



ASPRS 2015 ANNUAL CONFERENCE

RE - Designed
RE - Imagined and
RE - Thought

MAY 4-8, 2015 | TAMPA, FLORIDA | TAMPA MARRIOTT WATERSIDE HOTEL

EXHIBITOR SERVICES MANUAL

Conference
IGTF 2015 - ASPRS Annual Conference
and co-located JACIE Workshop

Dates
May 4 – 8, 2015

Conference Location
Tampa Marriott Waterside Hotel
700 S. Florida Avenue
Tampa, Florida 33602

Hall Location
2nd Floor, Tampa Marriott Waterside Hotel,
Grand Ballroom

Official Decorator
Levy Exposition Services, Inc.
14900 Interurban Ave. South, Suite 271
Seattle, Washington 98168
Ph: 253 437-0031
Fax: 253 437-0032
Chuck Premone, President
Cpremone@levyexpo.com

Official Show Colors
Blue & Green

Official Show Carrier
ICAT expo
877-ICAT expo (877-422-8397)
Direct: 800-572-1324 x112
Matt Campbell
matt.campbell@icatexpo.com
www.icatexpo.com

Show Schedule

Monday, May 4

12 noon – 5 pm

Exhibit Set up

Tuesday, May 5

8 am – 5 pm

Exhibit Set up

5:30 pm – 9:00 pm

Conference Welcome Reception
(Offsite event)

Wednesday, May 6

7 am – 9 am

Exhibit Set up

9:15 am

Booth Inspection

10:30 am – 7 pm

Technology Floor Open

10:30 am

Refreshment Break

12 noon – 1 pm

Lunch with Exhibitors'

3 pm – 3:30 pm

Refreshment Break

5:30 pm – 7 pm

Exhibitors' Reception

7 pm – 9 pm

81st Installation of ASPRS Officers Dessert
Reception *(Held in Plenary session room, Florida Ballroom)*

Thursday, May 7

9:30 am – 3:30 pm

Technology Floor Open

9:30 am

Refreshment Break

12 noon

Lunch (Discount lunch available on Technology Floor)

2:45 pm

Refreshment Break

3:31 pm – 5:00 pm

Technology Floor Dismantle (Services utilized after
5 pm may incur additional costs.)

Exhibits will be located on the 2nd floor in the Grand Ballroom of the Tampa Marriott Waterside Hotel. Conference Registration will be located outside the Technology Floor area.

EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases a 10'x10' space:

- **One full conference registration** (per 10'x10' booth)
- Three exhibit booth personnel registrations (per 10'x10' booth)
- **Nine complimentary guest Technology Floor passes** (per 10'x10' booth)
- One 7" x 44" standard identification sign
- **Fully carpeted exhibit area**
- Draped back wall and side rails (not applicable for island booths)
- **Post-conference attendee mailing list** (no email addresses included; sent out 15 days post conference.)
- Company description in Conference Final Program (description must be received prior to print date)
- **Complimentary Exhibitors' Welcome Lunch held on the Technology Floor**
- Conference refreshment breaks served exclusively in the Technology Floor
- **Exhibitors' Reception on Technology Floor**

Exhibiting companies are responsible for furnishing and cleaning their booths. The Technology Floor at the Tampa Marriott Waterside Hotel **IS carpeted**. Additional carpet for individual booths may be obtained through Levy Exposition Services.

BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 9:15 am on Wednesday, May 6th. Displays will be checked by ASPRS. A company representative **must** be on hand during this inspection in case booth adjustments are necessary.

TECHNOLOGY FLOOR LIAISONS

Multiple people will be available for questions in the hall during both set-up times and open Technology Floor hours. The ASPRS Exhibit Sales Representative, Sheldon Piepenburg, will be walking the hall and visiting with each exhibitor and is available for any question that may arise. **Jesse Winch will be available onsite at the ASPRS booth** and Levy Expo will have a kiosk set-up in the hall for any technical/set-up issues that may arise.

NETWORKING EVENTS

Welcome Reception & Social Event – Join event attendees on Tuesday, May 5th at The Florida Aquarium for a fantastic start to IGTF 2015! The Welcome Reception is a great time to network with attendees and enjoy an evening of fun and Tampa sea life before the conference begins. This event will be held from 6:00 pm until 9:00 pm - transportation is available from the hotel.

Exhibitors' Reception - Drinks and light hors d'oeuvres will be served from 5:30 pm until 7 pm on Wednesday, May 6th. This is an excellent opportunity for all exhibitors to meet the Conference attendees.

Refreshment Breaks – Refreshment breaks held on Wednesday and Thursday will be served on the Technology Floor.

New! **81st Installation of ASPRS Officers Dessert Reception** – Held in the Poster area, directly across from the Technology Floor, the poster reception will feature live music from ASPRS members. Join this lively event as you peruse the poster presentations. Drinks will be available for purchase and lite appetizers are included for all who attend.

New! **Exhibitors' Welcome Lunch** – A lunch reception will be held on Wednesday, May 6th from 12:30 pm until 1:30 pm on the Technology Floor. This lunch reception is a perfect time to mingle with attendees over a light complimentary lunch. *This event is included with most registrations and for all exhibitor staff.*

New! **Technology Floor Lunch** - On Thursday, May 7th from 12:00 noon to 1:00 pm a discounted boxed lunch will be provided on the Technology Floor for anyone who is interested in participating. This is a fantastic opportunity for exhibitors to catch the attention of attendees and a perfect time to offer a specialty drink or perhaps a sundae bar at your booth! Hotel menus and contact information for ideas available on page XX.

CAREER POSTINGS

A poster board will be available outside the Technology Floor area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

DISMANTLING

Dismantling and removal of displays may not begin before 3:31 pm and must be completed by 5 pm on Thursday, May 7th.

Note: Exhibitors who select freight carriers other than the official carriers must make arrangements for pick-up by 5pm on Thursday, May 7th. Failure to remove all materials on the date and time specified will constitute authority of ASPRS to remove the exhibit at the expense of the exhibitor.

IMPORTANT SHOW CONTACTS

Exhibit Sales, Ads & Sponsorship

Sheldon Piepenburg
Phone: 571-218-6728
Sheldon@asprs.org

Exhibit Decorator

Levy Exposition Services, Inc., Chuck Premone
Phone: 253 437-0031
Fax: 253 437-0032
Cpremone@levyexpo.com

Show Freight Carrier

ICAT expo, Matt Campbell
Phone: 877-422-8397 (Toll Free)
Fax: 410-691-7706
matt.campbell@icatexpo.com

Conference Registration,

ASPRS Registrar, Priscilla Weeks
Phone: 301-493-0290 x109
Fax: 301-493-0208
registrar@asprs.org

Audio Visual Rentals

Technology Express, Mike Coultas
Phone: 800-704-3655 (Toll Free)
mikec@techexprss.com

Conference Organizer

ASPRS Meetings Manager, Heather Staverman
Phone: 301-493-0290 x 106
Fax: 301-493-0208
hstaverman@asprs.org

Tampa Marriott Waterside Hotel Services

Aleksandra Struk
Phone: 813-204-6330
aleksandra.struk@marriott.com

Direct Shipping Address

IGTF2015 – ASPRS Annual Conference
Exhibitor Company (your name)
Tampa Marriott Waterside Hotel, Grand Ballroom
The UPS Store
700 S. Florida Avenue
Tampa, FL 33602

Please use this shipping address for shipping small packages under 30 pounds directly to the hotel to yourself as a hotel guest. Please note, you are responsible for all charges associated with shipments received at the Tampa Marriott Waterside Hotel. For items over 30 pounds please refer to the Levy shipping instructions page in this service kit.

EXHIBITOR CHECKLIST

IMPORTANT DEADLINES

REGISTRATION

Exhibitor Staff & Full Registration Forms
(Please use enclosed form)

April 3, 2015

HOTEL RESERVATIONS

Tampa Marriott Waterside Hotel

April 3, 2015

(Please note: Only a limited number of rooms are reserved in the ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be made directly through our web site at <http://conferences.asprs.org/Tampa-2015/Hotel-Travel/Hotel>. The Conference Discounted Room Rate is \$189/night single/double occupancy plus applicable taxes.

SHIPPING AND RECEIVING

Advance Shipping – Advance shipments will be received between **March 30 and April 27, 2015** without penalty. Shipments received before **March 30th or after April 27th** will be assessed a surcharge.

Direct Shipping – Direct shipments to the Tampa Marriott Waterside Hotel will be received on Monday, May 4, 2015 at 12:00pm. All shipments sent directly to the Tampa Marriott Waterside Hotel will incur charges from the Hotel. ASPRS is NOT responsible for these charges. Packages shipped directly to the hotel will be held in the UPS Store in the Hotel on the second floor.

EXHIBIT LABOR

Decorator Labor Order Form

April 17, 2015

EXHIBIT FURNISHINGS AND SERVICES

Intent to Use Non-Official Contractor Form

April 17, 2015

Levy Exposition Services Forms

Payment Policy & Authorization

April 17, 2015

Recap of Orders

April 17, 2015

Rental Display

April 17, 2015

Sign Order

April 17, 2015

Booth Cleaning

April 17, 2015

Furniture Order

April 17, 2015

Custom Rental Furnishings Order

April 17, 2015

Convention Foliage Service Order

April 17, 2015

Technology Express Audio Visual Orders

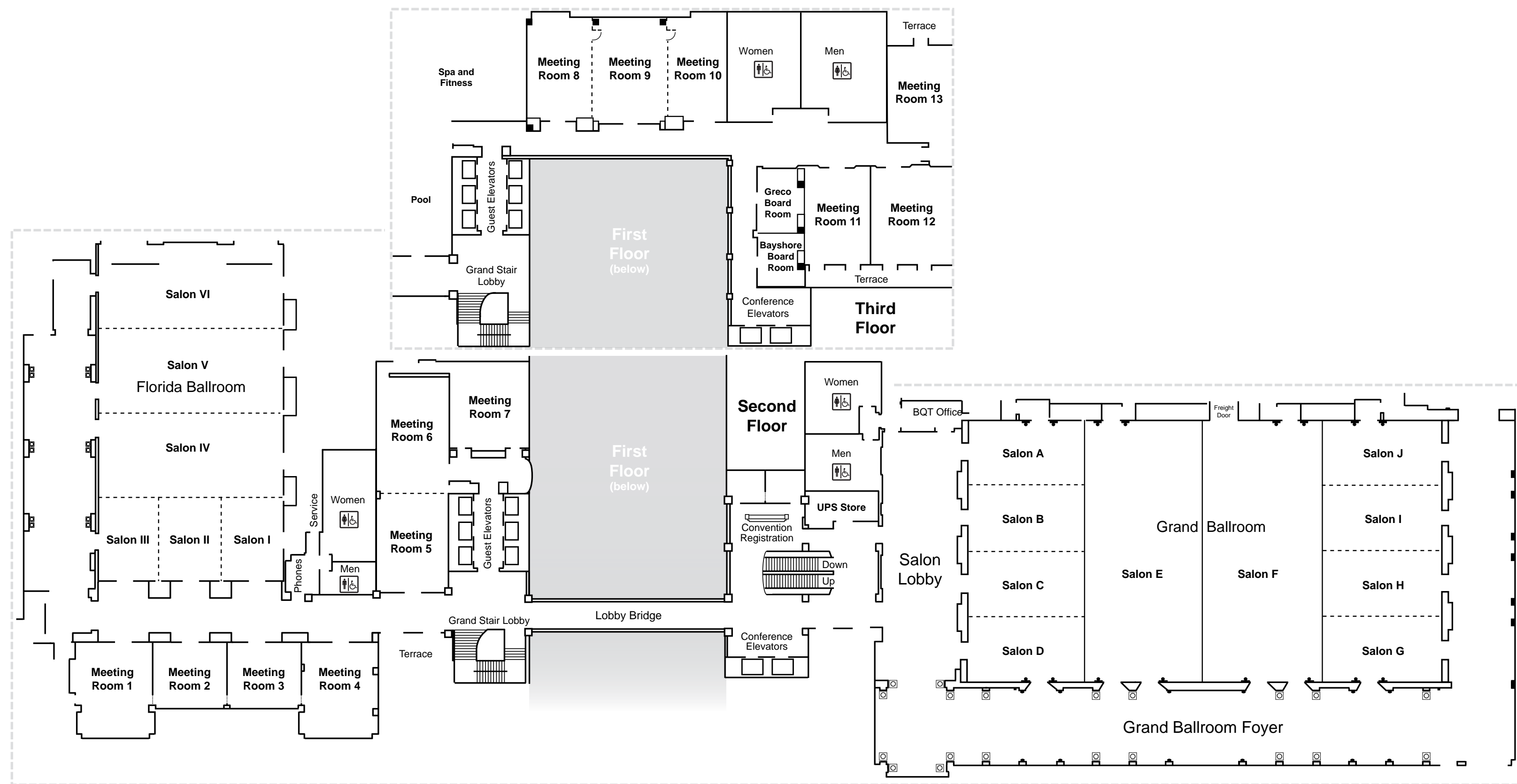
April 17, 2015

www.techexprss.com/quote.asp

Tampa Marriott Waterside Hotel Electrical and Internet Orders

April 17, 2015

FOR FURTHER CONFERENCE DETAILS, PLEASE SEE THE CONFERENCE WEBSITE AT
<http://conferences.asprs.org/Louisville-2014/blog>.



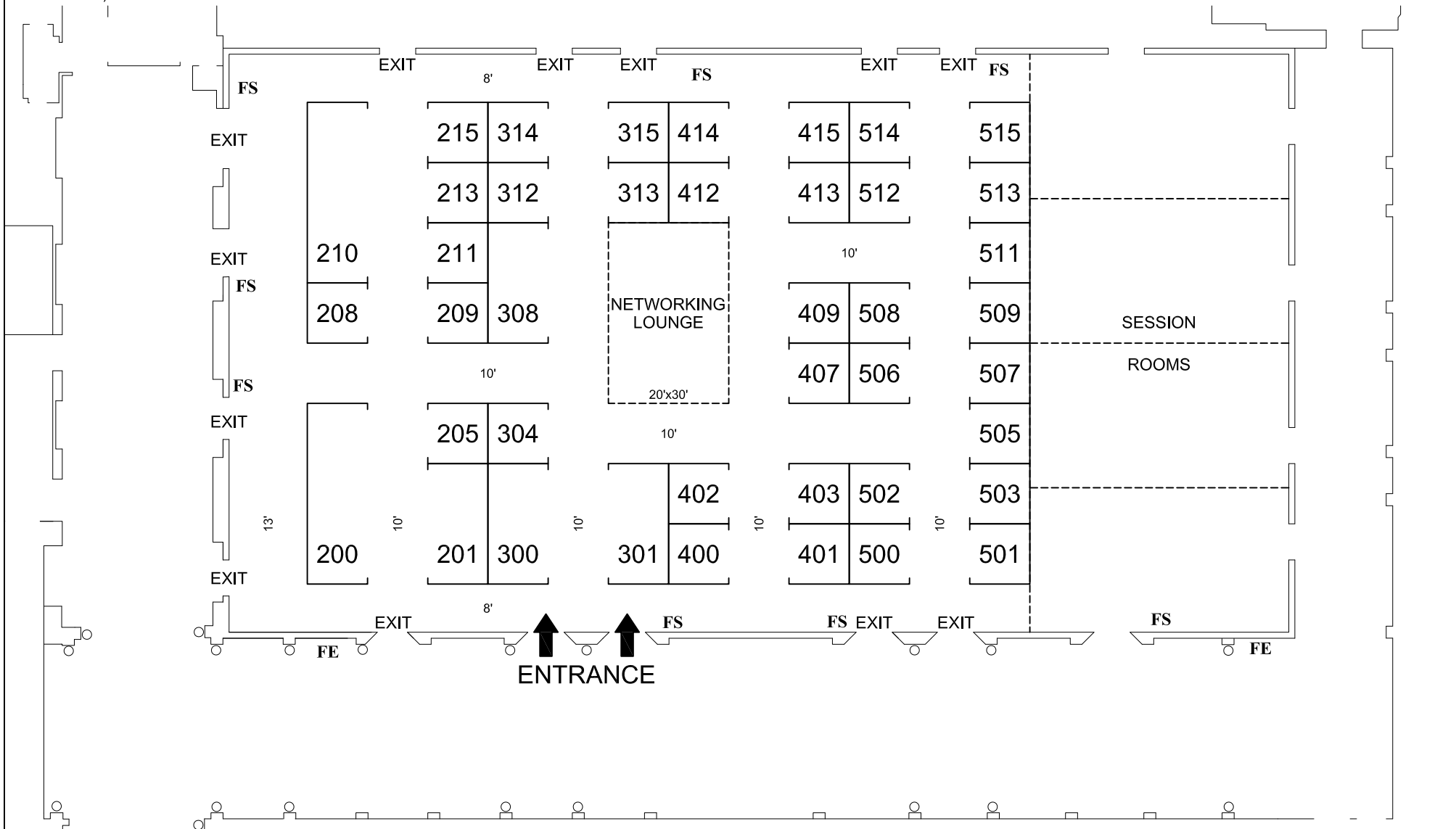
ASPRS 2015 ANNUAL CONFERENCE

MAY 4 - 8, 2015

TAMPA MARRIOTT WATERSIDE HOTEL
GRAND BALLROOM
TAMPA, FLORIDA

FS = FIRE STROBE LIGHT
FE = FIRE EXTINGUISHER
TOTAL ROOM SQUARE FOOTAGE: 12,768
ATTENDANCE = 300

35 - 10' x 10' BOOTHS
4 - 10' x 20' BOOTHS
2 - 10' x 30' BOOTHS



DISCLAIMER: EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOOR PLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED ARE MADE WITH RESPECT TO THIS FLOOR PLAN. IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO VERIFY ALL DIMENSIONS AND LOCATIONS. THIS INCLUDES THE LOCATIONS OF BUILDING COLUMNS, UTILITIES OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IF THEY ARE TO BE CONSIDERED IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT.

Tel: 253 437 0031 Fax: 253 437 0032



Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while at this ASPRS Annual Conference, please read and complete the following information.

Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the IGTF 2015 - ASPRS Annual Conference and co-located JACIE Workshop who will perform any services within the IGTF 2015 - ASPRS Annual Conference and co-located JACIE Workshop designated exhibit area for an exhibitor and are approved by ASPRS will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the IGTF 2015 - ASPRS Annual Conference and co-located JACIE Workshop rules and regulations. Contractor must agree to abide by all applicable union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by 9:15 am on Wednesday, May 6, 2015 and dismantled and ready for shipping by 5:00 pm Thursday, May 7, 2015. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply Conference Organizer and Levy Exposition Services of the names and addresses of the personnel who will be working within the Technology Floor.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by **April 17, 2015**, a valid "Certificate of Insurance" naming IGTF 2015 - ASPRS Annual Conference and co-located JACIE Workshop and the Tampa Marriott Waterside Hotel as the additional insured's with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than \$100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.

The Exhibitor must submit a "**Request for Set-Up by Non-Official Contractor**" form to the ASPRS Meetings Manager and Levy Exposition Services by **April 17, 2015**. The Non-Official Contractor must also submit a list of employees and a valid Certificate of Insurance to the ASPRS Meetings Manager and Levy Exposition Services by April 3, 2015. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

TECHNOLOGY FLOOR RULES AND REGULATIONS

ADMITANCE POLICY

ASPRS will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Tampa Marriott Waterside Hotel, 2nd floor. Badges and exhibitor ribbons must be worn to gain access to the Technology Floor.

Please note: Children under the age of 13 are NOT permitted in the Technology Floor at any time due to insurance and safety regulations.

AISLE OBSTRUCTION

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by ASPRS.

BADGE SYSTEM

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by ASPRS to allow, at the appropriate times, only those with exhibitor badges in the Technology Floor. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Technology Floor without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

BOOTH ACTIVITIES

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulation, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

BOOTH SPECIFICATIONS

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

BUILDING PROTECTION

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

CUSTOM DISPLAYS

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of these rules are available from Levy Expo. ASPRS may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

DECORUM OF EXHIBITS

ASPRS reserves the right to restrict exhibits, which because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of ASPRS, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature

ELECTRICAL

All electrical orders will be filled directly by the Tampa Marriott Waterside Hotel Electrical Department. Order forms are included in this kit.

MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by ASPRS.

EXHIBITORS' RESPONSIBILITY

Exhibitors have the right to escort their goods and merchandise from the receiving point at the hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 5:00 pm on Thursday, May 7th.

CATERING WITHIN THE TECHNOLOGY FLOOR

No food or beverage (including bottle water with/without logo) may come into the Technology Floor without contracting with hotel catering. The only item permitted is bite size wrapped candy in a bowl. Please contact the hotel for more information. Menus can be found at <http://conferences.asprs.org/Tampa-2015/Exhibitors-Sponsors/Exhibitor-Services>.

HALL ACCESS AFTER SHOW HOURS

All attendees will be required to leave the show within ½ hour after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from ASPRS. Security will ask for proper identification before allowing anyone into the hall. Every consideration will be made to accommodate you and still have an effective security program.

INSURANCE

Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, removal and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits in the amount of \$1,000,000. ASPRS must be named in all insurance policies as an additional insurer for all ASPRS shows, and a Certificate of Insurance must be provided to ASPRS prior to installation of any exhibit. Exhibits cannot be installed until such certificate has been provided. *It is recommended that exhibitor's insurance policies cover the shipment of merchandise to the exhibition, the exhibition period and the return to their offices.* ASPRS will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage.

LABOR

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used. Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Technology Floor area at the Tampa Marriott Waterside Hotel. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Technology Floor. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

OCCUPANCY

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. If booth space is not occupied by 9:00 am on Wednesday, May 6th, the ASPRS may take possession of said space. *Exhibitors will not be allowed access to the Technology Floor until all outstanding invoices have been paid.*

SAFETY DEVICES

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the conference organizers may suspend the demonstration.

SECURITY

Every effort has been made by ASPRS to ensure the safety of your property. The Tampa Marriott Waterside Hotel will provide general security on a 24-hour basis. ASPRS objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Tampa Marriott Waterside Hotel, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Heather Staverman at 301-493-0290 ext.106. Orders must be placed by **April 3, 2015**.

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to Conference Organizers.
- Hire a security officer to be assigned to your booth during non-show hours.

Shipping

All shipping and drayage should be coordinated through the official show carrier, ICAT Expo or an approved non-official contractor. Shipments sent directly to the Tampa Marriott Waterside Hotel should arrive no earlier than three (3) days prior to the show and will be subject to receiving and delivery charges. Each exhibitor is responsible for their shipping expenses.

SIGNS

A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

SOUND DEVICES AND LIGHTING

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

TELEPHONES/INTERNET SERVICE

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Tampa Marriott Waterside Hotel. Order forms are included in this kit.



ASPRS 2015 ANNUAL CONFERENCE

FACTS
QUICK

SERVICE CONTRACTOR CONTACT:

LEVY EXPOSITION SERVICES INC.
14900 Interurban Ave. S, Suite 271
Seattle, WA 98168
Tel: 253 437 0031 Fax: 253 437 0032

LOCATION:

Tampa Marriott Waterside Hotel and Marina
700 South Florida Avenue
Tampa, FL 33602

BOOTH EQUIPMENT:

each 10'x 10' booth space comes with the following:
● 8' high drapery backwall – blue/green
● 3' high drapery sidewalls – blue
● 1 – 7" x 44" booth identification sign

HALL CARPET:

The exhibit hall is carpeted in ballroom grade carpeting.

DISCOUNT PRICE DEADLINE:

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **April 17, 2015** unless otherwise noted.

SHOW SCHEDULE

INSTALLATION HOURS:

Monday, May 4, 2015	12:00 pm – 5:00 pm
Tuesday, May 4, 2015	8:00 am – 5:00 pm
Wednesday, May 6, 2015	7:00 am – 9:00 am

SHOW HOURS:

Wednesday, May 6, 2015	10:30 am – 7:00 pm
Thursday, May 7, 2015	9:30 am – 3:30 pm

EXHIBITOR MOVE-OUT:

Thursday, May 7, 2015	3:30 pm – 5:00 pm
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SHIPMENTS:

Please see the Material Handling order form and invoice in this manual for further information and associated costs. Please note concerning outbound shipments at the close of the show, all carriers must be checked in by 5:00pm on Thursday, May 7th, 2015. If your carrier is not checked in by this time the shipment(s) will be re-routed via the official show carrier, Liberty Convention Freight.

SHIPMENTS;

All **ADVANCE** air and ground shipments should arrive at the advance warehouse between March 30th and April 27, 2015 and should be consigned as follows:

ASPRS 2015
Company Name & Booth #
Levy Exposition Services, Inc.
c/o Liberty CFS NV
5113 Idlewild Avenue
Tampa, FL 33634

SHIPMENTS:

All **DIRECT** air and ground shipments should not arrive prior to 12:00 pm on Monday, May 4, 2015 and should be consigned as follows:

ASPRS 2015
Company Name & Booth #
Tampa Marriott Waterside Hotel and Marina
c/o Levy Exposition Services, Inc.
700 South Florida Avenue
Tampa, FL 33602

Union Jurisdictions for TAMPA, Florida

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local 1175 Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. LEVY will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by LEVY.

TIPPING

LEVY requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Levy representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. LEVY 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.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2015 Annual Conference
 May 4 - 8, 2015
 Tampa Marriott Waterside Hotel and Marina
 Tampa, FL

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY	BOOTH NUMBER	All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.
ADDRESS	street city state/province zip/postal code country	
PHONE	FAX PO # E-MAIL	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT DATE	
X		

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
ACCOUNT NUMBER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS		city		state/province		zip/postal code		country	
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PLEASE PRINT							
X									

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES. For your convenience,** we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

		<i>TOTAL FROM EACH ORDER FORM</i>
Exhibit Booth Cleaning Order Form	\$	
Carpet, Drape, & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form	\$	
Specialty Accessories Rental Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Table Top Exhibit & Cabinet Order Form.....	\$	
Graphics & Sign Order Form	\$	
Plant & Flower Rental Order Form	\$	
Labor Order Form	\$	
Material Handling Order Form	\$	
FULL PAYMENT IN US FUNDS	\$	

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

Charge my credit card in the amount of	\$	
Check no. <input style="width: 50px;" type="text"/>	Dated <input style="width: 50px;" type="text"/>	\$

Furniture & Accessories



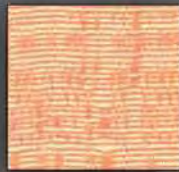
~~Table Drape Samples~~



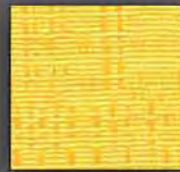
Burgundy



Red



Peach



Gold



Teal



Green



Blue



Purple



Black



Grey



White

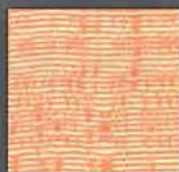
~~Drape Samples~~



Burgundy



Red



Peach



Light Beige



Gold



Teal



Green



Blue



Purple



Black



Grey



White

~~Custom Carpet Samples~~



Peony



Red



**French
Beige**



Jade



Emerald



**Colony
Blue**



Blue Mist



Black



Charcoal



**Grey
Pearl**

~~Standard Carpet Samples~~



Burgundy



Red



Teal



Blue



Purple



Black



Grey

LEVY RENTAL EXHIBITS

Plan A



Plan B



Plan C



Plan D



--- Plan A ---

10' N-Line

Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---

20' N-Line

Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

--- Plan C ---

20' N-Line

Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

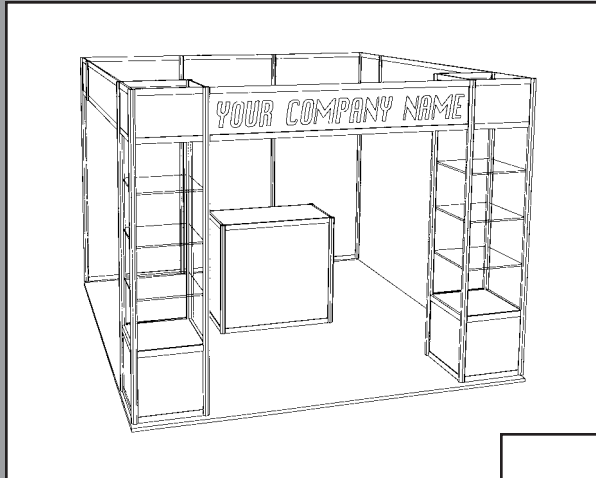
--- Plan D ---

20' x 20' Island

Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Levy Custom Exhibits

From the simple to the elaborate, Levy transforms empty booth space into a custom tailored exhibit.



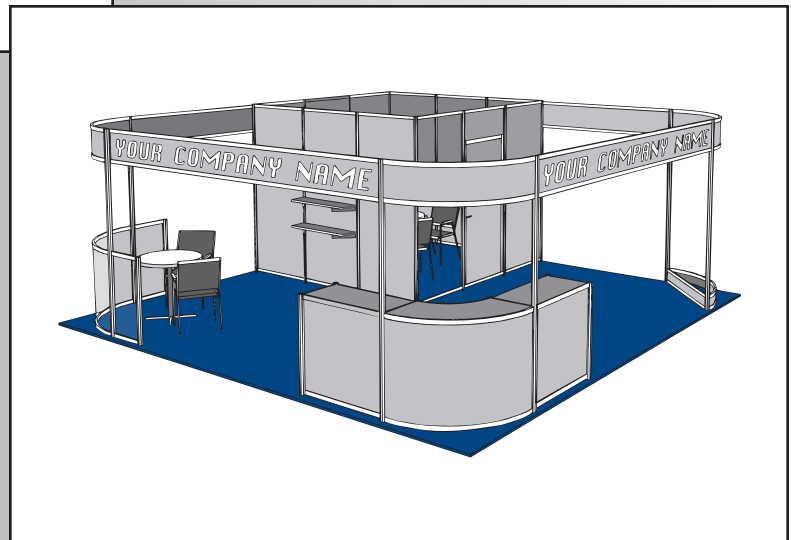
Built to exact specifications, each custom exhibit is:

- Unique
- Affordable
- Practical
- Original
- Versatile
- Impressive
- Functional
- Attractive
- Productive
- Inviting

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Levy continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Levy offers the perfect solution.

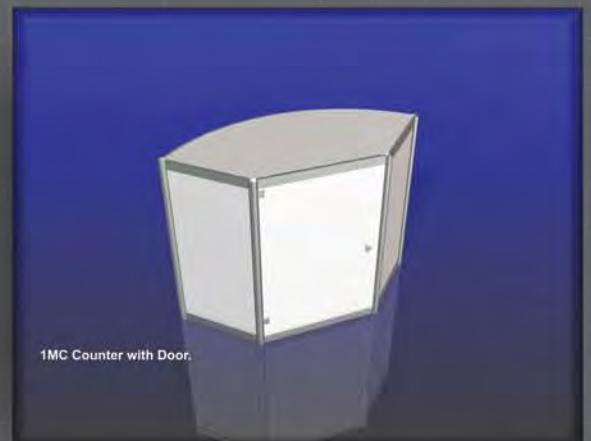
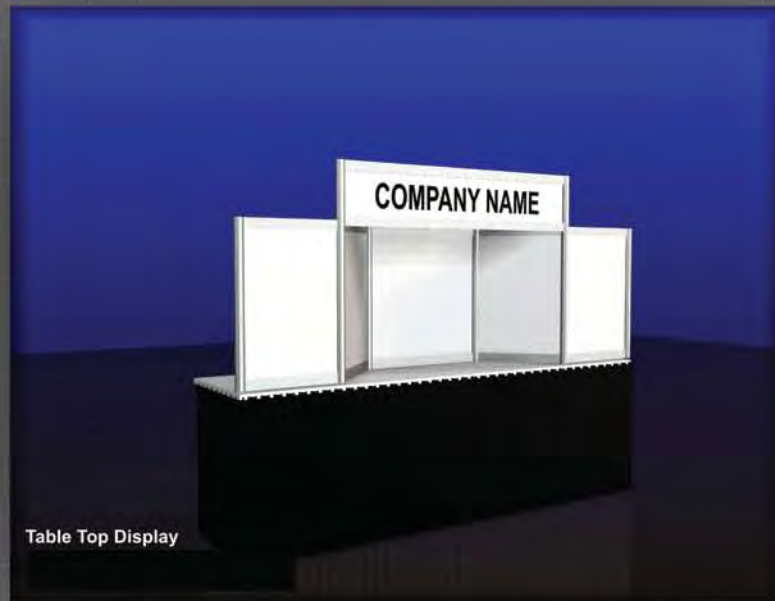
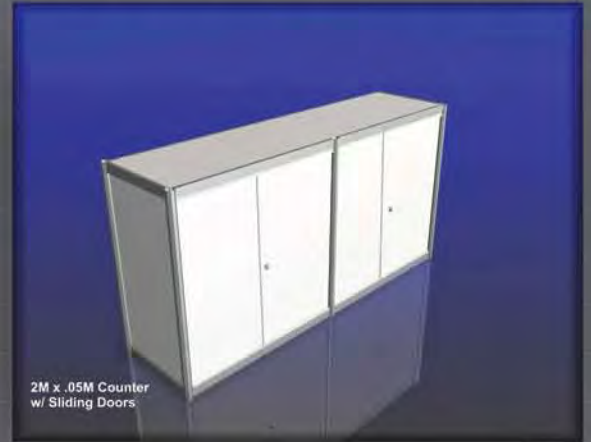
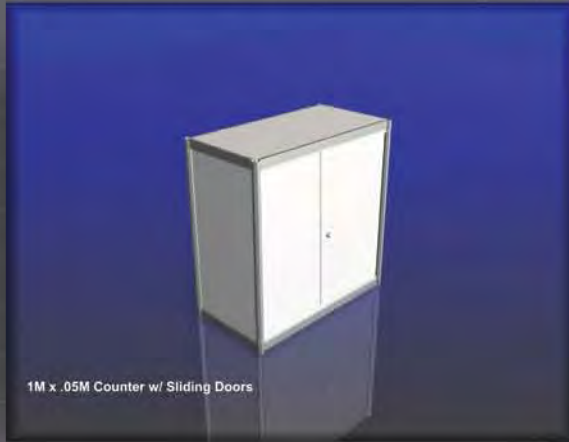


Call our experienced professionals for an innovative and customized approach.

Custom \kəs-təm\adj 1: made or performed according to personal order
2: specializing in custom work or operation

LEVY
EXPOSITION SERVICES INC.

Counters & Displays





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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING EMPTYING OF WASTEBASKETS GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____ X	_____ X	\$ 0.55 =	_____
100 Square Feet Minimum Order	Total Number of Days		

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day			
_____ X	_____ X	\$ 0.59 =	_____
100 Square Feet Minimum Order	Total Number of Days		

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 9 ft. X 10 ft.	195.00	253.50	
9 ft. X 20 ft.	390.00	507.00	
9 ft. X 30 ft.	585.00	760.50	
9 ft. X 40 ft.	780.00	1014.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.45	4.49	

- Blue Red Teal Purple
 Burgundy Black Grey

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.50	1.95	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.00	1.30	

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$12.00/ft	\$15.60/ft	
_____ lin. ft. of 8' high drape	\$16.00/ft	\$20.80/ft	

- Blue Gold Teal Grey White
 Purple Green Burgundy Red Black Light Beige

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	29.00	37.70	
	Chrome coat tree	114.00	148.20	
	Aluminum easel	48.00	62.40	
	Chrome sign holder 22" X 28"	99.00	128.70	
	Tropical plants - 4'	69.00	90.00	
	Potted flowers	40.00	52.00	
	Chrome stanchions	29.00	38.00	
	Velvet stanchion ropes - blue	29.00	38.00	

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
7.0% SALES TAX		
TOTAL US DOLLARS		

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CUSTOM CARPET ORDER FORM

Custom Carpet can also be ordered on the regular Carpet Order Form.

Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> French Beige |
| <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Charcoal | <input type="checkbox"/> Jade |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> Peony |
| <input type="checkbox"/> Emerald | <input type="checkbox"/> Red |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **April 17, 2015** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$4.85 per sq. ft.	\$6.30 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$1.50 per sq. ft.	\$1.95 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
TABLES 30" HEIGHT				
8' x 2' Skirted		184.00	239.20	
6' x 2' Skirted		158.00	205.40	
4' x 2' Skirted		135.00	175.50	
Fourth side of table skirted		52.00	67.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		78.00	101.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Peach				

TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		208.00	270.40	
6' x 2' Skirted		183.00	237.90	
4' x 2' Skirted		159.00	206.70	
Fourth side of table skirted		52.00	67.60	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		91.00	118.30	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Peach				

GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		118.00	153.40	
40" Counter height		142.00	184.60	

TABLE RISERS DRAPED IN WHITE VINYL				
4' L X 8" W X 8" H		68.00	88.40	
6' L X 8" W X 8" H		81.00	105.30	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
FABRIC SLED BASE CHAIR - GREY		89.00	115.70	
FABRIC SLED BASE ARMCHAIR - GREY		98.00	127.40	
PADDED HIGHBACK STOOL - GREY		129.00	167.70	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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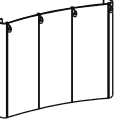



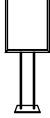


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SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

	FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical	142.00	184.60	
	POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	1,599.00	2,079.00	
	BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material	125.00	162.50	
	PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount	42.00	54.60	
	ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	48.00	62.40	
	CHROME SIGN HOLDER 22" x 28"	99.00	128.70	

ACCESSORIES

	TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall	92.00	119.60	
	CHROME BAG HOLDER OR CLOTHING STAND	114.00	148.20	
	CHROME COAT TREE	114.00	148.20	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL US DOLLARS		

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RENTAL EXHIBITS ORDER FORM & INVOICE

RENTAL INCLUDES: (Electricity NOT included)
 Hardwall Panels (choose color below)
 Standard Expo Carpeting (choose color below)
 Standard Counter - 20" X 40" X 41" high
 Header - One line black block letters (logos, special lettering & color available at additional cost - call for quote)
 Labor to install and dismantle

HARDWARE PANELS	Quantity	Discount Rate	Standard Rate	Total
PLAN "A" 10' Exhibit		\$1,840.00	\$2,392.00	
PLAN "B" 20' Exhibit		\$3,910.00	\$5,083.00	
PLAN "C" 20' N-Line Exhibit		\$4,230.00	\$5,499.00	
PLAN "D" 20' Island Exhibit		\$6,200.00	\$8,060.00	

COLOR CHOICES (please complete)

HARDWALL PANEL

Grey White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (one line, block characters, black lettering)

Header One

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 M Angeled Shelves		41.50	54.00	
1 M Shelves		41.50	54.00	
Spot Lights (For use with rental unit)		47.50	62.00	
Literature Pockets 8 1/2 " X 11"		19.50	25.00	
Nylon Loop Fabric Panel		119.00 (per panel)	155.00 (per panel)	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL	US DOLLARS	






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TABLE TOP EXHIBIT & CABINETS ORDER FORM & INVOICE

		Quantity	Discount Rate	Standard Rate	Total
	Tabletop Display Includes 8' draped table, please check color choice <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Peach <input type="checkbox"/> Green <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple <input type="checkbox"/> Gold		\$685.00	\$890.50	
 "A"	Cabinet "A" 20" x 40" x 41" High		\$325.00	\$422.50	
 "B"	Cabinet "B" 20" x 80" x 41" High		\$495.00	\$643.50	
 "C"	Cabinet "C" 20" x 61" x 41" High		\$410.00	\$533.00	
 "D"	Cabinet "D" 20" x 61" x 41" High with locking doors		\$399.00	\$519.00	

EXHIBITOR INFORMATION	
COMPANY	
CONTACT	BOOTH#

COST SUMMARY		
RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
 ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	44.00	57.20	
	7" x 44"	52.00	67.60	
	11" x 14"	66.00	85.80	
	14" x 22"	84.00	109.20	
	22" x 28"	99.00	128.70	
	28" x 44"	142.00	184.60	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$17.25	\$25.90	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

Vertical
 Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple

Black lettering will be provided unless otherwise specified.

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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PLANT & FLOWER RENTAL ORDER FORM & INVOICE

LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	40.00	52.00	
	Boston fern	46.00	60.00	
	Hanging green plant	46.00	60.00	

LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	69.00	90.00	
	4' - 5' tall floor plant	86.00	112.00	
	6' tall floor plant	113.00	147.00	

COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	69.00	90.00	
	Large floral arrangement	109.00	142.00	

Please indicate color preference here, if any: _____

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
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SUBTOTAL		
7.0% SALES TAX		
TOTAL	US DOLLARS	

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 E-mail: operations@levyshow.com

ASPRS 2015 Annual Conference
 May 4 - 8, 2015
 Tampa Marriott Waterside Hotel and Marina
 Tampa, FL

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$94.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and holidays	\$142.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$94.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$142.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$94.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$142.00 per Hour	\$ _____ Total	
				\$ _____ Total	

INBOUND FREIGHT INFORMATION

Carrier _____ Date Shipped _____

Number of Pieces _____ Weight _____

Pro Number _____ Arrival Date (Target) _____

Loose Display Crated Display

Quantity of Ladders Required (Optional) _____

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
7.0% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.



Fax: 253 437 0032 Tel: 253 437 0031
 14900 Interurban Avenue South, Ste. 271
 Seattle, WA
 USA 98168

Order On-Line at:
 www.levyshow.com

Outbound Shipping Instructions

Show Name **ASPRS 2015 ANNUAL CONFERENCE**

Show Dates **May 4 - 8, 2015**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Outbound Shipping Instructions

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Please complete this section if Levy will be supervising booth labor.

Company/Show: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

■ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ | Shipper (print name): _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City/State/Zip: _____

Telephone: _____ | Attention: _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Levy Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

“Levy Exposition Services Inc.” (“LES”), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour “per person, per hour” charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF FLORIDA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



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MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments.

Federal Express, UPS and all Van Line carriers are included in this category due to their delivery procedures.

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

DESCRIPTION	CWT Price	Minimum
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 110.00	\$ 220.00
Special Handling Shipment.....	137.00	274.00
Uncrated or Pad Wrapped Shipment.....	143.00	286.00
Small Package shipment (shipments less than 30 lbs - per piece).....	35.00	35.00
Advance Shipment		
Crated or Skidded Shipment.....	\$ 118.00	\$ 236.00
Special Handling Shipment.....	147.00	294.00
Late to Warehouse (In Addition to Base Rate).....	44.00	88.00
Small Package shipment (shipments less than 30 lbs - per piece).....	45.00	45.00

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
<i>Crated or Skidded Shipment</i>	<i>1200 LBS ÷ 100 = 12</i>		<i>\$118.00</i>	<i>\$1,416.00</i>
PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.			RATE ADJUSTMENT (OFFICE USE ONLY)	
SUBTOTAL				
7.0% SALES TAX				
TOTAL			U. S. DOLLARS	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



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SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ASPRS 2015
COMPANY NAME & BOOTH NO.
Levy Exposition Services Inc.
c/o Liberty CFS NV
5113 West Idlewild Avenue
Tampa, FL 33634

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **March 30, 2015** and no later than **April 27, 2015**. **Shipments received before or after these dates will be assessed a \$44.00 per hundred pound surcharge.**

Shipments must include a official weight ticket.

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING (CONT'D.)

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ASPRS 2015
COMPANY NAME & BOOTH NO.
Tampa Marriott Waterside Hotel and Marina
c/o Levy Exposition Services Inc.
700 South Florida Avenue
Tampa, FL 33602

PLEASE NOTE THAT SHIPMENTS WILL NOT BE RECEIVED AT THE TAMPA MARRIOTT WATERSIDE HOTEL AND MARINA PRIOR TO 12:00PM ON MONDAY, MAY 4, 2015.

Shipments must include an official weight ticket or bill of lading.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF FLORIDA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN TAMPA, FLORIDA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS NV
5113 West Idlewild Avenue
Tampa, FL 33634

EVENT: ASPRS 2015

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____



ADVANCE WAREHOUSE

To: _____
EXHIBITOR NAME

Levy Exposition Services Inc.
c/o Liberty CFS NV
5113 West Idlewild Avenue
Tampa, FL 33634

EVENT: ASPRS 2015

BOOTH NO. _____ # _____ OF _____ PCS.

_____ Cut along line and tape label to shipment _____

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE

If more labels are needed, copies are acceptable.



SHOWSITE

To: _____
EXHIBITOR NAME

Tampa Marriott Waterside Hotel and Marina
c/o Levy Exposition Services Inc.
700 South Florida Avenue
Tampa, FL 33602

EVENT: ASPRS 2015

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----



SHOWSITE

To: _____
EXHIBITOR NAME

Tampa Marriott Waterside Hotel and Marina
c/o Levy Exposition Services Inc.
700 South Florida Avenue
Tampa, FL 33602

EVENT: ASPRS 2015

BOOTH NO. _____ # _____ OF _____ PCS.

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to SHOWSITE.

If more labels are needed, copies are acceptable.



LibertyCFS NV, Inc.®

Tel: (905) 338-3993 Fax: (905) 338-1092

Order Form

Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

- Customs & Transportation
 Customs Only
 Transportation Only
 Return Only

Transportation & Customs

Pick-up Location	Company			Destination	Exhibitor		Booth		
	IRS # Tax ID				Show Name				
	Address 1				Address 1				
	Address 2				Address 2				
	City	State	Zip		Address 3				
	Contact				City	State	Zip		
	Phone		Fax		On-site Contact		Cell		

<input type="checkbox"/> Shipper	Other:	<input type="checkbox"/> Shipper	Other:			
Address 1		Address 1				
Address 2		Address 2				
City	State	Zip	City	State	Zip	
Contact		Contact		Phone		
Phone		Fax	PU Date			Arrive by

Credit Card	Card Number:		Charge to:		<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX
	Expiry Date:		Security Code:		E-mail Address:		
	I hereby authorize LibertyCFS NV, Inc., to charge this credit card for payment/s of all services related to this shipment. I understand that declined credit cards are subject to a 30% surcharge.					Card Holder Name	
						Signature	

<h2>Transportation Info</h2>				Service Requested:			
Pick up	Date	Hours - From	To	<input type="checkbox"/> Express	<input type="checkbox"/> Economy LTL 5-7 Day	<input type="checkbox"/> Overseas	
Delivery	Date	Time		<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Inside Delivery		
Description of Packages/Contents				<input type="checkbox"/> Liftgate for pickup	<input type="checkbox"/> Liftgate for delivery		
				<input type="checkbox"/> Other (Specify below)			
<input type="checkbox"/>	Cartons or Boxes	Dimensions		Declared Value for Carriage The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. Enter Amount \$ _____			
<input type="checkbox"/>	Vinyl Cases						
<input type="checkbox"/>	Wooden Crates						
<input type="checkbox"/>	Flat Pieces	Description of Goods					
<input type="checkbox"/>	Skids or Pallets			FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT Signature _____			
<input type="checkbox"/>	Trunks						
<input type="checkbox"/>	Tubes	Weight					
<input type="checkbox"/>	Other						
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos				

Please note: When shipping to a second conference, please complete a second form



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyshow.com

ASPRS 2015 Annual Conference
 May 4 - 8, 2015
 Tampa Marriott Waterside Hotel and Marina
 Tampa, FL

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than April 17, 2015.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with **the Tampa Marriott Waterside Hotel and Marina.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used. All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., ASPRS, ASPRS 2015 Annual Conference and the Tampa Marriott Waterside Hotel and Marina as additional insured's by April 17, 2015** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than April 17, 2015. If this form and the certificate of insurance from the non-official contractor is not received by April 17, 2015 your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
 (Sign & Print Name)



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May 4-8, 2015

Tampa, FL



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Shipper Contact

Phone # / Fax #

E-mail

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, St., Zip		City, St., Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Pick Date: / /	Time:	Delivery Date: / /	Time:
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight <i>(Subject to change)</i>	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information PLEASE READ NOW!	Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.
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Service Requested	
<p>Check One:</p> <p><input type="checkbox"/> Next Day</p> <p><input type="checkbox"/> Second Day</p> <p><input type="checkbox"/> 3-5 Day Deferred</p> <p><input type="checkbox"/> Van Line Service</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Request pre-printed address</p> <p><input type="checkbox"/> Labels and shipping form</p> <p><input type="checkbox"/> Schedule return shipment</p>	<p>Comments:</p> <div style="border: 1px solid black; height: 100px;"></div>



Audio Visual Production Solutions

A Subsidiary of Technology Express, Incorporated

Audio Visual Equipment Order Form

Equipment	Price	Qty	Total
LCD Support Package (Screen/Cart/Power)	\$105.00 Per Day	___	_____
LCD Projector (3000 Lumens)	\$250.00 Per Day	___	_____
Overhead Projector	\$ 75.00 Per Day	___	_____
Blu-Ray Player	\$ 65.00 Per Day	___	_____
Wireless Lapel/Mixer/2 JBL EONs	\$255.00 Per Day	___	_____
Wireless Hand/Mixer/2 JBL EONs	\$255.00 Per Day	___	_____
PC Speakers (NO DELIVERY CHARGE)	\$ 25.00 Per Day	___	_____
Flipchart (NO DELIVERY CHARGE)	\$ 45.00 Per Day	___	_____
Laptop w/Office/Win 7	\$150.00 Show Price	___	_____
24" LCD Monitor	\$100.00 Show Price	___	_____
26" LCD Monitor	\$125.00 Show Price	___	_____
32" LCD Monitor	\$195.00 Show Price	___	_____
42" LCD Monitor	\$350.00 Show Price	___	_____
50" LCD Monitor	\$425.00 Show Price	___	_____
55" LCD Monitor	\$450.00 Show Price	___	_____
70" LCD Monitor	\$850.00 Show Price	___	_____
Roll Cart w/Skirt (For LCD Monitors)	\$ 75.00 Show Price	___	_____
Post Stand w/Shelf (For LCD Monitors)	\$125.00 Show Price	___	_____

Call for pricing on any equipment not listed

Delivery Date: _____	Time: _____	Equipment Total	_____
Pickup Date: _____	Time: _____	Tax @ 7.95%	_____
Room/Booth: _____		Delivery/Pickup	\$ 115.00
		Subtotal:	_____
Contact Name _____		Service Charge	_____
Cell # _____		(5% of Subtotal)	_____
		Grand Total	_____

Orders must be received by April 20th, any orders placed after the 20th will be charged a \$75.00 late fee.

Contact: Mike Coultas • Voice: (636) 978-1005 • Email: mcoultas@av-ps.com

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

Audio Visual Credit Card Authorization Form

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from AV-PS/Technology Express, Inc. I authorize AV-PS/Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature _____

Printed Name _____

Please provide the information below exactly as it appears on the card.

Credit Card Number _____

****MasterCard & Visa Only****

Expiration Date _____ V Code (On Signature Line) _____

Card members Name _____

Credit Card Billing Address

Phone Number _____

Fax Number _____

Company Name _____

EQUIPMENT ORDERS MUST BE CANCELLED 72-HOURS PRIOR TO DELIVERY OR WILL BE SUBJECT TO 100% FEE.

**Technology Express, Inc.
820 Midpoint Drive
O Fallon, MO 63366
Phone 636-978-1005
Fax 636-614-1489**

mcoultas@av-ps.com

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Orlando • Philadelphia • Phoenix • Pittsburgh • Providence • San Antonio • San Diego • St. Louis • Tampa • Washington D.C.



Tampa Waterside Marriott Hotel & Marina
 700 South Florida Ave
 Tampa, FL 33602
 Phone: (813) 204-6395
 Fax (813) 314-1003

= Editable Field

Email: Sarah.Donahue@AmericanAVC.com

2014 EXHIBIT EQUIPMENT PRE-ORDER FORM

ALL ORDERS MUST BE RECEIVED 5 BUSINESS DAYS PRIOR TO INSTALLATION

COMPUTER		QTY	TOTAL	INFORMATION		
Laptop PC w/Windows/Office XP	\$ 175.00		\$ -	EVENT NAME		
Wireless Mouse/Presentation Remote	\$ 50.00		\$ -			
Laser Printer	Please Call					
MONITORS		QTY	TOTAL	COMPANY		
24" Flat Panel Monitor	\$ 225.00		\$ -			
32" LCD Monitor on Table Stand	\$ 300.00		\$ -	ADDRESS		
55" LCD Monitor w/ Stand	\$ 450.00		\$ -			
A/V		QTY	TOTAL	CITY	STATE	ZIP
LCD Projector Package w/ Tripod Screen	\$ 495.00		\$ -			
LCD Support Package w/Screen, All Cables	\$ 175.00		\$ -	PHONE #	FAX #	
DVD Player	\$ 50.00		\$ -			
Wireless Microphone (Hand or Lav)	\$ 175.00		\$ -	MOBILE #		
Table Top Microphone	\$ 50.00		\$ -			
4 Channel Mixer	\$ 50.00		\$ -	EMAIL		
Powered Speaker on stand	\$ 95.00		\$ -			
Flipchart w/Markers	\$ 65.00		\$ -	REPRESENTATIVE'S NAME		
Other:			\$ -			
BANNER HANGING		QTY	TOTAL	ROOM	BOOTH	
Banner Hanging Fee (per banner, no motors	\$ 100.00		\$ -			
INTERNET		QTY	TOTAL	START DATE:	TIME:	
Wireless High Speed Internet (per PC)	\$ 50.00		\$ -	END DATE:	TIME:	
Wired High Speed Internet (per PC)	\$ 250.00		\$ -	ADDITIONAL INSTRUCTIONS		
Static IP Address (Public or Private	Please Call					
Custom Networking	Please Call					
TELEPHONE		QTY	TOTAL	PAYMENT BY CHECK		
Polycom Teleconference Phone	\$ 165.00		\$ -	PLEASE MAIL FORM & CHECK TO THE ABOVE ADDRESS. CHECKS PAYABLE TO: Tampa Marriott Waterside Please mail checks to the address posted above. Payments by check must be received 7 days prior to installation.		
Direct-In-Dial (own phone #)	\$ 150.00		\$ -			
ELECTRICAL		QTY	TOTAL	PAYMENT BY CREDIT CARD		
20 AMP Power	\$ 75.00		\$ -	CREDIT CARD NUMBER		
100 AMP 3-Phase Power	\$ 600.00		\$ -			
300 AMP 3-Phase Power	\$ 1,500.00		\$ -			
AC Extension Cord & Power Strip	\$ 20.00		\$ -			
SUB TOTAL			\$ -			
NUMBER DAYS NEEDED (Must enter to see Grand Total)				TYPE	EXP DATE	
EQUIPMENT SUB TOTAL			\$ -			
HOTEL SERVICE CHARGE 24%			\$ -			
SUB TOTAL			\$ -	NAME ON CARD		
SALES TAX 7%			\$ -			
GRAND TOTAL			\$ -			
PLEASE NOTE ***ALL CHARGES ARE ON A PER DAY BASIS*** ***Daily charge will apply on set up day if requested before 5pm*** 7% Sales Tax & 24% Service Charge will be applied to all orders. All cancellations require 48 hour notice or full rental charges will apply. Credit or payment MUST be established before installation. All fees current as of January 2014				SIGNATURE (Type name below as an Electronic Signature)		
				PMS # (Hotel Use Only)		