



2010 Strictly Sail Pacific • April 15 - 18, 2010

Event Productions, Inc. is pleased to have been selected as the Exclusive Service Contractor for the **2010 Strictly Sail Pacific** at the Jack London Square, April 15 - 18, 2010. 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 Jack London Square • 98 Broadway • Oakland, CA 94607

Colors Blue/White

Your Booth includes 10' wide x 10' deep booth structure
 Flame retardant 8' back drape & 3' side dividers
 1 - 7" x 44" I.D. sign

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. Preferred Carrier: ABF Freight System, Inc. 510-533-8575

Deadlines & Dates

Wednesday Mar. 31 *Discount Deadline for Exhibitor Orders & Payments*

Wednesday Mar. 10 Advance Shipments will be accepted at our Warehouse starting this day
 Wednesday Apr. 7 Last day Advance Shipments will be accepted without additional charges

Monday	Apr. 12	Exhibitor Set-up	8 AM - 6 PM
Tuesday	Apr. 13	Exhibitor Set-up	8 AM - 6 PM
Wednesday	Apr. 14	Exhibitor Set-up	8 AM - 8 PM
Thursday	Apr. 15	Show Hours	10 AM - 6 PM
Friday	Apr. 16	Show Hours	10 AM - 6 PM
Saturday	Apr. 17	Show Hours	10 AM - 7 PM
Sunday	Apr. 18	Show Hours	10 AM - 5 PM
Monday	Apr. 19	Exhibitor Tear-down	8 AM - 6 PM
Tuesday	Apr. 20	Exhibitor Tear-down	8 AM - 5 PM

Shipment Addresses

Advance Warehouse <i>Arrive between March 10 - April 7, 2010</i>	Direct Shipments <i>Must start arriving April 12 at 8 AM</i>
ABF Freight System, Inc. 4575 Tidewater Avenue Oakland, CA 94601 (Phone: 510-533-8575 Fax: 510-533-3020) SSP 2010 Exhibitor Name & Booth Number(s)	Jack London Square C/O Event Productions, Inc. 98 Broadway Oakland, CA 94607 SSP 2010 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

SSP 2010

April 15 - 18, 2010

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 *March 31, 2010*.** 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

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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

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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

SSP 2010

April 15 - 18, 2010

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

SSP 2010
April 15 - 18, 2010

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	_____
Plants & Floral	_____
Carpet.....	_____
Installation/Dismantle Labor	_____
Drayage/Material Handling	_____
Exhibit Rental Units	_____
Booth Cleaning.....	_____
Signs.....	_____
Plumbing.....	_____

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 # 1

SSP 2010

Save Money, Order By: March 31, 2010

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 March 31, 2010

ITEMS

- 1 - 6' Draped Table
- 1 - Waste Basket
- 2 - Side Chairs
- 1 - 10' x 10 Carpet

Table Drape Color (Circle One)

Gray	Blue	Red	Burgundy
Teal	Black	Green	White

Carpet Colors (Circle One)

Gray	Blue	Plum	Red
Burgundy	Teal	Gold	Hunter Green

This \$328.00 value is offered at \$278.00 per package.

Number _____ of Packages at \$278.00 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 \$ _____



Furniture and Accessories

SSP 2010

Save Money, Order By: March 31, 2010

COMPANY NAME _____ E-MAIL _____ BOOTH _____

CHAIRS

Qty	Item	Discount	Regular	Total
	Leather Exec. Chair	\$80.00	\$120.00	
	High Stool	75.00	112.50	
	Director's Chair Tall	70.00	105.00	
	Executive Chair, Fabric	70.00	167.50	
	Leather Secretary Chair	65.00	97.50	
	Actor's Chair Short	65.00	97.50	
	Secretary Chair, Fabric	60.00	90.00	
	Arm Chair Padded	59.00	88.50	
	Side Chair Padded	48.00	72.00	

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	\$67.50	
	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	\$184.50	
	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

SSP 2010

Save Money, Order By: March 31, 2010

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	49.50	
	Ticket Barrel	135.00	202.50	
	Waste Basket	18.00	27.00	

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	

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	

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	139.50	
	Pedestal Stand, Square	300.00	450.00	
	Showcase, Glass	302.00	453.00	
	Tack Board 4' x 8'	100.00	112.50	
	White Board w/Easel 17"x23"	65.00	97.50	
	White Board, Freestanding 3"x4"	250.00	375.00	

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	

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	

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 \$ _____



Plants & Floral for Special Events

SSP 2010

Save Money, Order By: March 31, 2010

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.
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ADVANCE
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Standard/Custom Carpet

SSP 2010

Save Money, Order By: March 31, 2010

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 - March 31, 2010

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
 March 31, 2010***

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 \$ _____



Installation and Dismantle Labor

SSP 2010

Save Money, Order By: March 31, 2010

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Event Productions, Inc. offers two convenient options (described below) for the installation and dismantle of your exhibit display. Our highly qualified and trained display specialists will provide the expertise to make your installation both efficient and trouble free.

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLE OF EXHIBITS

LABOR RATES:

Ordered	Straight Time	Over Time
Labor	\$85.00	\$130.00

*Rate is per hour, per man with a one hour minimum charge per man. Straight time: 8:00 am – 5:00 pm Monday through Friday

** Overtime: All hours before 8:00 am and after 5:00pm Monday through Friday. Overtime applied on Saturday, Sunday and Holidays.

“O.K. TO PROCEED”
EXHIBITOR NEED NOT BE PRESENT

WE WILL PROCEED WITH YOUR DISPLAY SET UP UNLESS YOU INSTRUCT US OTHERWISE. EVERY EFFORT WILL MADE TO SET YOUR DISPLAY ON STRAIGHT TIME HOURS, UNLESS MOVE-IN SCHEDULE DOES NOT PERMIT.

EXHIBITOR'S OWN CARPET

PLANS ATTACHED PLANS IN CASE # _____

OF CRATES _____ # OF CARTONS _____

INSTALL - # OF MEN _____ DISMANTLE - # OF MEN _____

“DO NOT PROCEED”
EXHIBITOR WILL SUPERVISE

ALL WORK IS TO BE PERFORMED ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE. EXHIBITOR WILL CHECK IN AT THE SERVICE DESK

TO PICK UP MEN ON: _____
(DAY DATE TIME)

REPRESENTATIVE _____

SUPERVISORY CHARGE OF 25% WILL BE ADDED (\$25.00 MINIMUM).

Banding or Shrinkwrap
1 hr at prevailing rate
Plus
\$.50 per foot Banding - \$.20 per foot ShrinkWrap

IF YOU HAVE SPECIAL INSTRUCTIONS, PLEASE ATTACH A SEPARATE SHEET.

To calculate payment, multiply the estimated number of man hours by the appropriate Labor Rate for both installation and dismantle. Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM. The minimum charge of one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided.

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

ADVANCE
PAYMENT
ENCLOSED \$ _____



Complimentary Onsite Freight Form

SSP 2010

Save Money, Order By: March 31, 2010

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Important - Please Read!

Show Management has made an arrangement for complimentary loading and unloading of your vehicles. Please see below for requirements.

To qualify for the free truck unload/reload:

- Vehicle must arrive between 8AM and 5PM on Monday April 12, Tuesday April 13th and Wednesday April 14th
- Exhibitor or agent must be present and the unloading must be done at exhibitor's or agent's direction. EPI is NOT responsible for damage to materials or vehicle.
- Includes handling empties.
- Outbound freight must be delivered to exhibitor's vehicle by 10 AM on Wednesday April 21th.
- Vehicles that arrive after 5PM during move-in or 8PM during move-out will be subject to a fee of \$250

Please call if you have any questions.



TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Official Ground & Air Freight Carrier

ABF **tradeshow**

On-Site... On-Time... Damage-Free

800-654-7019

Let ABF make the Jack London Square in Oakland, California April 15-18, 2010

Strictly Sail Pacific
the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments. Also, ABF is offering a small package program for shipments under 200 lbs.

**For personalized quotes, please call our
trade show division at 800-654-7019.**

On the floor and behind the scenes, **ABF Freight System, Inc.®** makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

It's easy sailing for your show with ABF TradeShow in charge.



tradeshow@abf.com

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? Yes No

Would you like an ABF Trade Show coordinator to call you with a quote or information? Yes No

Please send me a detailed information packet on ABF's Trade Show Service.

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF **tradeshow**

On-Site... On-Time... Damage-Free

tradeshow@abf.com

(800) 654-7019



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:

2010 Strictly Sail Pacific

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

Sunday April 18	Show closes	5 PM
Monday April 19	Move-out	8 AM - 5 PM
Tuesday April 20	Move-out	8 AM - 5 PM
Wednesday April 21	Move-out	8 AM - 10 AM
	Bills of lading must be returned by	8:00 AM
	All carriers must check-in with service desk by	9:30 AM
	Remaining freight on floor will be re-routed or returned to warehouse at EPI's discretion	10 AM

- **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

ABF Freight Systems Inc
510-533-8575

All Other Carriers

Pick-up no later than Wednesday
April 21, 2010 at 10 AM

TurnKey Exhibit Rentals

SSP 2010

Discount Deadline: March 31, 2010

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Turnkey Rental A

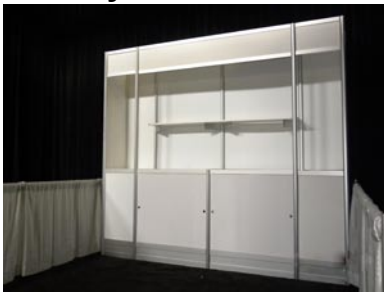


Turnkey Rental A Includes:

- 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' x 10' 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' x 10' carpet (Gray, Blue, Red, Burgundy, Teal)
- 2 upholstered side chairs
- 1 wastebasket

PRICE \$1,400.00

Turnkey Rental C

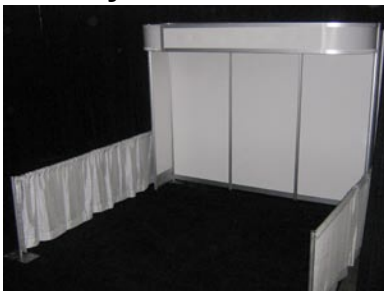


Turnkey Rental C Includes:

- 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' x 10' 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' x 10' 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

SSP 2010

Save Money, Order By: March 31, 2010

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' x 10', calculate the number of 10' x 10' 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

SSP 2010

Discount Deadline: March 31, 2010

COMPANY NAME _____ E-MAIL _____ BOOTH _____

Pricing

Quantity	Size	Discount	Regular	Total
	7" x 11"	\$ 40.00	\$ 60.00	
	7" x 44"	44.00	66.00	
	11" x 14"	55.00	82.50	
	14" x 22"	72.00	108.00	
	22" x 28"	96.00	144.00	
	28" x 44"	112.00	168.00	
	40" x 60"	184.00	276.00	

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

- The prices listed are for Print-Ready artwork. We do offer Graphic Design Services on request, Call Adam at ext.109.
- Acceptable Media:** Floppy Disk (3.5"), Zip Disk, CD-R, DVD-R. e-mail attachment if file is under 2 mb, or call for our client FTP information.
- 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.
- Fonts:** Please make sure to convert all your fonts to out-lines. if fonts are not converted, then original font might be replaced, creating an undesired look.
- Cancellation Policy:** Items cancelled after work is performed will be charged at 100% of original price.
- Our prints are mounted on 3/16" Foamcore.
- Orders received less than 10 days prior to show time are subject to overtime fees, plus delivery charge.
- All advance ordered signs will be available for pick-up at show site service desk.
- 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 \$ _____



wifiharbor.net

wifiharbor@gmail.com / 805.469.1936

Welcome to Strictly Sail® Pacific 2010



WiFiHarbor is providing wireless Internet access for the Strictly Sail Pacific show at Jack London Square. You can obtain this service automatically. Please follow these simple steps:

1. Connect to the (wifiharbor) signal then launch your Internet browser.
2. Your browser will be redirected to the wifiharbor log-in page.
3. Choose the "create an account" button and sign-up with your credit card. There are two plans available: \$10/day or \$50/week. When you sign-up you create a unique user name and password.
4. To log-in, simply enter your username and password (case sensitive) and you will gain access to the Internet.
5. To log-out, simply enter the following URL (<http://login.irisaaa.com/logout.php>) then choose "colubris" or disconnect your computer for 30 minutes.

Enjoy the show!

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080
 Ph: (650) 225-0900 Fax (650) 225-0950
 sanfrancisco@edlen.com

Questions? Visit www.edlen.com

COMPANY:		BTH #	
EVENT:	Strictly Sail Pacific		
FACILITY:	Jack London Square		
DATES:	April 15—18, 2010		EVENT# 040089SF

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

	QUANTITY (For Show)	QUANTITY (For 24hrs/day)	ADVANCE PAYMENT	REGULAR PAYMENT	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	75.00	118.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	157.00	236.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	184.00	276.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	212.00	318.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	177.00	266.00	_____
10 AMPS	_____	_____	265.00	397.00	_____
15 AMPS	_____	_____	303.00	454.00	_____
20 AMPS	_____	_____	379.00	569.00	_____
30 AMPS	_____	_____	452.00	678.00	_____
60 AMPS	_____	_____	594.00	891.00	_____
100 AMPS	_____	_____	782.00	1173.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	266.00	399.00	_____
10 AMPS	_____	_____	351.00	527.00	_____
15 AMPS	_____	_____	405.00	607.00	_____
20 AMPS	_____	_____	506.00	759.00	_____
30 AMPS	_____	_____	605.00	907.00	_____
60 AMPS	_____	_____	791.00	1187.00	_____
100 AMPS	_____	_____	1041.00	1562.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.

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

100 WATT ARM LIGHT 1	_____	_____	92.00	138.00	_____
120 WATT FLOOD LIGHT 2	_____	_____	92.00	138.00	_____
120 WATT DBL POLE LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT FLOOD LIGHT 2	_____	_____	138.00	207.00	_____
300 WATT QUARTZ LIGHT 2	_____	_____	138.00	207.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	579.00	869.00	_____

1. Require 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 am - 3:30 pm, excluding Holidays)	_____	_____	99.00	_____	_____
OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays)	_____	_____	190.00	_____	_____

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 OF:
April 1, 2010

Avoid Duplication !!

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

ON LINE ORDERING

This show is 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:	_____

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.

FAX:

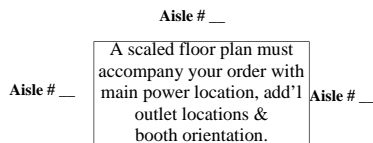
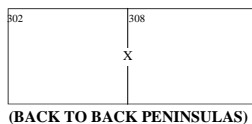
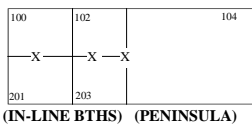
ADDRESS:	CITY:	ST:	ZIP:
SIGNATURE:	PRINT NAME:	Country:	
EMAIL ADDRESS:			
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)			
ADDRESS:	CITY:	ST:	ZIP:

VERY IMPORTANT TERMS & CONDITIONS

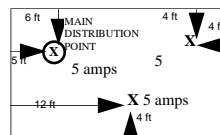
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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 floor plan showing main power location is not submitted prior to Edlen 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. 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. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
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.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

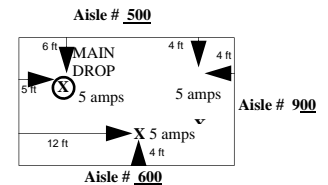
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



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.**

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

**THE REVERSE SIDE OF THIS
FORM MUST BE COMPLETED AND
RETURNED WITH ELECTRICAL
ORDER FORM**

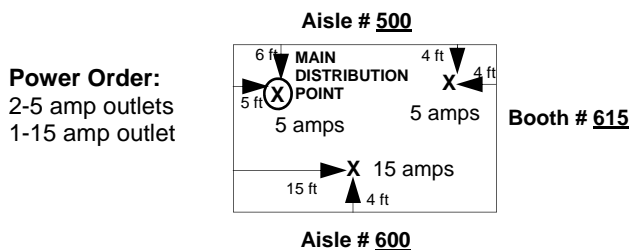
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. All special lighting and static lighting for displaying or product. 6. Installation of all lighting hung from truss or beams (overhead lighting) and distribution of power cables throughout the truss. 7. Coaxial (network) cable runs within booth or overhead. (cable must be supplied by exhibitor) 8. Wiring of overhead signs. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

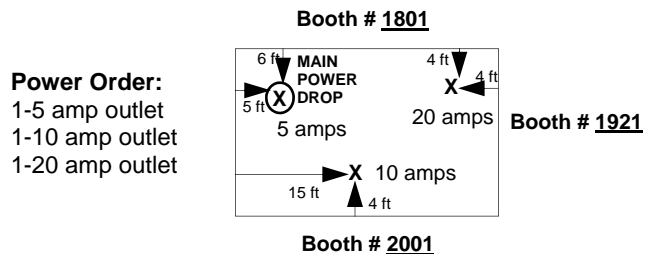
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the floor at the Santa Clara, San Jose and Moscone Convention Centers. Power comes from the walls at most hotel convention facilities.

You must order a separate outlet for each outlet location on your floor plan. **Example:**



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



129 Sylvester Road, So. San Francisco, CA 94080
 Ph (650) 225-0900 Fax (650) 225-0950
 sanfrancisco@edlen.com www.edlen.com

Company:		Bth#
Contact:		
Phone:	Fax:	
Event:	Strictly Sail Pacific	
Facility	Jack London Square	
Dates	April 15—18, 2010	Event # 040089SF

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [] Master Card [] Visa [] American Express [] Diners Club [] Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____

When would you like your floor work completed by: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, **per the attached floor plan.** Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.

To Advance Warehouse:

ABF Freight System, Inc.
4575 Tidewater Avenue
Oakland, CA 94601

Exhibitor: _____

Booth #: _____

Name of Show: **SSP 2010**

Date/Location: April 15 - 18, 2010 • Jack London Square

To Advance Warehouse:

ABF Freight System, Inc.
4575 Tidewater Avenue
Oakland, CA 94601

Exhibitor: _____

Booth #: _____

Name of Show: **SSP 2010**

Date/Location: April 15 - 18, 2010 • Jack London Square

To Show Site:

**Jack London Square
C/O Event Productions, Inc.
98 Broadway
Oakland, CA 94607**

Exhibitor: _____

Booth #: _____

Name of Show: **SSP 2010**

Date/Location: April 15 - 18, 2010 • Jack London Square

To Show Site:

**Jack London Square
C/O Event Productions, Inc.
98 Broadway
Oakland, CA 94607**

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