

Show Information:

| | | | | | |
|-------------------------------|-----------------|---------------|-----------------------------|----------------|-------------------------------|
| Show Name: | | | | | |
| Show Organization: | | | | | |
| Convention Start Date: | | | Convention End Date: | | |
| A/V Manager: | Stephen Taunton | Phone: | (334) 481-5143 | E-mail: | Stephen.Taunton@encore-us.com |

(Please fill out as much as you can)

Exhibitor Information:

| | | | | | | |
|--------------------------------|--|-------------|--------------|----------------------|---------------|-------------|
| Exhibitor Name: | | | | Booth Number: | | |
| Exhibitor Organization: | | | | | | |
| Address | | | City: | | State: | Zip: |
| Phone: | | Fax: | | E-mail: | | |

Network & Telecommunications Connections:

Rates quoted for voice and data connections cover only the delivery of the service to the booth in the most convenient manner. All telecommunications services installed will be on the floor in the back of the booth for in-line booths, unless otherwise notified. You must notify if you are to provide a switch, need Static IP, or any other Custom IT needs. Additional Fees may apply.

| Quantity | Item | Advanced Rate | Floor Rate* | Total |
|----------|---|---------------|-------------|-------|
| | High-speed Internet Connection - Wireless (Uncapped) | \$50.00 | \$75.00* | |
| | High-speed Internet Connection- Hard Wired (Uncapped) | \$200.00 | \$250.00* | |
| | Digital Telephone Line | \$75.00 | \$100.00* | |
| | Analog Telephone Line (limited quantity) | \$75.00 | \$100.00* | |

Equipment Rental & Labor Charges:

| Quantity | Item | Advanced Rate | Floor Rate* | Total |
|----------|---|---------------|-------------|-------|
| | 32" TV/Roll Stand Package(Limited Quantity) | \$345.00 | \$400.00* | |
| | 42" TV/ Roll Stand Package (Limited Quantity) | \$375.00 | \$425.00* | |
| | 55" TV/ Table Top TV (Limited Quantity) | \$450.00 | \$500.00* | |
| | 70" TV/ Rolling Stand (Limited Quantity) | \$ 450.00 | \$600.00* | |
| | 70" TV/ with on Board Computer Rolling Stand (Limited Quantity) | \$ 700.00 | \$800.00* | |
| | TV Wall Mounting Kit (Limited Quantity) Labor required | \$100.00 | \$150.00* | |
| | Draped Rolling Cart (54" or 34") | \$35.00 | \$50.00* | |
| | Easel | \$15.00 | \$20.00* | |
| | Labor / Floor work fee for Installation – per hour | \$50.00 | \$75.00* | |

***Orders must be received 14 days prior to show opening to be eligible for the advanced rate. Entire Form including all Pages must be submitted for Order Processing.**

Electrical Service Charges:

| Quantity | Item | Advanced Rate | Floor Rate* | Total |
|----------|--|---------------|-------------|-------|
| | 120 volt, 20 Amp Standard Drop (Includes 1 cord) | \$80 | \$105* | |
| | Additional Extension Cord (no power) | \$20 | \$25* | |
| | Additional Power Strip (No Power) | \$20 | \$25* | |

| | | | | |
|--|---|-------|--------|--|
| | 30 Amp, 3 Phase Stringer | \$200 | \$275* | |
| | Cam Feed 200 Amp Pagoda (15 Breakered 20 amp Circuits & 30 Amp Twist Lock) | \$350 | \$425* | |
| | 30 Amp Twist Lock | \$155 | \$225* | |

| | | | | |
|--|---|---------|----------|--|
| | 200 Amps, 3 Phase Company Switch Neutral and Ground Reversed** | \$600 | \$900* | |
| | 400 Amps, 3 Phase Company Switch Neutral and Ground Reversed** | \$1,200 | \$1,800* | |

****Power Needs with 208 Volt must Call with Equipment Details. Additional Charge May apply.****

All orders are Subject to 24% Taxable Service charge and 8% Sales

Tax Please see Rules & Regulations on the last page of this document.

| | |
|---------------------------|--|
| Sub-Total | |
| 24% Service Charge | |
| 8% Tax | |
| Total Charges: | |

Credit Card Authorization Information:

| | | | |
|--|--|------------|--|
| Name as it appears on the Credit Card: | | | |
| Credit Card Type (AX, Visa, etc.): | | | |
| Credit Card Account Number: | | Exp. Date: | |

Address Where Credit Card Bill is Sent:

| | | | |
|-------------------|--|--|--|
| Address: | | | |
| City, State, Zip: | | | |
| Phone Number: | | | |

I certify that all information is complete and accurate. I hereby authorize Encore Event Technologies to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

| | | | |
|----------------------------|--|-------|--|
| Cardholder Name (Printed): | | | |
| Cardholder Signature: | | Date: | |

Make checks payable to: Encore Event Technologies

Order verification: 334-481-5143

For technical questions call: 334-481-5143

***Orders must be received 14 days prior to show opening to be eligible for the advanced rate. Entire Form including all Pages must be submitted for Order Processing.**

E-mail (Stephen.Taunton@encore-us.com) or Fax this form back with your credit card authorization form to 334-481-5175 a minimum of fourteen (14) days prior to event date to guarantee service.

ELECTRICAL RULES & REGULATIONS

1. Under no circumstances, can power be resold by show management, production companies, the show's general contractor or exhibitors.
2. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
3. All equipment regardless of source of power must meet federal, state and local safety codes. The Hotel reserves the right to refuse electrical connection of equipment based on safety.
4. Claims will not be considered unless filed by exhibitors prior to the close of the show.
5. Prices are based on current wage rates and are subject to change without notice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Hotel will not be responsible for power failure or voltage fluctuation.
7. All material and equipment furnished by the Hotel for electrical service orders shall remain the Hotel's property and shall be removed only by Hotel personnel, at the close of the show.
8. The Hotel electricians are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order.
9. Booth layouts are prepared by show management or decorators, NOT the Hotel or Convention Center.
10. All exhibitor cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
12. Payment must accompany the order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
13. Exhibitors are NOT allowed access to floor pits at any time.
14. Floor Rate prices apply to orders received after the due date (14 days prior to show opening). The Hotel does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Hotel prior to ordering.
15. Payment in the form of completed credit card authorization check or money order must accompany service orders. Power will not be installed until payment is received.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Hotel. Exhibitors may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by the Hotel electricians, will be charged at the prevailing rate (\$50.00 per hour, 1 hour minimum). If floor plans are received in advance (14 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by the Hotel personnel.
18. Larger lights such as Leko lights can be ordered from the Hotel's preferred in-house Event Technology department. For information on services and pricing call 334-481-5143.
19. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on centers throughout exhibit halls (but not ballrooms or meeting rooms).
20. The power in the Hotel and Convention Center's is 120/208, 3 phase, 5 wire. Other voltages are not available unless step-up or step-down transformers are provided by the exhibitor. Rates run the duration of the show.

Conditions and Regulations

1. Late wired phone, wired internet or electrical lines may not be possible after exhibitor set up has commenced if exhibitor set up is extensive.
2. Analog telephone lines are in short supply. Orders must be confirmed to guarantee service.
3. Public IP Addresses: Exhibitor assumes ALL firewall protection in conjunction with a Public IP address.
4. **Advanced Rate:** orders must be received (14) days prior to show dates for advanced rates to apply.
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified.
6. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc.
8. All materials and equipment furnished for this service order shall remain RMHCC's property and shall be removed only by RMHCC at the close of the show.
9. All exhibitors' cords must be of the 3-wire grounded type.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connecting equipment and special wiring
11. All pre-ordered service must be paid for at the time the order is being placed.
12. Rates above are flat rates for the duration of the show.
13. The exhibitor will be fully responsible for the protection and safekeeping rental equipment and will be responsible for returning all equipment to the show desk.
14. Use of any wireless device that interferes with the facility wireless data frequency is prohibited (this includes 802.11b, g, and n devices as well as another other devices in the 2.4GHz frequency spectrum). Exhibitor's service will be discontinued in the event unauthorized wireless devices are found to be in use, and if not removed upon notice power may be cut to the booth(s) or the exhibitor may be asked to leave.
15. We strongly recommend that all connections be wired as the reliability of a wireless signal can't be guaranteed.
16. Exhibitors will under no circumstances inject any signals back into the convention center/hotel network Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date.