

# EXHIBITOR MANUAL

## AQUACULTURE AMERICA 2009

February 15-18, 2009

Washington State Convention Center  
Seattle, Washington USA



### TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 0 9

SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18
<b>MOVE-IN</b> <b>12:00am-7:00pm</b>	MOVE-IN 8am-10am <b>EXHIBITS OPEN</b> <b>10:00am-6:00pm</b> HAPPY HOUR 4:30-6:00pm PRESIDENT'S RECEPTION 6:30-9:00pm	<b>EXHIBITS OPEN</b> <b>10:00am-6:00pm</b>  HAPPY HOUR 4:30-6:00pm NAA AUCTION 6:00-8:00pm	<b>EXHIBITS OPEN</b> <b>10:00am-3:30pm</b>  <b>MOVE-OUT 3:30-7:00pm</b> Closing Happy Hour 5:30-6:30pm

**MOVE-OUT: Wednesday, February 18 3:30pm - 7:00pm**

### COMPLETE THESE EASY STEPS...

- 1. Check the DEADLINES
- 2. Make HOTEL & TRAVEL arrangements
- 3. Send BADGE ORDER FORM by Jan. 15, 2009
- 4. Order EXHIBIT SERVICES by Jan. 23, 2009
- 5. Read the SHIPPING INFORMATION –  
Ship your exhibit to ARRIVE by February 11, 2009
- 6. Read the SHOW SCHEDULE for each day

**ORDER EARLY & SAVE MONEY !**

**Aquaculture America 2009 - Conference Management Office**

PO Box 2302 - Valley Center, CA 92082 USA

Tel: +1-760-751-5005 - Fax: +1-760-751-5003 - Email: [worldaqua@aol.com](mailto:worldaqua@aol.com)

# WELCOME

Thank you for participating in **AQUACULTURE AMERICA 2009!**  
This manual will help you prepare everything you need for your booth  
so that when the exhibit doors open, you are ready to do business!

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### **ADDITIONAL EXHIBIT SERVICES**

- For additional services, visit the GES website: [www.ges.com](http://www.ges.com)

### *Questions?*

**AQUACULTURE AMERICA 2009**  
**Conference Manager**  
Tel +1-760-751-5005  
Fax +1-760-751-5003  
Email: [worldaqua@aol.com](mailto:worldaqua@aol.com)

# DEADLINES

**NOW**

Check your booth configuration against IAEM Rules & Regulations

Book Travel and Accommodation

Check Advertising & Sponsorship Opportunities

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**NOV. 1, '08** Final Booth Payment Due (refer to contract)

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**JAN. 16, '09** First day advance shipments to GES warehouse may arrive

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**JAN. 15, '09** Order Badges – see Badge Order Form

**JAN. 23, '09** Discount Deadline for all GES Exhibit Services

**FEB. 11, '09** Last day for shipments to arrive at GES warehouse without surcharge

**FEB. 15, '09** Direct shipments to Exhibit Site can arrive

**Each 8' deep x 10' wide exhibit space comes with:**

**Identification Sign**

**Back Drapes: teal blue & white**

**Side Drapes: solid teal blue**

**2 Full Registration Badges + 5 Trade Show Badges**

***The Exhibit Hall is carpeted***

# BADGE ORDER FORM

Please fill out this form to register your company personnel & send in ASAP via fax +1-760-751-5003 or  
**COMPLETE THE FORM ONLINE.**

- Free with each booth: 2 FULL CONFERENCE Registrations & 5 TRADE SHOW ONLY Registrations**
- **FULL CONFERENCE** registration includes: admittance to Sessions, Receptions & Exhibition + conference materials
  - **TRADE SHOW ONLY** registration includes: admittance to the Exhibition Hall only
  - Additional registrations can be purchased with the "Add-On" Registration Form which follows

**Deadline: January 15, 2009**

**AQUACULTURE AMERICA 2009**

**All badges will be available to pick up onsite at the  
Exhibitor Check-in desk at Registration starting on February 15 at 12:00pm.**

**COMPANY NAME** \_\_\_\_\_

*Use one form per booth number please.*

**BOOTH #** \_\_\_\_\_ *Duplicate this form if your company has more than one booth.*

**2 Free FULL CONFERENCE Badges** *Please print (Titles will not be used on badges)*

**Full Conference Name #1** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Full Conference Name #2** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**5 Free TRADE SHOW ONLY Badges** *Do not duplicate FULL CONFERENCE names above*

**Tradeshow Only Name #3** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only Name #4** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only Name #5** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only Name #6** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

**Tradeshow Only Name #7** \_\_\_\_\_ City \_\_\_\_\_

Company \_\_\_\_\_ St/Prov \_\_\_\_\_ Country \_\_\_\_\_

Additional FULL CONFERENCE or TRADE SHOW registrations can be purchased with the "ADD-ON Registration" Form.

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**

# ADD-ON REGISTRATION Only

Use this form **ONLY** to register personnel **IN ADDITION TO** those listed on the **BADGE ORDER FORM**.  
**YOU CAN COMPLETE THIS FORM ONLINE.**

- **FULL CONFERENCE: \$225.00 /person** (other than the 2 FREE that are complimentary with each booth)
- **TRADE SHOW ONLY: \$5.00 /person** (other than the 5 FREE that are complimentary with each booth)

**Deadline: January 15, 2009**

**AQUACULTURE AMERICA 2009**

**All badges will be available to pick up onsite at the  
 Exhibitor Check-in desk at Registration starting on February 15 at 12:00pm.**

**COMPANY NAME** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

**Fax: +1-760-751-5003**

**Please check  the type of badge required and include the correct payment.**  
 Make checks payable to **AQUACULTURE AMERICA 2009** or include complete credit card information here:  
 VISA       MC       AMEX  
 Card # \_\_\_\_\_ Exp \_\_\_\_\_ Total Amount US\$ \_\_\_\_\_  
 Cardholder (PRINT) \_\_\_\_\_ Signature \_\_\_\_\_

*Do **not** fill out this form if you have already filled out the Badge Order Form. This form is for **additional** badges **ONLY**.*

<input type="checkbox"/> FULL CONFERENCE	<b>\$225.00</b>	Name _____
<input type="checkbox"/> TRADE SHOW ONLY	<b>\$ 5.00</b>	Company _____ City _____ St/Prov _____ Country _____
<input type="checkbox"/> FULL CONFERENCE	<b>\$225.00</b>	Name _____
<input type="checkbox"/> TRADE SHOW ONLY	<b>\$ 5.00</b>	Company _____ City _____ St/Prov _____ Country _____
<input type="checkbox"/> FULL CONFERENCE	<b>\$225.00</b>	Name _____
<input type="checkbox"/> TRADE SHOW ONLY	<b>\$ 5.00</b>	Company _____ City _____ St/Prov _____ Country _____
<input type="checkbox"/> FULL CONFERENCE	<b>\$225.00</b>	Name _____
<input type="checkbox"/> TRADE SHOW ONLY	<b>\$ 5.00</b>	Company _____ City _____ St/Prov _____ Country _____

**PLEASE MAKE COPIES OF THIS FORM AS NEEDED**

# SCHEDULE

## TRADE SHOW SCHEDULE

F E B R U A R Y 2 0 0 9

SUNDAY 15	MONDAY 16	TUESDAY 17	WEDNESDAY 18
<b>MOVE-IN</b> 12:00am-7:00pm	MOVE-IN 8am-10am <b>EXHIBITS OPEN</b> 10:00am-6:00pm HAPPY HOUR 4:30-6:00pm PRESIDENT'S RECEPTION 6:30-9:00pm	<b>EXHIBITS OPEN</b> 10:00am-6:00pm HAPPY HOUR 4:30-6:00pm NAA AUCTION 6:00-8:00pm	<b>EXHIBITS OPEN</b> 10:00am-3:30pm MOVE-OUT 3:30-7:00pm Closing Happy Hour 5:30-6:30pm

SUNDAY, February 15

- ▶ Registration Open 12:00pm - 6:00 pm
- ▶ **EXHIBITOR MOVE-IN** 12:00pm - 7:00 pm

MONDAY, February 16

- ▶ **EXHIBITOR MOVE-IN** 8:00 am - 10:00 am
- ▶ Opening & Plenary 8:30 am - 10:00 am
- ▶ **TRADE SHOW OPEN** 10:00 am - 6:00 pm
- ▶ Refreshment Break 10:00 am - 11:00 am
- ▶ Sessions 11:00 am - 4:30 pm
- ▶ Lunch (on your own) 12:30 pm - 1:30 pm
- ▶ **HAPPY HOUR** 4:30 pm - 6:00 pm
- ▶ President's Reception 6:30pm - 9:00 pm

TUESDAY, February 17

- ▶ Sessions 8:30 am - 4:30 pm
- ▶ **TRADE SHOW OPEN** 10:00 am - 6:00 pm
- ▶ Refreshment Break 10:00 am - 10:30 am
- ▶ Lunch (on your own) 12:30 pm - 1:30 pm
- ▶ **HAPPY HOUR** 4:30 pm - 6:00 pm
- ▶ NAA Auction 6:00 pm - 8:00 pm

WEDNESDAY, February 18

- ▶ Sessions 8:30 am - 5:30 pm
- ▶ **TRADE SHOW OPEN** 10:00 am - 3:30 pm
- ▶ Refreshment Break 10:00 am - 11:00 am
- ▶ Lunch (on your own) 12:30 pm - 1:30 pm
- ▶ Refreshment Break 3:00 am - 3:30 am
- ▶ **EXHIBITOR MOVE-OUT** 3:30 pm - 7:00 pm
- ▶ Closing Happy Hour 5:30 pm - 6:30 pm

***\*No exhibitor may begin dismantling their exhibit until the show closes at 3:30 pm.***

## SHOW DIRECTORY ADS - Reserve Your Space Now!

A limited amount of advertising space is now available for the **Aquaculture America 2009 Show Directory**. Directory ads are an effective way to increase your company's success on and off the show floor as buyers refer to this Directory all year. Show attendees refer to the directory constantly during the conference and an effective ad will increase your visibility tremendously!

The ads will be interspersed throughout the directory. Specifications for the ads are as follows:

<u>Ad sizes:</u>	<u>Camera-ready</u>
Full page (4 ½" w x 8" h)	\$500
Half page (4 ½" w x 3 7/8" h)	\$350

**Specifications:** The directory ads will be printed in one color - black. Please supply ad copy in electronic format.

**Position:** Will be at the discretion of Aquaculture America 2009.

**Deadlines:** Place ad order (insertion order) **by December 15, 2008.**

Camera-ready copy must be received **by January 3, 2009.**

**Payment:** Fifty percent due with insertion order. Balance is due when directory is printed.

## SPONSORSHIP OPPORTUNITIES - Call Now!

Your company can gain valuable exposure and good will as the sponsor of a show event.

*Sponsorship can be shared with another company.*

**Refreshment Breaks:** Host a refreshment break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

Cost: \$1000 per refreshment break.

**Happy Hours:** Host a coffee break held in the exhibit area. The sponsor will be promoted on signage, announcements and in the conference program.

Cost: \$1000 per refreshment break.

**President's Reception:** Exclusive or shared sponsorship for these receptions is available. Please call to discuss details.

**Session Sponsor:** Sponsor a session with your company's name on the program and in the session room.

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**Yes, I would like to run a Directory Ad.** Ad size:  Full Page  Half Page  
 Business Card

**Yes, I would like to sponsor an event at the show:**  
 Refreshment Break  Happy Hour  Reception  Session

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Return this form to: **Aquaculture America 2009 Conference Manager**  
**PO Box 2302, Valley Center, CA 92082 USA**  
**Fax: +1-760-751-5003**

# HOTEL

## **Sheraton Seattle Hotel (next to Convention Center)**

1400 Sixth Avenue, Seattle, WA 98101

Rate: \$156 Single/Double

Tel: +1-888-627-7056, +1-206-621-9000

Fax: +1-206- 621-8441

Email: [sheraton.seattle@sheraton.com](mailto:sheraton.seattle@sheraton.com)

Website: [www.sheraton.com/seattle](http://www.sheraton.com/seattle)

Reservation Site:

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0804255739&key=4867B>

## **Grand Hyatt Seattle (next to Convention Center)**

721 Pine Street, Seattle, WA 98101

Rate: \$155 Single/Double

Tel: 1-800-233-1234, Hotel Direct: +1-206-774-6298

Fax: +1- 206-774-6311

website <http://grandseattle.hyatt.com>

Reservation Code: G-WAQS

## **Executive Hotel Pacific (2 blocks to Convention Center)**

400 Spring St., Seattle, WA 98104

Rate: \$109 Single/Double

Tel: +1-888-388-3932 or +1-206-623-3900

Fax: +1-206- 623-2059

Email: [resehp@executivehotels.net](mailto:resehp@executivehotels.net)

Website: [www.executivehotels.net/Seattle](http://www.executivehotels.net/Seattle)

Reservation Code: AQUA

## **Days Inn Town Center (7 blocks to Convention Center)**

2205 Seventh Ave., Seattle, WA 98101

Rate: \$95 Single/Double

Tel: 1-800-329-7466 (reservation line), Hotel Direct: +1-206-448-3434

Fax: +1-206-443-3760

Email: [corry.derooze@starwoodhotels.com](mailto:corry.derooze@starwoodhotels.com)

Website: Days Inn

Reservation Code: **CGAQU**

## **Sixth Avenue Inn (5 blocks to Convention Center)**

2000 Sixth Avenue, Seattle, WA 98101

Rate: \$99 Single/Double

Tel: +1-888-627-8290 (reservation line), Hotel Direct: +1-206-441-8300

Fax: +1-206 443 3760

Email: [corry.derooze@starwoodhotels.com](mailto:corry.derooze@starwoodhotels.com)

Website: <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0804225483&key=239DF>

Reservation Code: Ask for the World Aquaculture rate

## AIR TRAVEL

### **Flight Coordinators**

Special airfares are available with American Airlines for travel within the U.S. to Seattle. For the best airfares and details, contact:

Flight Coordinators

Tel: 1-800-544-3644 or +1-310-581-5600

Fax: +1-310-581-5620

Email: [globaltc@gte.net](mailto:globaltc@gte.net)

## AIRPORT TRANSPORTATION

To get from the Seattle-Tacoma International Airport to the conference hotel you can take a cab, a shuttle or rent a car from AVIS.

## CAR RENTAL

Discounts on car rentals have been arranged through **AVIS Rent-A-Car**. AVIS offers free pick up and delivery to the airport, hotels and other locations where cars are needed.

For reservations, call **1-800-331-1600** or **+1-918-624-4338**, or the website: **[www.avis.com](http://www.avis.com)**  
Be sure to mention **AQUACULTURE AMERICA 2009** and refer to **discount AWD # J770126**.

# GENERAL SHIPPING GUIDELINES

***Avoid problems and extra expense -- PLAN EARLY - SHIP EARLY***

IMPORTANT: Shipping direct to Seattle

You can ship directly to GES in Seattle – use Yellow Freight for Special Show Rates

\* **Direct shipments must arrive by Feb. 11** to ensure placement in booth by set-up day (use “Advance Shipment” label).

\* If you need to send items after Feb.11, ship directly to GES at the Washington State Convention Center. (Use “Direct Shipment” label.)

## HOW TO SHIP YOUR EXHIBIT:

**GES is the official show decorator and handles all freight at the exhibition site.**

- Read “**Important Freight Guidelines**” for all shipments, whether handled by Yellow Freight, another shipping company, UPS, mail, overnight courier, etc.
- Fill out “**Material Handling Order Form**” and “**Key Information**” and return them to GES if you are shipping by Yellow Freight or any other common carrier.  
Review the “**Arrival Dates & Surcharges for Shipments**” section at the bottom of the page.
- Contact **Yellow Freight** (GES Preferred Carrier) – to ship your materials to GES Seattle. See “**Yellow Exhibit Services**”.
- Use the appropriate “**RUSH! Exhibition Freight**” shipping labels provided to mark ALL your materials for shipping.
  - If you ship early, use the **ADVANCE GES WAREHOUSE** labels.
  - If you ship late, use the **DIRECT SHIPMENT** labels.
- For international shipments, contact **Rocket Cargo** Customs Brokers & Freight Company. See “**International Shipping Instructions**”.

**BE SURE TO USE THE CORRECT SHIPPING LABELS PROVIDED**



# Material Handling Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES Exposition Services.
- Do **not** consign **international** shipments c/o GES Exposition Services; however, please contact our international division at: GESLogistic\_International@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: [www.ges.com/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

### Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **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.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space

and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 pm during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - May be charged an additional overtime surcharge
  - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  - b. Freight shipments sent to the show after it has opened.
  - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

### Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicer**® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

### Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicer**®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### Measure of Damage

- **Liability** - GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in your exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

GES

# Transportation Plus & Material Handling Form

R-2p

RETURN WITH G-2: PAYMENT &amp; CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

FORM DEADLINE DATE:

January 23, 2009

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

**Transportation Plus:** Ship With GES Logistics To Receive A 10% Savings On Material Handling. To set up your saving with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Order Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at logistics@ges.com. For international shipments please call 877.828.4445, or complete the GES Logistics - International Shipping Order Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic\_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5,000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5,000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.

### Price List

DESCRIPTION	TRANSPORTATION PLUS SAVING PRICE	STANDARD PRICE
<b>ADVANCE SHIPMENT TO WAREHOUSE (200 LB MINIMUM)</b>		
Advance Crated	Per CWT \$ 109.80	\$ 122.00
Advance Special Handling	Per CWT \$ 137.48	\$ 152.75
<b>DIRECT SHIPMENT TO EXHIBIT SITE (200 LB MINIMUM)</b>		
Direct Crated	Per CWT \$ 101.48	\$ 112.75
Direct Special Handling	Per CWT \$ 126.90	\$ 141.00
Direct Uncrated	Per CWT \$ 152.33	\$ 169.25

Above rates reflect charges for shipments handled within published or targeted move-in and move-out dates and times.

#### Arrival Dates And Surcharges For Shipments:

##### Advance Date:

**JANUARY 16, 2009:** Advance shipments may begin arriving at warehouse.

**FEBRUARY 11, 2009:** Last day for crated shipments to arrive at advance warehouse without surcharge. A 30% (\$30.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this last date.

##### Direct Dates:

**FEBRUARY 15, 2009:** Direct shipments may begin arriving at the exhibit site.

**FEBRUARY 16, 2009:** Last day for shipments to arrive at the exhibit site.

#### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Important Information

#### Advance Shipments to Warehouse:

GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

#### Direct Shipments to Exhibit Site:

**Price includes:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

#### Small Packages:

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:00am - 3:30pm; Closed 12:00pm - 12:30pm & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.95 fee will be charged per shipment.

### Please Indicate Below

➤ **Calculate Total CWT** (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. <<MinCWT>> pound minimum per shipment.)

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

#### ➤ Shipment Will Be Sent To:

Exhibit Site     Warehouse

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Cartons: \_\_\_\_\_

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

### Place Order Here

(Please Complete R-8 for Using GES Logistics - Domestic Shipping Services or R-20 for GES Logistics - International Shipping Services)

SMALL PACKAGE DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
First Carton	\$ 41.75	1	\$
Each Additional Carton	\$ 21.25		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Payment Enclosed			A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

# GET GES<sup>®</sup> TRANSPORTATION PLUS **SAVE 10%** ON MATERIAL HANDLING

GES<sup>®</sup> Logistics turns an exhibiting necessity into an added show value with GES<sup>®</sup> Transportation Plus. You count on reliable service and great rates when you ship with GES. Now with our GES<sup>®</sup> Transportation Plus service, you save money on material handling when you order round-trip shipping. Another reason it pays to use GES.

- **Online Tracking**

Shipment information is seconds away on the GES website. Track and trace your shipment any time of the day or night by going to <http://www.ges.com/everything/logistics/tracking/>. Just one more example of GES' continued commitment to our customers.

- **Your Shipping Solution**

GES Logistics gives you reliable service and great rates on air and ground shipping. You will receive on-site representation, competitive rates, and the comfort of working directly with the Official Service Provider.

- **Smooth Integration**

Our integrated services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience.

**For more info call 888.454.4437  
or visit us online at [www.ges.com/logistics](http://www.ges.com/logistics)**

GES.

**Logistics**  
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics  
Electrical Installing & Dismantling Technology Event Services

888.454.4437 [www.ges.com](http://www.ges.com)



# GES Logistics - Domestic Shipping Order Form

R-8

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER
<b>Pick Up Information</b>					
DATE		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED)			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PICK UP CONTACT		PHONE NUMBER		FAX NUMBER	
SPECIAL INSTRUCTIONS (ADDITIONAL CHARGES MY APPLY)					WEEKEND <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

<b>Delivery Information</b>					
DATE		RECEIVING HOURS			
DESTINATION		EXHIBITOR NAME			
SHOW NAME		BOOTH #			
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
SHOW CONTRACTOR		CONTACT		PHONE NUMBER	

<b>Method Of Shipment</b>		
<b>Ground:</b> <input type="checkbox"/> LTL <input type="checkbox"/> Truck Load Rates (price per shipment) Shipments 0-100 lbs*      Shipments 101 lbs and up* *Subject to applicable surcharges	<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <b>*Dim weight or actual weight which ever is greater will apply to Next Day, and 2nd Day.</b>	<input type="checkbox"/> Special Instructions (Additional charges may apply)

<b>Credit Card Charge Authorization (All Information Must Be Provided)</b>					
CREDIT CARD NUMBER					EXPIRATION DATE
CARDHOLDER'S NAME (PLEASE PRINT)			CARDHOLDER'S SIGNATURE		
CARDHOLDER'S BILLING ADDRESS		CITY	STATE	ZIP	COUNTRY
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express			<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card		

Weight & Dimensions (Final Rate Subject To Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total pieces:	Total Weight:	Hazardous Materials Contact Number ( ) _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to <a href="http://www.ges.com/terms/logistics.aspx">www.ges.com/terms/logistics.aspx</a> . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.		<b>Authorized Signature – Please Sign:</b> <b>X</b>
AUTHORIZED NAME - PLEASE PRINT		DATE

**Measure of Damage:**  
If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions**

SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)

061808

GES® Global Roundtrip Plus provides

# RELIABLE

international shipping

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive world wide support available.

GES Roundtrip Plus delivers these unique benefits:

- Single invoice for all transportation charges
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, and limits of liability set forth by the carrier.

To request a quote call **877.828.4445**  
or contact us at **GESlogistic\_International@ges.com**



**Logistics**  
shipping made easy

Exposition Services Exhibits & Design Graphics Logistics  
Electrical Installing & Dismantling Technology Event Services

877.828.4445 ges.com



# Pre-Printed Outbound Material Handling Request

**R-3**

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**MANDATORY FORM\***

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

### Shipping Information

**FROM:**

COMPANY/CONSIGNEE	ATTENTION				
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX				BOOTH NUMBER

**SHIPPING DESTINATION 1:** Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION				EVENT NAME (IF APPLICABLE)
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX				BOOTH NUMBER (IF APPLICABLE)

**SHIPPING DESTINATION 2:** Number of Labels Needed:

COMPANY/CONSIGNEE	ATTENTION				EVENT NAME (IF APPLICABLE)
ADDRESS	STREET	CITY	STATE	ZIP	COUNTRY
PHONE	FAX				BOOTH NUMBER (IF APPLICABLE)

### Method Of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
  - Ground**
  - Air**
    - Next Day Delivery**
    - 2nd Day Delivery**
    - Deferred Delivery**
  - Van Line** –  Full Pad  Partial Pad  Crated
  - Specialized Service:** \_\_\_\_\_

**Measure of Damage:**

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

- Other:** \_\_\_\_\_
- Common Carrier**
- Air**
  - Next Day
  - 2nd Day
  - Deferred
- Van Line**
  - Full Pad
  - Partial Pad
  - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

**GES does not accept responsibility for any Exhibitor property left on the show floor unattended at any time for any reason.**

\*This form must be returned to GES for your orders to be processed.

SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed. See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

**A RUSH!**  
EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**Aquaculture America 2009**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
4060 LIND AVENUE SW  
RENTON, WA 98057**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**January 16, 2009 and February 11, 2009.**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:00am - 3:30pm; Closed 12:00pm - 12:30pm & Holidays.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**A RUSH!**  
EXHIBITION FREIGHT

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**Aquaculture America 2009**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
4060 LIND AVENUE SW  
RENTON, WA 98057**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**January 16, 2009 and February 11, 2009.**

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Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

**D RUSH!**  
EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY

**Aquaculture America 2009**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
WASHINGTON STATE CONVENTION & TRADE CTR.  
800 CONVENTION PLACE  
SEATTLE, WA 98101**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:  
February 15, 2009 and February 16, 2009.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**D RUSH!**  
EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

EXHIBITING COMPANY

**Aquaculture America 2009**

NAME OF EXHIBITION

BOOTH NUMBER

**C/O GES EXPOSITION SERVICES  
WASHINGTON STATE CONVENTION & TRADE CTR.  
800 CONVENTION PLACE  
SEATTLE, WA 98101**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:  
February 15, 2009 and February 16, 2009.**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces





# Freight Service Questionnaire

R-7

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**MANDATORY FORM\***

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

## ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- \_\_\_\_\_ Crated
- \_\_\_\_\_ Uncrated
- \_\_\_\_\_ Machinery
- \_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

- \_\_\_\_\_ Van Line
- \_\_\_\_\_ Common Carrier
- \_\_\_\_\_ Flatbed
- \_\_\_\_\_ Co. Truck
- \_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Their Phone \_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Their Phone \_\_\_\_\_

6. What is the minimum number of days to set your display?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_



# Marshaling Yard & Direct Deliveries Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

### IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of Washington State Convention & Trade Ctr. and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: **2001 W. Garfield, Pier 91, Seattle, WA 98119**

**A \$15.95 per shipment fee will be added to your invoice for use of this yard.**

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at Washington State Convention & Trade Ctr. as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload, the type of loads being unloaded at the convention center, the number of booths on a truck, etc.
- After unloading, all vehicles are returned to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$15.95 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

**If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.**



# Cartload Service Order Form

R-14

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

FORM DEADLINE DATE:

January 23, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Special Freight Services — Small Passenger Vehicles Only!

*This special service is offered exclusively for this show.*

**Maximum Weight 250 lbs.**

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, GES Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for this service are \$70.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 3' x 4' push cart, in one trip only. **If you arrive with a truck/van or trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less (weighing less than 250 lbs. total). There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. (GES personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- Freight that is too large or heavy must be handled by GES at their freight handling rates.** No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, proceed directly to the <<Facility Name>> main entrance and watch for the Cartload Service signage. Pre-orders will receive preferential service at show site, and you may also order this service at the **GES Servicenter**.
- Exhibitors may not use carts without authorization by a GES manager or above.



Place Order Here				
ITEM #	DESCRIPTION	PRICE	# OF TRIPS	TOTAL PRICE
4800	From Dock to Booth	70.00	1	\$
4801	From Booth to Dock	70.00	1	\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	<b>Payment Enclosed</b>			$A + B = C$ \$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature – Please Sign: <b>X</b>				
			AUTHORIZED NAME - PLEASE PRINT	DATE

071008

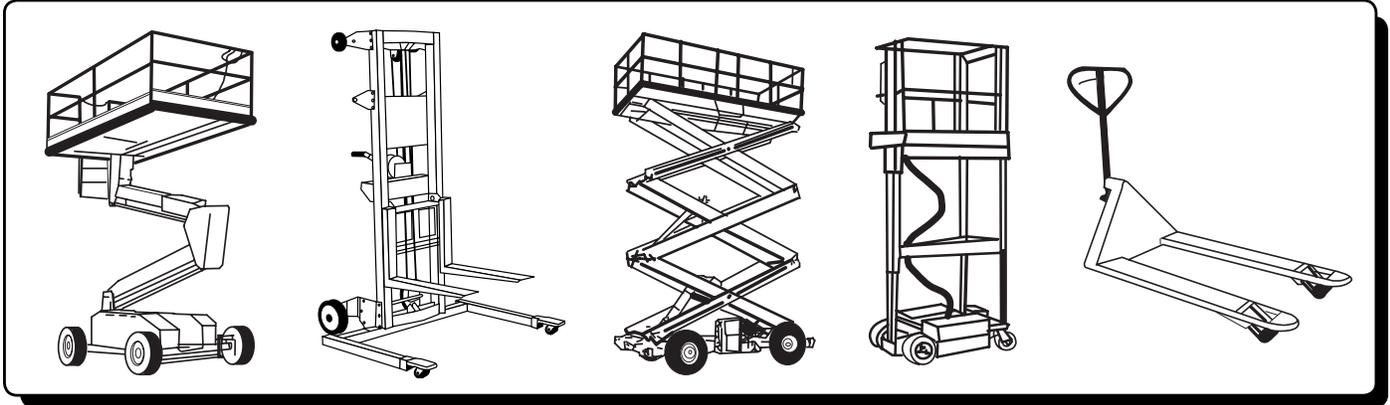
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

### Aquaculture America 2009

Washington State Convention & Trade Center

February 16 - 18, 2009

## ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by Exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by Exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

### **ALL LIFTS, PALLET JACKS AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.**

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES Equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

# INTERNATIONAL SHIPPING & CUSTOMS CLEARANCE SERVICES



## AQUACULTURE AMERICA 2009 February 15 – 18, 2009 Washington State Convention & Trade Center Seattle, Washington

World Aquaculture Conference Management has appointed Rock-It Cargo Fairs & Exhibitions as the sole official provider of international shipping, customs clearance, freight forwarding and related logistics services for the AQUACULTURE AMERICA 2009 event. We can also transfer freight to or from related industry events. The following information is specific for this event and should be used in conjunction with a set of our complete shipping instructions and tariff. The latest version of our complete U.S. event shipping instructions is available upon request. Please send your inquiries regarding this event to our project manager:

**Mr. Bayani De Guzman: ph# 310 216 6225 / fx# 310 216 6217 / [bayani@rockitcargo.com](mailto:bayani@rockitcargo.com)  
Emergency & After Hours: 1 310 410 0935 (Please ask for specific person and they will be contacted)**

Arrival CFS/Airport:

**SEATTLE, WA (SEA)**

Dry Cargo Arrival Deadline Date (Air & LCL):

**FEBRUARY 2, 2009**

**Ocean shipments should arrive at Seattle CFS, CY or Pier fourteen (14) working days prior to the exhibitor's target move-in date.** The exhibitor or their on-site representative must have their outbound freight packed, labeled and documented as per Rock-It Cargo's instructions by our outbound shipping deadline to insure prompt pickup of the outbound freight.

**SHIP TO:** All inbound international freight should be shipped on a PREPAID basis to **SEATTLE** consigned or addressed to ROCK-IT FAIRS, Washington State Convention & Trade Center, 800 Convention Place, Seattle, WA, 98101, Attn: Bayani De Guzman, ph# 310 216 6225, fx# 310 216 6217. The notify party on the air or ocean bill of lading should be ROCK-IT FAIRS, 5438 W 104<sup>th</sup> St, Los Angeles, CA, 90045, Attn: Bayani De Guzman, ph# 310 216 6225, fx# 310 216 6217.

**MARKING & SEALING:** Please mark all freight only with the name of the exhibitor, their booth number, the name of the event c/o Rock-It Fairs. All full ocean containers must be sealed with high security bolt seals that comply with ISO 17712 standards (see <http://www.ismasecurity.com/ISO+17712>).

**COST ESTIMATES, SHIPPING ORDERS & SECURITY ENDORSEMENTS:** Rock-It Cargo requires that our customers receive a written cost estimate of their charges based on the information provided by the exhibitor or their agent. If the customer accepts the cost estimate, they or their agent must provide Rock-It Cargo with a written confirmation (for inbound charges) or a signed shipping order and security endorsement (for outbound charges). All cost estimates are subject to Rock-It Cargo's terms, conditions, limits of liability and instructions. The actual charges billed are based on the actual weight, dimensions, value and circumstances of an actual shipment. **ALL RETURN AIRFREIGHT IS HANDLED PER TSA REGULATIONS AS 'UNKNOWN SHIPPER' CARGO AND THEREFORE CANNOT BE SHIPPED ON PASSENGER AIRCRAFT.**

**U.S. IMPORT ALERTS:** For this particular event, we would like to draw your attention to the following commodities that require special documentation or handling: Food, beverages, security devices under defense license, weapons, medical devices, drugs, biologics, lasers, textiles, wearing apparel, electronic equipment, computers and monitors. Showsite material handling and deliveries or pickups that occur on the weekend or holiday are subject to overtime surcharges. ALL cosmetics, food and beverage (including animal feed) products are subject to the U.S. Bioterrorism Act. This requires that the shipper register with the U.S. Food & Drug Administration (FDA) and provide Rock-It Fairs with an official prior notice made through the FDA's website. Please see <http://www.fda.gov/oc/bioterrorism/bioact.html> for more information. Furthermore, we request that all exhibitors sending health aids, toiletries and other sundries obtain approval from us in advance of shipping. Due to current U.S. law, we CANNOT accept shipments of alcoholic beverages. Exhibitors are encouraged to deal directly with the general contractor to settle their showsite material handling charges. Exhibitors must contact Rock-It Cargo prior to the close of the event for instructions on how to properly complete the general contractor's outbound material handling agreement or form. Failure to do so can lead to delay and additional cost. All shipments must comply in all respects to the solid wood packing regulations described as ISPM 15. Please see <http://www.aphis.usda.gov/ppq/wpm/> for more information about this matter. Goods that do not comply may be refused entry into the United States. All communication and electronic devices need to be registered with the U.S. Federal Communications Commission (FCC). The exhibitor or their forwarder must forward to us sufficient information to complete FCC Form 740 (See <http://www.fcc.gov/Forms/Form740/740.pdf>) for each device. Furthermore equipment that emits radiation (including CRT's, lasers, DVD/CD devices and all microwave emitting devices must be registered and cleared through the U.S. Food & Drug Administration (FDA). Please see <http://www.fda.gov/cdrh/radhealth/products/byconsumer.html> for more information. The exhibitor or their forwarder must forward to us sufficient information to complete FDA Form 2877 (see <http://www.fda.gov/opacom/morechoices/fdaforms/FDA-2877.pdf>).

# ROCK-IT CARGO GLOBAL NETWORK

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Other offices available.

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## UNITED KINGDOM

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Fax: 44 0208 7811850  
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## VIETNAM

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**Additional partners and agents in these and other markets are available upon request.**

**Please contact Mr. Louis Kerpan at Rock-It Cargo Fairs, Arts & Exhibitions:**

**Direct ph# 310 216 6227**

**Fax# 801 216 6221**

**E-Mail:**

[louK@rockitcargo.com](mailto:louK@rockitcargo.com)

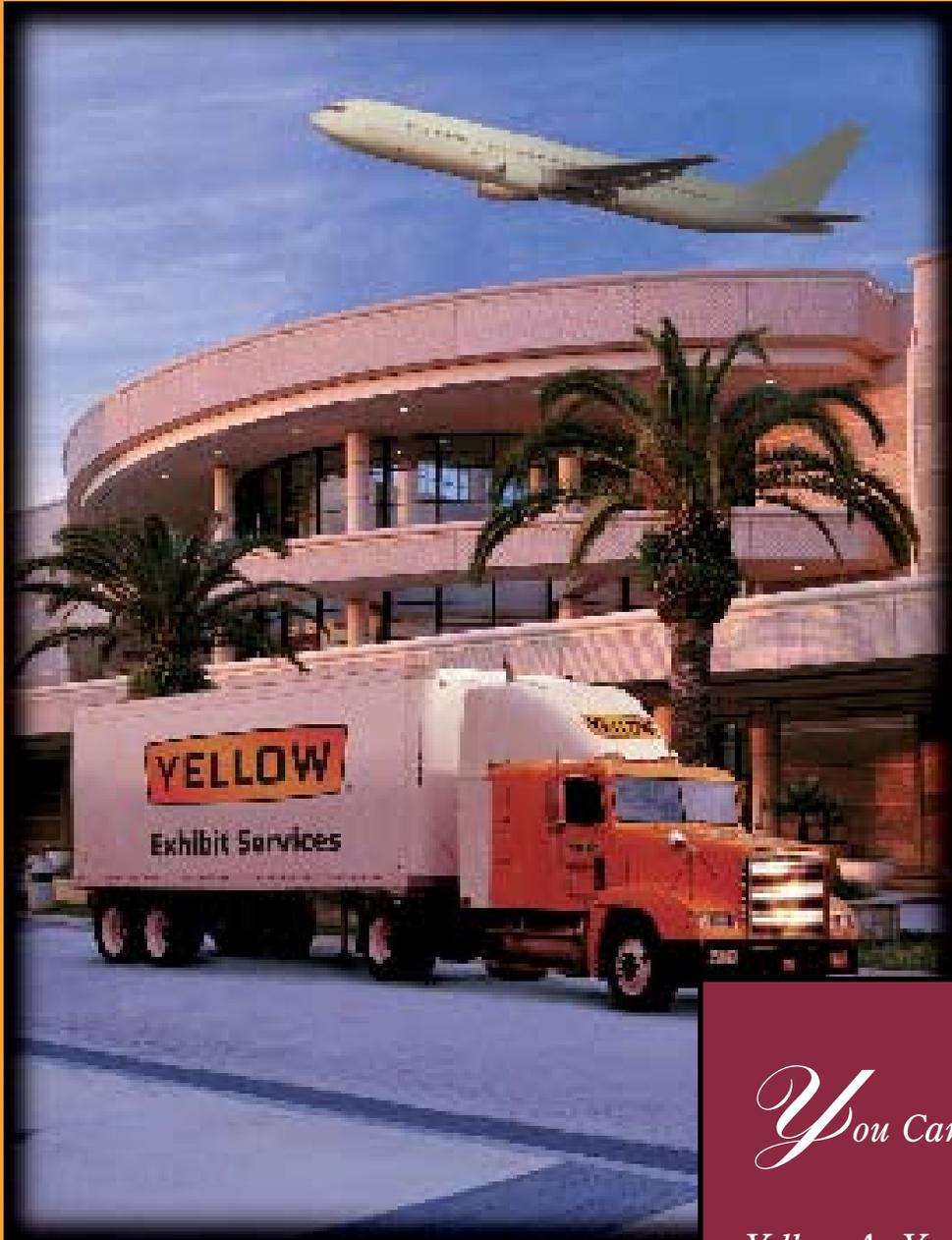
**Web:**

<http://www.rockitcargo.com>

**Skype:**

**exileonmainst**

**EXHIBIT SERVICES**



*You Can Count On*

*Yellow As Your Single*

*Source For All Your Exhibit*

*Transportation Needs.*



**Creating Possibilities. Yes We Can.**

# Yellow Exhibit Services

## Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your exhibit materials need to be, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed services.

## On-Site Representation

Yellow Exhibit Services has on-site representation available at most major Shows to ensure your special shipping needs are handled efficiently.

## Award Winning Customer Service Center

We're available when you need us – during the week and on the weekends – 24 hours a day, seven days a week. Simply call **1-800-610-6500** to speak to a Customer Service Representative who can help you trace shipments, explain rates, schedule pickups, provide proof of delivery, and answer your exhibit transportation questions. For up to the minute, customized on-line access to your transportation transactions, log on to [myyellow.com](http://myyellow.com).

## Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada and Mexico provides prioritized handling of your valuable Trade Show shipments.

## Caravan Service

Yellow can transport your exhibit materials from Show to Show.

## Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads.



## Trade Show Shipping Tips

Below are tips that will help better facilitate the handling of your Trade Show shipments.

- Ship all materials as early as possible, preferably to the advanced receiving warehouse if available.
- Complete all sections of the Bill of Lading (BOL). Indicate proper description of all pieces on the BOL; include dimensions, color, and other significant identifying marks.
- Label all individual pieces, even if all fit a single pallet. **Remove all old labels from crates and boxes.**
- Use nondescript packaging for valuables to help ensure the security of the shipment once delivered to the Trade Show location.
- Place a business card inside each container – just in case a label gets torn.
- Be aware of any materials that may be classified as hazardous – such as aerosol sprays, solid or liquid chemicals, paint. Describe all items clearly on the BOL. Call our safety hotline with hazardous materials questions – 800-395-5446.

Proud to be members of:



1 • 800 • 610 • 6500



[myyellow.com](http://myyellow.com)



Creating Possibilities. Yes We Can.

# BASIC EXHIBIT SERVICES

## GES is the official decorator for AQUACULTURE AMERICA 2009

- ◆ GES will maintain an Exhibitor Service Center in the exhibition area that will serve as a focal point in coordinating all details and service requests.
- ◆ The GES Exhibitor Service Center will be open from move-in through move-out.

### BE SURE TO READ:

- ➔ **GES SHOW INFORMATION & “Important Dates”**
- ➔ **SHOW SITE WORK RULES**
- ➔ **For additional services, visit the GES website:  
[www.ges.com](http://www.ges.com)**

### Each 8' deep x 10' wide exhibit space comes with:

- **Identification Sign**
- **Back Drapes: teal blue & white - Side Drapes: solid teal blue**
- **The Exhibit Hall IS carpeted with multi-color carpet**
- **2 Full Conference Registrations & 5 Trade Show Badges**

### CHECK EXTRA GES SUPPLIES AND SERVICES AT:

[www.ges.com](http://www.ges.com)

- **NEED FURNITURE?** Order from GES by Jan. 23. See Furniture & Accessories Order Form.
- **NEED SPECIAL CARPET IN YOUR BOOTH?** (The floor of the exhibition area is carpeted.) Order from GES by Jan. 23. See Standard Carpet Order Form.
- **NEED LIGHTING & ELECTRICAL?** Order from Edlen Electrical Exhibition Services by Feb. 2. See the electrical order form in this section. For lighting, add the wattage of all light bulbs in your display and order that size outlet. Refer to the nameplate on equipment or appliances to determine power needed.
- **NEED PLUMBING OR TANK FILL?** Order from Edlen Electrical Exhibition Services by Feb. 2.
- **NEED SPECIAL FURNITURE, INTERNET, SIGNS, EQUIPMENT OR SERVICES?** Exhibitors must use the Official Contractor (GES) for drayage, rigging, special booth carpet and furnishings, vacuuming inside the booth and custom cleaning. Various order forms follow.  
**For any item you cannot find, contact GES. GES discount deadline is Jan. 23.**

➔ Exhibitors desiring to use contractors other than those officially appointed by Show Management must advise Aquaculture America 2009 Show Management and GES Exposition Services and submit the necessary Certificates of Insurance in advance so that permission may be secured for said subcontractor to operate.

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**SAVE MONEY, TIME AND ENERGY**

**ORDER YOUR SHOW SERVICES EARLY!!**

\*\*\*\*\*

# SECURITY

**Aquaculture America 2009** will maintain 24-hour-a-day security staff at the Convention Center from the initial move-in period until 8:00 pm on move-out day. These guards will check to make sure that unauthorized persons are not wandering around the building.

Even with this protection, exhibitors are asked to take precautions in guarding their exhibits and personal belongings. Move-in and move-out hours are particularly sensitive times when thefts of small, easily carried items are more likely to occur (laptops, cell phones, instruments). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times. GES also has lockable cages available for rent so that sensitive equipment can be locked up.

**AQUACULTURE AMERICA 2009 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.**

# BUSINESS CENTER

There is a Kinko's in the Convention Center. Standard office services are available.

# MESSAGES

A Message Board will be located near the Registration Area where you can pick up messages or leave messages for other exhibitors or conference attendees.

**Show Management cannot deliver messages to your booth. If you will be receiving phone calls during the exhibition, please plan to have your own phone in your booth or arrange to rent a cell phone or pager.**

GENERAL INFORMATION

[Click Here to View Information Brochure](#)



# Show Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**  
 Washington State Convention & Trade Center  
 February 16 - 18, 2009

## Official Service Provider

GES Exposition Services® 7050 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: <a href="http://www.ges.com/contact">www.ges.com/contact</a>	International Calls: 702.515.5970 International Faxes: 702.263.1520
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## Show Information

Backwall Drape:	Teal/White/White/Teal
Sidewall Drape:	Teal
Exhibit Hall Carpet Color:	Multi-Colored

## Booth Package

Booth Size: 8'X10'  
 1 - One line ID sign (7"x44") provided automatically

## Important Dates *Be sure to check all order forms for additional deadlines.*

<b>Friday, January 23</b>	Discount Deadline for orders received with payment
<b>Friday, January 16</b>	Advance Shipments may begin arriving at Warehouse
<b>Wednesday, February 11</b>	Last day for Advance Shipments to arrive at Warehouse without surcharges
<b>Sunday, February 15</b>	Direct Shipments may begin arriving at Exhibit Site after 8:00am
<b>Monday, February 16</b>	Last day for Direct Shipments to arrive at Exhibit Site by 9:00am
<b>Sunday, February 15</b>	Installation 12:00pm - 7:00pm
<b>Monday, February 16</b>	8:00am - 10:00am
<b>Monday, February 16</b>	Show Hours 10:00am - 6:00pm
<b>Tuesday, February 17</b>	10:00am - 6:00pm
<b>Wednesday, February 18</b>	10:00am - 3:30pm
<b>Wednesday, February 18</b>	Dismantle 3:30pm - 7:00pm
<b>Wednesday, February 18</b>	Carriers must be checked in by 6:00pm
<b>Wednesday, February 18</b>	All exhibitor materials must be removed by 7:00pm

## Shipping Addresses

<b>Advance Shipments to Warehouse</b>	c/o GES Exposition Services 4060 Lind Avenue SW Renton, WA 98057	<b>Shipments should arrive on or before:</b> February 11, 2009
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<b>Direct Shipments to Exhibit Site</b>	c/o GES Exposition Services Washington State Convention & Trade Ctr. 800 Convention Place Seattle, WA	<b>Shipments will be accepted beginning:</b> February 15, 2009
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## GES Servicerter®

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

Sunday, Feb 15	12 noon - 7:00pm
Monday, Feb 16	8:00am - 4:00pm
Tuesday, Feb 17	10:00am - 6:00pm
Wednesday, Feb 18	9:00am - 6:00pm

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Service Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

### Ordering Trade Show Services.

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, contact name, and, most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct: including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.: do not order a 9' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items, don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In.

- Confirm your furnishings orders with the GES National Servicenter®. You should receive a confirmation of your order within 3-5 days of placement.
- Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- Keep the phone number of your carrier with you, including weekend contact.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your number is on each label.

### Showsite.

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Staples, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

### Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Outbound - Move out.

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and provide tips to maximize your cost savings.

### What is an Official Service Provider?

GES® has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

### GES Show Services

#### *Booth Furniture & Accessories*

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

#### *Booth Carpet*

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, and grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

#### *Custom Exhibits*

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. For information, please call 866.481.9722 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### *Rental Exhibits*

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. For more information, please call 800.475.2098 or visit our design gallery at [www.ges.com](http://www.ges.com).

#### *Installation & Dismantle Services*

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

#### *Graphics*

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

#### *Shipping*

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call 888.454.4437 to have your "shipping made easy."

#### *Lighting & Rigging*

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

### How Can I Order My Show Services?

#### 1. GES® Online

GES® Online makes ordering GES products and services fast, simple and secure. Follow these simple instructions to order:

Step 1: If you have previously registered on GES® Online, enter your User ID and Password. If this is your first time on GES® Online, you will need to create an online account. We now have two ways for you to create an online ordering account:

- A. Create an account by searching for your company name and zip code. This method does not require you to know your activation code.
- B. Create an account by entering your Activation Code (CSN). Please note that the Activation Code is CASE SENSITIVE.

Step 2: Once logged in, sign up or select your show.

Step 3: Browse products and create orders for your show.

Step 4: Once you are satisfied with your choices, simply check out to process the order.

Additionally, GES® Online allows you to review show-specific product literature, download third-party vendor forms, access show and order information 24/7 and review order history. For online ordering help call 888.437.3976.

#### 2. GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for all GES Exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized Exhibitor service for all pre- and post-show orders

7050 Lindell Road

Las Vegas NV, 89118

Phone: 800.475.2098

Fax: 866.FAX.1GES (866.329.1437)

International Phone: 702.515.5970 / Fax: 702.263.1520

#### 3. GES Servicer®

Once you are at the show, the GES Servicer® is on site to place any last minute orders and provide show information.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering Exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!



# Payment & Credit Card Charge Authorization

G-2

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**MANDATORY FORM\***

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY #	CONTACT'S HOTEL (OPTIONAL)		

### Payment Policy

**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** — GES Exposition Services accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES Exposition Services reserves the right to institute collection action against the Exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

#### Bank wire transfer payment information:

<b>Beneficiary:</b> GES Exposition Services c/o Bank of America 1655 Grant Street Concord, CA 94520 USA Telephone # 800.729.9473 Option #1	<b>Account #:</b> 7188-1-01819 <b>ABA Routing #:</b> 0260-0959-3 <b>SWIFT Address:</b> BOFAUS3N <b>CHIPS Address:</b> 0959
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If requested, following is the physical address for routing identifiers:  
100 West 33rd Street, New York, NY 10001 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

PLEASE SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

### Credit Card Charge Authorization

All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Account Number  Corporate Card  Personal Card

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

PROVIDE EXPIRATION DATE

EXPIRATION DATE

--

- MasterCard  
 VISA  
 American Express

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

DATE

### Calculation of Orders

	TOTAL
Exhibit System Rental	\$
Furniture & Accessories	\$
Carpet	\$
Hanging Sign & Truss	\$
Cleaning	\$
Labor	\$
Material Handling	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> GES Exposition Services, Inc. Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to GES Exposition, Inc. for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check No.  Dated

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

\*This form must be returned to GES for your orders to be processed.

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SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)



# 3<sup>rd</sup> Party Billing Request

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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You may arrange for a third party to handle your display and be billed for services. GES will agree to this arrangement if the third party has a satisfactory payment record with us. **Both the Exhibiting Firm and Third Party must complete this form, including Third Party Credit Card Charge Authorization below.** Return form by the deadline date. **GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.** There is an administrative charge for the use of a Third Party. GES requires payment at the time of registration. This charge is based upon the square footage of the booth. This cost covers the cost of services provided to all Exhibitors at show site.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

Exhibiting Firm		
EXHIBITING FIRM		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Exhibiting Firm:

- I & D Labor
  - Signs
  - Transportation Charges
  - Material Handling In & Out
  - Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
  - Rental Furniture

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**PLEASE SIGN**  AUTHORIZED SIGNATURE \_\_\_\_\_  
 AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

### Exhibiting Firm Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number  Corporate Card  Personal Card  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE** \_\_\_\_\_  
 MasterCard  
 VISA  
 American Express

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

**PLEASE SIGN**  CARDHOLDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Third Party		
THIRD PARTY		
STREET ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	

The items checked below are to be invoiced to the Third Party:

- All Services
  - I & D Labor
  - Signs
  - Transportation Charges
  - Material Handling In & Out
  - Other (Please Specify) \_\_\_\_\_
- Booth Cleaning
  - Rental Furniture

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**PLEASE SIGN**  AUTHORIZED SIGNATURE \_\_\_\_\_  
 AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

### Third Party Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number  Corporate Card  Personal Card  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE** \_\_\_\_\_  
 MasterCard  
 VISA  
 American Express

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

**PLEASE SIGN**  CARDHOLDER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

061808

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**

Washington State Convention &amp; Trade Center

February 16 - 18, 2009

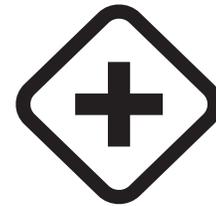
**Safety is very important for everyone working in the exhibit hall.**

GES Exposition Services® values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

**Safety Guidelines:**

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All Exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Use good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

**STOP. THINK. SAFETY.**



# Show Site Work Rules

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center

February 16 - 18, 2009

### Union Information

To assist you in planning your participation in your Seattle area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### Exhibit Labor

GES offers experienced union labor to assist with the installation of exhibit booths. Your own company employees may install your exhibit if it may be accomplished in one half hour or less without use of tools or ladders. Your own company employees may supervise the work, or we can help by assigning a foreman to that function; the choice is yours. Installation and dismantle forms are enclosed for your convenience.

### Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth, safe, and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the exhibit hall through the hand carry entrance. The use of mechanical equipment by exhibitors is not permitted. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any materials we do not handle.

### Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

By acceptance of services of GES or its Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions of Contract.

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.**

## Aquaculture America 2009

### Washington State Convention & Trade Center

February 16 - 18, 2009

GES TERMS AND CONDITIONS ARE SUBJECT TO CHANGE AT GES' SOLE DISCRETION WITHOUT NOTICE TO ANY PARTIES

#### I. Definitions

**GES:** GES Exposition Services, Inc., d/b/a GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

#### II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

#### III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

#### IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

#### V. DISCLAIMER AND LIMITATION OF LIABILITY

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

#### VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to

affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
  - Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
  - Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- VII. Measure of Damage**
- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
  - Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

#### VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30) days** after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

#### IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

#### X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.



# Seattle Flameproofing/Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

TO: Public Assembly Area Participant

FROM: Fire Marshal's Office – Special Events

SUBJECT: General Requirements for Flame Proofing and Combustible Storage

The following items are required by the Seattle Fire Marshal's Office for booths at trade shows or otherwise used for display within the City of Seattle limits.

### FLAME PROOFING

All decorations, drapes, signs, banners, plastic displays, hay split bamboo, items such as carpeting, astro turf used in the vertical position, combustibles, etc. within 18 inches of ignition sources, such as lights fixtures, heaters, electrical outlets, electrical connections and flame-producing devices must be flame retardant. Items that require treatment with a flame-retardant product may be subject to a flame test prior to show hours.

To facilitate verification that an item described above is flame retardant; the following options may be used:

1. A copy of the Certificate of Flame Resistance may be left in the booth when the vendor does not occupy it. (Note: Certificates of Flame Resistance are valid for one (1) year after which time they must be renewed.)
2. A tag or label on the item indicating it meets either the National Fire Protection Association (NFPA) and/or The State of California standard for flame proofing.
3. The container of product used to treat flammable items in the booth and a receipt indicating the purchase date of the product or a date printed on the product's labeling may be left in plain sight by the vendor when the booth is unoccupied. The container must be accompanied by information that identifies the type of product used.
4. A receipt indicating flammable items in the booth have been treated may be left in plain sight by the vendor when the booth is unoccupied. (Note: As with flame certificates, the receipt is valid for one (1) year. Those with receipts indicating treatment was applied over one (1) year prior to the event must accompanied by a container of the product used to treat it and a receipt indicating the purchase date of the product or a date printed on the product's labeling.)
5. A signed & dated business card or a Seattle Fire Department (SFD) Flame Test Record issued to the vendor after a successful flame test by a representative of the Seattle Fire Marshal's Office may be left in plain sight by the vendor when the booth is unoccupied. The business card or SFD test record must state what fabric/product was tested or have a sample of the fabric/product that was tested affixed to it.

Note: Items treated with homemade flame retardant solutions (e.g. boric acid solutions) shall be subject to a test regardless of documentation except a signed & dated business card of a representative of the Seattle Fire Marshal's Office or SFD Flame Test record.

Painted back-drops/signage utilizing oil based or water based paints if provided with backing materials such backing material must be flame retardant, within 18 inches of ignition sources.

Materials used for outdoor ground coverings, such as beauty bark, shredded tires must be flame retardant, within 18 inches of ignition sources.

The use of oilcloth, tarpaper, sisal paper, nylon, Orlon and certain other synthetic materials that cannot be made flame resistant is strictly prohibited, within 18 inches of ignition sources.

Items which are not rendered flame retardant via treatment or those which are not accompanied by a valid Certificate of Flame Resistance must be treated with a flame retardant product or they shall be removed, if the item(s) is unable to be removed from the show floor prior to the showing opening, the show doors may be held and/or the vendor/exhibitor's booth maybe closed!

### COMBUSTIBLE STORAGE

Combustible storage –packing material, etc. is prohibited throughout the public assembly area. This includes areas in and behind individual booth spaces. NOTE: Small amounts of brochures and other literature for distribution may be stored under tables fronting the booth space when approved by a representative of the Fire Marshal's Office.







GES

# Furniture & Accessories Order Form

A-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:

January 23, 2009

Click Here to View Furniture & Accessories Brochure

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>CHAIRS</b>				<b>DISPLAY FURNITURE</b>			
5401	Plastic Contour Chair, 32x18x18.5	\$ 42.50	\$ 63.75	5645	BPDL: Pedestal w/Locking Door, Black	\$ 364.25	\$ 546.75
5402	Contemporary Chair, 31x23x18	\$ 74.25	\$ 111.25	5646	BPDA: Pedestal, Grey Nebula 12x12x42	\$ 181.00	\$ 271.75
5403	Contemporary Arm Chair, 31x23x18	\$ 80.50	\$ 121.00	5647	BPDB: Pedestal, Graphite Nebula 12x12x42	\$ 181.00	\$ 271.75
5404	Contemporary Stool, 48x17x18	\$ 86.75	\$ 130.25	5648	BPDC: Pedestal, Grey Nebula 18x18x30	\$ 244.25	\$ 366.75
<b>TABLES</b>				5649	BPDD: Pedestal, Graphite Nebula 18x18x30	\$ 244.25	\$ 366.75
5407	Square Table, 24x24x30	\$ 74.25	\$ 111.25	5650	BPDE: Pedestal, Grey Nebula 24x24x36	\$ 308.25	\$ 462.50
5408	Rectangular Table, 24x36x30	\$ 80.50	\$ 121.00	5651	BPDF: Pedestal, Graphite Nebula 24x24x36	\$ 308.25	\$ 462.50
5409	Round Starbase Table, 40x30h	\$ 149.75	\$ 224.75	5652	BPDG: Pedestal, Grey Nebula 24x24x42	\$ 324.75	\$ 487.25
5412	Round Starbase Table, 30x40h	\$ 149.75	\$ 224.75	5653	BPDH: Pedestal, Graphite Nebula 24x24x42	\$ 324.75	\$ 487.25
<b>SKIRTED TABLES</b>				5654	BPDJ: Pedestal, Grey Nebula 30x30x42	\$ 350.75	\$ 526.00
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>				5655	BPDK: Pedestal, Graphite Nebula 30x30x42	\$ 350.75	\$ 526.00
5804	Skirted 4' Table, Skirted 4 Sides, 24x30	\$ 86.75	\$ 130.25	5643	BET1: Etagere, Silver Finish	\$ 246.50	\$ 369.75
5805	Skirted 6' Table, 24x30	\$ 105.50	\$ 158.25	5644	BET2: Etagere, Black	\$ 246.50	\$ 369.75
5806	Skirted 8' Table, 24x30	\$ 124.25	\$ 186.75	<b>ACCESSORIES</b>			
5807	4th Side Skirted, Optional	\$ 49.00	\$ 73.50	5801	Pegboard, White (1/4" Hole)	\$ 118.50	\$ 177.75
	Unskirted 4' Table, 24x30	\$ 36.50	\$ 54.75	5816	Tackboard, Gray	\$ 124.25	\$ 186.75
	Unskirted 6' Table, 24x30	\$ 49.00	\$ 73.50	5730	Bell Base Sign Holder	\$ 61.75	\$ 92.75
	Unskirted 8' Table, 24x30	\$ 61.75	\$ 92.75	5731	Chrome Sign Holder	\$ 61.75	\$ 92.75
<b>SKIRTED COUNTERS</b>				5732	Aluminum Easel	\$ 49.00	\$ 73.50
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>				5733	Clothes Tree	\$ 68.00	\$ 102.00
5808	Skirted 4' Counter, Skirted 4 Sides, 24x42	\$ 99.50	\$ 149.00	5734	Bag Stand	\$ 68.00	\$ 102.00
5809	Skirted 6' Counter, 24x42	\$ 118.50	\$ 177.75	5735	Garment Rack	\$ 68.00	\$ 102.00
5810	Skirted 8' Counter, 24x42	\$ 137.00	\$ 205.50	5736	Waterfall Stand	\$ 68.00	\$ 102.00
5811	4th Side Skirted, Optional	\$ 49.00	\$ 73.50	5737	Literature Rack	\$ 88.25	\$ 132.50
	Unskirted 4' Counter, 24x42	\$ 72.75	\$ 109.50	5802	Large Security Cage w/o Lock	\$ 376.25	\$ 564.50
	Unskirted 6' Counter, 24x42	\$ 87.00	\$ 130.50	5803	Small Security Cage w/o Lock	\$ 250.25	\$ 375.50
	Unskirted 8' Counter, 24x42	\$ 100.75	\$ 151.25	5741	Refrigerator	\$ 269.00	\$ 403.75
<b>RISERS</b>				5738	Aisle Stanchion w/o Chain	\$ 36.50	\$ 54.75
5812	4' Single Tier, 7" or 15"h, 8"w	\$ 30.50	\$ 45.50	5739	Plastic Chain Price/Ft.	\$ 3.75	\$ 5.62
5813	6' Single Tier, 7" or 15"h, 8"w	\$ 42.50	\$ 63.75	5740	Ticket Tumbler	\$ 105.50	\$ 158.25
5814	4' Double Tier, 7" and 15"h, 8"w	\$ 42.50	\$ 63.75	5817	Wastebasket	\$ 15.30	\$ 22.95
5815	6' Double Tier, 7" and 15"h, 8"w	\$ 55.25	\$ 83.25	<i>Prices include delivery, installation, rental, and removal.</i>			
<b>CUSTOM BOOTH DRAPE</b>				<b>Cancellation Policy:</b> Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
0501	8'h Back Drape, 4' minimum Price/Ft.	\$ 15.30	\$ 22.95				
0502	3'h Side Drape, 4' minimum Price/Ft.	\$ 12.65	\$ 19.00				

### Please Indicate Choice

- **Table/Counter Skirt Color** (Item #'s 0501-0502, 5804-5811 ONLY). Gray will be provided if no color is indicated below:
 

<input type="checkbox"/> Beige	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Purple
<input type="checkbox"/> Black	<input type="checkbox"/> Gold	<input type="checkbox"/> Red
<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Mauve	<input type="checkbox"/> White
- **Optional 4th Side Table Skirt** (Item #'s 5805-5806 ONLY).
 

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- **Optional 4th Side Counter Skirt** (Item #'s 5809-5810 ONLY).
 

<input type="checkbox"/> 6' Table	<input type="checkbox"/> 8' Table
-----------------------------------	-----------------------------------
- **Tackboard/Pegboard Physical Alignment** (Item #'s 5801 & 5816 ONLY).
 

<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical
-------------------------------------	-----------------------------------

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Subtotal		A + B = C	\$
<b>C.</b>	Rental Tax: 9.000%		C x 9.000% = D	\$
<b>D.</b>	Payment Enclosed		C + D = E	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature – Please Sign:</b> <input checked="" type="checkbox"/>				
AUTHORIZED NAME - PLEASE PRINT				DATE



# Furniture Package Order Form

A-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:

January 23, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### GES Furniture Packages offer significant savings!

Rent any furniture package and save 10% off the regular price, if these items were rented separately.

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5410	Furniture Package 1 <i>Includes: (1) 6' Skirted Table, (2) Plastic Contour Chairs, (1) Wastebasket</i>	\$ 185.22	\$ 277.83	5411	Furniture Package 2 <i>Includes: (1) Starbase Table, (4) Contemporary Arm Chairs, (1) Wastebasket</i>	\$ 438.35	\$ 658.53

Prices include delivery, installation, rental, and removal.

**Cancellation Policy:** Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

### Please Indicate Choice

### Place Order Here

► **Table Skirt Color** (Item # 5410 ONLY). Gray will be provided if no color is indicated below:

- |                                   |                                       |                                 |
|-----------------------------------|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Beige    | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Purple |
| <input type="checkbox"/> Black    | <input type="checkbox"/> Gold         | <input type="checkbox"/> Red    |
| <input type="checkbox"/> Blue     | <input type="checkbox"/> Gray         | <input type="checkbox"/> Teal   |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Mauve        | <input type="checkbox"/> White  |

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
5410	Furniture Package 1			\$
5411	Furniture Package 2			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Subtotal		A + B = C	\$
<b>C.</b>	Rental Tax: 9.000%		C x 9.000% = D	\$
<b>D.</b>	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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# Specialty Furniture Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:  
January 23, 2009

Click Here to View Specialty Furniture Brochure

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING COLLECTIONS - NEWPORT</b>			
5500	BLSD: Loveseat, Charcoal Leather	\$ 608.50	\$ 912.75
5501	BCOD: Corner, Charcoal Leather	\$ 418.25	\$ 627.25
5502	BSED: 3 pc. Sectional, Charcoal Leather	\$ 1204.25	\$ 1806.50
5503	BCHD: Armless Chair, Charcoal Leather	\$ 360.50	\$ 540.75
<b>SEATING COLLECTIONS - SOUTH BEACH</b>			
5504	BSO2: 3 pc. Sectional, Platinum Suede	\$ 1110.00	\$ 1665.25
5505	BOTS: Wedge Ottoman, Platinum Suede	\$ 192.75	\$ 289.50
5506	BSO1: Sofa, Platinum Suede	\$ 504.50	\$ 756.75
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 239.75	\$ 359.75
5508	BSC9: Panton Side Chair, White	\$ 168.50	\$ 252.50
<b>SEATING COLLECTIONS - RIO</b>			
5509	BSOK: Sofa, Blue Suede/Chrome Leg	\$ 519.50	\$ 779.25
5510	BCHK: Chair, Blue Suede/Chrome Leg	\$ 403.25	\$ 604.75
<b>SEATING COLLECTIONS - LISBON</b>			
5511	BSOC: Sofa, Black Leather	\$ 606.50	\$ 909.75
5512	BLSC: Loveseat, Black Leather	\$ 555.25	\$ 832.75
5513	BCHC: Chair, Black Leather	\$ 422.00	\$ 633.25
<b>SEATING COLLECTIONS - FLORENCE</b>			
5514	BSOG: Sofa, Cream	\$ 466.75	\$ 700.50
5515	BCHG: Chair, Cream	\$ 379.00	\$ 568.50
<b>SEATING COLLECTIONS - CAPPUCCINO</b>			
5516	BOCL: Occasional Chair, Chocolate	\$ 292.25	\$ 438.50
<b>SEATING COLLECTIONS - MONACO</b>			
5517	BSOL: Sofa, Gold Suede	\$ 546.50	\$ 819.50
5518	BOCK: Chair, Camouflage	\$ 371.25	\$ 557.00
<b>SEATING COLLECTIONS - KEY WEST</b>			
5519	BSOM: Sofa, Black	\$ 431.50	\$ 647.25
5520	BLSM: Loveseat, Black	\$ 384.75	\$ 577.00
5521	BOCB: Tub Chair, Black	\$ 296.75	\$ 445.00
<b>SEATING - CLUB CHAIRS</b>			
5503	BCHD: Newport Armless Chair, Charcoal	\$ 360.50	\$ 540.75
5501	BCOD: Newport Corner, Charcoal Leather	\$ 418.25	\$ 627.25
5513	BCHC: Lisbon Chair, Black Leather	\$ 422.00	\$ 633.25
5515	BCHG: Florence Chair, Cream	\$ 379.00	\$ 568.50
5510	BCHK: Rio Chair, Blue Suede/Chrome Leg	\$ 403.25	\$ 604.75
5522	BOCH: Barcelona Chair, Black	\$ 614.50	\$ 921.50
5521	BOCB: Tub Chair, Black	\$ 296.75	\$ 445.00
5518	BOCK: Chair, Camouflage	\$ 371.25	\$ 557.00
<b>SEATING - OTTOMANS</b>			
5505	BOTS: South Beach Ottoman, Platinum	\$ 192.75	\$ 289.50
5523	BOTQ: Square Ottoman, White Leather	\$ 269.00	\$ 403.75
5524	BOTN: Bench Ottoman, White Leather	\$ 323.00	\$ 484.25
5525	BOTP: Square Ottoman, Black Leather	\$ 269.00	\$ 403.75
5526	BOTM: Bench Ottoman, Black Leather	\$ 323.00	\$ 484.25
5527	BOTH: Cube Ottoman, Black Leather	\$ 84.50	\$ 126.75
5528	BOTE: Cube Ottoman, Raspberry	\$ 84.50	\$ 126.75
5529	BOTB: Cube Ottoman, Natural	\$ 84.50	\$ 126.75
5530	BOTC: Cube Ottoman, Lemon	\$ 84.50	\$ 126.75
5531	BOTD: Cube Ottoman, Blueberry	\$ 84.50	\$ 126.75
5532	BOTF: Cube Ottoman, Chocolate Brown	\$ 84.50	\$ 126.75
5533	BOTG: Cube Ottoman, Russet	\$ 84.50	\$ 126.75
5534	BOTL: Half Round Ottoman, White	\$ 321.50	\$ 482.50
5535	BOTK: Half Round Ottoman, Black	\$ 321.50	\$ 482.50
<b>SEATING - CHAIRS</b>			
5507	BOCA: T-Vac Chair, Translucent/Chrome	\$ 239.75	\$ 359.75
5536	BOCX: Tub Occasional Chair, Black	\$ 219.50	\$ 329.00
5516	BOCL: Cappuccino Chair, Chocolate	\$ 292.25	\$ 438.50
5537	BOCR: Stage Chair, Red Slipcover	\$ 161.75	\$ 242.50
5538	BOCC: Stage Chair, Camel Slipcover	\$ 161.75	\$ 242.50
5539	BOCY: Stage Chair, Onyx Slipcover	\$ 161.75	\$ 242.50
5540	BOCZ: Stage Chair, Beige Slipcover	\$ 161.75	\$ 242.50
5541	BSCR: Panton Side Chair, Orange	\$ 168.50	\$ 252.50

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>SEATING - CHAIRS (Continued)</b>			
5542	BSCY: Panton Side Chair, Yellow	\$ 168.50	\$ 252.50
5508	BSC9: Panton Side Chair, White	\$ 168.50	\$ 252.50
5543	BSC1: NY Chair, Onyx/Maple Back/Chrome	\$ 159.00	\$ 238.50
5544	BSC4: Jetson Chair, Black	\$ 154.75	\$ 232.25
5545	BSC6: Manhattan Chair, Oyster	\$ 187.25	\$ 281.00
5546	BSC3: Brewer Chair, Onyx/Black	\$ 116.75	\$ 175.00
5547	BSC2: Brewer Chair, Grey/Chrome	\$ 116.75	\$ 175.00
5548	BCO4: Iso Mesh Chair, Black	\$ 244.75	\$ 367.00
5549	BXC6: Altura Guest Chair, Black Crepe	\$ 233.50	\$ 350.50
5550	BXC3: Luxor Guest Chair, Black Leather	\$ 257.50	\$ 386.25
5551	BCS2: Stacking Chair, Red	\$ 104.50	\$ 156.75
5552	BCS1: Stacking Chair, Blue	\$ 104.50	\$ 156.75
<b>SEATING - BARSTOOLS</b>			
5553	BBS1: Ohio Barstool, Red/Chrome	\$ 178.75	\$ 268.00
5554	BBS2: Ohio Barstool, Black/Chrome	\$ 178.75	\$ 268.00
5555	BBS3: Ohio Barstool, Grey/Chrome	\$ 178.75	\$ 268.00
5556	BBST: Banana Barstool, White/Chrome	\$ 125.00	\$ 187.50
5557	BBS5: Banana Barstool, Black/Chrome	\$ 125.00	\$ 187.50
5558	BBSD: Oslo Barstool, Blue	\$ 228.50	\$ 342.75
5559	BBS2: Oslo Barstool, White	\$ 228.50	\$ 342.75
5560	BBSL: Gin Barstool, Maple/Chrome	\$ 161.00	\$ 241.50
5561	BBSN: Jetson Barstool, Black	\$ 206.25	\$ 309.50
<b>SEATING - OFFICE &amp; UTILITY SEATING</b>			
5562	BSC5: Tilt Executive Arm Chair, Black	\$ 217.00	\$ 325.75
5563	BXC2: Luxor Mid Back Executive, Black	\$ 289.75	\$ 434.75
5564	BXC1: Luxor High Back Executive, Black	\$ 318.25	\$ 477.50
5565	BXC5: Altura Mid Back Executive, Black	\$ 270.50	\$ 405.50
5566	BXC4: Altura High Back Executive, Black	\$ 283.00	\$ 424.50
5567	BTC1: Tablet Chair, Flip Top	\$ 117.00	\$ 175.25
5568	BSY1: Altura Task Chair, Black Crepe	\$ 114.50	\$ 172.00
5569	BDF1: Altura Drafting Stool, Black Crepe	\$ 166.75	\$ 250.25
5570	BSC8: Flex Side Wheel Chair	\$ 126.25	\$ 189.25
<b>TABLES - CAFÉ</b>			
5571	BZTK: 30" Maple, Black Base	\$ 175.25	\$ 263.25
5572	BZTP: 36" Maple, Black Base	\$ 204.75	\$ 307.25
5573	BZTJ: 30" Graphite Nebula, Black Base	\$ 175.25	\$ 263.25
5574	BZTN: 36" Graphite Nebula, Black Base	\$ 204.75	\$ 307.25
5575	BZTM: 36" Grey Nebula, Black Base	\$ 204.75	\$ 307.25
5576	BZTF: 30" Metallic Silver, Black Base	\$ 226.75	\$ 340.50
5577	BZTB: 30" Brushed Red, Black Base	\$ 175.25	\$ 263.25
5578	BZTC: 30" Brushed Blue, Black Base	\$ 175.25	\$ 263.25
5579	BXTK: 30" Maple, Tulip Chrome Base	\$ 234.00	\$ 351.25
5580	BXTP: 36" Maple, Tulip Chrome Base	\$ 277.75	\$ 417.00
5581	BXTJ: 30" Graphite Nebula, Chrome Base	\$ 234.00	\$ 351.25
5582	BXTN: 36" Graphite Nebula, Chrome Base	\$ 277.75	\$ 417.00
5583	BXTM: 36" Grey Nebula, Chrome Base	\$ 277.75	\$ 417.00
5584	BXTF: 30" Metallic Silver, Chrome Base	\$ 285.00	\$ 427.75
5585	BXTB: 30" Brushed Red, Chrome Base	\$ 234.00	\$ 351.25
5586	BXTC: 30" Brushed Blue, Chrome Base	\$ 234.00	\$ 351.25
<b>TABLES - BAR</b>			
5587	BVTK: 30" Maple, Black Base	\$ 182.50	\$ 274.00
5588	BVTP: 36" Maple, Black Base	\$ 224.50	\$ 336.75
5589	BVTJ: 30" Graphite Nebula, Black Base	\$ 182.50	\$ 274.00
5590	BVTN: 36" Graphite Nebula, Black Base	\$ 224.50	\$ 336.75
5591	BVTM: 36" Grey Nebula, Black Base	\$ 224.50	\$ 336.75
5592	BVTF: 30" Metallic Silver, Black Base	\$ 238.50	\$ 357.75
5593	BVTB: 30" Brushed Red, Black Base	\$ 182.50	\$ 274.00
5594	BVTC: 30" Brushed Blue, Black Base	\$ 182.50	\$ 274.00
5595	BWTK: 30" Maple, Tulip Chrome Base	\$ 238.50	\$ 357.75
5596	BWTP: 36" Maple, Tulip Chrome Base	\$ 281.00	\$ 421.50
5597	BWTJ: 30" Graphite Nebula, Chrome Base	\$ 238.50	\$ 357.75
5598	BWTN: 36" Graphite Nebula, Chrome Base	\$ 281.00	\$ 421.50





# Standard Exhibit System Order Form

D-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:

January 23, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List			
ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>20' X 20' EXHIBITS</b>			
2202	20x20 Island/Peninsula	\$ 11367.00	\$ 17050.50
2211	20x20 Island/Peninsula	\$ 17857.25	\$ 26786.25
2216	20x20 Island	\$ 17932.75	\$ 26899.25
5105	20x20 Island	\$ 8182.25	\$ 12273.50
<b>10' X 20' EXHIBITS</b>			
1206	10x20 Inline, White Hardwall Only	\$ 5490.50	\$ 8235.50
1209	10x20 Inline	\$ 7611.25	\$ 11416.75
1210	10x20 Inline, White Hardwall Only	\$ 5490.50	\$ 8235.50
1215	10x20 Inline	\$ 10265.00	\$ 15397.50
1216	10x20 Inline	\$ 10993.50	\$ 16490.25
5104	10x20 Inline	\$ 5503.00	\$ 8254.75
<b>10' X 10' EXHIBITS</b>			
1101	10x10 Inline	\$ 4996.00	\$ 7494.00
1107	10x10 Corner	\$ 5313.00	\$ 7969.75
1114	10x10 Inline	\$ 3972.25	\$ 5958.25
1118	10x10 Inline	\$ 3993.50	\$ 5990.50
1119	10x10 Inline	\$ 3962.25	\$ 5943.25
5004	10x10 Inline, White Hardwall Only	\$ 2498.50	\$ 3748.00
5006	10x10 Inline, White Hardwall Only	\$ 2498.50	\$ 3748.00
5007	10x10 Inline, White Hardwall Only	\$ 2498.50	\$ 3748.00
5008	10x10 Inline, White Hardwall Only	\$ 1691.00	\$ 2536.75
5009	10x10 Inline, White Hardwall Only	\$ 2351.75	\$ 3527.75
5101	6' Tabletop Display	\$ 1251.50	\$ 1877.25
5102	10x10 Inline	\$ 1327.00	\$ 1990.50
5103	10x10 Inline	\$ 2503.00	\$ 3754.25
<b>ACCESSORIES</b>			
5011	Hardwall Arm Light, Black or White	\$ 86.50	\$ 129.75
5106	Information Counter, 1 Meter	\$ 301.75	\$ 452.75
5107	Information Counter, 2 Meter	\$ 413.75	\$ 620.75
5108	Information Counter, 1 Meter Curved	\$ 597.50	\$ 896.00
5109	Shelf, 1 Meter x 10"	\$ 50.50	\$ 75.75
5110	Slatwall, 1 Meter x 8'	\$ 378.50	\$ 567.75
5112	Arm Light, Black or White	\$ 64.00	\$ 96.25
5113	Wirewall Panel, Black or White	\$ 369.75	\$ 554.75
5114	Tackboard, 4' x 8'	\$ 432.75	\$ 649.50
5115	Light Box, Small, Graphics Not Included	\$ 267.75	\$ 401.75
5116	Light Box, Medium, Graphics Not Included	\$ 434.00	\$ 651.00
5117	Light Box, Large, Graphics Not Included	\$ 549.75	\$ 824.75
<b>SLATWALL ACCESSORIES</b>			
5012	Shelf, 1 Meter x 10"	\$ 67.25	\$ 101.00
5013	Waterfall, 7 Ball	\$ 26.50	\$ 39.75
5014	Waterfall, Hooks	\$ 32.00	\$ 48.00
5015	Hook, 4", 6", or 8"	\$ 6.60	\$ 9.90
5016	Hangbar, 1 Meter	\$ 59.75	\$ 89.50
5017	Hangbar, 2 Meter	\$ 133.75	\$ 200.50
<b>SMOOTHWALL GRID ACCESSORIES</b>			
5018	Waterfall, 7 Ball	\$ 32.00	\$ 48.00
5019	Hook, 4", 6", or 8"	\$ 6.60	\$ 9.90
5020	Hangbar, 1 Meter	\$ 59.75	\$ 89.50
5021	Hangbar, 2 Meter	\$ 133.75	\$ 200.50

Delivery, installation, rental, and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

### Please Indicate Choice Place Order Here

- **13 oz. Standard Custom-Cut Carpet Color** (Item #'s 1101-5009, 5102-5105 ONLY). Gray will be provided if no color is indicated below:
  - Black  Burgundy  Gray
  - Blue  Emerald Green  Red
- **Choose Fabric or Laminate Panel Type (a or b), and then select Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Gray Fabric Panel will be provided if no color or type is indicated below:
  - a.  Fabric Panel:
    - Black  Blue  Gray
  - b.  Laminate Panels:
    - Black  Oxford White
    - Prism Blue  Silver Gray
- **Trim Metal Color** (Item #'s 1101-1119, 1209, 1215-2216, 5101-5108, 5115-5117 ONLY). Silver will be provided if no color is indicated below:
  - Black  Silver
- **Arm Light:**  Black  White
- **Wirewall Panel:**  Black  White
- **Plexi:**  Clear  Smoke
- **Electrical Under Carpet?**
  - Yes  No
- **Table Skirt Color** (Item # 5101 ONLY). Gray will be provided if no color is indicated below:
  - Beige  Forest Green  Purple
  - Black  Gold  Red
  - Blue  Gray  Teal
  - Burgundy  Mauve  White

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Subtotal		A + B = C	\$
<b>C.</b>	Rental Tax: 9.000%		C x 9.000% = D	\$
<b>D.</b>	Payment Enclosed		C + D = E	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature – Please Sign:</b> <b>X</b>				
AUTHORIZED NAME - PLEASE PRINT				DATE

**CUSTOM ID SIGN**

Colored signs are available at additional cost, so please email [gesgraphics@ges.com](mailto:gesgraphics@ges.com) for a quote. An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

**STANDARD ID SIGN COPY**

Signs will be black text on white background.  
If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please send a request to email address [gesgraphics@ges.com](mailto:gesgraphics@ges.com)
- For Custom Exhibits, please send a request to email address [exhibitdesign@ges.com](mailto:exhibitdesign@ges.com)

SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)

070108



# Graphics & Signage Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:

January 23, 2009

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
5905	7" x 11" Sign	\$ 48.00	\$ 71.75
5906	7" x 44" Sign	\$ 57.75	\$ 86.50
5909	14" x 44" Sign	\$ 101.00	\$ 151.50
5910	22" x 28" Sign	\$ 131.75	\$ 197.75
5931	Easel Back	\$ 9.80	\$ 14.70

All standard signs are digitally produced on white foamcore. Standard sign price includes text/copy placement in a color specified herein on a single side.

### CUSTOM SIGNS

GES maintains fully-equipped graphics shops that offer:

- |                       |                       |
|-----------------------|-----------------------|
| Graphic Design        | Large Format Printing |
| Desktop Publishing    | POP Displays          |
| Backlit Graphics      | Lamination            |
| Vinyl Graphics        | Logo Reproduction     |
| Graphics Presentation | Vinyl Banners         |

For custom work quotation, please contact us at:

[gesgraphics@ges.com](mailto:gesgraphics@ges.com)

File submission requirements and guidelines for custom signage are contained within the page titled "Digital File Submission Guide."

### Please Indicate Choice

➤ **Background Color** (Item #'s 5905-5915 ONLY). White will be provided if no color is indicated below:

- |                                |                                |                                 |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White  |
| <input type="checkbox"/> Blue  | <input type="checkbox"/> Red   | <input type="checkbox"/> Yellow |

➤ **Copy Color** (Item #'s 5905-5915 ONLY). Black will be provided if no color is indicated below:

- |                                |                                |                                 |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Green | <input type="checkbox"/> White  |
| <input type="checkbox"/> Blue  | <input type="checkbox"/> Red   | <input type="checkbox"/> Yellow |

➤ **Indicate Physical Alignment** (Item #'s 5905-5915 ONLY).

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Horizontal | <input type="checkbox"/> Vertical |
|-------------------------------------|-----------------------------------|

### Place Order Here

ITEM #	DESCRIPTION	PRICE	QTY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Subtotal		A + B = C	\$
<b>C.</b>	Sales Tax: 9.000%		C x 9.000% = D	\$
<b>ED</b>	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

COMPLETE COPY

Please Print. Attach a layout to this form if necessary.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center

February 16 - 18, 2009

### ***Sending your graphic and image files to the GES Creative Services Department***

We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to GES. If you are unable to provide digital artwork for your signage needs, GES is capable of providing you with layout services. Additional fees will apply. Contact your GES representative for details.

#### **Acceptable Media**

- CD-ROM (CD-R or CD-RW)
- DVD-ROM (DVD-R only)
- Email attachment (limited to maximum size of 2mb)
- FTP (mandatory .zip or .sit compression)

When sending disks, label them as follows: *Exhibitor Name / Show / Show Date / City of event*

Name your files appropriately for easy identification. Do not send files that will not be used for output. Failure to follow these instructions may result in delays in order processing and final production.

#### **Optimal File Types and Resolution**

**VECTOR:** This is the preferred file type. Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. See the table below for authoring software capable of creating this type of file.

**BITMAP:** This type of file is resolution dependent, and will reproduce poorly if the appropriate file resolution is not supplied. If you supply bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 72 dpi. Lower resolutions will result in reduced image quality.

**AVOIDING ADDITIONAL COSTS:** Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.

#### **Acceptable Software**

Program	Version	File Extension	Description	Special Considerations
Adobe® Acrobat®	8.0	.pdf	Portable Document	Convert to .pdf using high-quality or press-quality output settings
Adobe® Illustrator®	CS3 (13.0)	.ai, .eps	Vector Drawing	Avoid embedding bitmap images
Adobe® InDesign®	CS3 (5.0)	.indd	Page Layout	Include appropriate links/fonts/images
Adobe® Photoshop®	CS3 (10.0)	.tif, .psd, .eps	Bitmap Editing	File should be in CMYK color space
CorelDRAW®	12.0	.cdr	Vector Drawing	Avoid embedding bitmap images
QuarkXPress®	7.0	.qxd	Page Layout	Include appropriate links/fonts/images

#### **Page/Artwork Dimensions**

Documents should be created at 100% the actual finished size. If your software application has restrictions on page sizes, create your document in a reduced scale (10% reduction increments). Please indicate the scale used on all files which are scaled. Bleeds are not necessary. Failure to supply documents at exact, final sizes, will result in additional charges.

#### **Color Specifications & Proofs**

Supplied bitmap files should be in the CMYK color space. All colors in Vector and Page Layout applications should be specified using the Pantone Matching System® (PMS). GES will not be responsible for color variations or matching colors on final output if these requirements are not met. Always send 100% accurate proofs (color laser prints) with your disk.

#### **Typefaces/Fonts**

Convert all fonts to outlines before saving your file for transfer. If you do not convert your fonts to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines they are no longer editable.

#### **Still Have Questions?**

If you still have questions or concerns about your artwork or method of delivery, please contact us at [gesgraphics@ges.com](mailto:gesgraphics@ges.com) (please indicate what city your event is being held in).

Pantone Matching System is a registered trademark of Pantone

Adobe, Acrobat, InDesign, Photoshop and Illustrator are either registered trademarks or trademarks of Adobe Systems Incorporated

Corel and CorelDRAW are registered trademarks of Corel Corporation or its subsidiaries in Canada and the U.S. and/or other countries

QuarkXPress is a registered trademark of Quark, Inc



# Installation & Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

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## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

DISCOUNT DEADLINE DATE:

**January 23, 2009**

[Click Here to View Installation & Dismantling Brochure](#)

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED. TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

#### LABOR RATES ARE AS FOLLOWS:

	Discount	Regular	Show-Site
Worker Per Hour	\$132.75	\$166.00	\$199.25

- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of Exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

### Please Indicate Service

**GES SUPERVISED (OK TO PROCEED)**

**Please complete "Key Information" form (L-2)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

*A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

**LOCATION OF BOOTH/DIMENSION OF BOOTH:** Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

**EXHIBITOR SUPERVISED (DO NOT PROCEED)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

➤ **GES is responsible for the following type of booth:**

- Pop-up       Two Story       Custom  
 Other: \_\_\_\_\_

### Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	= SUBTOTAL		9.000% TAX	GRAND TOTAL
	AM	AM								\$
	PM	PM								\$
	AM	AM								\$
	PM	PM								\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature – Please Sign:

**X** \_\_\_\_\_ AUTHORIZED NAME - PLEASE PRINT DATE

<b>A.</b>	Total Labor Ordered	\$
<b>B.</b>	25% (\$50.00) GES Supervision	\$
<b>C.</b>	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

SAVE TIME WITH GES ONLINE AT: [www.ges.com](http://www.ges.com)



# Key Information\Supervised Labor Checklist

L-2

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**MANDATORY FORM\***

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

### To Be Completed By Exhibitor When Order is Placed

#### Inbound Freight Information

Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_ Customs Broker (if applicable) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Crates \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Fiber Cases \_\_\_\_\_ Color \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
Shipped To: (Check One)  Warehouse  Showsite

#### Set-up Information for GES Installation

Set Up Drawings Attached \_\_\_\_\_  Rental Carpet Color \_\_\_\_\_  
 Set Up Drawings With Exhibit \_\_\_\_\_  Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_  
 Number of Graphics \_\_\_\_\_ Layout Provided?  Yes  No Description \_\_\_\_\_  
 Number of Lights \_\_\_\_\_ Number of Light Boxes \_\_\_\_\_ Description \_\_\_\_\_

#### Did You Order —

Electrical  Yes  No Electrical Under Carpet  Yes  No  
Electrical Drawings  Attached  Sent to the Official Electrical Contractor  With the Exhibit  
Booth Cleaning  Yes  No Other Items \_\_\_\_\_  
Furniture  Yes  No \_\_\_\_\_  
A/V Furniture  Yes  No \_\_\_\_\_  
Telephone  Yes  No \_\_\_\_\_

#### Tear-down Information for GES Dismantle

Set Up Drawings Attached \_\_\_\_\_  Rental Carpet Color \_\_\_\_\_  
 Set Up Drawings With Exhibit \_\_\_\_\_  Own Carpet Color \_\_\_\_\_  
 Case/Crate Number \_\_\_\_\_  Padding \_\_\_\_\_  
 Number of Workers required for set up \_\_\_\_\_ Approximate time for set up \_\_\_\_\_  
 Forklift Ordered Hrs. \_\_\_\_\_ Time \_\_\_\_\_ Special Equipment Required \_\_\_\_\_  
 Number of Graphics \_\_\_\_\_ Layout Provided?  Yes  No Description \_\_\_\_\_  
 Number of Lights \_\_\_\_\_ Number of Light Boxes \_\_\_\_\_ Description \_\_\_\_\_

#### Outbound Freight Information

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 Prepaid  Collect (for Non-GES Logistics Shipments only) Address \_\_\_\_\_  
 Bill To \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
\_\_\_\_\_ Second Consignee \_\_\_\_\_  
\_\_\_\_\_ Address \_\_\_\_\_  
 GES Storage \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Exhibitor completed and attached GES' Outbound Material Handling Form, attached \_\_\_\_\_  
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form, attached \_\_\_\_\_

#### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization  Yes  No

**\*This form must be returned to GES for your orders to be processed.**

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature – Please Sign: X**

AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

## Aquaculture America 2009

Washington State Convention & Trade Center

February 16 - 18, 2009

### Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

**In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.**

### Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and GES Exposition Services of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
  - a. Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
  - c. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - e. The Commercial General Liability Policy shall name GES Exposition Services, Inc. (Official Service Provider), World Aquaculture Conference Management (Show Management), Aquaculture America 2009 (Show) and Washington State Convention & Trade Ctr. (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must insure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. Customer acknowledges that the show site and surrounding areas

are active work zones. Customer, its agents, employees and representatives are present at their own risk.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
  - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
  - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
  6. Exhibitor Appointed Contractor compliances:
    - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
    - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
    - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
    - d. Must furnish Show Management and GES Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
    - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
    - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
    - g. Shall provide, if requested, evidence to GES Exposition Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
    - h. Must coordinate all of its activities with GES Exposition Services.
      - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
      - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
  7. All information must be received in the GES Exposition Services office no later than 10 days prior to the show.

<b>ACORD</b>					<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY) 01/01/03	
<b>PRODUCER</b> ABC Insurance Agency      Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349      Fax: (212) 555-9819					<b>INSUREERS AFFORDING COVERAGE</b> INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:			
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/>	000P98298-AI1	01/01/08	01/01/09	EACH OCCURRENCE	\$1,000,000		
	FIRE DAMAGE (Any one fire)				\$ 50,000			
	MED EXP (Any one person)				\$ 5,000			
	PERSONAL & ADV INJURY				\$1,000,000			
	GENERAL AGGRREGATE				\$2,000,000			
	PRODUCTS-COMP/OP AGG				\$2,000,000			
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> <input type="checkbox"/>	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000		
	BODILY INJURY (Per person)				\$			
	BODILY INJURY (Per accident)				\$			
	PROPERTY DAMAGE (Per accident)				\$			
	AUTO ONLY-EA ACCIDENT				\$			
	OTHER THAN AUTO ONLY: EA ACC AGG				\$			
A	UMBRELLA / EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/08	01/01/09	EACH OCCURRENCE	\$1,000,000		
	AGGREGATE				\$1,000,000			
					\$			
					\$			
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER		
	E.L. EACH ACCIDENT				\$1,000,000			
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000			
	E.L. DISEASE - POLICY LIMIT				\$1,000,000			
D	OTHER Professional Liability	000P98298-AI1	01/01/08	01/01/09	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000		
	<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> GES Exposition Services, Inc. (Official Service Provider), World Aquaculture Conference Management (Show Organizer), Washington State Convention & Trade Ctr. (Facility), and Aquaculture America 2009 (Show) are hereby named as additional insured, except for Workers' Compensation. GES Exposition Services, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES Exposition Services, Inc., shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: February 16 - 18, 2009 at city of Seattle.							
<b>CERTIFICATE HOLDER</b> <input checked="" type="checkbox"/>		<b>ADDITIONAL INSURED; INSURER LETTER:</b> <u>X</u>		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS				
GES Exposition Services, Inc. Exhibitor Services 4060 Lind Avenue SW Renton, WA 98055-4902		<b>AUTHORIZED REPRESENTATIVE</b> <i>John Smith, CIC</i> John Smith, CIC						
ACORD 25 (2001/08)								

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Service Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED: GES Expositions Services, Inc. (Show Service Provider), World Aquaculture Conference Management (Show Organizer), Washington State Convention & Trade Ctr. (Facility), and Aquaculture America 2009 (Show) must be named as additional insureds.
- CERTIFICATE HOLDER: Must be GES Expositions Services, Inc.
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor move-in.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor move-out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Service Provider Information (form L-3) in this exhibitor manual).
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



# Notice of Intent to Use Exhibitor Appointed Contractor

L-4

RETURN TO: GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

**Aquaculture America 2009**  
Washington State Convention & Trade Center  
February 16 - 18, 2009

**FORM DEADLINE DATE:**  
**January 23, 2009**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.

**Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES Exposition Services® with all necessary information by the deadline date indicated above.**

Contract/Display House \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (area code \_\_\_\_\_) \_\_\_\_\_ Fax (area code \_\_\_\_\_) \_\_\_\_\_

Contact: \_\_\_\_\_

Description of Proposed Service for Exhibitor: \_\_\_\_\_

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

### Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
- The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show organizer or GES management.

- During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and GES Exposition Services, Inc. harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

**For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:**

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

**No exceptions will be made**

### Tips to Exhibitor Appointed Contractors

- Order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon your billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

070108





# Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services® • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.**

## Aquaculture America 2009

Washington State Convention & Trade Center  
February 16 - 18, 2009

**DISCOUNT DEADLINE DATE:**

**January 23, 2009**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### Price List

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>VACUUMING</b>			
<i>Includes emptying your wastebasket nightly.</i>			
9070	Duration, per sq.ft. per day of show	\$ 0.31	\$ 0.46
9071	Per Day, per sq.ft per any day	\$ 0.41	\$ 0.62
9072	Before Show Open Only, per sq.ft.	\$ 0.43	\$ 0.65
<b>SHAMPOOING</b>			
9073	Before Show Open Only, per sq.ft.	\$ 0.63	\$ 0.95
<b>MOPPING &amp; WAXING</b>			
9074	Before Show Open Only, per sq.ft.	\$ 0.82	\$ 1.24
<b>PERIODIC PORTER SERVICE</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only, for the duration of the show. Vacuuming not included. Calculate by your booth size.</i>			
9075	0-500 sq.ft., per day	\$ 105.50	\$ 158.25
9076	501-1500 sq.ft., per day	\$ 130.75	\$ 196.25
9077	1501-3000 sq.ft., per day	\$ 159.00	\$ 238.50

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.

**Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum.**

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

### PORTER SERVICE LABOR RATES ARE AS FOLLOWS:

	Discount	Regular	Show-Site
<b>Worker Per Hour</b>	\$ 132.75	\$ 166.00	\$ 199.25

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of Exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

<b>Please Indicate Service</b>	<b>Place Order Here</b>
--------------------------------	-------------------------

**Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Would you like us to call you and give you a quote for hourly porter service?**  
 Yes       No

**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO.OF DAYS	= TOTAL PRICE
9070	Vacuuming Duration			3	\$
9071	Vacuuming Per Day				\$

ITEM #	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
9072	Vacuuming Before Show Only			\$
9073	Shampooing Before Show Only			\$
9074	Mop/Wax Before Show Only			\$

ITEM #	DESCRIPTION	PRICE	X NO.OF DAYS	= TOTAL PRICE
	Periodic Porter Service			\$

**To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the GES Servicerter. GES will be unable to adjust invoices after the close of the show.**

DESCRIPTION	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	= TOTAL PRICE
Porter Service Labor				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Subtotal			A + B = C	\$
<b>C.</b> Labor Tax: 9.000%			C x 9.000% = D	\$
<b>D.</b> Payment Enclosed			C + D = E	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature – Please Sign:** **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

070108

**ELECTRICAL ORDER FORM**  
MAIL OR FAX TO



**ELECTRICAL EXHIBITION SERVICES**  
5931 4th Ave. South, Seattle, WA 98108  
Ph: (206) 781-2411 Fax (206) 781-2270  
Email: seattle@edlen.com

Questions? Visit [www.edlen.com](http://www.edlen.com)

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Aquaculture America 2009</b>		
<b>FACILITY:</b>	<b>Washington State Convention &amp; Trade Center</b>		
<b>DATES:</b>	<b>February 16 to 18, 2009</b>	<b>EVENT#</b>	<b>029006SE</b>

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

120 VOLT	QUANTITY (For Show Hours Only)	QUANTITY (For 24 hrs/day Add 50%)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
0 - 500 WATTS (5 AMPS)	_____	_____	70.00	105.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	106.00	159.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	120.00	180.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	140.00	210.00	_____

**208 VOLT SINGLE PHASE**

15 AMPS	_____	_____	170.00	255.00	_____
20 AMPS	_____	_____	190.00	285.00	_____
30 AMPS	_____	_____	240.00	360.00	_____
60 AMPS	_____	_____	420.00	630.00	_____
100 AMPS	_____	_____	567.00	850.50	_____

**208 VOLT THREE PHASE**

15 AMPS	_____	_____	240.00	360.00	_____
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	380.00	570.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	851.00	1,276.00	_____

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

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

300 WATT ARM LIGHT 1	_____	_____	82.00	123.00	_____
150 WATT POLE LIGHT 2	_____	_____	56.00	84.00	_____
300 WATT POLE LIGHT 2	_____	_____	70.00	105.00	_____
1000 WATT QUARTZ LIGHT 3	_____	_____	Quote	Quote	_____

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

**MATERIAL** (Electricity not included)

15' & 25' EXTENSION CORDS	_____	_____	20.00	_____	_____
MULTI OUTLET STRIP	_____	_____	20.00	_____	_____

**LABOR**

ST (Mon - Fri 8:00 am - 4:30 pm, excluding Holidays)	_____	_____	80.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Saturday & Sunday)	_____	_____	120.00	_____	_____
DT (All day on Holidays)	_____	_____	160.00	_____	_____

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

**DEADLINE DATE OF:**  
**February 2, 2009**  
**Avoid Duplication !!**

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

**ON LINE ORDERING**  
This show may be available on line. Visit [www.edlen.com](http://www.edlen.com). Use the event # above as your password.

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

**208V & HIGHER VOLTAGES**  
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**DEDICATED OUTLETS**  
Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at 1.5 times the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

FOR OFFICE USE ONLY	
DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

<b>SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER</b>	Sub Total	_____
	Add 9.0% State Sales Tax	_____
	<b>Total Payments</b>	_____

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

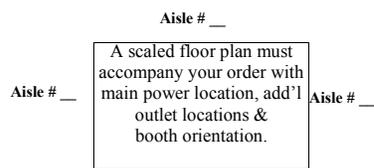
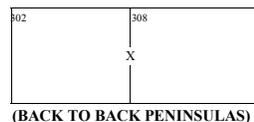
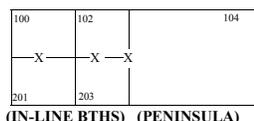
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER		EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above)		
ADDRESS:	CITY:	ST: ZIP:

## VERY IMPORTANT TERMS & CONDITIONS

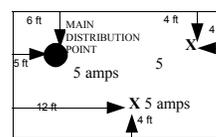
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

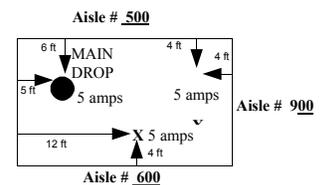
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# ELECTRICAL LABOR ORDER FORM



## IMPORTANT!!

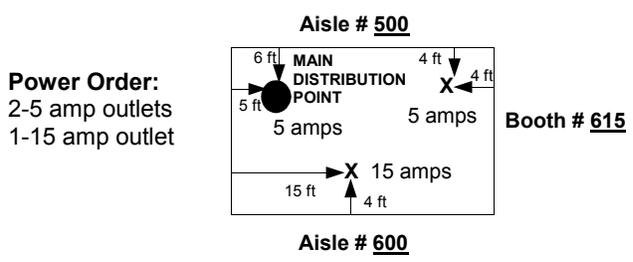
**THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED AND RETURNED WITH ELECTRICAL ORDER FORM**

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

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

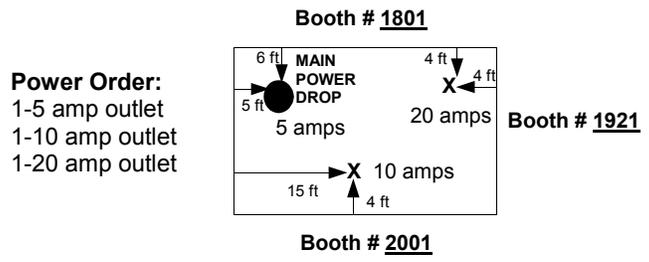
**Step 2** If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at [www.edlen.com](http://www.edlen.com). Most power comes overhead at the WSCTC. Floor power is available in select locations only.  
 You must order a separate outlet for each outlet location on your floor plan. *Example:*



**Power Order:**  
 2-5 amp outlets  
 1-15 amp outlet

EXAMPLE-FLOOR POWER



**Power Order:**  
 1-5 amp outlet  
 1-10 amp outlet  
 1-20 amp outlet

EXAMPLE-CEILING POWER

**ELECTRICAL LABOR ORDER FORM**

Mail or Fax Order to:



5931 Fourth Avenue South  
 Seattle, WA 98108  
 Ph (206) 781-2411 Fax (206) 781-2270  
 seattle@edlen.com www.edlen.com

Company:	Bth#	
Contact:		
Phone:	Fax:	
Event:	<b>Aquaculture America 2009</b>	
Facility	<b>Washington State Convention &amp; Trade Center</b>	
Dates	<b>February 16 to 18, 2009</b>	<b>Event # 029006SE</b>

**BE SURE TO COMPLETE COMPANY INFORMATION ABOVE**

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

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

\_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

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

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

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

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

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Estimated date and time of booth installation: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

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

Name of Supervisor: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

I & D House: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

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

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

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

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

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

**AIR & WATER ORDER FORM**

Questions? Visit [www.edlen.com](http://www.edlen.com)



**ELECTRICAL EXHIBITION SERVICES**  
 5931 4th Avenue So., Seattle, WA 98108  
 Ph: (206) 781-2411 Fax: (206) 781-2270  
 Email: [seattle@edlen.com](mailto:seattle@edlen.com)

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Aquaculture America 2009</b>		
<b>FACILITY:</b>	<b>Washington State Convention &amp; Trade Center</b>		
<b>DATES:</b>	<b>February 16 to 18, 2009</b>	<b>EVENT#</b>	<b>029006SE</b>

<b>COMPRESSED AIR: 90-100 LBS. Psi - Complete CFM (cubic ft per minute) requirements</b>	<b>Advance Price</b>	<b>Regular Price</b>	<b>Total</b>
Service charge for 1st outlet at rear of booth .....	\$200.00	\$300.00	= _____
Each additional outlet within the same booth .....	\$100.00	\$150.00	= _____
CFM requirements. Multiply your total CFM requirements by the rate listed. There is a 5 CFM minimum charge. This charge is \$30 at advance price and \$45 at the regular rate.	\$6.00/cfm	\$9.00/cfm	= _____

Note: Air services are not available on the 6th Floor. Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment.

**WATER LINE:**

Service charge for 1st outlet at rear of booth .....	\$110.00	\$165.00	= _____
Each additional outlet within the same booth .....	\$55.00	\$82.50	= _____
Number of connections required: _____ Size of connection required: _____			

Note: Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**DRAINS LINE:**

Service charge for 1st outlet at rear of booth .....	\$100.00	\$150.00	= _____
Each additional outlet within the same booth .....	\$50.00	\$75.00	= _____
Number of connections required: _____ Size of connection required: _____			

Note: Drain services are not available on the 6th floor. Time and material charges will apply when pumps are required to drain services

**FILL & DRAINS (Labor required)**

0 - 99 Gallons .....	\$80.00	\$120.00	= _____
100 - 199 Gallons .....	\$120.00	\$180.00	= _____
200 - 399 Gallons .....	\$240.00	\$360.00	= _____
Each additional 100 Gallons .....	\$25.00	\$37.50	= _____

Note: If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it. Edlen is not responsible for sediment or the color or taste of the water.

**MISCELLANEOUS REQUIREMENTS (Call for a quote)**

_____	\$ _____	\$ _____	= _____
_____	\$ _____	\$ _____	= _____

**LABOR (Additional Labor Charges may be assessed for Non-Standard Services)**

Straight time: Monday - Friday, 8:00 am to 4:30 pm, except holidays .....	\$80.00	= _____
Overtime: Monday - Friday, 4:30 pm to 8:00 am, all day Saturday & Sunday .....	\$120.00	= _____
Double time: Holidays .....	\$160.00	= _____

<b>FOR OFFICE USE ONLY</b> DATE RECEIVED PAYMENT METHOD AMOUNT RECEIVED RECEIPTED BY:	<b>SALES TAX IS DUE ON ALL ORDERS UNLESS TAX EXEMPTION CERTIFICATE ACCOMPANIES ORDER</b>	Sub Total	
		Add 9.0% State Sales Tax	
		<b>Total Payments</b>	
		All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.	
<b>For Advance Price to apply payment must be received 14 days prior to show opening.</b>			
<b>Deadline Date: February 2, 2009</b>			
By signing below I agree to the additional terms and conditions on back of form.			

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

## IMPORTANT TERMS/CONDITIONS AND REGULATIONS

1. Order (with payment) must be received a minimum of 14 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 14 days prior to scheduled event opening will be charged at the regular rates.
2. In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will dropped to one location in the booth. Edlen will make every attempt to deliver this services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. There is a minimum labor charge to provide each of the services listed on the front of this form. Please read "Labor Instructions" box located on the front of the form. Labor charges are based upon current wage rates and are noted on the front of the form.
6. Water and Drain services located more than 25 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
7. In some instances a pump is required to drain services out of an exhibitors booth. When this occurs, time & material charges will apply. Exhibitors are encourage to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers are to make all service connections. Requests for additional connections are charged at the additional outlet rate. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. Standard airlines terminate with a 1/2" female iron pipe valve.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. (4oz.) Call for price quote when available.
15. All equipment using water must have inlet and outlet properly tagged.
16. All equipment must comply with state and local codes.
17. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. For gas cylinders or any other special requirements call Edlen for a quote at the number below. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
19. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
20. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
21. Credit will not be given for connections installed and not used.
22. Payment in full for all plumbing services provided must be made in full prior to close of the event.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
25. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

**For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)**



# TRADE SHOW EXHIBITOR ORDER FORM

FACTORY

**DELIVERY INFORMATION** WSCTC

EVENT NAME \_\_\_\_\_

SET UP DATE \_\_\_\_\_ SET UP TIME \_\_\_\_\_

STRIKE DATE \_\_\_\_\_ STRIKE TIME \_\_\_\_\_

BOOTH # \_\_\_\_\_

ON-SITE CONTACT \_\_\_\_\_

CONTACT CELL # \_\_\_\_\_

## ORDER INFORMATION

- \* EQUIPMENT ORDERS RECEIVED 14 DAYS PRIOR TO LOAD IN DATE QUALIFY FOR 20% ADVANCED ORDER DISCOUNT.
- \* AV CARTS PROVIDED WITH MONITOR AND PROJECTOR ORDERS.
- \* ON SITE CANCELLATIONS WILL RESULT IN A MINIMUM ONE-DAY CHARGE.
- \* ADDITIONAL EQUIPMENT AND SERVICES AVAILABLE. PLEASE CALL.

QTY	EQUIPMENT DESCRIPTION	DAILY RATE	# DAYS	EXTENDED PRICE
<b>AUDIO</b>				
	Microphone : Handheld w/ Stand	\$25		
	Microphone : Wireless Handheld or Lav w/ Stand	\$125		
	Microphone : Headset Element (requires wireless lav)	\$75		
	Small PA Sound System (includes 12" powered speaker, stand, 4 ch mixer.)	\$125		
	Medium PA Sound System (includes (2) 12" powered speakers, stand, 4 ch mixer.)	\$150		
	CD Player (5-Disc Carousel)	\$40		
	Four Channel Audio Mixer	\$30		
	Computer Audio Interface (DI)	\$15		
<b>VIDEO / DISPLAY</b>				
	15" LCD Monitor (XGA)	\$100		
	20" LCD Monitor(XGA)	\$150		
	24" HD LCD Monitor w/ table stand (16:9)	\$225		
	32" LCD Monitor w/ table stand (16:9)	\$250		
	42" Plasma Monitor w/ 6' floor stand & speakers (16:9)	\$400		
	50" Plasma Monitor w/ 6' floor stand & speakers (16:9)	\$700		
	27" CRT TV / Video Monitor	\$75		
	27" CRT TV / Video Monitor with choice of DVD / VCR (circle choice)	\$115		
	Laptop Computer	CALL		
	Desktop Computer w/ Monitor, Keyboard, & Mouse	CALL		
	XGA 2000 Lumens LCD Projector	\$250		
	XGA 3500 Lumens LCD Projector	\$400		
	6' or 8' Tripod Screen	\$35		
	DVD Player	\$40		
<b>MISC</b>				
	Llghting Tree : (3) Fixtures, Tree, Dimmer, Control	\$175		
	AV Cart : 34" / 42" / 48"	\$45		
	Easel	\$15		

## CUSTOMER INFORMATION

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT PHONE \_\_\_\_\_

CONTACT EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

## PAYMENT INFORMATION

CREDIT CARD NUMBER \_\_\_\_\_

CARD HOLDER \_\_\_\_\_

EXP DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

AUTH. SIGNATURE \_\_\_\_\_

1	SUBTOTAL	
2	ADVANCE ORDER DISCOUNT*	
3	SUBTOTAL	
4	SET / STRIKE (10% of Line 3)	
5	SUBTOTAL	
6	SALES TAX (9% of Line 5)	
7	<b>TOTAL AMOUNT DUE</b>	

**MAIL ORDER FORM & PAYMENT INFORMATION TO:**  
AV FACTORY, 8011 S 187TH ST, KENT WA 98032

FAX TO: 206.694.5004  
SCAN & EMAIL TO: PMORRIS@AVFACTORY.COM

**AV FACTORY 800.371.7181 / 206.763.7181**  
**ON-SITE AV SERVICES 206.694.5124**



# SERVICE ORDER

- Telecommunications
- Internet
- Networking

Mail to: CCPI  
 800 Convention Place  
 Seattle, WA 98101  
 On-Line: [www.ccpi.net/wsctc](http://www.ccpi.net/wsctc)  
 Fax to: (206) 505-5498  
 Phone: (888) 381-8924

Name of Event: _____	Dates of Event: _____	Booth/Room #(s): _____
Exhibiting Firm Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
Telephone: ( _____ ) _____	Fax: ( _____ ) _____	E-mail: _____

**FOR DISCOUNT RATE ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO THE EVENT MOVE-IN DATE**

A.	TELEPHONE SERVICES (Must dial 9 then the number)	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Standard Voice Line - Includes line with telephone. For voice communication only, NOT FOR LAPTOP OR PC COMPUTERS. (Dial 9" required.)		\$225	\$275		
2.	Credit Card/Fax Line - Includes line with jack. (NO dial "9" is standard.) Circle if Phone set is requested                      Circle if Dial "9" is requested		\$225	\$275		
3.	Do you want to call Long Distance? (Please circle one.)      Yes      No (LD will be billed to the authorized credit card below, at the close of the event.)		**	**		
4.	Optional Telephone Services—Video Conferencing, Multi-Line Phones, Speakerphone, Voice Mail, and Call Waiting. (Call for Pricing.)		888-381-8924	888-381-8924		
5.	ISDN Line (Does not include connection equipment.)		\$595	\$695		
B.	INTERNET ACCESS SERVICES (Includes 1 line w/RJ11 jack, or cable drop with 10/100 Base T Shared Ethernet & RJ45 jack to your booth or room, 1 computer connection, and technical support.)	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Shared T1 Ethernet Service with 1 Computer Connection		\$895	\$1095		
2.	Shared 512Kbps Ethernet Service with 1 Computer Connection		\$745	\$895		
3.	Shared 56Kbps Ethernet Service with 1 Computer Connection		\$395	\$495		
4.	Dedicated Ethernet Service (Scalable from 56Kbps to Full T1 - Call for Options and Pricing.)		888-381-8924	888-381-8924		
5.	Each Additional Ethernet Computer Connection		\$125	\$195		
6.	<b>Wireless Service (Enterprise) includes one (1) 256Kbps shared Ethernet connection with one (1) computer connected.</b> Includes on-site technical support and is available throughout the facility. Please submit signed "Wireless Services Statement" with your order.		<b>\$495 per week</b>	<b>\$149 per day</b> ____ <b>DAYS</b>		
C.	MISCELLANEOUS SERVICES	QTY.	DISCOUNT	STANDARD	TOTAL	
1.	Equipment Rental - PC's, Routers, Switches, Cyber Cafes, etc. (Call for Pricing.)		888-381-8924	888-381-8924		
2.	Internal Networking - Room to room, per connection charge.		\$250	\$360		
3.	Misc. Labor, VLAN's, DHCP, Technical Assistance, etc. (Call for Pricing.)		888-381-8924	888-381-8924		
			<b>SUBTOTAL BEFORE SALES TAX</b>		\$	
WA State Sales Tax applies to ALL exhibitors without a completed Tax Exempt Form (PER RCW 82.04.070)			<b>ESTIMATED 10% TAX / FEES DEPOSIT</b>		\$	
			<b>TOTAL AMOUNT DUE (US DOLLARS)</b>		\$	
PAYMENT OPTIONS						
Visa                      MC                      Amex                      Company Check                      Other			<b>SERVICE PLACEMENT</b>  Service will be brought to the rear of the booth. Any variation must be marked on this diagram. Please attach a second page with additional placement information if necessary. (If island booth, please attach a drawing.)		REAR	
I authorize CCPI to bill my credit card for the charges listed above and any additional charges incurred, including any long distance service charges. Credit Card Number: _____ Card Expiration Date: _____(Must be valid through last day of event) Card Holder (Please Print) _____ Authorized Signature _____					LEFT	RIGHT
					AISLE	
					PLEASE COMPLETE SERVICE PLACEMENT DIAGRAM	

# TERMS AND CONDITIONS

## TELECOMMUNICATIONS - INTERNET - NETWORKING - MISC. DATA SERVICE ORDER FORM

**PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY. BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM OR CLICKING ON THE "PLACE ORDER" BUTTON ON THE ELECTRONIC SERVICE ORDER FORM, YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Placement instructions for voice and data lines in your booth or room marked on the Service Order Form or a floor plan with desired locations provided. (Default placement is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms.)
- 2. EQUIPMENT & SERVICE PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from CCPI in good condition. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates. **C. Clients requesting single** line telephone or ISDN service will receive a standard RJ11 jack as a part of the contract pricing. Clients requesting wired; shared or dedicated Ethernet service will receive a standard RJ-45 jack as a part of the contract pricing. Clients requesting wireless internet services will receive a username and password that will enable them to access the network through the wireless access points. **D. Standard Voice Line** - standard voice grade line is provided. These lines are **not** for connection to computers. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing standard rate for the Internet Dedicated Dial-up Connection on the Service Order Form. **E. All lines will be restricted** from '976', '900', and '10-10' dialing unless otherwise requested in writing and approved by CCPI. A charge will be made for this.
- 3. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form or by clicking on the Place Order" button on the electronic Service Order Form, you authorize CCPI to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Long distance charges** (\$.50/min Domestic, \$3.00/min International) and charges for all toll calls made (i.e. Directory Assistance, 800 calls) will be billed at the close of the event by CCPI to the authorized credit card provided, and added to the client's invoice and statement. CCPI will provide a detailed listing of all calls made on the line at the client's request. CCPI is not responsible for loss of communication services caused by local and/or long distance carriers. **D. Refunds in full** will be granted (except on special order items) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (Specially ordered services must be paid for in full, including all installation fees, once the order is placed by CCPI. No refunds will be given.) **E. Services installed** but not used will not be refunded. **F. Customer service** issues must be reported to CCPI during the event. In order for a refund to be considered, all claims must be filed in writing with CCPI prior to the close of the event. **G. There will be** a \$50 fee for any returned checks. **H. There will be** a \$50 fee for all wire transfers. **I. A monthly service** charge of 1.5% will be added to invoices 30 days past due. **J. When a delinquent** invoice is turned over to an attorney for collection, all fees and costs incurred will be added to the balance due.
- 4. TELEPHONE AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines may** be restricted from 976, 900, 10-10" dialing unless otherwise requested in writing and approved by CCPI. A charge may apply for this. **C. Long distance charges** of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, 800 Calls, etc.) will be applied to the authorized credit card provided. **D. Telephone and long distance** service providers for services will be CCPI's selected provider(s). **E. Internet connectivity** through a Single-Line Phone connection is prohibited. If it is determined that a client is connecting to the Internet through a Single-Line Phone connection, that client's authorized credit card will be charged the prevailing standard rate for the Internet Dedicated Dial-up Connection on the Service Order Form.
- 5. CCPI INTERNET/DATA SERVICES RESPONSIBILITIES:** **A. Wired service will** be delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service** is 10/100Mbps over a gigabit fiber-optic backbone. **C. Wireless service** is currently at 11Mbps over a gigabit fiber-optic backbone. **D. Customers will be** issued a user name and password or IP address for each connection purchased. **E. Due to the nature** of the Internet CCPI cannot guarantee any level of performance or accessibility beyond our gateway. The internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **F. The choice** of the Internet Service Provider (ISP) is at the sole discretion of CCPI. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **G. CCPI does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by CCPI and/or its sub-contractors. **H. CCPI PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK. CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE.** As is consistent with other service providers, CCPI is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. **CUSTOMER SHALL BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. IT IS MANDATORY THAT EVERY CUSTOMER TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE, AND IT IS REQUIRED THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.**
- 6. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. CCPI REQUIRES THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE CCPI NETWORK.** **B. AT NO TIME** shall a client power up any wireless device not provided by CCPI without prior written authorization from CCPI. **C. At no time**, while connected to the CCPI network shall the client use/run their own switch, router, DHCP server or any other Natting device without prior written authorization from CCPI. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the CCPI network must, at CCPI's request, be immediately disabled or disconnected from the network. **F. Customer must** provide all equipment for wired Ethernet properly configured and equipped for a standard Ethernet adapter card rated for 10/100Mbps, RJ45 connection. **G. Internet client** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or CCPI and/or the site. **H. Customer is** responsible for the proper configuration of equipment and software for the Internet and Ethernet communications. **I. Customer is** responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- 7. CCPI'S OBLIGATIONS UNDER** this Agreement are subject to, and CCPI and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civic disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCPI, its representatives, agents, subcontractors or employees, or any other cause beyond CCPI's reasonable control. In no event shall CCPI be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss.
- 8. Wireless Services Statement** - Customer is responsible for providing a signed Wireless Services Statement prior to CCPI activating Wireless Service(s) for customer.
- 9. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and is not to be shared with other customers. Any customer sharing communication services without written authorization from CCPI shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 10. ONLY CCPI PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of CCPI.
- 11. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations. CCPI reserves the right to limit use of outside communication devices, including wireless devices.

Order On-line at: [www.ccpi.net/wsctc](http://www.ccpi.net/wsctc)

CONVENTION COMMUNICATION PROVISIONERS, INC.

800 CONVENTION PLACE, SEATTLE, WA 98101 PHONE: 888-381-8924 FAX: 206-505-5498 E-MAIL: [wsctcinfo@ccpi.net](mailto:wsctcinfo@ccpi.net)

# WIRELESS SERVICES STATEMENT

Exclusive

Site Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth/Room #: \_\_\_\_\_

Telecommunications and Internet Service Provider at the Washington State Convention & Trade Center

## OVERVIEW

CCPI is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11a/b/g system. The wireless service offers Internet access at speeds up to 256Kbps, servicing show administration, exhibitors as well as attendees (customers). The actual bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. CCPI can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote at 888-381-8924.

Wireless service is an entry level service ideal for web surfing and checking web based email. CCPI's wireless network can be accessed throughout the Facility by using a WiFi compatible 802.11a/b/g network card. CCPI offers two levels of wireless service at the facility: **Casual Service**, which is available in designated common areas only (WIFI Access Centers) at 56 Kbps speed and with 24 hour telephone tech support only. Casual service may be purchased by the day or in multiple day increments. **Enterprise Service** which is available in exhibit halls, meeting rooms as well as common areas at 256Kbps and with on-site technical support may be purchased by the show or by the day.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. CCPI cannot guarantee that interference will not occur. CCPI does not recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, CCPI highly recommends customers(s) purchase hardwired services such as Shared Ethernet or Dedicated Ethernet services.

If you are unsure which of our products will best suit your needs please call our on-site representative at 888-381-8924 and they will be happy to assist you.

## RESTRICTIONS AND SPECIAL REQUESTS

Due to the extensive coverage CCPI provides for the Facility, **NO** customer provided access points are authorized for use within the facility without CCPI prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the CCPI wireless network. Wireless customers may not operate in ad-hoc or peer-to-peer mode due to the potential for interference with other wireless customers. Customers may not operate 2.4GHz or 5.2GHz cordless phones. Customers may not operate 2.4GHz wireless video or security cameras or any other equipment transmitting in the 2.4GHz or 5.2GHz spectrum.

CCPI requires all Customers showcasing their wireless products to contact CCPI 21 days prior to the show move-in so that we may engineer a cohesive network, operating without interference (all approvals will incur a site survey fee). Misuse of any wireless service by any customer may result in service interruption to yourself or other customers and can lead to disconnection of the customer's equipment. **No service refunds will be given.**

In order to provide the most robust 802.11a/b/g wireless services possible, CCPI must control the 2.4GHz frequency radio spectrum used by 802.11 b and 802.11 g (2.412GHz to 2.462 GHz) and the 5.2GHz frequency radio spectrum used by 802.11 a (5.15GHz to 5.35GHz) within the Facility.

## ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY CCPI ARE PROHIBITED

I hereby attest that I understand and agree to the limitations and vulnerabilities of the wireless service provided by CCPI at the Facility. I also understand that if I use this service for any reason including, but not limited to demonstrating, showcasing or presenting my products, CCPI shall not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of CCPI. Upon receipt of this form, CCPI's wireless service and/or customer's authorized wireless access point devices (only with CCPI's prior approval) will be activated/available for your use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

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Exclusive Telecommunications and Internet Service Provider at the Washington State Convention & Trade Center

**Aquaculture America 2009**  
 Washington State Convention & Trade Center  
 February 16 - 18, 2009

Please Fax or Send Orders To:  
 **International Wholesale Florist**

14106 6<sup>th</sup> Ave. SW Seattle, WA 98166  
 Phone: 206-623-2828 / Fax: 206-623-5530  
 IWF@tradeshowflorist.net or www.Tradeshowflorist.net

Company		Booth Number	Install Date	AM/PM
Street Address		City	State	ZIP
Phone	Fax	Email	Purchase Order Number	
Ordered by: SIGNATURE <b>X</b>		Ordered by: Print Name		
<input type="checkbox"/> Check	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express		
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Corporate	<input type="checkbox"/> Personal	
Cardholder Signature		Cardholder Print Name		Expiration Date

**Flowers and plants say it best!** Add color and personality to your booth with floral arrangements and plants. These final touches will compliment your exhibit, adding brightness & elegance and attracting greater attendance to your booth. Let our floral designers enhance your display with beautiful arrangements tailored to your specifications.

For orders received  
 one week prior  
 to the date of show

**Green Plant Rental**

Qty.		Advanced Price	Show Price	TOTAL
_____	3' Plant.....	30.00	33.00	_____
_____	4' Plant.....	40.00	45.00	_____
_____	5' Plant.....	50.00	55.00	_____
_____	6' Plant.....	60.00	65.00	_____
_____	7' Plant.....	75.00	80.00	_____
_____	Boston Fern (6" Pot).....	18.00	22.00	_____
_____	Boston Fern (10" Pot).....	25.00	28.00	_____

*(If not specifically requested, the green plants will be from a selection of Ficus, Schefflera, Palm, Dracaena, Spathiphyllum & others)*

**Blooming Plant Rental**

Qty.		Advanced Price	Show Price	TOTAL
_____	Chrysanthemum      Yellow      White      Other_____	18.00	22.00	_____
_____	Azalea (Sept. - May)      Red      Pink      Other_____	22.00	25.00	_____
_____	Reiger Begonia      Red      Yellow      Other_____	22.00	25.00	_____
_____	Bromeliad      Red      Pink      Other_____	25.00	30.00	_____

**Fresh Flower Designs**

*(Unless otherwise specified all arrangements will be designed in a vase with a traditional & colorful all round style)*

Qty.		Advanced Price	Show Price	TOTAL
_____	Arrangements, Small (approx. 1 ft. to 1 1/2 ft.).....	35.00	40.00	_____
_____	Arrangements, Medium (approx. 1 1/2 ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Large (approx. 2 ft. to 3 ft.).....	70.00	75.00	_____
_____	Arrangements, Exotic Tropical, Medium (approx. 1 1/2 ft. to 2 ft.).....	50.00	55.00	_____
_____	Arrangements, Exotic Tropical, Showy (approx. 2 1/2 ft. to 3 1/2 ft.).....	75.00	80.00	_____

**CUSTOMER REQUESTS:** (preferences as to colors, style, flower & plant types, containers, location, or dimensions, etc.)

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**Payment Policy:** All orders must be paid in full prior to delivery unless accompanied by a credit card.

**Rental Policy:** Rental items are the responsibility of the Exhibitor. Unless other arrangements have been made all items to be left in booth at end of show. All prices include installation, servicing, container, & removal. Substitutions (same size, different plant) may be necessary due to availability and at the discretion of IWF.

**Cancellation Policy:** Items canceled within three days of the show will be charged at 50% of original order.

**Subtotal** \_\_\_\_\_

**Delivery (\$5.00)** \_\_\_\_\_

**9% Sales Tax** \_\_\_\_\_  
 (Per Washington Law, Delivery is Taxed)

**GRAND TOTAL** \_\_\_\_\_



Please Fax or Send Orders to:  
**Jeff Goble Photography**  
 P.O. Box 301, North Bend, WA 98045  
 Phone & Fax: (425) 831-2129  
 Email: jeffgoblephoto@centurytel.net  
 Web: www.jeffgoblephoto.com

Show \_\_\_\_\_

Show Dates \_\_\_\_\_

Venue \_\_\_\_\_

COMPANY		BOOTH #	INSTALL DATE	
STREET ADDRESS		CITY	STATE	ZIP
PHONE	FAX	PURCHASE ORDER #		
ORDER MY SIGNATURE		ORDERED BY PRINT NAME		
X		CARD NUMBER	EXPIRATION DATE	
VISA / MASTERCARD		CARDHOLDER SIGNATURE		
X		CARDHOLDER PRINT NAME		
SHOWSITE CONTACT:		E-MAIL:		

*Photography Services Order Form*

**Digital, with color prints**

**First Shot:** 8x10 color print, with image on CD \$65.00 \_\_\_\_\_

**Additional Shots:** 8x10 color print, with image on CD \$35.00 \_\_\_\_\_

**Additional Color Prints**

**Additional Prints:** 8x10 color prints \$20.00 \_\_\_\_\_

**Additional Prints:** 5x7 color prints \$15.00 \_\_\_\_\_

**Digital Only**

**First Shot:** Hi-res Tiff image & Jpeg file on CD \$55.00 \_\_\_\_\_

**Additional Shots:** Tiff image & Jpeg file on CD \$30.00 \_\_\_\_\_

Other: Jpeg image Email on day of shooting \$40.00 \_\_\_\_\_

Additional shots for Email (**Please include Email address**) \$30.00 \_\_\_\_\_

All orders should be prepaid to Jeff Goble Photography. Your booth will be photographed after hours on the first days of the show. All images are shot digital, unless a negative is requested. Please keep in mind that the above services are typically performed after hours and without people in the photographs. If you would like people in your photographs, additional charges may apply. If you have special instructions, please call to discuss the details. A single view will be taken from the best angle, unless otherwise specified.

**Sub-Total** \_\_\_\_\_

**8.6% WA Sales Tax** \_\_\_\_\_

**S&H** \_\_\_\_\_ **\$10.00**

Please complete all client information, indicate the dollar amount for the services requested, add sales tax, S&H, and total your order. Please Email, Fax, or mail to address above. **Total Paid** \_\_\_\_\_

# GENERAL RULES AND REGULATIONS

Each booth will be set with 8' high back drapes and 3' high side curtains. Nothing may be attached to this drape. All activities must be contained within your booth area. Distribution of literature or other activities will not be allowed in the aisles and lobbies.

Loudspeakers and "carnival" tactics will not be permitted.

All exhibitors should read and be familiar with the Rules and Regulations on the back of the Exhibit contract.

There must be at least 6 feet of clearance at all exit doors.

All cords at any doorways or across any aisles must be securely taped down and covered with carpet.

You must have prior approval from GES to bring in any vehicle or machinery into the exhibit area. The gas tank must be drained and purged and have the battery disconnected. A drop cloth must be under it.

Any material such as draping or curtains brought into the exhibit area must have a certificate stating that it is an inherently fireproof material or has been fireproofed.

Appropriate business attire should be worn during the show.

Exhibitions are "public accommodations" under the provisions of the Americans with Disabilities Act (ADA). You should take care to comply with the provisions of the act. The IAEM Handbook for Accessible Exhibitions, a guide that contains detailed information about how you can achieve ADA compliance is available from the publications department of IAEM. Failure to comply with the ADA can be a serious matter involving litigation and fines. For further information contact IAEM at +1-972-458-8002.

**All exhibits must adhere to the "IAEM Guideline for Display Rules and Regulations". Contact us for a copy of the "IAEM Guideline for Display Rules and Regulations" for more information on exhibition rules.**

## **REQUIREMENT OF LIABILITY INSURANCE**

Your company must have property damage, public liability and personal injury insurance as specified in the Aquaculture America 2009 Contract for Exhibit Space. Please call your insurance company and verify that your exhibit and personnel are covered.