



**Tradeshow
Services
Inc.**

245 Huls Drive
Phone (937) 832-0144

Clayton Ohio 45315
Fax (937) 832-1904

**2007 AFCEA INFOTECH
OCTOBER 23-25, 2007
DAYTON CONVENTION CENTER**

Dear Exhibitor:
Important information to know:

SERVICE FORMS:

Advance order deadline: **October 17, 2007**
(To receive advance prices, payment must accompany your order)

SHOW COLORS:

Red, White and Blue Drape
Blue Aisle Carpet

EACH BOOTH WILL RECEIVE:

1-8' x10' Backdrop
2-3' Side Rails
1-One line identification sign
Booth Size is 10' x10'

SHOW SCHEDULE:

Move In:	Monday, October 22, 2007	8:00am-5:00pm
Show Hours:	Tuesday, October 23, 2007	11:00am-4:30pm
	Wednesday, October 24, 2007	9:00am-4:30pm
	Thursday, October 25, 2007	9:00am-Noon
Move Out:	Thursday, October 25, 2007	2:00pm-6:00pm

ADVANCE SHIPPING:

All shipments should be received at the Advance Warehouse by Friday, **October 19, 2007**. Shipments directly to show must arrive on scheduled move in day.

NOTE: DAYTON CONVENTION CENTER WILL NOT ACCEPT FREIGHT

Tradeshow Services, Inc. will not accept any shipments that are not **prepaid**. The exhibitor is responsible for payment of the drayage charges for all shipments to the booth.

If you have questions, please contact our office at (937) 832-0144 or e-mail us at info@tradeshow-services.com.

Thank You,
Tradeshow Services, Inc.

TRADESHOW SERVICES. INC.

245 HULS DRIVE CLAYTON, OHIO 45315
 (937) 832 - 0144 FAX (937) 832 - 1904

**CUSTOM CLEANING
FORM**

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

CARPET CLEANING:

Vacuuming booth carpeting ONCE before initial opening of show - \$.50 per sq. ft.

Carpeting rented from TRADESHOW SERVICES, INC. is vacuumed ONCE before show at NO CHARGE

Vacuuming daily thereafter - \$.50 per sq. ft.

When ordering vacuuming service calculate # of _____ days.

Vacuuming _____ (square feet) x \$.50 sq. ft. (rate) x _____ (number of days) = \$ _____

Tax Exempt Item

EXHIBIT CLEANING:

Cleaning & Dusting of Display Background and Furnishings ONCE before initial opening of show- \$30.00 per hour/1 hour minimum

Cleaning & Dusting of Display Background and Furnishings DAILY thereafter \$30.00 per hour/1 hour minimum

When ordering Exhibit Cleaning Service: Calculate # of _____ Days

Cleaning _____ (hours) x \$30.00 (rate) per hour x _____ (number of days) = \$ _____

Tax Exempt Item

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK#	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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BOOTH # _____

TRADESHOW SERVICES, INC.

FURNITURE PACKAGE

245 HULS DRIVE CLAYTON, OHIO 45315
 (937) 832 - 0144 FAX (937) 832 - 1904

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-mail Address (for order confirmation)		DATE

BOOTH PACKAGE 1

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket COST FOR PACKAGE _____ \$75.00
--

BOOTH PACKAGE 2

1 - 6' Skirted Table 2 - Chairs 1 - Waste Basket 1 - 9' x 10' Carpet COST FOR PACKAGE _____ \$150.00
--

NOTE: The packages listed above are quoted per 10'x10' Booths. Standard Show Colors will be used for Carpeting and Table Skirting.

Please Check Package Desired:

Package 1 _____

Package 2 _____

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY
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BOOTH # _____

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315

(937) 832 - 0144 FAX (937) 832 - 1904

**PLANT RENTAL
FORM**

EVENT **2007 AFCEA INFOTECH**

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER

BLOOMING & POTTED PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Azaleas	\$ 30.00	\$ 35.00	
	Chrysanthemums	\$ 20.00	\$ 23.00	
	Ferns	\$ 20.00	\$ 23.00	
	Assorted Blooming Plants	\$ 20.00	\$ 23.00	

TUBBED FLOOR PLANTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	3 to 4 ft.	\$ 35.00	\$ 40.00	
	4 to 6 ft.	\$ 45.00	\$ 50.00	
	6 to 8 ft.	\$ 55.00	\$ 65.00	

FLOWER ARRANGEMENTS

QTY.	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Long & Low	\$ 40.00 up	\$ 45.00	
	All Around	\$ 55.00 up	\$ 60.00	
	One Sided	\$ 35.00 up	\$ 40.00	
	Vase Arrangement	\$ 45.00 up	\$ 55.00	

CORSAGES & BOUTONNIERES

QTY.	CATEGORY	DESCRIPTION	ADVANCE	FLOOR	TOTAL
	Corsage	Carnations	\$ 15.00	\$ 17.50	
		Orchids	\$ 27.50	\$ 30.00	
		Roses	\$ 22.50	\$ 25.00	
		Seasonal Mix	\$ 17.50	\$ 20.00	
	Boutonnieres	Carnations	\$ 13.50	\$ 15.00	
		Roses	\$ 15.00	\$ 17.50	

Prices shown are for rental, delivery, use during event and removal at close of show. IT IS UNDERSTOOD THAT ALL FOLIAGE IS ON A LOAN BASIS ONLY. A REPLACEMENT COST WILL BE CHARGED IF ITEMS ARE NOT RETURNED.

SUB TOTAL \$ _____

7.0% SALES TAX \$ _____

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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BOOTH # _____

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315

(937) 832 - 0144 FAX (937) 832 - 1904

RENTAL FURNITURE & CARPET ORDER FORM

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.		
ADDRESS			PHONE		
CITY	STATE	ZIP	FAX		
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE	

← **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER** →

ACCESSORIES

QTY.	ITEMS	ADVANCE	FLOOR
	STACKING CHAIR	\$13.00	\$15.50
	PADDED ARM CHAIR	25.00	29.00
	BAR STOOL	30.00	35.00
	WASTE BASKET	11.50	13.00
	ALUMINUM FASFI	25.00	30.00

CARPET & PADDING

QTY.	SIZE	ADVANCE	FLOOR
	9' x 10'	\$95.00	\$125.00
	9' x 20'	190.00	225.00
	9' x --	CALL FOR PRICING	
	PADDING	.75 SQ.FT.	N/A

CHECK COLOR OF CARPET DESIRED

RED
 BLACK
 GRAY
 BLUE

REGULAR HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 30" SKIRTED	\$50.00	\$60.00
	2' x 4' x 30" PLAIN	22.00	24.00
	2' x 6' x 30" SKIRTED	55.00	65.00
	2' x 6' x 30" PLAIN	26.00	29.00
	2' x 8' x 30" SKIRTED	62.00	72.00
	2' x 8' x 30" PLAIN	30.00	34.00

COUNTER HEIGHT TABLES

QTY.	SIZE W x L x H	ADVANCE	FLOOR
	2' x 4' x 40" SKIRTED	\$62.00	\$72.00
	2' x 4' x 40" PLAIN	30.00	32.00
	2' x 6' x 40" SKIRTED	67.00	77.00
	2' x 6' x 40" PLAIN	34.00	36.00
	2' x 8' x 40" SKIRTED	72.00	82.00
	2' x 8' x 40" PLAIN	38.00	40.00

COLORS AVAILABLE FOR SKIRTED TABLES

- BLUE
 BLACK
 RED
 NAVY BLUE
 GOLD
 WHITE
 TEAL
 BURGUNDY

PLAIN TABLE = White Vinyl Top Only

SKIRTED TABLE = White Vinyl Top with Skirting on THREE SIDES

TO SKIRT FOURTH SIDE OF TABLE ADD \$10.00 PER TABLE
 # TABLES 4TH SIDE SKIRTED X \$ 10.00 each = \$_____

RENTAL CHARGES LISTED ABOVE INCLUDE DELIVERY TO YOUR BOOTH, USE DURING EXHIBITION, AND REMOVAL. **CANCELLATION POLICY:** ITEMS CANCELLED AFTER MOVE IN TIME WILL BE CHARGED @ 50% OF ORIGINAL PRICE. ADDITIONAL CHARGES FOR DAMAGED EQUIPMENT. CLEANING CHARGES WILL BE APPLIED FOR ALL ITEMS RETURNED SOILED.

SUB TOTAL \$ _____

SALES TAX 7.0% \$ _____

TOTAL \$ _____

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE

BOOTH # _____

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315
(937) 832 - 0144 FAX (937) 832 - 1904

I & D SERVICE
LABOR FORM

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

RATES:	STRAIGHT TIME HOURLY RATE	OVERTIME HOURLY CHARGE
	8:00 A.M. - 5:00 P.M.	BEFORE 8:00 A.M. AFTER 5:00 P.M. WEEKDAYS
	MONDAY thru FRIDAY.....\$40.00	ALL DAY SATURDAY,SUNDAY,& HOLIDAYS....\$60.00

PLAN A (SUPERVISION BY TRADESHOW SERVICES,INC.)

To save time and alleviate exhibitor supervision, PLAN A (Supervision by TRADESHOW SERVICES,INC.) is provided so the exhibits may be installed prior to exhibitors arrival. **INCLUDE BLUEPRINTS, PHOTOGRAPHS, SHIPPING INFORMATION, and SET UP INSTRUCTIONS.** Professionally trained personnel are used on installation. When possible all work is done on straight time. **CHARGE FOR SUPERVISION SERVICE IS 30% WITH A MINIMUM OF \$25.00 OF TOTAL LABOR BILL.**

We require TRADESHOW SERVICES,INC. to also dismantle and pack our exhibit

LABOR IS REQUIRED ACCORDING TO THIS SCHEDULE

INSTALLATION LABOR

DISMANTLING LABOR

Number of Laborers Required	Estimated Number Hours Each Laborer

LOCATION OF PLANS _____ NUMBER OF PIECES _____

PLAN B (SUPERVISION BY EXHIBIT PERSONNEL) IF EXHIBITOR FAILS TO PICK UP LABOR AT TIME ORDERED A ONE HOUR NO SHOW CHARGE WILL BE CHARGED PER MAN.

Starting time guaranteed only instances where laborers are requested for the start of the working day, 8:00 a.m. unless set-up time is to begin later in the day. While every attempt will be made to provide laborers at the time requested subsequent to 8:00 a.m., such starting time must be approximate. Since laborers are assigned to jobs at the start of the day, it is impossible to gauge exact time of completion of first assignment. It is important that exhibitor check the man ordered, both in and out at the service desk. All work to be done under the supervision of the exhibitor or his representative.

Labor for Installation	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move In Day 1				
Move In Day 2				
Labor for Dismantle	Number of Laborers Needed	Estimated Hours Each Laborer	Start Time	Date
Move Out Day 1				
Move Out Day 2				

NAME OF SUPERVISOR _____ PHONE () _____

CALCULATION OF ORDER : No. of Laborers _____ X HRS. per Laborer _____ = _____ Total Hours (Non Taxable Item)
Total Hours _____ X Rate per Hour _____ = \$ _____ Total Due

NOTE: We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked

TOTAL \$ _____

FOR OFFICE USE ONLY

LABOR IS NON TAXABLE

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE

BOOTH # _____

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315
 (937) 832 - 0144 FAX (937) 832 - 1904

SHIPPING & DRAYAGE FORM

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

INSTRUCTIONS

1. Mail this form immediately and mail your advance Bill of Lading when available to the letterhead address above.
2. **ALL SHIPMENTS MUST BE PREPAID. NO COLLECT SHIPMENTS WILL BE ACCEPTED.**
3. All material should be shipped to arrive no later than 5 days prior to installation date.
4. **ALL CHARGES FOR FREIGHT SERVICES IN ACCORDANCE WITH RATE SCHEDULES OF THIS FORM ARE DUE AND PAYABLE UPON PRESENTATION.**

→ **DRAYAGE CHARGES NOT PAID IN ADVANCE, WILL BE COLLECTED AT SHOW SITE** ←

ADVANCE SHIPMENTS TO WAREHOUSE

TO: (NAME OF EXHIBITOR)
 Tradeshow Services, Inc.
c/o ABF Freight System, Inc.
 8051 Center Point 70 Blvd.
 Dayton, OH 45424
FOR: (NAME OF EXHIBITION and BOOTH #)
 Advance shipments will be accepted at the warehouse and allowed **30 days** free storage. If delivered prior to the DATE.

DIRECT SHIPMENTS TO SHOW SITE

TO: (NAME OF EXHIBITOR)
 Tradeshow Services, Inc.
 c/o Dayton Convention Center
 22 East Fifth St.
 Dayton, OH 45402
FOR: (NAME OF EXHIBITION and BOOTH #)
 Direct shipments to the Exhibit Site, should be scheduled for delivery according to the **SCHEDULED EXHIBITOR MOVE IN.**

CHECK WE PLAN TO SHIP OUR MATERIALS TO THE ADVANCE SHIPMENT WAREHOUSE
ONE WE PLAN TO SHIP OUR MATERIALS DIRECTLY TO SHOW SITE

→ **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER** ←

CALCULATION OF ORDER

ADVANCE SHIPMENTS TO WAREHOUSE	\$ 38.00 cwt.
DIRECT SHIPMENTS TO SHOW SITE	\$ 32.00 cwt.
SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING	\$ 42.00 cwt

WHEN RECORDING WEIGHT ROUND UP TO NEXT 100# EXAMPLE: 255# = 300# x RATE = TOTAL AMOUNT

 # TOTAL lbs. X \$ RATE = \$ AMOUNT DUE (NON TAXABLE ITEM)

TOTAL \$

DRAYAGE IS NON TAXABLE

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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BOOTH #

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315
 (937) 832 - 0144 FAX (937) 832 - 1904

SHIPPING & DRAYAGE OUTBOUND INFORMATION

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE PRINT OR TYPE)			BOOTH NO.	
ADDRESS			PHONE	
CITY	STATE	ZIP	FAX	
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE

OUTBOUND SHIPMENTS AFTER THE SHOW

SHIP TO (CONSIGNEE NAME)		ATTENTION		
STREET ADDRESS		CITY	STATE	ZIP
TOTAL # OF PIECES	TOTAL WEIGHT	CONTACT PHONE		
SEND FREIGHT CHARGES TO: CHECK ONE: <input type="checkbox"/> (ADDRESS ABOVE) <input type="checkbox"/> OTHER (ADDRESS BELOW)				
STREET ADDRESS _____				
CITY _____		STATE _____	ZIP _____	
ATTENTION _____		CONTACT PHONE _____		

GENERAL INFORMATION

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00 a.m. to 5:00 p.m. OVERTIME will be charged before 8:00 a.m. and after 5:00 p.m. on weekdays and on Saturday, Sunday or Holidays.

OUTBOUND SHIPMENT assistance for setting up your outbound shipments will be available at the service desk located at showsite where shipping labels, bill of lading and shipping information will also be available. At the close of the show, where carriers fail to pick up or refuse to accept shipments, TRADESHOW SERVICES, INC reserves the right to re-route such shipments where no disposition is provided or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to 50% surcharge in addition to the rates listed. This classification shall be applied to but no limited to van shipments or shipments which are packed in such a manner to require unloading by hand, (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck, etc.) Material will be unloaded from vans, exhibitor's trucks or trucks of others at the convention facility, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

SPECIAL SERVICES AND RATES Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be into and out of the exhibit facility for \$50.00 per round trip.

HAULING TO OR FROM LOCAL FACILITIES will be charged at prevailing hourly rates. In addition, appropriate cwt. charges for services rendered in accordance with the rate schedule will be applied.

OUTBOUND SHIPPING INSTRUCTIONS should be given to the drayage contractor at the Dayton Convention Center service area during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, forward instructions to the drayage contractor. 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. Freight remaining on the exhibit floor without proper instructions for disposition will be removed by the drayage contractor and shipped with the information available at the time. Under no circumstances will the Drayage Contractor be liable for shipping errors subsequent to the convention unless it has received specific written instructions and had failed to honor them.

DAMAGE TO EXHIBITS while they are being loaded, unloaded or conveyed to the various booths or common carrier by the Drayage Contractor will be its responsibility. The Drayage Contractor WILL NOT be responsible for damage to materials improperly packed, concealed damage, loss or theft of exhibitors materials after 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 the Drayage Contractor is limited to \$.10 per pound/per article, with a insurance carrier if values of articles or shipments are excess of those stated above.

EXHIBITS TO BE STORED will be charged at at minimum monthly rate of \$20.00 or a rate of \$2.00 cwt. per month or fraction there of. No charge will be made for inbound shipments when received 14 days prior to the show.

TRADESHOW SERVICES, INC.

245 HULS DRIVE CLAYTON, OHIO 45315
(937) 832 - 0144 FAX (937) 832 - 1904

ADVANCE PAYMENT FORM

NAME OF EVENT 2007 AFCEA INFOTECH

COMPANY NAME (PLEASE TYPE OR PRINT)			BOOTH NO.		
ADDRESS			PHONE		
CITY	STATE	ZIP	FAX		
PLEASE PRINT OR TYPE CONTACT PERSON		E-Mail Address (for order confirmation)		DATE	

METHOD OF PAYMENT

Our CREDIT POLICY requires payment with order for service INCLUDING TAX. This form with your check or credit card information must be forwarded to TRADESHOW SERVICES, INC. at the above address in order for us to provide any equipment or services. FULL PAYMENT of rental charges must accompany your order to qualify for the ADVANCE ORDER PRICES. **ALL ORDERS RECEIVED AT THE SERVICE DESK WILL BE CHARGED AT FLOOR ORDER PRICES.** If advance orders are paid by credit card, additional services or rentals ordered at the show will be invoiced to your credit card.

➔ PLEASE SPECIFY HOW YOU WILL BE PAYING FOR THIS ORDER: ←

CHECK ENCLOSED MASTERCARD VISA AMERICAN EXPRESS

➔ CREDIT CARD INFORMATION ←

CREDIT CARD NUMBER																	
NAME ON CARD (PLEASE PRINT OR TYPE)		SIGNATURE										EXPIRATION DATE					

ALL ORDERS MUST BE ACCOMPANIED WITH PAYMENT

SERVICES AND EQUIPMENT ORDERED

RENTAL FURNITURE & CARPET ORDER FORM	\$	
I & D SERVICE LABOR FORM (NON TAXABLE ITEM)	\$	
SHIPPING & DRAYAGE FORM (NON TAXABLE ITEM)	\$	
	\$	
	\$	
NOTE: Please include payment on this form only if the items you wish to order are on TRADESHOW SERVICES, INC. letterhead. If the sheet is not on TRADESHOW SERVICES, INC. letterhead, send your ORDER SEPARATELY TO THE FIRM LISTED ON THE FORM.	SUB TOTAL	\$
	7.0% SALES TAX	\$
	TOTAL	\$

Advance payment in full by check, money order, or credit card is required for all orders. 50% cancellation charge for orders cancelled/changed at show site. A 5% or \$20.00 surcharge will be added to your account if any checks are returned or credit cards for the services denied. Applicable SALES TAX per letterhead address on this form with your remittance. (CLAYTON 7.0%)

FOR OFFICE USE ONLY

CHECK #	AMOUNT	DATE	BY	C.C. TYPE	BALANCE
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BOOTH # _____

DAYTON CONVENTION CENTER

22 East Fifth Street, Dayton, OH 45402

937.333.4700 /937.333.4711 (fax)

ELECTRIC ORDER FORM

Name of Exhibition or Show: 2007 AFCEA INFOTECH Booth No.: _____
 Firm/Booth Name: _____ Show Date: _____
 Address: _____ Phone No's: _____
 City: _____ State: _____ Zip: _____
 Ordered By: _____ Signature: _____ Date: _____
 (Print or Type)

Signature or Requesting party on order form indicates understanding of following conditions.

PAYMENT NOTICE: PREORDER RATES apply only to orders paid in full and received 5 Days PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.

ON-SITE RATES must be paid at move-in for all other orders. NO EXCEPTIONS.

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS.

ALL ORDERS MUST BE MAILED, FAXED OR ONSITE.

IF FORMS ARE FAXED. PLEASE DO NOT MAIL.

ELECTRICAL SERVICES

Please notify the DCC Service Desk when your equipment is in place and ready for connection

Low Power: Service will be brought to your booth in the most convenient manner, special placement will incur labor charges.

Quantity	One Single Outlet	Pre-Order Rate	On-Site Rate	Totals
_____	120 Volts up to 500 watts	\$55.00	\$75.00	_____
_____	120 Volts up to 1000 watts	\$65.00	\$85.00	_____
_____	120 Volts up to 1500 watts	\$75.00	\$95.00	_____
_____	120 Volts up to 2000 watts	\$85.00	\$105.00	_____

RENTAL ITEMS: The below listed items DO NOT INCLUDE ELECTRIC- MUST ORDER ELECTRIC TO UTILIZE RENTALS.

Quantity	Items	Pre-Order Rate	On-Site Rate	Totals
_____	Extension Cords	\$15.00	\$20.00	_____
_____	Power Strips	\$20.00	\$25.00	_____

SPECIAL ELECTRICAL SERVICE

208 Volts require a minimum labor charge of one hour per connection..

208 Volts - SINGLE PHASE per single connection				208 Volts - THREE PHASE per single connection			
AMPS	Quantity	Pre-order Rate	On-Site Rate	Quantity	Pre-order Rate	On-site Rate	TOTALS
10	_____	\$75.00	\$105.00	_____	\$105.00	\$135.00	_____
15	_____	\$85.00	\$115.00	_____	\$120.00	\$150.00	_____
20	_____	\$100.00	\$130.00	_____	\$135.00	\$165.00	_____
30	_____	\$130.00	\$160.00	_____	\$155.00	\$195.00	_____
40	_____	\$150.00	\$180.00	_____	\$175.00	\$215.00	_____
50	_____	\$170.00	\$200.00	_____	\$195.00	\$235.00	_____
60	_____	\$195.00	\$225.00	_____	\$215.00	\$255.00	_____
100	_____	\$300.00	\$330.00	_____	\$325.00	\$365.00	_____

ALL SPECIAL ELECTRICAL SERVICES REQUIRE A MINIMUM OF ONE-HOUR LABOR.

(This includes the hardwiring of machinery, i.e. Dayton Industrial Show)

Quantity	LABOR RATE \$45.00 per hour	Totals
_____	HOURS/LABOR: for special electrical at one hour minimum per connection	_____
_____	Additional labor determined onsite for special electrical service	_____

GRAND TOTAL DUE: \$ _____

SEE REVERSE FOR CONDITIONS AND REGULATIONS

PAYMENT INFORMATION – Payment Must be in U.S. Funds	OFFICE USE ONLY
_____ Cash _____	_____ Pre-Order _____ On-Site Order
_____ Check # _____	_____ Received By _____ Date
_____ Credit Card/Visa/MC _____	_____ Equipment Installed by _____ Date _____ Time
_____ EXP _____	_____ Posted By _____ Date

ALL ORDERS MUST BE PAID IN FULL PRIOR TO OPENING OF FIRST DAY OF SHOW

IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:

PREORDER RATES apply only to orders paid in full and received 12 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY.

ON-SITE RATES must be paid at move-in for all orders. NO EXCEPTIONS

ALL ORDERS MUST BE PAID IN FULL WITH U.S. FUNDS BY OPENING OF FIRST DAY OF SHOW

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment IN FULL, IN U.S. FUNDS, must accompany service order form.
2. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slower service installation.
3. No service will be installed until full payment is received.
4. NO REFUNDS
5. Any returned check will have a \$25.00 Return Check Fee.

ANY DISCREPANCIES OR DEVIATIONS FROM ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE DAYTON CONVENTION CENTER SERVICE DESK PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW!

ELECTRICAL SERVICE

1. Rates quoted cover bringing of service to back of booth and ***do not include*** connection your equipment
2. All wiring or electrical work on exhibitor's display will be charged on time and material basis.
3. Tagging of equipment for proper voltage, phase, connection etc., is *exhibitor's responsibility*.
4. Exhibitors using sensitive electronic equipment should provide their own power conditioning equipment.
5. Dayton Convention Center is not responsible for voltage or frequency variances.
6. Any motor ½ horsepower or larger must have a safety switch.
7. Any changes in location after initial installation will reflect a one hour minimum labor charge of \$45.00.
8. Due to Fire Code, NO electrical cords can be placed under carpet.

PLEASE NOTIFY SERVICE DESK WHEN YOUR EQUIPMENT IS IN PLACE AND READY FOR CONNECTION!!

Return to and Make Check

Payable To:
Dayton Convention Center
Utility Rental Department
22 East Fifth Street
Dayton, OH 45402
937.333-4785
FAX: 937.333-4711

Dayton Convention Center

937.333.4700 (Phone) 937.333.4711 (Fax)
22 East Fifth Street Dayton, OH 45402

TELEPHONE FORM

Name of Exhibition or Show: 2007 AFCEA INFOTECH Booth No. _____
Firm / Booth Name: _____ Show Date: _____
Address: _____ Phone No. _____
City: _____ State: _____ Zip: _____ Email: _____
Contact: _____ Signature: _____

(Note: order must be received 5 business days prior to scheduled event)

Signature of Requesting party on order form indicates understanding of the following conditions:

Terms & Conditions:

- 1 Payment for services must accompany service orders unless arrangements are made with the business manager.
- 2 Credit will NOT be given for service ordered and not used.
- 3 **Dayton Convention Center** personnel are authorized to modify system
- 4 **Dayton Convention Center** is the exclusive provider of telecommunications for the Dayton Convention Center
- 5 Exhibitor will be fully responsible for the protection and safekeeping of telephone equipment.
- 6 Only **Dayton Convention Center** personnel are authorized to modify system wiring and cable.
- 7 Rate quoted for phone service cover only the bringing of service to the booth or room in the most convenient manner.
- 8 Prices are based on current rates and are subject to change without notice.

ALL ORDERS MUST BE RECEIVED BY FAX (937-333-4711) 5 BUSINESS DAYS PRIOR TO SCHEDULED EVENT

TELEPHONE SERVICE

QTY	DESCRIPTION OF SERVICES	RATE	TOTAL
	Telephone Service drop to the booth (Analog service)	\$275.00	\$ -
	Floor Rate per Line	\$500.00	\$ -
SEE FORM FOR HIGH SPEED WIRELESS INTERNET SERVICE		Grand Total	\$ -

CREDIT CARD BILLING INFORMATION: (PLEASE CIRCLE ONE) VISA or Master Card ONLY

CARD NUMBER: _____ Name _____
EXPIRATION DATE: _____ Billing Address and Address _____
Name as it appears on PO Box _____
your statements City: _____
SIGNATURE: _____ State: _____



937-440-9159 (Phone) 937-440-9091 (Fax)

DAYTON CONVENTION CENTER

937-333-4700 (Phone)

WIRELESS HIGH - SPEED INTERNET ACCESS FORM

Name of Exhibition or Show: 2007 AFCEA INFOTECH Booth No. _____
 Firm / Booth Name: _____ Show Date: _____
 Address: _____ Phone No. _____
 City: _____ State: _____ Zip: _____ Email: _____
 Contact: _____ Signature: _____ Date: _____

Notification of user name and password will be sent via email prior to scheduled event

(Note: order must be received 14 days prior to scheduled event,

ALL CHECKS MUST BE MADE OUT TO OCEAN LAN

Signature of Requesting party on order form indicates understanding of the following conditions

Rules and Regulations:

- 1 Ocean LAN is the exclusive provider of Wireless High-Speed Internet Services for the **Dayton Convention Center**
- 2 Payment for services must accompany service orders unless arrangements are made with the business manager
- 3 Credit will NOT be given for service ordered and not used.
- 4 Only Ocean LAN/ **Dayton Convention Center** personnel are authorized to modify system
- 5 Ocean LAN/**DCC** is not responsible for any level fluctuations or circuit failure due to Venue or local ISP conditions
- 6 All wireless equipment used must comply to 802.11 (b) standards
- 7 Prices are based on current rates and are subject to change without notice.
- 8 Rates quoted are for access only to Wireless High-Speed Internet Equipped at 802.11 (b), (username & password) additional charges will be applied for request of direct wired connections and equipment configuration
- 9 For fee's on purchasing wireless equipment see list below.

ALL ORDERS MUST BE RECEIVED BY FAX (937-440-9091) 14 DAYS PRIOR TO SCHEDULED EVENT

WIRELESS HIGH - SPEED INTERNET SERVICES

QTY	DESCRIPTION OF SERVICES	RATE	TOTAL
	High-Speed Wireless Internet Service (Entire event rate, per user)	CALL FOR RATE	\$ -
	High-Speed Wireless Internet Service (Daily rate, per user)	CALL FOR RATE	\$ -
	Per additional user, daily or entire event (Advanced orders only)	CALL FOR RATE	\$ -
	Network drop for a wired high speed connections (Includes service)	CALL FOR RATE	\$ -
	Purchase a wireless 802.11 (b) card for laptop users	CALL FOR RATE	\$ -
	Purchase an Ethernet Bridge for wireless direct connection	CALL FOR RATE	\$ -
Note: All wireless equipment ordered will be available for pick up on-site		Sub Total	\$ -
For any additional services or equipment needed, Please contact Ocean LAN Wireless Services @ 800-795-9159 for a quotation.		Sales Tax 7.5%	\$ -
		Grand Total	\$ -

USERNAME AND PASSWORD INFORMATION: Please list the following users details. (Please print clearly or type)

FIRST NAME	LAST NAME	REQUESTED USERNAME	REQUESTED PASSWORD	EMAIL ADDRESS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CREDIT CARD BILLING INFORMATION: (PLEASE CIRCLE ONE) VISA or Master Card

CARD NUMBER: _____ Billing Address and Name _____
 EXPIRATION DATE: _____ Name as it appears Address _____
 on your statements PO Box _____
 City: _____
 SIGNATURE: _____ State: _____ Zip: _____

