, Inc.
651 West Tower Ave.
Alameda, CA 94501**

Exhibitor: _____

Booth #: _____

Name of Show: **US HUPO 2012**

Date/Location: March 4 - 6, 2012 • Palace Hotel

To Advance Warehouse:

**Event Productions, Inc.
651 West Tower Ave.
Alameda, CA 94501**

Exhibitor: _____

Booth #: _____

Name of Show: **US HUPO 2012**

Date/Location: March 4 - 6, 2012 • Palace Hotel

To Show Site:

Palace Hotel
C/O Event Productions, Inc.
2 New Montgomery St.
San Francisco, CA 94105

Exhibitor: _____

Booth #: _____

Name of Show: **US HUPO 2012**

Date/Location: March 4 - 6, 2012 • Palace Hotel

To Show Site:

Palace Hotel
C/O Event Productions, Inc.
2 New Montgomery St.
San Francisco, CA 94105

Exhibitor: _____

Booth #: _____

Name of Show: **US HUPO 2012**

Date/Location: March 4 - 6, 2012 • Palace Hotel