

# Exhibitor Kit

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With an impeccable reputation and over 13 years in the event industry,

Fandango Special Events™ is sure to have the perfect plan for building the event of your dreams!

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ANNUAL MEETINGS

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CONVENTIONS

SPECIAL EVENTS

**FANDANGO**  
SPECIAL EVENTS™

BALTIMORE, MD

[www.fandango-event.com](http://www.fandango-event.com)

To reach an event consultant to discuss your planning needs or to request a brochure call 410•539•7236 or email us at [wow@fandangoevents.com](mailto:wow@fandangoevents.com)



1050 S. Paca Street ☐ Baltimore, MD. 21230 ☐ Ph: (410) 539-7236 ☐ Fax: (410) 539-0026

July 30, 2004

Dear Exhibitor:

Fandango Productions, LLC is proud to have been selected as the Official Decorator and Service Contractor for the 22<sup>nd</sup> Annual National MED Week 2004 Conference. We look forward to assisting you and your organization in planning for this event.

Your Exhibitor Service manual contains the forms necessary for you to order services for this show. Please read each worksheet carefully, complete your Summary Order Form, and return it to the appropriate address as soon as possible to take full advantage of the discount prices.

All services and rentals MUST be paid in full when you place your order. Note that we are unable to process orders without payment. Discount prices apply only to those orders received and paid in full by SEPTEMBER 1, 2004. We gladly accept payment by cash, check or money order. Fandango Productions, LLC does not accept American Express or purchase orders as payment.

For your convenience, we have included the Payment Policy and Credit Card Authorization form in this manual. Please complete this form and return to Fandango Productions, LLC, along with your orders, to ensure fast and convenient service at the show site.

If you have any questions or need additional information, please do not hesitate to call us at (410) 539-7274, ext.140, or you can email us at [tradeshows@fandangoevents.com](mailto:tradeshows@fandangoevents.com). When making inquiries please reference 22<sup>ND</sup> Annual National MED Week 2004 Conference and provide the name of your company so that we can serve you better. Our goal is to help ensure that you have a pleasant and successful show.

Sincerely,

***Fandango!***  
***Your Trade Show Exhibitor Service***



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## GENERAL INFORMATION

### 22<sup>ND</sup> ANNUAL NATIONAL MED WEEK 2004 CONFERENCE OMNI SHOREHAM HOTEL, DC SEPTEMBER 7-10, 2004

<b>LOCATION:</b>	Omni Shoreham Hotel, Expo Hall 2500 Calvert St Washington, DC. 20008	September 7-10, 2004
<b>EXHIBITOR MOVE-IN:</b>	September 8, 2004	7:00 am – 5:30 pm
<b>SHOW HOURS:</b>	September 9, 2004	8:45 am – 12:00 pm 2:15 pm – 5:00 pm
<b>EXHIBITOR MOVE-OUT:</b>	September 9, 2004	5:00 pm – 9:00 pm
<b>BOOTH EQUIPMENT:</b>	8’ High blue and white background drape 3’ High Blue Side Rail One (1) 6’ table with spandex linen (2) White Folding Chairs One (1) wastebasket One (1) 7”x 44” I.D. sign (includes company name & ID #)	

#### **\*\*FANDANGO PRODUCTIONS, LLC ADVANCE ORDER DISCOUNT DEADLINE\*\***

**Discount prices apply to those orders received with payment in full no later than:  
\*\*\*\*\*SEPTEMBER 1, 2004 \*\*\*\*\***

*For additional information, please call out Exhibitor Service department at:  
(410) 539-7274, Extension 140, or email us at [tradeshows@fandangoevents.com](mailto:tradeshows@fandangoevents.com)*

Please reference the 22<sup>ND</sup> Annual National MED Week 2004 Conference and provide the **name of your company** so that we can serve you better. Our goal is to help ensure that you have a pleasant and successful show.



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## **SHOW RULES & REGULATIONS**

### **Drayage**

**As the official service contractor for the 22<sup>nd</sup> Annual National MED Week 2004 Conference, Fandango Productions, LLC is required to provide drayage services for all incoming and outbound freight. Please reference the Freight Handling Worksheets on pages 17 and 18 for a complete overview of the handling rates and fees.**

**\*\*\*ALL SHIPMENTS TO ADVANCE WAREHOUSE CAN NOT START PRIOR TO AUGUST 9, 2004.**

*\*\*\*Please Note: The Freight Handling Fees and Rates Outlined Above Do Not Include Shipping to the Pre-Show Warehouse and/or Return Shipping From The Show Site. It is The Exhibitor's Responsibility To Directly Reserve Their Own Shipping Services for the 22<sup>nd</sup> Annual National MED Week 2004 Conference. Payment For These Services Should Be Made Directly To The Chosen Carrier.*

### **Noise Levels**

**Any excessive noise level whether it be music, television demonstration, or any other form is prohibited. Fandango reserves the right to restrict exhibit booth noise including method of operation, or any other aspect of the exhibit if it becomes objectionable.**

### **Custom Displays/Merchandise**

**Any unsightly exposed sides or backs of displays must be covered with flame resistant materials. 8' high exhibit systems cannot protrude more than 5' from the back wall.**

### **Exhibiting**

**Handing out literature, dispersing samples, or any other business conduct can only take place from within the contracted exhibit area.**



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## **INDEPENDENT CONTRACTORS RULES & REGULATIONS**

The Show Management, acting on behalf of all exhibitors and in the best interest of the show, has appointed official service contractors to provide all necessary services and equipment.

### **Official service contractors are appointed to do the following:**

- Ensure timely installation and removal of exhibits
- Ensure distribution of labor to all exhibitors contracted
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself
- See that the proper type and limits of insurance are in force
- Avoid any conflicts with local union regulations and requirements
- Vacuum cleaning on the show floor when not provided by the facility
- Provide/operate all lifting devices on the show floor when not provided by the facility

### **The official contractors will be the sole providers of all usual trade show services including labor. Exceptions would be as follows:**

- The exhibitor may provide supervision
- The exhibitor may appoint an exhibit installation/dismantling contractor or exhibit display house

### **When using a non-official contractor, the following conditions must be met:**

- The exhibitor must inform Fandango of the name and address of the contractor and the work to be performed. This information must be received in writing no later than one (1) month before the installation date.
- The installation/dismantling contractor to be used by the exhibitor must adhere to the following conditions:
  - Provide a certificate of insurance with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage and property. Workmen's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$100,000.
  - Abide by all rules and regulations of the show.
  - Abide by all union rules and regulations
  - Wear identification badges all the time. Temporary labor badges will be provided.



**DEFINITION**

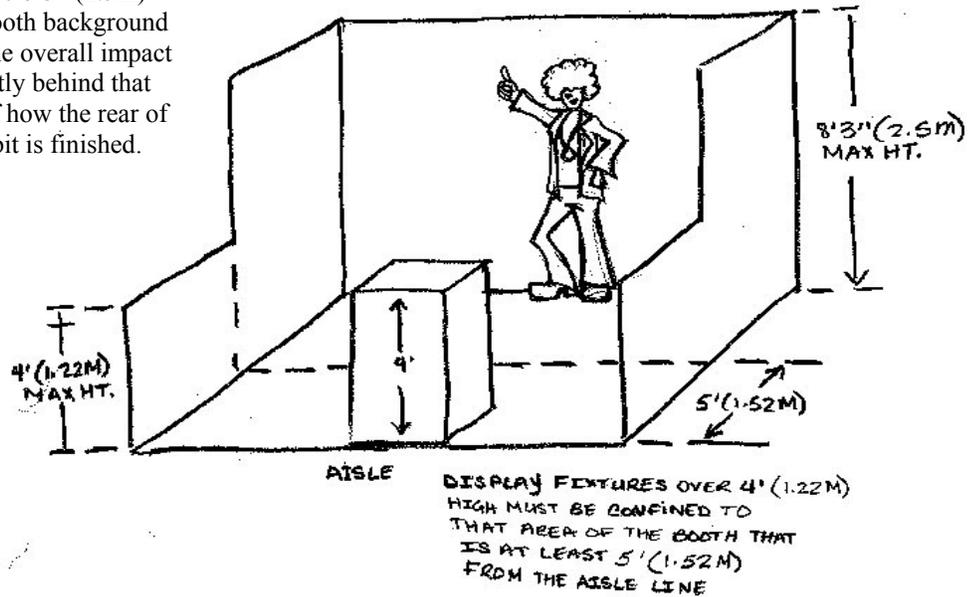
One or more standard units in a straight line

**Height**

Exhibit fixtures, components and Identification signs will be permitted to A maximum height of 8'3" (2.5).

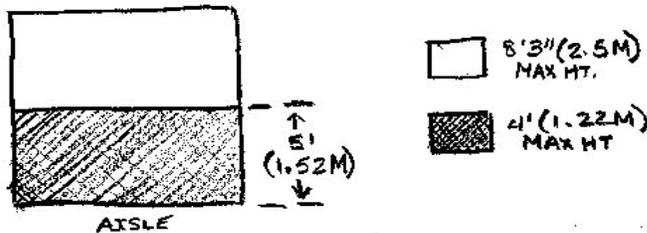
**Intent**

If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.



**Depth**

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.



**Intent**

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space-30 lineal feet (9.14m) or more-should also be able to effectively use as much as the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0 (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



**Height**

Exhibit fixtures, components and identification signs, will be permitted to a maximum height of 12'0" (3.66 in perimeter-wall booths.

**Intent**

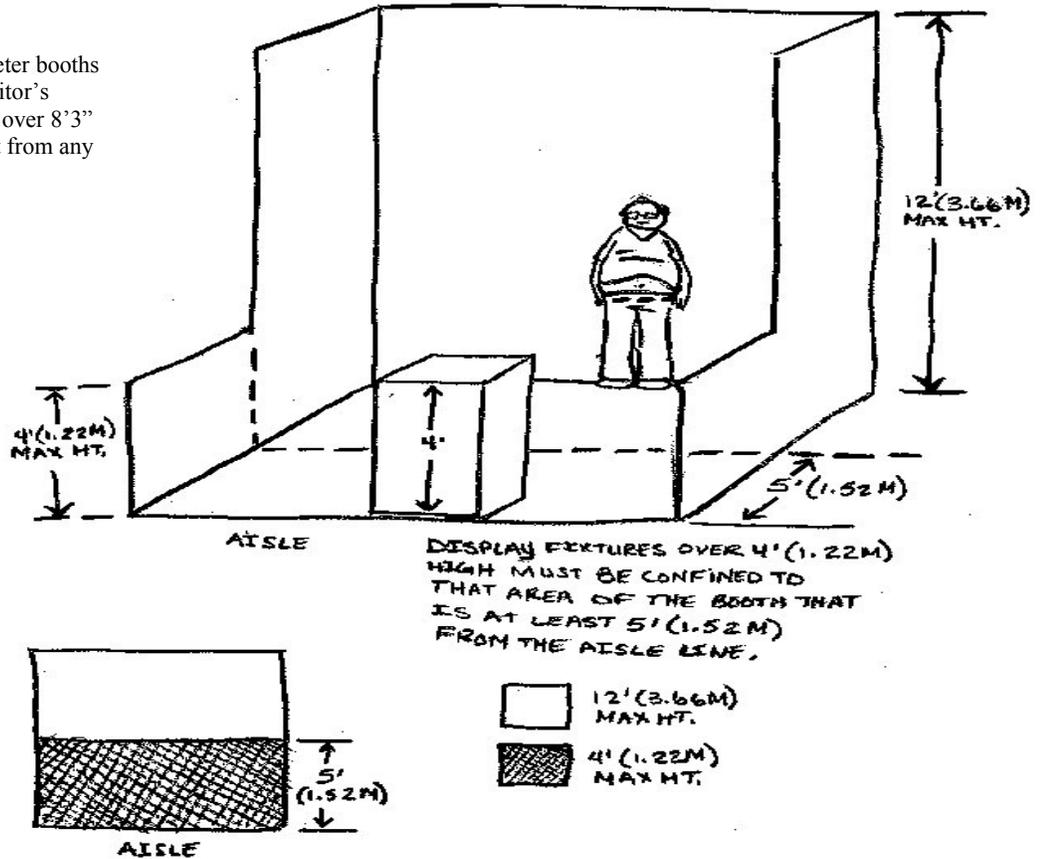
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

**Depth**

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal ft. (3.05m) of an adjoining exhibit, must be confirmed to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

**Intent**

Each exhibitor is Entitled to a reasonable sight-line from the aisle regardless of the size of exhibit. Exhibitors with larger space 30 lineal ft. (9.14m) or more should also be able to effectively use as much as the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0 (1.22m) and within 10 lineal ft. (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



**IMPORTANT**

Space dimensions shown on floor plan are from center of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth. Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" (2.44m) height or the 12'0" (3.66m) height, so that is can be used in all future shows even if a perimeter-wall space is not available.



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## SHIPPING INFORMATION

**22<sup>nd</sup> Annual National MED Week 2004 Conference  
Omni Shoreham Hotel, Expo Hall  
September 7-10, 2004**

Fandango is pleased to announce that AIT Worldwide Logistics is the official carrier for the 22<sup>nd</sup> Annual National MED Week 2004 Conference. AIT Worldwide Logistics can handle all shipments to the pre-show warehouse and from the show site. Although you may choose to use another shipping agent or ship directly to the show site, you should be aware that additional fees will be assessed to your account for doing so. (*Shipments to the show site attempted prior to 8:00 AM September 8, 2004 will be refused, please plan accordingly.*)

**\*\*\*ALL SHIPMENTS TO ADVANCE WAREHOUSE CAN NOT START PRIOR TO AUGUST 9, 2004.**

**Please note that dock space at the show site is very limited and as a result, loading dock availability is not guaranteed. Loading dock space is awarded on a first come, first serve basis. You cannot ship items directly to the show site prior 8:00 am September 8, 2004**

Simply fill out the enclosed generic Exhibit Bill of Lading form to arrange for AIT Worldwide Logistics to handle your outbound shipping to the pre-show warehouse address.

A customer service representative will be available at the conclusion of the show to ensure that your outbound AIT Worldwide Logistics shipments are handled correctly.

**DO NOT SHIP COLLECT AS COLLECT SHIPMENTS WILL BE REFUSED**

**TAKE GREAT CARE TO SHIP TO THE PRE-SHOW WAREHOUSE ADDRESS AND NOT TO THE OFFICE ADDRESS. (SEE PAGE 14 ADVANCE SHIPMENTS)**

Note that freight-handling fees as outlined in The Exhibitor Service Manual are in addition to your shipping costs.

To take advantage of AIT Worldwide Logistics please call their Exhibit Transportation Services EXPO line: **1-800-776-4248**

**Note that your shipment must be received at the pre-show warehouse no later than SEPTEMBER 1, 2004 to take advantage of the discounted freight handling prices outlined in your Exhibitor Services Manual.**

**OUTBOUND INSTRUCTIONS AT CLOSE OF SHOW** - At the close of show, each exhibitor will be expected to label his exhibitor materials and furnish complete shipping information. Fandango Productions, LLC will route all shipments unless special advance arrangements are made.

**Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Fandango Productions, LLC reserves the right to re-route such shipments or return material to our warehouse at the exhibitor's expense. We will count and ship pieces we find in booth as we remove them from the exhibit hall.**



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**The exhibitor will be charged accordingly for this service. Fandango Productions, LLC will assume no liability as a result of such re-routing or handling.**

It is the exhibitor's responsibility to go to the Fandango Service Center, obtain and complete a Bill of Lading. If a representative of your company will not be available to fill out a Bill of Lading on site, please call Exhibitor Service in advance to make shipping arrangements.  
(410-539-7274 x 140)

**\*\*\*ALL SHIPMENTS TO ADVANCE WAREHOUSE CAN NOT START PRIOR TO AUGUST 9, 2004.**

**Advance Shipments - Deadline**  
SEPTEMBER 1, 2004

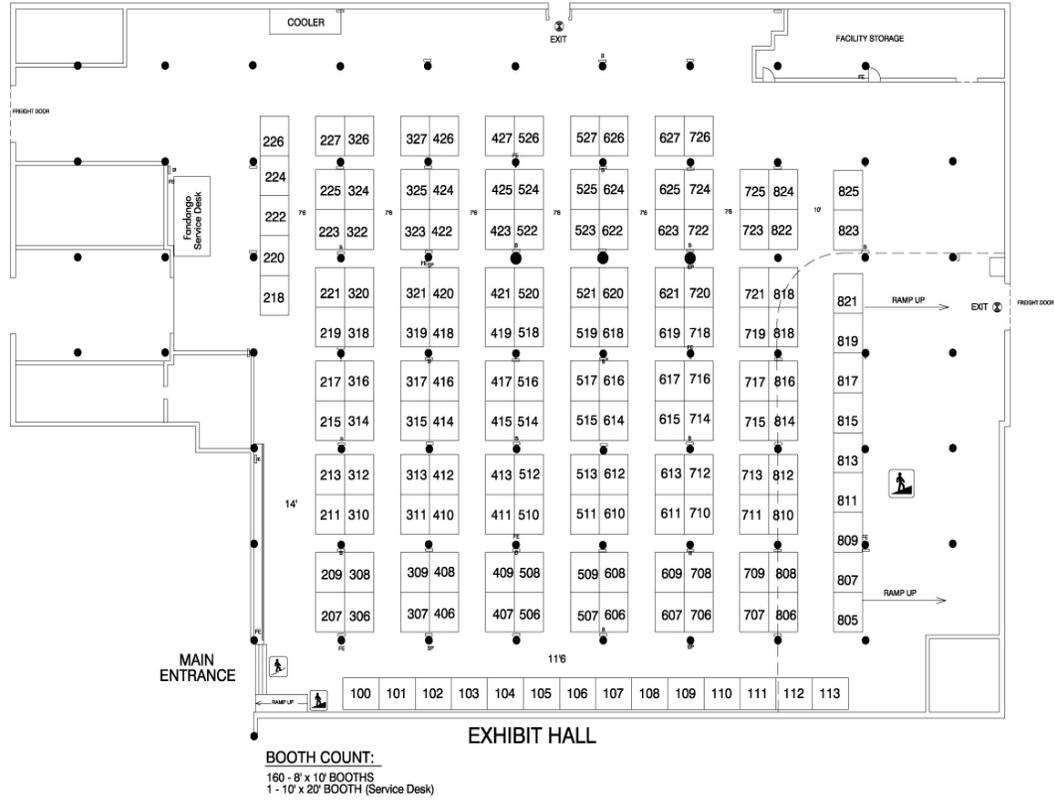
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(Your Company Name & Booth Number)  
**22<sup>nd</sup> Annual National MED Week 2004 Conference**  
AIT World Wide Logistics  
806 Cromwell Park Drive, Suite K  
Glen Burnie, MD. 21061



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## FLOORPLAN



1050 South Paca St. :: Baltimore, MD 21230  
 Phone: 410.539.7236 :: Fax: 410.539.0026 :: www.fandangoevents.com

Event :: 22nd Annual National MED Week  
 Event Number :: Proposal  
 Event Date :: 2004  
 Site :: Omni Shoreham  
 Revision Date :: July 13, 2004



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## MATERIAL HANDLING RATES FORM

**ADVANCE SHIPMENTS** will be received from carriers prior to the move-in date with free storage up to 30 days prior to the show. Material will be delivered to your booth, and at the end of the show, material will be delivered from your booth to the designated carrier at the loading dock of the exhibit area. This is a round trip based on incoming weight. Rates include the storage and return of empty containers. All outbound shipments must have a Fandango Expo Bill of Lading completed and returned to Fandango after the shipment is completely packed.

**\*\*\*ALL SHIPMENTS TO ADVANCE WAREHOUSE CAN NOT START PRIOR TO AUGUST 9, 2004.**

**SITE SHIPMENTS** received at the exhibit facility will be unloaded and delivered to your booth. At the end of the show, material will be taken from the booth and loaded on a designated carrier. This is a round trip based on incoming weight. Rates include the storage and return of empty containers. All outbound shipments must have a Fandango Bill of Lading completed and returned to Fandango after the shipment is completely packed.

**SMALL PACKAGE:** cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight per shipment is 50 lbs.

**EMPTY STORAGE:** Fandango will not be responsible for any items left in containers marked empty.

**OUTBOUND HANDLING ONLY:** Inbound shipments not handled by Fandango but handled outbound and will be charged at the listed rates. **RATES APPLY** per 100 lbs. Or fraction thereof and are based on the actual or estimated **INBOUND** weight. No allowance will be made for attrition during the convention. Each shipment is considered separate. **NO** cumulative weights will be allowed on minimums, split shipments, or free astray items. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

**SPECIAL HANDLING** will be subject to a 35% surcharge on the above rates. This classification shall be applied to, but not limited to van shipments which are packed in a manner as to require uploading by hand (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck.) If any part of the shipment is uncrated, loose, or pad wrapped, the total shipment will be charged at special handling rates. Price per cwt. does not include rigging or the use of heavy equipment other than a forklift.

Materials will be unloaded from vehicles at the convention facility, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area, and reloaded. **SPECIAL SERVICES AND RATES:** Steel banding for the packaging of displays and equipment is available at Fandango for \$1.00 per linear foot plus labor at prevailing rates.



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**INBOUND AND OUTBOUND TRAFFIC SCHEDULES** are the responsibility of Fandango. To ensure orderly and expeditious handling exhibit of exhibit material into and out of the exhibit hall, we suggest that exhibitors, including local companies, coordinate all movement of exhibit materials through Fandango. Our responsibilities include coordinating all pickups and deliveries. We can minimize congestion and maximize organization, if all shipments are channeled through Fandango, for local companies.

**OUTBOUND SHIPPING INSTRUCTIONS** should be given to Fandango during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, please forward the instructions to Fandango. All Bills of Lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Materials remaining on the exhibit floor without proper instructions for disposition will be removed by Fandango and shipped with the information available at the time. Under no circumstances will Fandango be liable for shipping errors subsequent to the convention.

**DAMAGE TO EXHIBITS** while they are being loaded, unloaded, or conveyed to the various booths or common carrier by Fandango will be Fandango's responsibility. Fandango will not be responsible for damage to material property improperly packed, concealed damage, loss or theft of exhibitor's materials after the same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of Fandango is limited to 10¢ per pound, per article with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment. The shipper is encouraged to make arrangements with their insurance carrier if values of articles or shipments are in excess of those stated above. Plasma screens are a high theft item! Fandango strongly recommends that you insure plasma screens, as **NO** liability for thefts is assumed by show management, the facility, or Fandango. We also recommend that the shipping containers are not marked "PLASMA SCREEN". Please note that plasma screens tend to incur concealed damage through normal shipping and handling procedures. Fandango is not responsible for concealed damage on any shipment received. As a precaution, please consider renting plasma screens as an alternative to shipping them.



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## MATERIAL HANDLING SERVICE FORM

Please complete and return this form to Fandango at the address above so your materials can be handled properly.

**IMPORTANT:** The warehouse will receive shipments until SEPTEMBER 1, 2004. Shipments received after this date are subject to additional handling and delivery charges.

**INSTRUCTIONS:** All shipments by whatever means of transportation **MUST BE PREPAID!** **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.** All shipments should be addressed as shown on the Shipping Address Form included in your kit. Shipments sent directly to the show site will be received **ONLY** on the day of exhibitor set-up. Shipments sent to the show site prior to exhibitor set-up will be refused.

**INBOUND SHIPMENTS:** To anticipate the arrival of your materials, we must have the following information:

Shipped from (city): \_\_\_\_\_ Carrier: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ Approx. Arrival Date: \_\_\_\_\_

# of Shipments: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_ Total Weight of Shipments \_\_\_\_\_

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

Company: \_\_\_\_\_ Booth# \_\_\_\_\_

Show Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Will your shipment require special handling?  YES  NO

**OUTBOUND SHIPMENTS:** All materials will be shipped common carrier, collect at the close of the show. If you want to ship your materials by any other means, it will be your responsibility to make ALL arrangements. Whether you are shipping by common carrier, or by other means, you must complete a Bill of Lading Form and return it to Fandango. Please have all materials properly secured and labeled. Materials being handled by an outside carrier **MUST BE** picked up no later than September 10, 2004. We reserve the right to re-route if outside carriers fail to pick up by the above date and time, or when necessary to expedite the move out due to conflicts in scheduling. No liability will be assumed as a result of such re-routing.

Please check appropriate box or boxes:

Shipping arrangements will be handled by Official Show Carrier, collect

GROUND  AIR FRIEGHT

Shipping arrangements will be handled by exhibitor

VAN LINE  AIR FREIGHT  OTHER: \_\_\_\_\_ -

**\* Fax This Form to the attention of Exhibitor Services@ (410) 539-0026**



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## ADVANCE SHIPMENTS

### FOR ADVANCE WAREHOUSE SHIPMENTS:

The information that follows should appear on each shipping label for freight sent in advance to our warehouse.

<p><b>AIT World Wide Logistics</b>        806 Cromwell Park Drive, Suite K        Glen Burnie, MD 21061</p>
NAME OF SHOW: _____
EXHIBITING COMPANY: _____
BOOTH# _____
IMPORTANT: The cut-off for receiving freight at the warehouse is SEPTEMBER 1,2004

### FOR SHOW SITE SHIPMENTS:

The following information should appear on each shipping label for freight Sent directly to the show site.

<p><b>FANDANGO Productions L.L.C.</b>        Omni Shoreham Hotel        2500 Calvert St.        Washington, DC 20008</p>
NAME OF SHOW: _____
EXHIBITING COMPANY: _____
BOOTH# _____

IMPORTANT: Shipments sent directly to the show site will be received only on September 8, 2004 the days of exhibitor set-up. Shipments sent to the show site prior to exhibitor set-up will be refused.



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## PAYMENT POLICY & CREDIT CARD AUTHORIZATION

### 22<sup>nd</sup> Annual National MED Week 2004 Conference Omni Shoreham Hotel September 7-10, 2004

**TERMS: 100% DUE IN ADVANCE OR AT SHOW SITE** (including applicable tax). Your representative on-site must be made aware of this payment policy and have means of payment. Otherwise, services may be denied. Payment for labor, drayage and related services, whether ordered by the exhibitor, display company, I&D company, or other parties, are the responsibility of the exhibitor.

**ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE OPENING OF THE SHOW.** It is the responsibility of the exhibitor to notify Fandango representatives of any problems or discrepancies with their order **PRIOR** to the opening of the show.

**UNPAID BALANCES** - Should there be charges incurred after the close of the show that result in an unpaid balance, terms will be due and payable upon receipt of the invoice. Effective 30 days after invoice date, any unpaid balance will be accrued finance charges at the greater of the maximum legal rate or a rate of 1.5% a month.

**CREDIT CARD AUTHORIZATION** - If you wish to authorize Fandango Productions, LLC to charge the amount of your advance orders and any additional amounts incurred as a result of on-site orders, to your credit card account, complete below:

MC                       VISA                      EXP DATE: \_\_\_\_\_

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Name Imprinted on Card

\_\_\_\_\_  
Billing Address                      City                      MD                      Zip Code

\_\_\_\_\_  
Contact Name                      Phone Number

\_\_\_\_\_  
Signature

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, or check, however, we require your credit card authorization to be on file with Fandango Productions, LLC.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

**\*FAX THIS FORM TO THE ATTENTION OF EXHIBITOR SERVICES @ (410) 539-0026**



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## STANDARD CARPET WORKSHEET

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

Rental price includes, front edge taping and removal. If carpet is ordered in multiples of two or more, the colors are not guaranteed to be a perfect match.

PLEASE CHOOSE CARPET COLOR:	<input type="checkbox"/> Red
	<input type="checkbox"/> Black
	<input type="checkbox"/> Grey

PRE-CUT STANDARD SIZE	DISCOUNT PRICE	REGULAR PRICE
8' X 10'	\$125.00	\$165.25
8' X 20'	\$250.00	\$330.50
8' X 24'	\$345.00	\$465.75
8' X 32'	\$460.00	\$621.00

\*Above prices include front edge carpet taping only. Additional taping can be provided at a rate of \$1.25 per linear ft.

<b>SPECIAL CUT CARPET (SQ FT)</b> Size _____ ft. x _____ ft.	<b>DISCOUNT</b> \$3.00	<b>REGULAR</b> \$3.75
SUBTOTAL: \$ _____	5.75% TAX:	\$ _____
TOTAL: \$ _____		



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## FREIGHT HANDLING WORKSHEET

COMPANY:	_____	BOOTH#	_____
ADDRESS:	_____	CONTACT:	_____
CITY:	_____	SIGNATURE:	_____
STATE:	_____	PHONE#	_____
EMAIL:	_____	FAX#:	_____

**\*\*\*PLEASE NOTE: A 25% surcharge for overtime will be added on all outbound drayage**

Advance Shipments to the Warehouse using AIT/Prior to September 1, 2004

Shipment Weight	X Rate/100lbs	\$65.00	Estimated Charges	\$
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Advance Shipments to the Warehouse using An Outside Carrier/Prior to September 1, 2004

Shipment Weight	X Rate/100lbs	\$75.00	Estimated Charges	\$
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Direct Shipments to the Exhibit Site using AIT

Shipment Weight	X Rate/100lbs	\$75.00	Estimated Charges	\$
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Direct Shipments to the Exhibit Site Using an Outside Carrier/Shipping Agent

Shipment Weight	X Rate/100lbs	\$90.00	Estimated Charges	\$
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Uncrated or Loose Shipments to the Exhibit Site

Shipment Weight	X Rate/100lbs	\$101.25	Estimated Charges	\$
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Crate Shipments Requiring Special Handling/Prior to September 1, 2004

Shipment Weight	X Rate/100lbs	\$101.25	Estimated Charges	\$
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**TOTAL ESTIMATED CHARGES \$**

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

*Please remember that the rates and fees outlined below will be charged at the beginning and end of the show. \*\*\*Please note that dock space at the show site is very limited and as a result, loading dock availability is not guaranteed. You cannot ship items directly to the show site prior to 8:00 am on September 8, 2004. If items are shipped directly to the show site, they must be hand carried through the front entrance of the building. Items that cannot be hand carried through the front entrance will be subject to additional freight handling fees.*



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**\*\*\*\$65.00 per CWT / \$65.00 Minimum / Freight Handling Rate if Shipped via Official Show Carrier**

**\*\*\*\$75.00 per CWT / \$75.00 Minimum / Freight Handling Rate Using Other Carrier**

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**\*\*\*Add 25% if handled in or out on overtime (one way)**

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**\*\*\*Add 50% if handled in or out on overtime (both ways)**

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**\*\*\*Add 35% Late-To-Warehouse Fee / After September 1, 2004**

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**35% Special Handling (uncrated/loose material & van line shipments requiring extra handling)**

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**Add 35% if Payment and Request for Services have not been Received by September 1, 2004**

*\*\*\*The Freight Handling Fees and Rates Outlined Above Do Not Include Shipping to the Pre-Show Warehouse and/or Return Shipping From The Show Site. It IS The Exhibitor's Responsibility To Directly Reserve Their Own Shipping Services for the 22<sup>nd</sup> Annual National MED Week 2004 Conference. Payment For These Services Should Be Made Directly To The Chosen Carrier.*



1050 S. Paca Street ☐ Baltimore, MD. 21230 ☐ Ph: (410) 539-7236 ☐ Fax: (410) 539-0026

## BOOTH CLEANING/JANITORIAL SERVICES

COMPANY: _____	BOOTH# _____
ADDRESS: _____	CONTACT: _____
CITY: _____	SIGNATURE: _____
STATE: _____ ZIP: _____	PHONE# _____
EMAIL: _____	FAX#: _____

### Booth Cleaning

- Provide **one time** service prior to opening
  - Vacuum and general cleaning      \$.50 per sq foot per day
  - Shampooing      \$.75 per sq foot per day
  
- Provide **daily** service for duration of show
  - Vacuum and general cleaning      \$.50 per sq foot per day
  - Shampooing      \$.75 per sq foot per day

(Vacuum) Total Sq Feet \_\_\_\_\_ x \$. \_\_\_\_\_ x no. of days \_\_\_\_\_ = \$ \_\_\_\_\_

(Shampoo) Total Sq Feet \_\_\_\_\_ x \$. \_\_\_\_\_ x no. of days \_\_\_\_\_ = \$ \_\_\_\_\_

*(10% DISCOUNT FOR ORDERS OF 500 SQ FEET OR MORE) \*Prices do not include Janitorial Services*

**BOOTH CLEANING SUBTOTAL:**

\$

### Janitorial Services

	Cost	
<input type="checkbox"/> Cleaning up to 500 sq.ft.	\$54.75	\$ _____
<input type="checkbox"/> Cleaning from 500-1500 sq.ft.	\$72.50	\$ _____
<input type="checkbox"/> Cleaning from 1500-2500 sq.ft.	\$87.00	\$ _____
<input type="checkbox"/> Cleaning over 2500 sq.ft.	\$104.25	\$ _____

**JANITORIAL SERVICES SUBTOTAL:**

\$

**GRANDTOTAL FOR BOOTH CLEANING & JANITORIAL SERVICES:**

<input type="checkbox"/> Vacuum Total	\$ _____
<input type="checkbox"/> Janitorial Total	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

**\*FAX THIS FORM TO THE ATTENTION OF EXHIBITOR SERVICES @ (410) 539-0026**



1050 S. Paca Street ☐ Baltimore, MD. 21230 ☐ Ph: (410) 539-7236 ☐ Fax: (410) 539-0026

## INSTALLATION & DISMANTLING WORKSHEET

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

### Installation and Dismantling

**EXHIBITOR SUPERVISED BOOTH SETUP (DO NOT PROCEED)**

Exhibitor will supervise:

\* **Installation** - Exhibitors will need workers on \_\_\_\_\_ \***Dismantling**-Exhibitor will need workers on \_\_\_\_\_

\_\_\_/\_\_\_/\_\_\_ Time \_\_:\_\_\_AM PM      \_\_\_/\_\_\_/\_\_\_ Time \_\_:\_\_\_AM PM

	# OF WKRS	X HOURS	=TOTAL WKR HRS	@RATE	TOTAL
Installation	_____	_____	_____	_____	\$ _____
Dismantling	_____	_____	_____	_____	\$ _____

**TOTAL LABOR ORDERED:** \$

**\*\*Please Note: Fandango can provide supervision services for your booth installation and dismantling for an additional fee.**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8AM starting times will be dispatched to booth space. Upon receiving your labor request, Fandango reserves the right to reschedule labor with sufficient advance notice. For all other starting times, check in at the Service center one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged as 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 per worker.

Display Labor Rates	Times	Advance Rates	Show Site Rates
Straight Time	8:00am-4:30PM Weekdays	\$65.00	\$97.00
Overtime	Before 8:00am/After 4:30pm Weekdays; all day Saturdays	\$97.50	\$145.50
Doubletime	Sundays and Holidays	\$130.00	\$194.00



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The minimum charge for labor is three (3) hours 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 Fandango. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed below. Invoice will be calculated according to actual hours worked.

# Of Workers	# of Hours	= Total Worker Hours	@Rate	Total
Installation			\$	\$
Dismantling			\$	\$
Total Labor Ordered			\$	\$

**TOTAL LABOR ORDERED:**

\$



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## SIGNAGE ORDER WORKSHEET

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

**NOTES:**

1. The prices are for 10 words or less with black copy on a white background. Additional words are \$2.50 per word. Special graphics or color requirements including emblems, trademarks, and logos are extra and will be priced accordingly.
  
2. Orders received less than 7 days prior to the show's opening are considered late and are an additional 50%. Prices are doubled after 3:30 p.m. on weekdays, all day on Saturday, Sunday, holidays, and at show site.
  
3. ***Total remittance must accompany order!***

Quantity	Size	Price	Horizontal or Vertical	Copy Color	Sign Color	Easelback (Y or N)	Subtotal
	7" x 11"	\$30.00					
	11" x 14"	\$32.00					
	7" x 44"	\$35.00					
	14" x 22"	\$48.00					
	22" x 28"	\$58.00					
	28: x 44"	\$82.00					
	Banners						
	Colored Copy						
	Colored Signboard						
	Easelbacks						

**COPY REQUESTED:** (Type copy exactly as you wish it to appear. Attach additional sheets if needed.)

***\*FAX THIS FORM TO THE ATTENTION OF EXHIBITOR SERVICES @ (410) 539-0026***



1050 S. Paca Street ☐ Baltimore, MD. 21230 ☐ Ph: (410) 539-7236 ☐ Fax: (410) 539-0026

## FURNITURE ORDER WORKSHEET

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

QTY	ITEM	DISC. PRICE	REG. PRICE	TOTAL
___	30" high Pedestal Table w/linen (B/W)	80.00	104.00	\$ _____
___	40" high Cafe Table w/Linen (B/W)	90.00	117.00	\$ _____
___	6' L X 2' W X 30" H; w/linen (B/W)	80.00	104.00	\$ _____
___	8' L X 2' W X 30" H; w/linen (B/W)	90.00	117.00	\$ _____
___	Waste Basket	12.00	15.60	\$ _____
___	Easel	25.00	32.50	\$ _____
___	4' X 12' X 8" Tall Table Riser	75.00	125.00	\$ _____

**SECTION SUBTOTAL:** \$ \_\_\_\_\_

**5.75% TAX:** \$ \_\_\_\_\_

***FURNITURE SUBTOTAL:*** \$

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## PLANT ORDER WORKSHEET

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

12/14' Ficus STD .....	\$250.00 ea.
10/12' Ficus STD .....	\$100.00 ea.
8/10' Ficus STD .....	\$ 75.00 ea.
6/7' Ficus STD .....	\$ 40.00 ea.
4/5' Assorted Varieties .....	\$ 35.00 ea.
8/10' Areca Palm .....	\$100.00 ea.
6/7' Areca Palm .....	\$ 40.00 ea.
8/10' Cocos Plumosa .....	\$ 75.00 ea.
3 /4' Assorted Varieties .....	\$ 25.00 ea.
Large Boston Fern .....	\$ 25.00 ea.
Large Ivy .....	\$ 25.00 ea.
Small Ivy and Pothos .....	\$ 18.00 ea.
Mums .....	\$ 18.00 ea.
Azalea .....	\$ 30.00 ea.
Bromehads .....	\$ 30.00 ea.
Light on Ficus Trees ....(string of 35).....	\$ 12.50 ea.

### CONTAINERS

20" Basket, White, Black, Terra Cotta .....	\$ 20.00 ea.
16" Basket, White, Black, Terra Cotta .....	\$ 10.00 ea.
12" Basket, White, Black, Terra Cotta .....	\$ 5.00 ea.

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### SUMMARY ORDER REVIEW

This form must be completed and sent to **FANDANGO** along with your order. All orders must include **FULL PAYMENT** in order to be processed. Please be attentive and make sure to have your materials in by the deadline date.

<b>COMPANY:</b> _____	<b>BOOTH#</b> _____
<b>ADDRESS:</b> _____	<b>CONTACT:</b> _____
<b>CITY:</b> _____	<b>SIGNATURE:</b> _____
<b>STATE:</b> _____ <b>ZIP:</b> _____	<b>PHONE#</b> _____
<b>EMAIL:</b> _____	<b>FAX#:</b> _____

#### PLEASE TOTAL ALL ORDERS BELOW:

<input type="checkbox"/> Freight Handling Worksheet	\$ _____
<b>*** A 25% surcharge for overtime will be added on all outbound drayage</b>	
<input type="checkbox"/> Plant Order Worksheet	\$ _____
<input type="checkbox"/> Booth Cleaning Worksheet	\$ _____
<input type="checkbox"/> Furniture Rental Worksheet	\$ _____
<input type="checkbox"/> Installation & Dismantling Worksheet	\$ _____
<input type="checkbox"/> Standard Carpet Worksheet	\$ _____
<input type="checkbox"/> Labor Order Worksheet	\$ _____
<input type="checkbox"/> Sign Order Worksheet	\$ _____
<b>5.75% DC State Tax</b>	\$ _____
<b>GRAND TOTAL DUE</b>	\$ _____

**Please Note:**

As the official service contractor for the 22<sup>nd</sup> Annual National MED Week 2004 Conference, Fandango Productions, LLC is required to provide drayage services for all incoming and outbound freight. Please reference the Freight Handling Worksheets on pages 17 and 18 for a complete overview of the handling rates and fees.



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**\*\*Cancellations and Changes:** Items canceled prior to twenty (20) days of the show move in date will be charged at 50% of the original price. Items canceled within twenty (20) days of the show move in date will be charged at 100% of the original price

**For additional information, please call our Exhibitor Service Department at:  
(410) 539-7274, extension 140 or; Email us at [tradeshows@fandangoevents.com](mailto:tradeshows@fandangoevents.com)**

***\*FAX THIS FORM TO THE ATTENTION OF EXHIBITOR SERVICES @ (410) 539-0026***



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## EXHIBIT HALL SERVICES



<i>The Omni Shoreham Hotel</i>	
Exhibitor Audiovisual Order Form	
Name of the Event:	
Date of the Event:	
Telephone: (202) 797-8317	Fax: (202) 797-2840

VIDEO EQUIPMENT:	DAILY RATE			Days Total Used	CUSTOMER INFORMATION:
	City	Advanced	On Site		
1/2" VHS/VCR Player with Auto Repeat		\$ 80.00	\$ 90.00	\$ -	Firm Name:
1/2" S-VHS Player		\$ 100.00	\$ 125.00	\$ -	Address:
Beta Videocassette Player with Auto Repeat		\$ 250.00	\$ 350.00	\$ -	City:
INTERNATIONAL 1/2" VHS/VCR (PAL & SECAM)		\$ 200.00	\$ 250.00	\$ -	State:
27" Color Monitor - 1/2" VHS/VCR Package		\$ 200.00	\$ 240.00	\$ -	Zip:
20" Color Monitor (Not for Computer Use)		\$ 55.00	\$ 65.00	\$ -	Ordered By:
25/27" Color Monitor (Not for Computer Use)		\$ 125.00	\$ 150.00	\$ -	Telephone #:
32" Color Monitor (Not for Computer Use)		\$ 300.00	\$ 350.00	\$ -	Fax #:
40" Color Monitor (Not for Computer Use)		\$ 400.00	\$ 450.00	\$ -	Orders received less than <b>2 Weeks</b> prior to show will be subject to the "ON-SITE DAILY RATE".
Video Distribution AMP (For Multiple Monitor Use)		\$ 40.00	\$ 50.00	\$ -	Special requests or additional equipment, please call (617) 267-0110.
42"54" Rolling Cart (With Black Skirted Cart)		\$ 10.00	\$ 15.00	\$ -	
Kodak Caramate Viewer (35mm proj. w/10" built in screen)		\$ 75.00	\$ 100.00	\$ -	
Other:		\$ -	\$ -	\$ -	
AUDIO EQUIPMENT:	DAILY RATE			Days Total Used	ORDERING INSTRUCTIONS:
City	Advanced	On Site			
CD Player		\$ 55.00	\$ 65.00	\$ -	The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided. To guarantee equipment availability and advanced rate, this order should reach us <b>14 Days</b> prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a 4 Hour Minimum. Set up and Strike labor are not included in price. <b>CANCELLATIONS:</b> A) Cancellation of equipment ordered must be received <b>48 hours</b> prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of ORIGINAL CHARGES will be applied.
Wired Microphone: Handheld or Lavalier (Circle One)		\$ 35.00	\$ 45.00	\$ -	
Wireless Microphone: Handheld or Lavalier (Circle One)		\$ 165.00	\$ 175.00	\$ -	
PMD Cassette Player		\$ 65.00	\$ 75.00	\$ -	
Powered Speaker with Stand		\$ 95.00	\$ 110.00	\$ -	
Sound System: (2) Powered Speakers, (2) Stands		<b>CALL for QUOTE</b>		\$ -	
(1) Wired Microphone and 4 channel mixer: Handheld or Lavalier (Circle One)		<b>CALL for QUOTE</b>		\$ -	
Sound System: (2) Powered Speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (Circle One)		\$ 140.00	\$ 150.00	\$ -	
Audio Press Box		\$ 140.00	\$ 150.00	\$ -	
Other:		\$ -	\$ -	\$ -	
COMPUTER / DISPLAY EQUIPMENT & OFFICE EQUIPMENT RENTALS	DAILY RATE			Days Total Used	DELIVERY INFORMATION:
City	Advanced	On Site			
20" Flat Screen Plasma Monitor (Includes Interface)		\$ 150.00	\$ 200.00	\$ -	<b>ON-SITE CONTACT:</b> 1 \$ - 2 \$ - 3 \$ - 4 \$ - 5 \$ - 6 \$ - Booth #: Delivery Date: Pickup Date: Component #: 4637 Job #: <b>RETURN FOR PROCESSING:</b> <b>PRESENTATION SERVICES</b> A Part of Audio Visual Services Corporation The Omni Shoreham Hotel 2500 Calvert Street NW Washington DC 20008 Phone: (202) 797-8317 Fax: (202) 797-2840
15"17" Color Data Monitor		\$ 75.00	\$ 100.00	\$ -	
LCD Projector: (see below for screen)		\$ 600.00	\$ 700.00	\$ -	
42" Plasma Monitor (Includes Interface)		<b>CALL for QUOTE</b>		\$ -	
Overhead Projector Pkg: Projector, Screen & Accessories		\$ 175.00	\$ 200.00	\$ -	
5' x 5', 6' x 6', 7' x 7', 8' x 8' Tripod Screens		\$ 40.00	\$ 50.00	\$ -	
Professionally Dressed Fastfold Screens 6' x 8' - 15' x 20'		<b>CALL for QUOTE</b>		\$ -	
VIDEO WALLS: Custom configurations & all sizes		<b>CALL for QUOTE</b>		\$ -	
Other:		<b>CALL for QUOTE</b>		\$ -	
Other:		<b>CALL for QUOTE</b>		\$ -	
<b>RENTAL TOTALS:</b>					
<b>EQUIPMENT TOTAL</b>					
<b>LABOR Set/Strike= \$60 (a one time charge)</b>					
<b>SERVICE CHARGE = 18%</b>					
<b>SUBTOTAL</b>					
<b>SALES TAX @ 5.75 %</b>					
<b>TOTAL DUE</b>					
<b>METHOD OF PAYMENT:</b> "PAYMENT IS DUE WHEN ORDER IS PLACED"	PLEASE CHECK ONE				
CARD NUMBER:	American Express	<input type="checkbox"/>			
Expiration Date ___/___/___	Visa	<input type="checkbox"/>			
Cardholders Signature: _____	MasterCard	<input type="checkbox"/>			
(Cardholder's Name as appears on card)	Check	<input type="checkbox"/>			





1050 S. Paca Street ☐ Baltimore, MD. 21230 ☐ Ph: (410) 539-7236 ☐ Fax: (410) 539-0026

**Exhibitor – High Speed Internet Service Order Form**



**Ordering Instructions**

1. Fill out this form completely, including payment information, and fax to Core Communications at 775.587.1815
2. Fax a layout of your booth to Core Communications at 775.587.1815. *Charges may apply for line relocations. Mark where your connection should be dropped. Include booth orientation to the show hall.*
3. Questions? Contact Bill Davidson - Core Communications at 703.919.6994

<u>High-Speed Internet Connections</u>	Qty	Discount Price <sup>1</sup>	Standard Price	Total
<b>• Ethernet Access to T1 (1.5 Mbps)</b> 10/100 Mbps, RJ-45 Ethernet Connection with 1 DHCP Routable IP Address	___	x \$1250.00	\$1500.00	_____
<b>• Additional IP Addresses<sup>2,3</sup></b> Routable IP Address - Dynamically Assigned (DHCP)	___	x \$ 100.00	\$ 125.00	_____
Routable IP Address - Static Assigned by Core Communications	___	x \$ 200.00	\$ 250.00	_____

1. Orders received with payment in excess of 30 days prior to first show date qualify for discount price  
 2. Client must pay for 1 IP address for each device connected to the network regardless of client addressing scheme.  
 3. Cables and Hubs included with multiple device orders

<u>Network Services</u>	Qty	Discount Price	Standard Price	Total
<b>• Private Wiring Extensions</b> Booth to Booth OR Booth to Meeting Room Where Possible	___	x \$750.00	\$ 900.00	_____
<b>• VLAN Traffic Routing Configuration</b> Creates a sub-network within the shared network to expedite IP traffic flow or to segregate traffic out through a circuit other than the shared network circuit	___	x \$ 1800.00	\$ 2000.00	_____

<u>Customer Information</u>	<u>Show Information</u>	
Company Name: _____	Phone: _____	Show Name: _____
Ordering Contact: _____	Phone: _____	Show Dates: _____
On-Site Contact: _____	Cell: _____	Booth Number: _____
Production Company: _____	Phone: _____	Set Up Date: _____
Company Address: _____		Set Up Time: _____
City: _____, ST: _____ ZIP: _____		Strike Date: _____

**Payment Information**

Company Check or Money Order Payable to: **Omni Hotel Washington DC**

Credit Card Type: \_\_\_\_\_ Acct Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

*Payment must be received prior to service being provided. Credit Card Charges will appear as "Omni Hotel!"*

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated on the attached as well and posted at [www.core.net](http://www.core.net)

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White (Top) - Core Communications

Yellow (Middle) - Hotel Accounting

Pink (Bottom) - Customer





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## EVERYTHING SPANDEX

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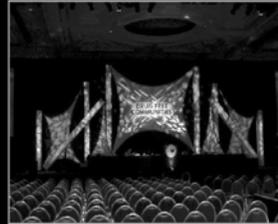
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[www.funkiture-tm.com](http://www.funkiture-tm.com)

***For More Information Call 1-866-232-6326 and Ask  
for Luis Villarruel***



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		P.O. Box 66730 Chicago, IL 60666-0730 1-800-869-4248 www.aitworldwide.com		Tracking ??? www.aitworldwide.com				
AIR WAYBILL - NON-NEGOTIABLE		DATE SHIPPED	ORIGIN	SELLING STATION <b>BWI</b>	VIA	DEST.	FLIGHT	AIR BILL NO. <b>7185004</b>
SHIPPER WILL COMPLETE ALL ITEMS IN SHADED AREAS								
SHIPPER NUMBER		SHIPPER REFERENCE NUMBER		CONSIGNEE NUMBER		CONSIGNEE P.O. NUMBER		
SHIPPER		CONSIGNEE		STREET ADDRESS		STREET ADDRESS		
STREET ADDRESS		STREET ADDRESS		CITY, STATE AND ZIP CODE		CITY, STATE AND ZIP CODE		
CITY, STATE AND ZIP CODE		CITY, STATE AND ZIP CODE		CONTACT		CONTACT		
CONTACT		PHONE NUMBER		CONTACT		PHONE NUMBER		
<b>CHARGES</b> (CHECK ONE) UNLESS OTHERWISE INDICATED, CHARGES ARE PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> C.O.D. <input type="checkbox"/> 3rd PARTY		<b>DECLARED VALUE</b> \$		THE DECLARED VALUE FOR CARRIAGE OF THIS SHIPMENT IS AGREED AND UNDERSTOOD TO BE \$500 OR \$0.50 PER POUND, WHICHEVER IS GREATER, UNLESS A HIGHER VALUE IS DECLARED AND APPLICABLE CHARGES PAID. (SUBJECT TO THE TERMS AND CONDITIONS ON REVERSE SIDE, THE LIABILITY OF AIT WORLDWIDE FOR LOSS/DAMAGE IS AS STATED ABOVE.)				
3RD PARTY NUMBER		3RD PARTY						
STREET ADDRESS		CITY, STATE AND ZIP CODE						
CITY, STATE AND ZIP CODE		CONTACT		PHONE NUMBER		DIMENSIONS		
CONTACT		PHONE NUMBER		PCS	L	W	H	
NO. OF PACKAGES		DESCRIPTION AND MARKS		WEIGHT				
SERVICE REQUESTED		<input type="checkbox"/> SAME DAY <input type="checkbox"/> NEXT DAY <input type="checkbox"/> SECOND DAY <input type="checkbox"/> THREE DAY <input type="checkbox"/> DEFERRED <input type="checkbox"/> OTHER (SPECIFY BELOW)		C.O.D. AMT.				
DELIVERY DUE TIME		QUOTE NUMBER		CUBIC WEIGHT		C.O.D. FEE		
SPECIAL INSTRUCTIONS						TOTAL CHARGES		
I certify that this cargo does not contain any unauthorized explosives, incendiaries, or hazardous materials. I consent to a search of this cargo. I am aware that this endorsement and original signature, along with other shipping documents, will be retained on file for thirty days.		Shipper / Representative Signature: x _____ Date _____ Print Name x _____		THANK YOU FOR USING AIT WORLDWIDE LOGISTICS				
<b>RECEIVED BY AIT WORLDWIDE DRIVER / AGENT</b>		1st personal ID reviewed:						
Driver Signature: _____ Print Name: _____ Date: _____ Time: _____		Shipper must sign this bill and produce the proper identification. <b>One type of photo ID is acceptable if issued by employer or government.</b> If this cannot be furnished, the FAA requires 2 forms of ID, one of which must be government issued, non-photo. Non Negotiable Airbill Conditions Of Carriage On Reverse Side		# appearing on ID		Matched photo on ID? YES <input type="checkbox"/> NO <input type="checkbox"/>		
No. of Shipments This Stop: _____		2nd personal ID reviewed:						
		# appearing on ID		Matched photo on ID? YES <input type="checkbox"/> NO <input type="checkbox"/>				
01		(IN ORDER TO EXPEDITE, SHIPMENT MAY BE DIVERTED TO MOTOR OR OTHER CARRIER AS PER TARIFF RULE UNLESS SHIPPER GIVES OTHER INSTRUCTIONS HEREON)						
SHIPPER COPY								