

EXHIBITOR ORDER FORMS

FOR

APPRAISAL TODAY 2005 CONFERENCE

SOUTH SAN FRANCISCO CONFERENCE CENTER
South San Francisco, California
August 11-12, 2005

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Exhibitor Move In	Wednesday, August 10: 1:00 pm – 5:00 pm
Exhibitor Move Out	Friday, August 12: 4:00 pm – 8:00 pm

Your 8' x 10' booth includes: Pipe, 8'H burgundy backwall, 3'H burgundy siderail, 1-6' table skirted burgundy, 2 chairs, 1 wastebasket. The hall is carpeted.

Dear Exhibitor:

It is our pleasure to inform you that Pacific Convention Services, Inc. (PCS) has been selected as the general service contractor to coordinate and oversee the service needs for the *Appraisal Today 2005 Conference at the South San Francisco Conference Center in South San Francisco, California, on August 11-12, 2005*. The following exhibitor service kit contains all the necessary information and forms that you will need to obtain booth furnishings and services.

Please submit any order forms *by Wednesday, July 27, 2005* to receive advanced prices and to expedite your needs. *Your orders can be submitted without a booth number*. Please read and understand the policies and services in this kit. Make sure that copies of all orders and correspondence are available to your representative(s) at the show site.

An exhibitor's service center, staffed with qualified service personnel from PCS, will be located in the exhibit areas for your convenience in placing last minute orders on furniture rental, signs, special decorations, and to inquire about freight, and any other information which will be helpful to you in setting up or taking down your exhibit. Labor will also be available to install and dismantle your display.

If you have any questions or need additional information, please do not hesitate to contact us at your convenience. We look forward to working with you to have a great show.

Sincerely,

Susan Rogers

FOR CORRESPONDENCE AND PAYMENTS BY MAIL ONLY*

**PACIFIC CONVENTION SERVICES, INC.
454 LAS GALLINAS AVENUE, PMB #184
SAN RAFAEL, CA 94903**

***Do not send freight to this address.**

CREDIT CARD AUTHORIZATION / PAYMENT POLICES

COMPANY NAME _____ BOOTH NO. _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ PHONE(____) _____ DATE _____

FAX NUMBER(____) _____ E-MAIL ADDRESS _____

CREDIT CARD AUTHORIZATION

*If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.**

_____ American Express _____ Visa _____ Master Card

Account No. _____ Expiration Date _____

Please print clearly the following information:

Cardholder's Name _____

Cardholder's Email Address _____

Company Federal I.D. _____

Cardholder's Billing Address _____

City/State/Zip _____

Cardholder's Signature _____

SIGNATURE indicates you have read and understand the payment policies stated below.

*FOR YOUR CONVENIENCE, WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR REPRESENTATIVE. THESE CHARGES WILL INCLUDE LABOR AND MATERIAL HANDLING.

CREDIT AND PAYMENT POLICIES

1. Full payment, either by check or credit card, **must be included with all advance orders** in order to receive "Advance Price" rate. Advance orders received without payment will be charged at "Late Price" rate with full amount due.
2. Any additional/outstanding costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice at show site. **YOUR SHOW REPRESENTATIVE MUST BE MADE AWARE OF THIS PAYMENT POLICY AND HAVE A MEANS OF PAYMENT.**
3. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
4. In the event of show cancellation, a 50% of order price will be charged.
5. No credit will be issued after the closing date of the show.
6. Finance charges equivalent to the maximum interest rate allowed will be charged on all past due accounts.
7. Exhibitor will be responsible for the cost of replacement of any rental equipment missing from their booth at the close of the show.
8. For international exhibitors, we require 100% pre-payment of advance orders. Payments may be made by check drawn on U.S. Funds Account, Traveler's check, Cashier's check, American Express, MasterCard, or Visa credit cards, or directly deposited to PCS account, which will include a transfer fee.
9. A \$25.00 service charge will be assessed for all returned checks and declined/invalid credit cards.
10. Rates are subject to Union contract changes.
11. A 4% transaction fee will be added to all credit card and check transactions.

MATERIAL & HANDLING SERVICES / RATES

COMPANY NAME _____ BOOTH NO. _____

1. Complete this order form and return to Pacific Convention Services, Inc. along with the completed Credit Card Authorization/Payment Policies form. 100% PAYMENT MUST ACCOMPANY EACH ORDER. For your convenience we accept company check, credit card, cashier's check, or money order.
2. No services can be guaranteed UNLESS a signed order is received at least five (5) days prior to installation with payment and the credit card authorization section completed and included.

SECTION A. Advance to Warehouse and Direct to Showsite Shipments. There is a minimum charge per shipment of 300 lbs. Please see "How to Determine Charges" below. Please use rates in "RATE" column.

We Plan to Ship Approximately	# of PIECES	WEIGHT	RATE	MINIMUM DUE	TOTAL DUE
Advance to WAREHOUSE 300 lb Minimum			\$116*	\$348*	
Direct to SHOWSITE 300 lb Minimum			\$125*	\$375*	

*Uncrated and/or padded freight will be charged at a higher rate.

Direct to SHOWSITE CARRIER:

ADVANCE SHIPMENTS TO WAREHOUSE

Shipments of common weight and crated exhibits will be received and stored up to 30 days prior to set up date, delivered to booth, and delivered from booth to common carrier loading area at close of show. We will furnish loading labor and equipment. This includes removal, storage, and return of empty crates. Loose, uncrated, and blanket wrapped shipments must be sent directly to show site.

DIRECT SHIPMENTS TO EXHIBIT HALL

Shipments of common weight and crated exhibits will be received at the show site DURING INSTALLATION PERIOD ONLY from common carrier or owner's vehicle, and will be unloaded and delivered to booth. At close of show, freight will be delivered from booth to carrier at loading area. We will furnish loading labor and equipment. This includes removal, storage, and return of empty crates.

SHIPMENTS WITHOUT BILLS OF LADING TO SHOWSITE

Shipments to showsite without bills of lading and weighing 100 lbs or less will be charged \$50.00 for the first carton, and \$10.00 for each additional carton up to four (4) cartons. Anything over four (4) cartons and 101 lbs., including anything other than cartons, will be charged at Material & Handling Rates (see above).

SECTION B. SPECIAL HANDLING SERVICES

SPECIAL HANDING-LATE DELIVERY

Freight that is re-routed due to a no-show by the requested carrier will be charged an additional fee.

SPECIALIZED SHIPMENTS

Shipments packed in manner requiring additional handling and/or special equipment to load and unload; i.e. blanket wrapped, uncrated, double decked shipments, side door or ground loading and unloading on to street, designated piece handling, use of elevators, or designated carriers will be charged an additional fee. (Rate is included above.)

HOW TO DETERMINE CHARGES: To determine your charges for MATERIAL & HANDLING SERVICES, tally the weight of your show shipments in the ADVANCE SHIPMENTS TO WAREHOUSE category and DIRECT TO SHOWSITE category. Enter these amounts under WEIGHT. Note that there is a minimum charge per shipment of "300 lbs." Therefore, if you are shipping less than 300lbs. enter "300lbs." in the WEIGHT category. If you are shipping more than 300 lbs., enter the weight rounded off to the next 100. Divide by 100; then multiply the WEIGHT figures by the appropriate rates to determine your base charges. Example: 300 lbs. divided by 100 = 3; 3 X \$125.00 = \$375.00.

**IMPORTANT ADDITIONAL INFORMATION REGARDING
MATERIAL & HANDLING SERVICES**

	ST/Manhour	OT/Manhour		
With a 4,000 lb Forklift	\$190.00	\$240.00	Straight Time	= Monday-Friday, 8:00 am - 4:30 pm
With a 10,000 lb Forklift	\$281.00	\$307.00	Overtime	= Before 8:00 am/After 4:30 pm M-F Saturday, Sunday, & Holidays

1. Rates are based on incoming weights only and are treated as a round trip service.
2. All weights are rounded off to the next CWT.*
3. Special handling service charges will not be split for mixed shipments - the higher rate will apply.
4. Material & Handling Rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding, or blocking or bracing of cars.
5. Shipments arriving with dimensional weights will be charged at the weight stated on the bill of lading at the time of delivery unless a weight certificate is attached. No retroactive credits will be issued.
6. Rates include Social Security, Worker's Compensation Insurance, and Public Liability Insurance.
7. Rates are subject to Union contract changes and rates effective at time of show.
8. All shipments should be insured by the Exhibitor from time they leave their firm until they return from the show site.
9. Shipments received without receipts/ freight bills, such as UPS, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for shipments.
10. Shipments received on separate days will be treated as separate minimum shipments.
11. Freight arriving at the exhibit hall with no prior arrangements for payment will be held at the PCS desk. Upon payment, freight will be delivered to your booth.
12. At close of show, PCS is not responsible for shipments left in booth by Exhibitor. PCS will count/remove/ship pieces from the exhibit hall as found in Exhibitor's booth.
13. PCS will not be responsible for any concealed damages or loss/theft of materials after same have been delivered to booth or before we have picked up for load out of exhibit hall.
14. In instances of lost, damaged, and/or theft of freight, PCSs maximum limit of liability will be \$0.20 per pound.
15. Damages not reported within the same day as occurrence, will not be the responsibility/ liability of PCS.
16. At the close of the show, if carriers fail to pick up or refuse to accept shipment, PCS reserves the right to re-route such shipments or haul material to a warehouse pending advice from the Exhibitor who will be charged accordingly for these services. No liability will be assumed as a result of such re-routing or handling.
17. Please ship early and ship prepaid. PCS WILL NOT ACCEPT COLLECT SHIPMENTS.
18. By consigning shipments to PCS, the Exhibitor acknowledges and accepts the foregoing information and conditions.

*Hundred (100) weight.

SHIPPING ADDRESSES

Advance Shipments to Warehouse to arrive on or before Monday, August 8, 2005

APPRAISAL TODAY 2005 CONFERENCE
EXHIBITOR NAME BOOTH #
PACIFIC CONVENTION SERVICES, INC
C/O YELLOW FREIGHT
201 HASKINS WAY
SO SAN FRANCISCO, CA 94080

Carrier Shipments to Exhibit Hall will be accepted no earlier than Wednesday, August 10, 2005

APPRAISAL TODAY 2005 CONFERENCE
EXHIBITOR NAME BOOTH #
PACIFIC CONVENTION SERVICES, INC
C/O SO SAN FRANCISCO CONFERENCE CENTER
255 AIRPORT BLVD
SO SAN FRANCISCO, CA 94080

SHIPPING LABELS ADVANCED TO WAREHOUSE

PACIFIC CONVENTION SERVICES, INC

WAREHOUSE SHIPMENT
EXHIBITION MATERIAL

APPRAISAL TODAY 2005 CONFERENCE

BOOTH _____

TO: EXHIBITOR _____

PACIFIC CONVENTION SERVICES, INC
C/O YELLOW FREIGHT
201 HASKINS WAY
SO SAN FRANCISCO, CA 94080

DELIVER NO LATER THAN MONDAY, AUGUST 8, 2005

PACIFIC CONVENTION SERVICES, INC

WAREHOUSE SHIPMENT
EXHIBITION MATERIAL

APPRAISAL TODAY 2005 CONFERENCE

BOOTH _____

TO: EXHIBITOR _____

PACIFIC CONVENTION SERVICES, INC
C/O YELLOW FREIGHT
201 HASKINS WAY
SO SAN FRANCISCO, CA 94080

DELIVER NO LATER THAN MONDAY, AUGUST 8, 2005

SHIPPING LABELS DIRECT TO SHOWSITE

PACIFIC CONVENTION SERVICES, INC

SHOWSITE SHIPMENT
EXHIBITION MATERIAL

APPRAISAL TODAY 2005 CONFERENCE

BOOTH _____

TO: EXHIBITOR _____

PACIFIC CONVENTION SERVICES, INC
C/O SO SAN FRANCISCO CONFERENCE CENTER
255 AIRPORT BLVD
SO SAN FRANCISCO, CA 94080

DELIVER NO EARLIER THAN WEDNESDAY, AUGUST 10, 2005

PACIFIC CONVENTION SERVICES, INC

SHOWSITE SHIPMENT
EXHIBITION MATERIAL

APPRAISAL TODAY 2005 CONFERENCE

BOOTH _____

TO: EXHIBITOR _____

PACIFIC CONVENTION SERVICES, INC
C/O SO SAN FRANCISCO CONFERENCE CENTER
255 AIRPORT BLVD
SO SAN FRANCISCO, CA 94080

DELIVER NO EARLIER THAN WEDNESDAY, AUGUST 10, 2005

INSTALLATION & DISMANTLE LABOR / BOOTH CLEANING

COMPANY NAME _____ BOOTH NO. _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ PHONE(____) _____ DATE _____

FAX NUMBER(____) _____ E-MAIL ADDRESS _____

INSTALLATION AND DISMANTLE LABOR DEFINITION

Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or takes longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, must be installed by union personnel supplied by Pacific Convention Services, Inc (PCS). PCS offers two convenient options for the installation and dismantle of your exhibit display. Our highly qualified and trained display specialists will provide the expertise to make your installation both efficient and trouble free.

OPTION 1. PCS will proceed with your display set up and dismantle, **UNSUPERVISED**. Every effort will be made to set up and dismantle your display on straight time hours, unless move in or move out schedule does not permit.

LABOR	# of Laborers	# of Hours	Day/Date	Time	Labor Rates	TOTAL
Installation						
Dismantle						

OPTION 2. All work will be performed only under the **SUPERVISION** of the Exhibitor representative. Exhibitor will check in at the Service Desk. *Failure to call for labor at requested time will result in a one hour charge per laborer ordered unless 48 hour notice is provided.*

LABOR	# of Laborers	# of Hours	Day/Date	Time	Labor Rates	TOTAL
Installation						
Dismantle						

SKILLED DISPLAY LABOR FOR INSTALL AND DISMANTLE OF EXHIBITS

LABOR RATES: Straight time: \$87.00 per hour per person **NOTE: Floor orders will be 25% above listed price.**
Overtime: \$135.00 per hour per person

One hour minimum per person is required. *ALL LABOR* before 8:00 a.m. and after 4:30 p.m. weekdays, and all hours on Saturdays, Sundays, and holidays will be charged at the overtime rate. Labor rates are subject to union contract changes. *Any labor ordered past Wednesday, July 27, will result in 15% added onto the per hour charge*

BOOTH CLEANING

Vacuuming of carpets and emptying of wastebaskets are not included in your space rental for this show. If you would like to have this service, please complete and return this form along with the completed Credit Card Authorization/Payment Policies form. ***Please note that a one-time cleaning service for a 10'x10' booth is \$37.00.*** For more than one-time service, fill out below.

\$26.00 per Booth	X	# of Days	X	# of Booths	TOTAL

NOTE: Each booth is considered to be 100 square feet minimum (10' X 10'). If your booth size is larger, calculate the number of 10' X 10' spaces included in your booth configuration. Example: Space dimensions are 20' X 60'. Multiply the dimensions of your booth, 20 X 60 = 1200 square feet. Divide the total square feet by 100, 1200 divided by 100 = 12. You have a total of 12 - 10' X 10' spaces in your rented area.

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

Please complete this form if your company plans to use a firm other than the designated service contractor, Pacific Convention Services, Inc.

This form and a *Certificate of Insurance* must be received
BY WEDNESDAY, JULY 27, 2005

NAME OF SHOW APPRAISAL TODAY 2005 CONFERENCE

EXHIBITOR NAME _____ BOOTH NO. _____

CONTACT PERSON AT SHOW _____

ADDRESS _____
Street City State Zip

PHONE() _____ FAX() _____

E-MAIL ADDRESS _____

APPOINTED CONTRACTOR NAME _____

ADDRESS OF CONTRACTOR _____

PHONE() _____ FAX() _____

E-MAIL ADDRESS _____

TYPE OF SERVICE(S) TO BE PERFORMED _____

AUTHORIZED BY _____ TITLE _____

SIGNATURE _____ DATE _____

IMPORTANT NOTICE: Inform your Exhibitor Appointed Contractor that they must send a copy of their Certificate of Insurance, covering general liability and workers' compensation to PACIFIC CONVENTION SERVICES, INC. *at least 2 weeks prior to the first day of exhibitor move-in* or they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event. Please complete this form and send to: PACIFIC CONVENTION SERVICES, INC., 454 Las Gallinas Avenue, PMB #184, San Rafael, CA, 94903, Attn: Susan Rogers; or fax to 415 491 4720.

BOOTH FURNISHINGS / CARPET RENTAL

COMPANY NAME _____ BOOTH NO. _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

ORDERED BY _____ PHONE(____) _____ DATE _____

FAX NUMBER(____) _____ E-MAIL ADDRESS _____

Skirt Colors (circle one): BLACK BLUE BURGUNDY GREY RED WHITE

As your official contractor, it is understood that Pacific Convention Services, Inc. is the exclusive on-site source for all material handling, furniture rental, labor and other subcontracted services.

QTY	FURNITURE	ADVANCE	LATE	AMOUNT DUE
	4' Long x 30" High Table, Draped	\$85.00	\$105.00	
	6' Long x 30" High Table, Draped	\$99.00	\$122.00	
	8' Long x 30" High Table, Draped	\$110.00	\$144.00	
	Draped on all 4 sides, add	\$40.00	\$49.00	

	4' Long x 42" High Counter, Draped	\$104.00	\$125.00	
	6' Long x 42" High Counter, Draped	\$117.00	\$148.00	
	8' Long x 42" High Counter, Draped	\$129.00	\$161.00	
	Draped on all 4 sides, add	\$40.00	\$49.00	

For tables neither topped or skirted, subtract \$20 from your order.

	Arm Chair	\$75.00	\$97.00	
	Side Chair	\$64.00	\$85.00	
	Counter Stool	\$77.00	\$93.00	
	Easel	\$32.00	\$45.00	
	Waste Basket	\$18.00	\$23.00	
	Literature Rack	\$96.00	\$119.00	
	Bag Stand	\$56.00	\$84.00	
	4' x 8' Display/Poster Board	\$105.00	\$136.00	
	Power Strip	\$22.00	\$29.00	
	Extension Cord	\$18.00	\$20.00	
	Shrink Wrap/per pallet	\$71.00	\$71.00	
	Shipping Tape/Roll	\$8.00	\$8.00	

STANDARD SIZE CARPET. Standard sizes include taping at front edge only.

QTY	CARPET COLOR	CARPET SIZE	ADVANCE PRICE	LATE PRICE	AMOUNT DUE
		9' X 10'	\$122.00	\$147.00	
		9' X 20'	\$238.00	\$287.00	
		9' X 30'	\$347.00	\$418.00	

Carpet Colors available: GREY BLACK RED BLUE

<p>CARPET PADDING: Size _____ feet X _____ feet @ \$2.25/square foot = _____</p> <p>If you want carpet taped on more than one side:</p> <p>ADDITIONAL TAPING: _____ feet X \$2.75/square foot = _____</p>

FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions, Displays, and Trade Shows - Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display any internal combustion engine (special requirements available on request).
- Use of compressed gases.

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FLAME-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" X 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles must retain less than 1/4 tank of fuel, and gas caps must be taped. Batteries to be disconnected and terminals taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

UNION REGULATIONS / LIABILITY AND INSURANCE NOTICE

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

SIGN, DISPLAY, AND ALLIED CRAFTS UNION

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display *if one person can accomplish the task in less than one-half hour without the use of tools.*

Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or takes longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, must be installed by union personnel supplied by Pacific Convention Services, Inc.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading and handling of empty containers. An exhibitor may move material that they can hand carry by *one person in one trip*, without the use of dollies, hand trucks, or other mechanical equipment.

TIPPING

Pacific Convention Services, Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to Pacific Convention Services, Inc.

IN GENERAL

It is recommended that any questions arising with regard to union jurisdiction or labor practices be directed to Pacific Convention Services, Inc. management staff.

LIABILITY AND INSURANCE NOTICE

PACIFIC CONVENTION SERVICES, Inc.

- shall not be responsible for damage to uncrated materials improperly packed, or concealed damages.
- shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to *Pacific Convention Services, Inc.* by exhibitors will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- shall not be responsible for loss, damage, delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any causes beyond its control.
- liability shall be limited to the physical loss or damage to the specific article which is lost or damaged when *Pacific Convention Services, Inc.* is at fault. In any event, *Pacific Convention Services, Inc.*'s maximum liability shall be limited to 20 cents per pound.
- shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which may make it impossible or impractical to exhibit same.

The consignment or delivery of shipment to *Pacific Convention Services, Inc.* by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or the shipper) of the terms and conditions set forth in this notice. Exhibitors requiring additional insurance coverage should arrange to place same through their broker.

ELECTRICAL ORDER FORM

Questions? Visit www.edlen.com



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

COMPANY:	BOOTH #
EVENT: APPRAISAL TODAY 2005 CONFERENCE	
FACILITY: SOUTH SAN FRANCISCO CONFERENCE CENTER	
DATES: AUGUST 11-12, 2005	EVENT # 085028SF

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle

	QUANTITY (For show Hours only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PRICE	COST
120 VOLT					
0 – 500 WATTS (5 AMPS)	_____	_____	86.00	129.00	_____
501 – 1000 WATTS (10 AMPS)	_____	_____	160.00	240.00	_____
1001 – 1500 WATTS (15 AMPS)	_____	_____	188.00	282.00	_____
1501 – 2000 WATTS (20 AMPS)	_____	_____	216.00	324.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	177.00	266.00	_____
10 AMPS	_____	_____	265.00	397.00	_____
15 AMPS	_____	_____	303.00	454.00	_____
20 AMPS	_____	_____	379.00	569.00	_____
30 AMPS	_____	_____	452.00	678.00	_____
60 AMPS	_____	_____	594.00	891.00	_____
100 AMPS	_____	_____	782.00	1173.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	266.00	399.00	_____
10 AMPS	_____	_____	351.00	527.00	_____
15 AMPS	_____	_____	405.00	607.00	_____
20 AMPS	_____	_____	506.00	759.00	_____
30 AMPS	_____	_____	605.00	907.00	_____
60 AMPS	_____	_____	791.00	1187.00	_____
100 AMPS	_____	_____	1041.00	1562.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V —\$3 per amp – 20 amp minimum

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

150 WATT FLOOD LIGHT 1	_____	_____	89.00	134.00	_____
150 WATT DBL POLE LIGHT 1	_____	_____	138.00	207.00	_____
100 WATT ARM LIGHT 1	_____	_____	105.00	158.00	_____
300 WATT FLOOD LIGHT 1	_____	_____	109.00	164.00	_____
300 WATT QUARTZ LIGHT 1	_____	_____	129.00	194.00	_____
1000 WATT QUARTZ LIGHT 2	_____	_____	559.00	658.00	_____

1 Cost includes installation at the rear or on the side rail of in-line booths only. Other locations require labor & material.

2 Please see #7 on back for cost detail.

MATERIAL (Electricity not included)

EXTENSIONS CORDS 15' & 25'	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR (See rates listed to the right)

PLACE YOUR TOTAL PAYMENT HERE (Do not fill in totals below)

All Foreign Checks must be drawn on U.S. Banks.

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: 07/28/05

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. Use the event # above as your password.

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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.

LABOR RATES

ST = Mon-Fri 8:00 am - 3:30 pm
 (except holidays) \$89.00
 OT = Mon-Fri 3:30 pm - 8:00 am
 (All day Sat/Sun/Holidays) \$171.00

COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:			
EMAIL ADDRESS:				VERIFICATION NO.:	
PAID BY: CK AMX VISA MC DISC DINER				EXP DATE:	
CARD HOLDER SIGN:			PRINT NAME:		

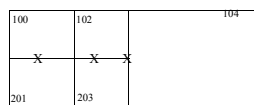
OUTLET/EQUIPMENT	\$	DATE RECEIVED:	
MATERIAL	\$	METHOD OF PAYMENT:	
LABOR	\$	AMOUNT RECEIVED:	
GRAND TOTAL	\$	RECEIVED BY:	
BALANCE DUE	\$		

VERY IMPORTANT TERMS & CONDITIONS

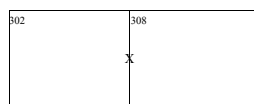
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed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

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

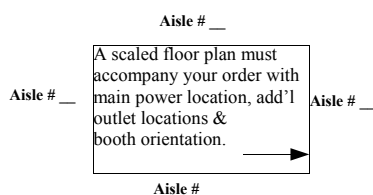
Outlets are located as depicted below for in-line & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



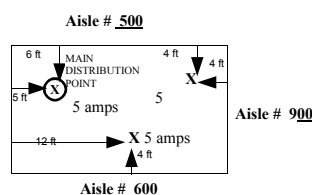
(IN-LINE BTHS) (PENINSULA)



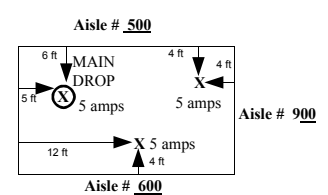
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

SHOWPLANT NURSERIES

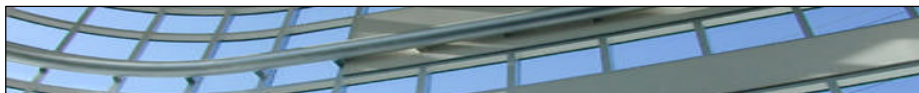
60 Louise Street • San Rafael, CA 94101
 415.863.7374 • Fax 415.258.9825 • michael@showplantnurseries.com

SHOW NAME <u>Appraisal Today 2005 Conference</u>	DATES OF SHOW <u>August 11-12, 2005</u>
SHOW LOCATION <u>So SF Conference Center, 255 Airport Blvd, SSF, CA 94080</u>	
DELIVERY DATE <u>Wed, Aug 10: 8a-5p</u>	PICK UP DATE/TIME <u>Friday, Aug 12: 4p-8p</u>

FRESH FLOWER ARRANGEMENTS	COST	QUANTITY	TOTAL
Traditional	\$49.20/\$58.10/\$84.50		
Exotic	\$68.10/\$99.60/\$124.80		
Bouquets	\$24.00/\$46.70/\$61.80		
Baskets	\$44.10/\$70.60/\$93.30		
Vases	\$49.20/\$74.40/\$99.60		
Corsages	\$22.70 & up		
PLANT RENTAL			
Flowering Plants 6" (Circle one)			
Chrysanthemums Cyclamen	\$32.80		
Kalancho Seasonal	\$32.80		
Table Top Plants 6" (Circle One)			
Ferns Ivies	\$36.60		
Pothos Palms	\$36.60		
Floor Plants 2'-3' (Circle One)			
Palms Schefflera	\$44.10		
Draceanas Peace Lilly	\$44.10		
Floor Plants 3'-4' (Circle One)			
Ficus Tree Schefflera	\$56.70		
Dracena Palms	\$56.70		
Floor Plants 4'-5' (Circle One)			
Kentia Palms Schefflera	\$70.60		
Draceanas Ficus Tree	\$70.60		
Floor Plants 5'-6' (Circle One)			
Ficus Tree Kentia Palm	\$74.40		
Fishtail Palm Draceana	\$74.40		
Floor Plants 6'-7' (Circle One)			
Ficus Tree Kentia Palm Raphis Palm	\$87.00		
Floor Plants 7'-8' (Circle One)			
Ficus Tree Kentia Palm	\$99.60		
Floor Plants 10' & Taller			
Hedges (Privette) 3.5' tall x 4' long	\$80.70		
Podacorus Trellis 7'-8' tall x 5' wide	\$157.50		
Add 7.25% California Sales Tax			
GRAND TOTAL			

All rental plants and containers remain the property of Showplace Florist & Showplants. Rental price includes delivery and removal of plants at the close of the show. All orders require payment on delivery with cash, company check, or credit card.

COMPANY NAME _____	BOOTH NO _____
ADDRESS _____	CITY _____ STATE _____ ZIP _____
PHONE _____	FAX _____ EMAIL _____
CREDIT CARD NO _____	EXPIRATION DATE _____
AUTHORIZED SIGNATURE _____	PRINTED NAME _____



Conference Center Technical Services Order Form

Service Name		Service Description					
Category	Type	Setup Fee	Daily Fee	Event Fee	Includes	Order # days in advance of event:	See these notes at footer:
Phone Lines	Analog Phone DID	\$25	\$100	get quote	Analog phone line with assigned DID.	7 days prior	A, B, D, E
	ISDN Circuit	\$75	\$200	get quote	Set of 3 ISDN circuits for voice or data.	7 days prior	A, D, E
	Voice Over IP DID	\$75	\$150	get quote	VoIP phone handset with assigned DID.	7 days prior	A, B, E, F
Internet Access	Shared T1 - 1.5Mbps up/download - no SLA	\$150	\$125	get quote	Access to a shared T1 circuit. Unlimited number of hosts. DHCP assigned public Ips without a firewall.	14 days prior	A, C, E, F, H, I
	Dedicated T1 - 1.5Mbps up/download - no SLA	\$750	\$180	get quote	Access to a dedicated T1 circuit. Unlimited number of computers. DHCP assigned public Ips without firewall.	30 days prior	A, C, E, F, H, I
	SDSL - 1Mbps to 6Mbps up/download - no SLA	\$300	\$50	get quote	Access to a dedicated SDSL circuit. Unlimited number of computers. DHCP assigned public Ips without firewall.	30 days prior	A, C, F, G, I
	Wireless Access to the Center's shared T1	\$125	\$25	get quote	WiFi access to purchased Internet Services. This fee is an access fee and does not include the Internet services which are sold separately. This is sold on a per computer basis.	7 days prior	A, C, F, G
	Wireless Access to your dedicated Internet services	\$300	\$75	get quote	Use fee for WiFi access to purchased Internet Services. This fee is an access fee and does not include the Internet services which are sold	14 days prior	A, C, F, G
Hardware	PolyCom ViewStation	\$125	\$350	get quote	25" TV with PolyCom camera and ISDN or T1 (IP) interface for video teleconference calls. System supports calls up to 512kbps via IP and 384kbps via ISDN.	14 days prior	A, F
	8 port 10/100 Switch	\$75	\$25	get quote	Switch with 8 ports; 10/100 MBPS.	2 days prior	A, C
	Firewall, DHCP device	\$150	\$75	get quote	Firewall device pre-configured for NAT. Access to reconfigure this device is allowed.	2 days prior	A, C

Client Contact & Event Information:

Date requested: _____ Requested By: _____
 Event Name: _____ Event Date/s: _____
 Installation Due Date: _____ Name of Exhibit: _____
 Authorized Client Contact _____ Booth #: _____
 Authorized Exhibitor Contact _____ Service Installation Date: _____
 Address _____ Service Removal Date: _____
 City _____ State _____ Service Installation Location: _____
 Zip _____ Tel # _____ Fax # _____ E-mail _____
 On-site contact: _____

Payment Information and Terms:

All orders must be received within the aforementioned "Lead Time" constraints. Expedite fees, when available, will apply. Not all services can be expedited. Contact the sales team for more information. Service cannot be installed until order form and payment are processed. Visa, MasterCard and American Express are accepted. Checks will be accepted up to 14 days prior to the event.

I authorize these charges on my _____ Visa _____ MasterCard _____ American Express credit card.
 Card Holder Name _____
 Card Number _____ Exp. _____
 Card Holder Billing Address _____
 Card Holder Signature _____ Date _____

Please fax form to (650) 877-5356 with payment information or mail form with payment.
 Contact the Sales office at 'sales@ssfconf.com' or via phone (650) 877-8787 with any questions.

Notes:

- A: Cancellation of services must be made 7 days prior to the event date or it is considered late. There is a 50% penalty for late cancellations.
- B: Basic service includes a touch-tone single line phone handset, cord and tested dial tone as well as call accounting reports.
- C: The Center is not responsible for configuration of personal equipment. The Center provides DHCP configurable TCP/IP Internet services.
- D: Local and long distance calls billed at applicable per minute call rates following the event.
- E: Service is delivered to one booth and branched out from there if desired using rented or exhibitor-supplied equipment.
- F: Setup fee for this service is non-refundable.
- G: Internet services are purchased separately. The wireless transmitters throughout the facility requires Internet Service.
- H: Bandwidth for this service is not guaranteed. This is a shared T1 circuit with a Maximum of 1.5MBps up/down. Speed is only guaranteed for dedicated T1 service orders.
- I: Clients may need to install a DHCP device with NAT enabled if using more than 40 computers. Consult the Center's I.T. HelpDesk for more: helpdesk@ssfconf.com.

EXHIBIT SERVICES

THE SHOW MUST GO ON. AND WE'LL MAKE SURE IT DOES.



YELLOW
EXHIBIT SERVICES

Pacific Convention Services, Inc.

has selected Yellow® as the recommended Ground and Air Transportation Provider for your Trade Show. To insure prompt handling of your exhibit shipments both to and from the Trade Show, please route all Ground shipments via Yellow and all Air shipments via Yellow Exact Express®.

We Get Your

Show On The Road.

Or In The Air.

Your Choice.

Shipping Your Trade Show Exhibit

- Specify the name of your Trade Show and Booth Number on your shipping documents and labels.
- Ship prepaid to the Trade Show as the show contractor does not accept collect shipments.
- When you are ready to ship to your Trade Show, call the Yellow Customer Service Center at 1-800-610-6500 to arrange your pick-up via Yellow Exact Express, Definite Delivery®, or Standard Ground™.

When the Trade Show is Over

- Specify on your shipping documents which service you prefer: Yellow Exact Express, Definite Delivery, or Standard Ground to deliver your exhibit to its next destination.

YELLOW
YES WE CAN.®

Exact Express
Expedited Air & Ground Delivery
Exactly when you need it.™

YELLOW

The recommended Ground and Air Transportation Provider for your Trade Show

Yellow Exhibit Services

We get your show on the road. Or in the air. Your choice.

Single Source Provider

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

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 And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to www.myyellow.com to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

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. Anywhere and Any Time – Yellow Exhibit Services delivers for you.

Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, Yellow Exhibit Services can manage your Show on the road or in the air.

Specializing In Expedited Solutions

Exact Express®

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**
Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.
- **Proactive Notification**
If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

Definite Delivery®

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust Yellow Exhibit Services for on-time deliveries.

Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – Yellow Exhibit Services says Yes We Can.

Proud to be members of:



www.myyellow.com

