

2010 North Coast Golf Show

Exhibitor Services Guide

February 19 - 21, 2010

I-X SERVICE CENTER EXHIBITOR ORDERING INFORMATION

The attached includes a description of available services, pricing, an I-X Services Order Form, and a self-addressed envelope. Please return your completed order with payment to:

**I-X Service Center
One I-X Center Drive
Cleveland, Ohio 44135
Phone: 216-265-2500
Toll-free: 800-IXCENTER
Facsimile: 216-265-7300**

Payment Policy:

- **Service orders received with full payment by *JANUARY 27, 2010* qualify for *ADVANCE RATES*.**
- Service orders will be processed upon receipt of full payment. Please note that the I-X Service Center is not responsible for lost or misdirected mail.
- A tax exemption certificate must accompany order if you qualify for exemption from Ohio state sales tax.
- Acceptable forms of payment are cash (on-site), checks, travelers checks, money orders and charge cards (Visa, MasterCard, American Express, Discover).
- Please make checks payable to the I-X Service Center.
- Payments must be made in U. S. funds payable on a U. S. bank.
- A \$30 fee will be assessed for returned checks and an alternative form of payment will be required.
- Unless indicated otherwise, supplied charge card authorization will be used for on-site service orders.
- Please contact the I-X Service Center regarding billing discrepancies. Adjustments will only be considered prior to the close of the show. Credit balances will be refunded via I-X Center corporate check or applied to your charge card on file prior to final invoicing. A 1% monthly interest charge will be added to any unpaid balance.

Third Party Authorization:

If you have arranged for a third party to manage your display and assume responsibility for ordering services and payment of charges, the "AUTHORIZATION FOR THIRD PARTY BILLING" form must accompany your service order form. Should the designated third party fail to comply with the above payment policy, the exhibiting company is responsible for full payment of outstanding charges.

INSTRUCTIONS FOR COMPLETING I-X SERVICE ORDER FORM

1. List the event name, booth number, and company billing information.
2. Record all pertinent information for non-taxable service(s) ordered in Section A.
3. Sub-total all non-taxable services and enter the dollar amount on Line 1.
4. Record all pertinent information for taxable service(s) ordered in Section B.
5. Sub-total all taxable services and enter the dollar amount on Line 2.
6. Multiply amount recorded on Line 2 by 7.75% and enter Ohio state sales tax on Line 3.
7. Add Lines 1, 2, and 3, and enter total on Line 4.
8. Forward all forms and utility layouts with payment to the I-X Service Center.

DECORATING SERVICES

- ⌘ The I-X Center reserves the right to make substitutions as needed.
- ⌘ Colors(s) will be automatically selected if not indicated on order.
- ⌘ Skirted tables and counters are skirted on three sides.
- ⌘ Cancellations and/or changes are subject to additional charges.
- ⌘ A **decorating package** will be provided for 10' x 10' booth equivalents by Show Management and includes: 8' high back drape, 3' high side drape, (1) 8' skirted table, (2) side chairs and a booth ID sign.

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Tables & Counters - Unfinished & Skirted - Taxable				
<i>Skirting Colors: Black, Blue, Burgundy, Gold, Green, Plum, Red, Silver, Teal, White, (Green available 30" only)</i>				
2010	4'L x 24"W x 30"H Table Skirted	EA	\$47.40	\$61.60
2010	4'L x 24"W x 30"H Table Unfinished	EA	19.40	25.20
2010	6'L x 30"W x 30"H Table Skirted	EA	62.80	81.60
2010	6'L x 30"W x 30"H Table Unfinished	EA	21.00	27.30
2010	8'L x 30"W x 30"H Table Skirted	EA	77.00	100.10
2010	8'L x 30"W x 30"H Table Unfinished	EA	26.30	34.20
2013	4 th Side Table Skirted	EA	21.80	28.30
2011	30" Skirting (4 foot minimum)	FT	5.60	7.30
2010	4'L x 24"W x 39" H Counter Skirted	EA	53.80	69.90
2010	4'L x 24"W x 39" H Counter Unfinished	EA	25.90	33.70
2010	6'L x 30"W x 39" H Counter Skirted	EA	69.30	90.10
2010	6'L x 30"W x 39" H Counter Unfinished	EA	26.60	34.60
2010	8'L x 30"W x 39" H Counter Skirted	EA	83.30	108.30
2010	8'L x 30"W x 39" H Counter Unfinished	EA	31.60	41.10
2014	4 th Side Counter Skirted	EA	27.20	35.40
2012	39" Skirting (4 foot minimum)	FT	6.90	9.00
Table & Counter Risers – Taxable				
<i>Skirting Colors: Black, Blue, Gold, Red, White</i>				
2016	4' x 1' x 1' Skirted	EA	31.30	40.70
2016	4' x 1' x 1' Unfinished	EA	14.30	18.60
2016	6' x 1' x 1' Skirted	EA	40.30	52.40
2016	6' x 1' x 1' Unfinished	EA	21.00	27.30
2016	8' x 1' x 1' Skirted	EA	53.80	69.90
2016	8' x 1' x 1' Unfinished	EA	25.90	33.70
Drape Cloth – Taxable				
<i>Drape Colors: Black, Blue, Burgundy, Green, Plum (8' only), Red, Silver, Teal, White</i>				
2101	3' Drape Cloth (10 foot minimum)	FT	7.70	10.00
2102	8' Drape Cloth (10 foot minimum)	FT	10.60	13.80

DECORATING SERVICES CONTINUED...

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Decorating Accessories - Taxable				
2020	Side Chair*	EA	\$21.00	\$27.30
2020	Stool*	EA	41.70	54.20
2140	Wastebasket*	EA	8.10	10.50
2140	Easel - Chrome	EA	18.80	24.40
2140	Coat Tree	EA	19.70	25.60
2140	Plastic Chain	FT	1.80	2.30
2140	3' Stanchions - Plastic	EA	8.10	10.50
2140	Crossbar	EA	19.40	25.20
2140	3' Upright	EA	9.60	12.50
2140	8' Upright	EA	13.10	17.00
2140	16' Upright	EA	20.60	26.80
*Chairs and wastebaskets are delivered prior to opening on the first day of the show.				
Standard Carpet – Taxable				
<i>Carpet Colors: Black, Blue, Brown, Burgundy, Charcoal, Green, Red, Silver</i>				
2031	10' x 10' Standard Carpet	EA	99.80	129.70
2031	10' x 20' Standard Carpet	EA	199.40	259.20
2031	10' x 30' Standard Carpet	EA	299.00	388.70
2032	Standard Carpet Special Cut	SFT	1.70	2.20
Price of standard carpet includes installation, taping of aisle edge(s) and removal at close of the show.				
Color and seam match is not guaranteed for standard carpet ordered in multiples of two or more. Additional tape must be ordered to cover the seam(s) where carpets meet.				
Special cut carpet must be ordered if required sizes are in other than ten foot increments and/or for booths that exceed 300 square feet.				
Special cut and premium carpet includes installation, taping of all edges, visqueen and removal of carpet at the end of the show.				
Removal of visqueen is exhibitor's responsibility. I-X assistance is available and requires a work order.				
Please call for availability and pricing on premium carpet.				
Carpet Accessories – Taxable				
3035	Padding	SFT	0.80	1.05
<i>Carpet Tape Colors: Black, Blue, Brown, Green, Red, Silver</i>				
3036	Double Face Carpet Tape (per roll)	RL	21.10	27.40
3036	Double Face Carpet Tape (per foot, includes labor)	LFT	1.10	1.45
3036	Carpet Tape (per roll)	RL	21.10	27.40
3036	Carpet Tape (per foot, includes labor)	LFT	1.10	1.45
3037	Visqueen	SFT	0.70	0.90

DECORATING LABOR

- ☛ Up to three exhibitor employees are permitted to work in booth; the fourth person must be an I-X worker. Please refer to **LABOR & EQUIPMENT SERVICES** for additional information pertaining to I-X labor.
- ☛ Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- ☛ Final billing for labor is based on actual time and materials used. A prepayment based upon estimated usage is due at the time services are ordered.

ITEM #	DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. - 4:30 p.m. Double time: Weekdays midnight - 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays					
Installation Decorating Labor – Taxable					
5125	Decorating Labor	HR	\$81.30	\$122.00	\$162.60
5125	Decorating I-X Supervision*	25%			
Dismantling Decorating Labor – Taxable					
5127	Decorating Labor	HR	81.30	122.00	162.60
5127	Decorating I-X Supervision*	25%			
*I-X Supervision labor requires a minimum of two workers, one hour each. Charge to equal 25% of work order total.					

CLEANING SERVICES

- Trash placed in aisle nightly at close of show will be removed at no charge.

ITEM #	DESCRIPTION	U / M	RATE
Vacuuming – Taxable			
5330	Vacuum Nightly (includes prior to show opening)	SFT (per day)	\$0.21
5330	Vacuum Prior to Show Only	SFT (per day)	0.26
Vacuuming rates are based on the total square footage of exhibit area per day.			
Shampooing – Taxable			
5340	Shampoo Carpet	SFT (per day)	0.42
Porter Service – Taxable			
5320	Periodic Porter (daily)	EA	51.20
5320	Periodic Porter (daily - all event days)	EA	45.40
5310	Porter Service (Mon. - Fri. 8:00 a.m. - 4:30 p.m.)	HR	34.20
5310	Porter Service (Mon. - Fri. after 4:30 p.m.)	HR	51.30
5310	Porter Service (Saturday, Sunday, Holidays)	HR	68.40
Periodic porter service includes refuse removal from containers in your booth every two hours during show hours. Porter service includes booth wipe-down and refuse removal and may be purchased in hourly increments.			

PLANT AND FLORAL SERVICES

ITEM #	DESCRIPTION	U / M	SMALL ADV / STD	MEDIUM ADV / STD	LARGE ADV / STD
Plants (3, 4 and 5 foot) – Taxable					
7564	Arboricola	EA	\$52.10 / 67.70	\$67.10 / 87.20	\$82.00 / 106.60
7564	Areca Palm	EA	52.10 / 67.70	67.10 / 87.20	82.00 / 106.60
7564	Boston Fern	EA	N/A	29.80 / 38.70	N/A
7564	Croton	EA	52.10 / 67.70	N/A	N/A
7564	Ficus	EA	52.10 / 67.70	67.10 / 87.20	82.00 / 106.60
7564	Peace Lilly	EA	52.10 / 67.70	67.10 / 87.20	82.00 / 106.60
7564	Shefflera	EA	52.10 / 67.70	67.10 / 87.20	82.00 / 106.60
Floral Arrangements – Taxable					
<i>Fresh Floral Colors: Blue, Gold, Neutral, Pastel, Red, Spring Mix, White</i>					
7561	Fresh Floral	EA	44.70 / 58.10	59.60 / 77.50	74.60 / 97.00
<i>Silk Floral Colors: Blue, Gold, Neutral, Pastel, Red, Spring Mix, White</i>					
7562	Silk Floral	EA	44.70 / 58.10	59.60 / 77.50	74.60 / 97.00
Blooming Plants – Taxable					
<i>Azalea, Cyclamen, Kalanchoe Colors: Peach, Pink, Red, White</i>					
7563	Azalea, available Feb. - April	EA	N/A	29.80 / 38.70	N/A
7563	Cyclamen, available Nov. - May	EA	N/A	29.80 / 38.70	N/A
7563	Kalanchoe	EA	N/A	29.80 / 38.70	N/A
<i>Mum Colors: Bronze, Purple, Yellow, White</i>					
7563	Mum	EA	N/A	26.90 / 35.00	N/A
Corsages & Boutonnieres – Taxable					
<i>Boutonniere, Corsage Colors: Blue, Gold, Peach, Pink, Red, White</i>					
7565	Boutonniere	EA	N/A	11.20 / 14.60	N/A
7565	Corsage	EA	N/A	11.20 / 14.60	N/A
A wide variety of tropical foliage, floral arrangements and blooming plants are available. Please call for assistance.					
Prices include plant care and maintenance.					

CUSTOM SIGNS AND BANNERS

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Custom Signs – Taxable				
2582	7" x 44" Custom Sign	EA	\$15.00	\$19.50
2582	11" x 14" Custom Sign	EA	7.50	9.75
2582	14" x 22" Custom Sign	EA	15.00	19.50
2582	22" x 28" Custom Sign	EA	30.10	39.10
2582	28" x 44" Custom Sign	EA	60.20	78.30
2580	Easel Back for Sign	EA	7.00	9.10
Custom Banners – Taxable				
2582	2' x 3' Custom Banner	EA	36.00	46.80
2582	3' x 5' Custom Banner	EA	90.00	117.00
2582	4' x 6' Custom Banner	EA	144.00	187.20
2582	4' x 8' Custom Banner	EA	192.00	249.60
2582	4' x 10' Custom Banner	EA	240.00	312.00
Banners are printed on 13 oz. gloss white vinyl, hemmed on all sides and include grommets.				
Prices above are for single sided signs/banners. Call for double sided pricing.				
Please call for additional information and pricing on custom designed signage and banners, full color printed graphics and logos.				
Prices do not include labor and/or equipment required to hang signs/banners. Please refer to OVERHEAD SIGN HANGING AND REMOVAL SERVICES .				

CHOOSE YOUR STYLE AND COLOR

Background color: _____
Lettering color: _____

Vertical

Please mark appropriate box with your choice.

Horizontal

Indicate your sign copy here:

Please indicate here if you would like more information and pricing on banners, logos, special graphics, etc.

EXHIBITOR _____ **BOOTH #** _____

STRUCTURAL INTEGRITY STATEMENT FORM

_____ (“Exhibitor”), the contracted exhibitor at the **2010 North Coast Golf Show** and (if applicable) _____, the display house or builder for the aforementioned Exhibitor, does hereby certify and warrant to the I-X Center Corporation (“I-X”) that the stress points for the hanging structure (“Structure”) have been properly engineered and tested. Exhibitor further certifies and warrants to I-X that the Structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

In addition to the foregoing, Exhibitor hereby (i) waives, releases, acquits and forever discharges I-X and its affiliates, shareholders, directors, officers, employees, contractors and agents (collectively “Released Parties”) of and for any and all claims that Exhibitor may now have or which may arise in the future related to the Structure, (ii) agrees to not assert any claims related to the Structure against any of the Released Parties, and (iii) agrees to indemnify and hold the Released Parties harmless from any and all losses, expenses, fines, penalties, claims, liabilities, obligations and damages (including without limitation, any damage to personal or real property and any injury (including without limitation, death) to any person) resulting in any way or related to the Structure. All hang points supporting in excess of 200 pounds will be verified (metered) on site at exhibitor’s expense.

EXHIBITING COMPANY: _____

BOOTH NUMBER: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME: _____ **DATE:** _____

DISPLAY HOUSE/BUILDER: _____
(IF APPLICABLE)

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME: _____ **DATE:** _____

**COMPLETE AND SUBMIT A COPY OF THIS FORM WITH ALL
OVERHEAD SIGN HANGING AND REMOVAL SERVICE ORDERS.**

***LIMITATION OF LIABILITY AND RESPONSIBILITY
FOR I-X CENTER SERVICES***

1. I-X Center Corporation shall not be responsible for damage to materials and equipment, including uncrated items, items improperly packed or concealed damage.
2. I-X Center Corporation shall not be responsible for loss, theft or disappearance of exhibitor's property.
3. I-X Center Corporation shall not be responsible for loss or damage to exhibit property related to delivery of I-X Center Services unless damages are the direct result of I-X Center's gross negligence.
4. I-X Center Corporation shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. **I-X Center Corporation's liability shall be limited to the physical loss or damage to the specific property which is lost or damaged, and in any event the I-X Center Corporation's maximum liability shall be limited to the following: Material Handling, \$0.30 per pound per article with a maximum liability of \$1,000.00 per shipment, whichever is less; for all I-X Center Services, actual damages or \$1,000.00, whichever is less.**
6. **I-X Center Corporation 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 property.**
7. Claims for loss or damage must be submitted to I-X Center Corporation prior to the close of the show.
8. The consignment or delivery of property to I-X Center Corporation by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
9. **INSURANCE** – To protect yourself from unexpected losses every exhibitor's property should be insured from the time it leaves their possession until the time it is returned to their possession. It is suggested that exhibitors arrange all risk coverage.
10. Empty container labels will be available at I-X Center Corporation's Freight Desk. Affixing labels is the sole responsibility of the exhibitor or their representative. All previous labels need to be removed or completely concealed. I-X Center Corporation assumes no responsibility for:
 - Exhibitor's disregard of above procedures
 - Removal of containers with old empty labels and without I-X Center Corporation labels
 - Improper information on empty labels
 - Materials stored in containers labeled "empty"

MATERIAL HANDLING SERVICES

- # Drayage service includes unloading and/or loading at the dock, warehouse storage up to thirty days prior to move-in, delivery to and from booth, removal, storage and redelivery of crates. Charges are based on 100 pound (cwt) increments per shipment, **200 pound (cwt) minimum**.
- # Exhibitors may hand carry or use two wheel dollies to transport material in and out of the building at no charge. All other carts and dollies are prohibited.
- # Shipments must be prepaid and addressed to: Exhibitor Name & Booth Number, Event Name, c/o I-X Service Center, Door 35, One I-X Center Drive, Cleveland, Ohio 44135. No collect shipments will be accepted.
- # Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills, will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by the I-X Center for such shipments.
- # Advance arrangements for outbound shipments must be made with the I-X Freight Department. Exhibitors are responsible for notifying carrier, labeling freight and submitting I-X Center Bill of Lading to the I-X Freight Desk.
- # **All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in this I-X Service Center Exhibitor Ordering Information packet.**

ITEM #	DESCRIPTION	U / M	RATE
Drayage, Material Handling and Shipping – Taxable			
2450	Advance to Warehouse Crated & Palletized	CWT	\$37.60
2450	Advance to Warehouse Uncrated & Unpalletized	CWT	47.00
2450	Direct to Site Crated & Palletized	CWT	24.60
2450	Direct to Site Uncrated & Unpalletized	CWT	30.80
2450	Small Package (5 lbs. and under)	EA	19.60
2450	Special Handling	Add 25% to prevailing drayage rate	
2450	Overtime	Add 25% to prevailing drayage rate	
~ Advance to Warehouse shipments to be stored may be received up to thirty days prior to move-in.			
~ Direct to site shipment rates apply during all move-in days and during the show.			
~ Receiving hours are weekdays 8:00 a.m. - 2:00 p.m. Overtime rates apply to shipments received all other times.			
~ Outbound shipments during overtime hours are subject to an additional 25% overtime charge.			
~ Shipments that require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments), carpet, mixed shipments, multiple shipments/delivery areas, and shipments without delivery receipts such as UPS and FedEx are subject to an additional special handling charge of 25% per cwt. each way.			
Miscellaneous Material Handling Supplies – Taxable			
3000	Banding (per foot, requires I-X labor)	FT	0.65
3000	Shrink Wrap (per foot, requires I-X labor)	FT	0.35
3000	Shrink Wrap (per roll)	EA	54.10

DRIVE-IN PRIVILEGES

- ☐ The following vehicle types are permitted to drive into the facility to unload/load:
Non-commercial, standard size pick-up trucks, automobiles, station wagons and passenger vans.
- ☐ If pulling a trailer, driving a commercial or oversize vehicle, **I-X labor** is required to unload/load vehicle. Refer to **LABOR & EQUIPMENT SERVICES**.
- ☐ One drive-in pass is required per vehicle per trip and may be purchased at the I-X Service Center.
- ☐ **Drive-in passes are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.**
- ☐ **Exhibitor Drive-in Procedure:**
 - Park in designated exhibitor area
 - Purchase drive-in pass or pick up prepaid drive-in pass at the I-X Service Center
 - Report to assigned door
 - Present receipt to I-X personnel at entrance door
 - I-X personnel will direct vehicle to booth
 - Unload vehicle independently
 - Immediately remove vehicle from building after unloading
- ☐ Vehicles displayed in the building require a **Display Vehicle Pass/Compliance Card**. This includes motorized equipment operating under its own power. A maximum of one eighth tank of gas may remain in the tank, the gas tank must be sealed and battery cables must be disconnected and taped. A Display Vehicle Pass/Compliance Card must be obtained from the I-X Service Center and displayed at all times. Display vehicles are subject to inspection by the Cleveland Fire Marshal.

ITEM #	DESCRIPTION	U / M	RATE
Drive In Passes – Nontaxable			
2460	Round Trip Drive-in Pass	EA	\$40.00
2460	One Way Drive-In Pass	EA	30.00
2460	Display Vehicle Pass (Round Trip)	EA	40.00

VEHICLES PERMITTED TO DRIVE INTO UNLOADING/LOADING AREA:

If driving a commercial vehicle, a vehicle larger than illustrated below, or if pulling a trailer, I-X labor is required to unload/load vehicle. Please refer to **LABOR & EQUIPMENT SERVICES**.

Non-Commercial Pick-up Trucks and Automobiles



Non-Commercial Vans



You may use your 2-wheel dolly/cart to unload/load your vehicle, however, no other carts or dollies are permitted in the building.

LABOR AND EQUIPMENT SERVICES

Labor and Work Orders...

- † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- † Final billing for labor/equipment is based on actual time and materials used.
- † Work orders for labor and equipment required for the installation and/or dismantle of booth may be purchased through the I-X Service Center or at the Labor Desk. A prepayment based upon estimated usage is due at the time services are ordered.
- † Exhibitors must report to the Labor Desk to request I-X workers (labor) and authorize work to be performed (signature required).
- † Work order charges include the time necessary for I-X workers to get tools and report to the job, exhibitor's inspection of work and return of I-X workers to the Labor Desk to be signed out by exhibitor.
- † The I-X Center reserves the right to adjust labor hours/crew size ordered to meet safety and schedule requirements.
- † To request labor in advance, specify on your order form the number of workers, date and time service is required. Labor ordered on-site is available on first come, first served basis.
- † Power-operated equipment cannot be used for booth setup/dismantle unless I-X labor is ordered. Battery operated hand tools are permitted.
- † Exhibitors may hand carry or use two wheel dollies to transport material in and out of the building at no charge. All other carts and dollies are prohibited.
- † Up to three exhibitor employees may setup/dismantle booth. The fourth person must be an I-X worker. When larger crews are needed the fifth, sixth, and seventh workers may be exhibitor employees, but the eighth must be an I-X worker. It is necessary to include an I-X foreman when five or more I-X workers are used; the fifth I-X worker is a foreman. Exhibitor employees are defined as those having been on the payroll for a minimum of sixty days prior to the event; otherwise I-X workers must perform booth setup/dismantle. Proof of employment must be provided upon request of I-X Center management (i.e. dated pay stub).

Use of Exhibitor Appointed Contractors and Display Houses...

- † If using an outside contractor or display house, I-X personnel must perform labor. Outside contractors and display houses may be used for SUPERVISION ONLY.
- † All outside contractors and display houses must be approved by I-X Center Management, and must register at the I-X Labor Desk each day upon arrival at the I-X Center.
- † Failure to comply with building rules and regulations as stated above may result in expulsion from this and all future events at the I-X Center.

I-X Supervised Work...

- † Booth design and detailed instructions are required when I-X Center personnel is to provide and supervise installation and dismantling service. Materials must be provided at least three weeks prior to event followed by a call to the I-X Service Center to discuss requirements in detail.
- † When I-X Supervision is required for the dismantle of your booth, it is necessary to make arrangements with your carrier to pick up freight on the last day of move-out.

LABOR AND EQUIPMENT SERVICES CONTINUED...

ITEM #	DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. - 4:30 p.m. Double time: Weekdays midnight - 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays					
Installation Labor – Taxable					
5140	Labor	HR	\$70.60	\$105.90	\$141.20
5140	Labor Foreman*	HR	74.10	111.20	148.20
5140	I-X Supervision**	25%			
Dismantling Labor – Taxable					
5141	Labor	HR	70.60	105.90	141.20
5141	Labor Foreman*	HR	74.10	111.20	148.20
5141	I-X Supervision**	25%			
*Include foreman when using five or more I-X workers; the fifth I-X worker is a foreman. **I-X Supervision labor requires a minimum of two workers, one hour each. Charge to equal 25% of work order total.					
Installation Equipment – Taxable					
5161	Fork 6K w/Operator	HR	92.70	139.10	185.40
5161	Fork 8K w/Crew	HR	177.70	266.60	355.40
5137	Aerial Lift w/Crew	HR	226.50	339.80	453.00
Dismantling Equipment – Taxable					
5162	Fork 6K w/Operator	HR	92.70	139.10	185.40
5162	Fork 8K w/Crew	HR	177.70	266.60	355.40
5138	Aerial Lift w/Crew	HR	226.50	339.80	453.00
Ladders – Taxable					
2691	8' Ladder (per day)	EA	27.00	27.00	27.00
2691	10' Ladder (per day)	EA	34.00	34.00	34.00
2691	12' Ladder (per day)	EA	40.00	40.00	40.00
2691	14' Ladder (per day)	EA	65.00	65.00	65.00
2691	16' Ladder (per day)	EA	65.00	65.00	65.00
Ladders require a minimum of one hour labor.					

PARKING PRIVILEGES

- ☞ Exhibitors and attendees are charged parking fees on show days only.
- ☞ Event parking permits provide in and out privileges, easily identify "Exhibitor Vehicles" and provide admittance to designated exhibitor parking areas.
- ☞ Event parking permits may be purchased through the Exhibitor Service Kit or from the I-X Service Center.
- ☞ **Parking permits are not mailed.** It is recommended that exhibitors pick up parking permits during move-in prior to the first day of the event. There is no charge for parking during move-in; however a daily parking fee per vehicle is charged for exhibitors and attendees beginning the first day of the event. Credits will not be considered for parking permits ordered and not picked up.
- ☞ **Parking fees paid at the gate may be applied as a credit toward the purchase of an event parking permit only on the first day of the event. Parking adjustments will only be considered at the I-X Service Center during the first day of the event.**
- ☞ **Event parking permits are non-transferable, non-refundable and if lost or stolen, cannot be replaced without incurring an additional charge.**
- ☞ Event parking permits for **standard** and **oversize** vehicles are valid all show days. Standard size vehicles are standard size pick-up trucks, automobiles and vans. Oversize vehicles are recreational vehicles, vehicles pulling trailers and vehicles larger than standard size vehicles that require more than one parking space.
- ☞ Event parking permits must be displayed on vehicle's rear view mirror while on I-X Center premises.

<i>ITEM #</i>	<i>DESCRIPTION</i>	<i>U / M</i>	<i>RATE</i>
Parking Permit – Nontaxable			
2470	Event Parking Permit - Standard Vehicles	EA	\$24.00

<i>ITEM #</i>	<i>DESCRIPTION</i>	<i>U / M</i>	<i>ADVANCE RATE</i>	<i>STANDARD RATE</i>
Parking Permit (Oversize Vehicles) – Nontaxable				
2470	Event Parking Permit - Oversize Vehicles	EA	\$39.00	\$48.00

STANDARD VEHICLES

- ☞ **STANDARD SIZE PICK-UP TRUCKS**
- ☞ **AUTOMOBILES**
- ☞ **VANS**

OVERSIZE VEHICLES

- ☞ **RECREATIONAL VEHICLES**
- ☞ **VEHICLES PULLING TRAILERS**
- ☞ **VEHICLES REQUIRING MORE THAN ONE PARKING SPACE**

ELECTRICAL SERVICES

- ✎ Electrical lines are placed at the most convenient location to source, usually in center rear of booth. Should special placement be necessary, a minimum of one hour electrical labor is required and an electrical layout must be provided. Electrical materials, including cables and/or extension cords, necessary to provide electrical service according to layout and/or special placement requests will be invoiced at prevailing rates. Labor and material charges apply to multiple lines with layout, all in-booth connections and lines run under carpet. Indicate on order form or separate layout if electrical is to be placed under carpet.
- ✎ Hardwire connections and terminations of 208 and 480 volt lines require a minimum of one hour electrical labor to connect and one hour electrical labor to disconnect. Estimated prepayment is due at time of order.
- ✎ **Electrical lines installed and not used are non-refundable. Standard rates apply to all lines ordered after the advance rate deadline.**
- ✎ Electrical orders must be specified in terms of amps, volts and watts. To determine electrical requirements, multiply the number of amps by volts per piece of equipment and add these numbers together for total wattage. For example, if total exceeds 2400 watts/120 volts, multiple 120 volt lines are required; 3500 watts requires one 2400 watt service and one 1200 watt service.
- ✎ All equipment must be properly tagged and wired with complete information: type of current, voltage, phase, cycle, horsepower, etc.
- ✎ All electrical equipment must be UL approved and comply with federal, state and local fire and safety codes. Electricians will refuse connections where exhibitor's wiring or equipment constitutes a safety hazard and/or code violation. Motors over $\frac{3}{4}$ horsepower must have a switch with overload and fuse protection. The I-X Center is not responsible for damage or inconvenience caused by voltage fluctuation or power failure.
- ✎ I-X Center electricians are authorized to cut floor coverings to gain access to utility floor ports, permitting installation of electrical services.
- ✎ Power is turned on one hour before show and turned off one hour after show.
- ✎ Twenty-four hour service is available and requires a minimum 20 amp/120 volt connection.
- ✎ All dedicated computer lines require a minimum 20 amp/120 volt connection.
- ✎ **Should any of the following apply, electrical labor is required:**
 - ✎ Power levels over 20 amp/120 volt
 - ✎ Electrical distribution under carpet
 - ✎ Electrical equipment wiring or repairs
 - ✎ Distribution from outlets to equipment
 - ✎ Booth to booth cable runs
 - ✎ Co-axial cables run within booth
 - ✎ Single and multiple electrical lines with layout or upon request of special placement
 - ✎ Connections of electrical motors to controls, including wiring of machinery

ELECTRICAL SERVICES CONTINUED...

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Electrical Service 120 Volt – Taxable				
2210	10 amp / 120 volt / 1200 watt / 1 phase	EA	\$108.10	\$140.50
2210	20 amp / 120 volt / 2400 watt / 1 phase	EA	169.10	219.80
Electrical Service 208 Volt – Single Phase – Taxable				
2220	30 amp / 208 volt / 7200 watt / 1 phase	EA	336.80	437.80
2220	60 amp / 208 volt / 14400 watt / 1 phase	EA	441.00	573.30
2220	100 amp / 208 volt / 24000 watt / 1 phase	EA	771.80	1003.30
Electrical Service 208 Volt – Three Phase – Taxable				
2230	30 amp / 208 volt / 10800 watt / 3 phase	EA	436.60	567.60
2230	60 amp / 208 volt / 21600 watt / 3 phase	EA	603.10	784.00
2230	100 amp / 208 volt / 36000 watt / 3 phase	EA	959.20	1247.00
All 208 lines require a minimum of one hour electrical labor to connect and one hour electrical labor to disconnect.				

ITEM #	DESCRIPTION	U / M	RATE
Electrical Accessories and Special Services – Taxable			
2260	3 Plug Device	EA	\$19.10
2260	4 Plug Device	EA	21.50
2260	6 Plug Power Strip	EA	33.70
2260	25' Extension Cord	EA	33.70
2260	50' Extension Cord	EA	43.10
2260	24 Hour Electrical Service*	EA (per line)	66.90
*24 Hour service requires a minimum 20 amp/120 volt electrical line.			
2260	Early Power Usage (prior to show)	EA (per line)	66.90
2260	Priority Electrical Service (rush)	EA (per line)	66.90
2260	Continuation of Electric (after close of show)	EA (per line)	66.90

ELECTRICAL LABOR

- ✎ † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- ✎ † Advance electrical labor necessary to scale electrical to print, layout on floor and/or install lines under carpet prior to exhibitor's arrival will be charged at prevailing hourly electrical labor rates. The I-X Center will proceed on straight time whenever possible.
- ✎ † All 208 and 480 volt lines require electrical labor. A minimum estimated prepayment of one hour labor at prevailing rates will be charged to connect and one hour to disconnect.
- ✎ † Final billing for labor is based on actual time and materials used. A prepayment based upon estimated usage is due at the time services are ordered.

ITEM #	DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Straight time: Weekdays 8:00 a.m. – 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. – 4:30 p.m. Double time: Weekdays midnight – 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays					
Installation Electrical Labor – Taxable					
5110	Electrical Labor	HR	\$81.30	\$122.00	\$162.60
Disconnect Electrical Labor – Taxable					
5111	Electrical Labor	HR	81.30	122.00	162.60

AIR, WATER, DRAIN AND NATURAL GAS SERVICES

- ◆ Air, water and drain lines will be installed at center rear of booth or most convenient location to source unless accompanied by a layout and plumbing labor order. Should special placement of lines be necessary, a minimum of one hour plumbing labor is required. Labor and material charges in running lines to specified location will be based on actual time and materials used.
- ◆ Air and water services are available throughout main exhibit areas. Air connections provided are ¾ inch; water connections are ¾ inch.
- ◆ A drawing indicating the location and size of service connections with specifications (i.e. air, CFM, PSI) must accompany order form. Service connections to equipment require a minimum estimated prepayment of one hour plumbing labor to connect and one hour plumbing labor to disconnect. Labor and material charges in making connections will be based on actual time and materials used.
- ◆ Drains are accessible in perimeter locations. Portable tanks are available for interior locations. Please call for availability and pricing.
- ◆ Natural gas is available in limited locations. Please call for pricing and availability.
- ◆ All equipment must comply with federal, state and local fire and safety codes. The I-X Center is not responsible for fluctuation in air/water pressure or moisture in lines. It is the exhibitor's responsibility to furnish necessary regulators/filters to prevent equipment damage.

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Compressed Air Service – Taxable				
2320	Air Line	EA	\$241.80	\$314.30
2320	Each Additional Connection	EA	81.20	105.60
The I-X Center is the exclusive contractor for all plumbing services. The use of exhibitor-owned portable air compressors is prohibited.				
Plumbing labor is required to connect and disconnect air lines.				
Water & Drain Services – Taxable				
5120	Water Fill & Empty (1 – 149 gallons)	EA	229.50	298.40
5120	Water Fill & Empty (150 – 299 gallons)	EA	344.30	447.60
5120	Water Fill & Empty (300 – 599 gallons)	EA	459.00	596.70
5120	Water Fill & Empty (600 – 999 gallons)	EA	631.10	820.40
5120	Water Fill & Empty (1000 – 4999 gallons)	EA	757.30	984.50
5120	Water Fill & Empty (5000 – 9999 gallons)	EA	986.80	1282.80
5120	Water Fill & Empty (10,000 – 14,000 gallons)	EA	1147.30	1491.50
2310	1/2" Water Line	EA	241.80	314.30
2310	1/2" Water Line - Human Consumption	EA	241.80	314.30
2310	3/4" Drain Line	EA	241.80	314.30

PLUMBING LABOR

- † Labor is charged in hourly increments per worker. One hour per worker will be charged for labor ordered and not used. Labor cancelled without a 24 hour notice will be charged a one hour cancellation fee per worker.
- † Final billing for labor is based on actual time and materials used. A prepayment based upon estimated usage is due at the time services are ordered.

ITEM #	DESCRIPTION	U / M	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Weekdays 4:30 p.m. - midnight, Saturdays 8:00 a.m. - 4:30 p.m. Double time: Weekdays midnight - 8:00 a.m., Saturdays after 4:30 p.m., Sundays and Holidays					
Installation Labor – Taxable					
5120	Plumbing Labor	HR	\$81.30	\$122.00	\$162.60
Dismantling Labor – Taxable					
5121	Plumbing Labor	HR	81.30	122.00	162.60

TELECOMMUNICATION SERVICES

- t Long Distance Service is not required to access toll free or operator assisted calls.
- t Single line phones (instruments) are available at the I-X Service Center during move-in, and must be returned to the I-X Service Center to receive credit for deposit.
- t Multi-line service includes the rental of multi-button phones (capacity up to four lines) with conference, hold and transfer buttons. Equipment will be installed in booth and removed at end of show by I-X Center staff. Multi-line phones must not be unplugged at any time by the exhibitor. Unplugging will result in disabling of phone and additional charges apply to restore service.
- t Phone lines installed and not used are non-refundable.
- t Phone lines are installed at center rear of booth or most convenient location to source.
- t Installation labor necessary to scale lines to print and to lay multiple lines will be charged at prevailing telecommunication labor rates. Labor is charged in hourly increments per worker. The I-X Center will proceed on straight time whenever possible.
Straight Time - \$81.30, Overtime - \$122.00, Double Time - \$162.60
- t Phone lines are activated when show opens.

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
Telephone Service Analog Lines - Taxable				
4001	Local Single Line Service w/o Phone	EA	\$156.20	\$234.30
4001	Long Distance Single Line Service w/o Phone*	EA	156.20	234.30
4001	Local Single Line Service w/Phone**	EA	184.60	276.90
4001	Long Distance Single Line Service w/Phone***	EA	184.60	276.90
Telephone Service Digital Lines - Taxable				
4001	Local Multi-line Service w/Phone**	EA	529.90	794.90
4001	Long Distance Multi-line Service w/Phone***	EA	529.90	794.90
Fax & Modem Analog Lines - Taxable				
4001	Local Modem Line	EA	156.20	234.30
4001	Long Distance Modem Line*	EA	156.20	234.30
4001	Local Fax Line Service	EA	156.20	234.30
4001	Long Distance Fax Line Service*	EA	156.20	234.30
*Requires Long Distance Deposit				
**Requires Phone (instrument) Deposit				
***Requires Long Distance and Phone (instrument) Deposits				
Special Features & Services - Taxable				
4001	Voice Mail	EA	27.10	40.70
4001	Call Waiting	EA	16.30	24.50
4001	Hunt	EA	16.30	24.50
4001	Call Forward	EA	16.30	24.50
4001	Programming Charge	EA	16.30	24.50
4001	ISDN line (for non internet use)	EA	Call	Call
Telephone Security Deposits - Nontaxable				
4004	Deposit Phone Instrument Rental	EA	50.00	50.00
4004	Deposit Long Distance Service	EA	100.00	100.00

INTERNET SERVICES

- Straight time labor rates will apply after 8:00 a.m. and before 4:30 p.m., Monday through Friday. Overtime rates will apply before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all day Saturday, Sunday and holidays.
- **Four to 6 weeks advance notice is recommended.**
- **Shared T-1 Internet Service/1 IP. Includes 1 IP address and 1 Per Device Fee.** This fee allows 1 computer (or printer) to connect to the internet. I-X will supply all communications equipment (hubs, switches, routers) and connect to the internet through I-X shared high bandwidth internet line. If computers and printers are supplied by the I-X or its preferred supplier, I-X will configure the computers and printers. If exhibitor supplies his/her own computers and printers, I-X will furnish the configuration information and exhibitor will configure the computers/printers. I-X will supply all network (category 5 with RJ 45 connectors) cabling within booth. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- **Additional IP Address. Prerequisite: must have already ordered Shared T-1 Internet Service/1 IP.** This fee is required for each additional IP address (maximum 7 additional IP addresses per each Shared T-1 Internet Service/1 IP service ordered). After 8 total connections to the internet (8 IP addresses), an additional Shared T-1 Internet Service/1 IP service must be ordered for additional connections.
- **Additional Per Device Fee. Prerequisite: must have already ordered Shared T-1 Internet Service/1 IP.** This fee is required for each additional computer (or printer) to connect to the internet. Exhibitor may supply his/her own networking equipment and wiring in his/her booth, however the Per Device Fee will still apply if an IP address is not ordered for each device.
- **Internet Networking Fee.** Dedicated network utilizing I-X fiber optic lines to connect up to 75 computers and printers together into an integrated network, which may or may not have internet access depending upon exhibitor's requirements. The exhibitor will supply all equipment and cabling within networked areas. I-X will furnish (if requested by exhibitor) a connection to the internet through I-X shared high bandwidth internet line. I-X will supply configuration information to the exhibitor, who will be responsible for configuring all equipment. Changes to this arrangement regarding configuration and cabling initiated by the exhibitor will be charged on a time and material basis.
- **Computer Cabling Fee.** I-X will provide all category 5 cabling to the booth or exhibit area and within the booth to the individual computers. Any cabling changes initiated by the exhibitor will incur the computer cabling fee. Fees will be billed in 1 hour increments per technician.
- **Computer/Internet Technician.** I-X will configure any exhibitor's computers and/or printers if rented from I-X or its preferred supplier. If exhibitor supplies his/her own computer equipment, I-X will supply the configuration information to the exhibitor who will be responsible for configuring the computers and/or printers. If exhibitor requires assistance with configuring exhibitor's own supplied equipment, the computer/internet technician fee will apply. After the configuration is established, any configuration changes initiated by the exhibitor will also incur the computer/internet technician fee. Fees will be billed in 1 hour increments per technician.

INTERNET SERVICES CONTINUED...

ITEM #	DESCRIPTION	U/M	ADVANCE RATE	STANDARD RATE
Internet Services - Taxable				
2960	Shared T-1 Internet Service/1 IP*	EA	\$895.00	\$995.00
2960	Additional IP Address**	EA	150.00	150.00
2960	Additional Per Device Fee***	EA	150.00	150.00
2960	Internet Networking Fee	EA	Call	Call

*Includes 1 IP address and 1 Per Device Fee. The purchase of at least 1 *Shared T-1 Internet Service/1 IP* service is required for internet access.

**One IP address is included in the cost of the *Shared T-1 Internet Service/1 IP* service. The *Additional IP Address* service is required for each additional IP address (maximum 7 additional IP addresses per each *Shared T-1 Internet Service/1 IP* service ordered). After 8 total connections to the internet (8 IP addresses), the purchase of a 2nd *Shared T-1 Internet Service /1 IP* service is required.

***One Per Device Fee is included in the cost of the *Shared T-1 Internet Service/1 IP* service. The *Additional Per Device Fee* is required for each additional computer or printer if an IP address is not ordered for each computer or printer.

Note: Firewall and current virus protection is necessary when bringing in own equipment to connect to the I-X network.

ITEM #	DESCRIPTION	U/M	STRAIGHT TIME	OVERTIME
<i>Straight time: Weekdays 8:00 a.m. - 4:30 p.m. • Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all day Saturday, Sunday and holidays.</i>				
Cabling / Configuration Fees - Taxable				
5202	Computer Cabling Fee	HR	\$110.00	\$175.00
5202	Computer/Internet Technician	HR	\$190.00	\$270.00

Contact: _____ **Phone Number:** _____

Email Address: _____ **Fax Number:** _____

INTERNET SERVICES – FREQUENTLY ASKED QUESTIONS

- Q. Will the I-X Center set up my computer for me?**
- A.** If the I-X Center, or its preferred supplier, furnishes the computers/printers to the exhibitor the I-X Center will configure and set up the computers/printers. If the exhibitor elects to bring his/her own computer equipment, the I-X Center will furnish the configuration information to the exhibitor who will be responsible for doing his/her own configuration. I-X personnel will be available to configure exhibitor supplied computer equipment at the computer/internet technician rate of \$190.00 straight time or \$270.00 overtime per hour.
- Q. May I use my own internet service provider (AOL, iPASS, MSN CompuServe etc.) through modem dial up or ISDN?**
- A.** No, the I-X Center is the exclusive Internet Service Provider within our facility. There is a distinct advantage to this system. Our Internet service is a high speed, high bandwidth system. However, you may use an ISDN or dial up modem to connect to other services such as your company's network as long as the connection is a direct connection and not through an Internet Service Provider. Radio stations often broadcast from the I-X Center via an ISDN circuit.
- Q. May I get my IP addresses and other configuration information in advance?**
- A.** Yes, if you place your order during the *Advance Rate* period, I-X will email or fax the configuration information to you. If you place your order during the *Standard Rate* period, the configuration information will be given to you on site when you arrive for move-in. Please understand that our IP addresses are internal only and not directly addressable from outside our facility. If you need an IP address that can be accessed from outside the I-X Center, arrangements **must be made with the I-X Center during the Advance Rate period.**
- Q. May I purchase 1 connection with 1 IP address and then use that single IP address to do IP address translation onto multiple computers to access the internet?**
- A.** Yes, but an additional per device fee applies for each computer that is used to access the internet.
- Q. May I use my purchased internet line with a wireless network if I supply the wireless networking equipment?**
- A.** As long as you pay for each computer that will be accessing the internet, you may use a wireless LAN (**5GHz802.11a only**) to communicate between computers within a booth or adjacent booths as long as you communicate with the internet through the I-X Center supplied internet line cabling with approval from the I-X Center.

Should you have additional questions and/or request additional information to more accurately determine your internet access requirements, please contact our Information Systems department. A representative will be happy to assist you.

Email: Eric Swann, eswann@ixcenter.com

Fax: 216.898.2850

Phone: 216.265.2587

ADDITIONAL SERVICES

ITEM #	DESCRIPTION	U / M	ADVANCE RATE	STANDARD RATE
AUDIO VISUAL				
Audio Visual Services - Taxable				
7506	1/2" VHS or DVD & 19" Color Receiver	EA (per day)	\$111.80	\$145.30
7506	1/2" VHS or DVD & 25" Color Receiver	EA (per day)	139.80	181.70
7504	34" AV Cart	EA (per day)	13.30	17.30
7504	42" AV Cart	EA (per day)	17.50	22.80
Various TV/VCR packages, sound systems, video screens, etc. are available. Pricing is available upon request. Please refer to ELECTRICAL SERVICES to order power as rates do not include electrical lines.				
SECURITY				
In-Booth Security Service - Nontaxable				
5102	Security Uniformed (unarmed)	HR	19.00	19.00
5102	Security Uniformed Supervisor (unarmed)	HR	23.00	23.00
5901	Police Officer	HR	35.00	35.00
On-site orders incur a 25% surcharge.				
Event security is provided by show management during move-in, throughout the show and during move-out. The security service listed above is available for in-booth security specifically for your display; a minimum four hour call per person is applicable.				
FIRE EXTINGUISHERS				
Fire Extinguishers Rental/Deposit - Taxable/Nontaxable				
2695	Fire Extinguisher Rental, ABC Rated (taxable)	EA	34.00	44.00
2696	Fire Extinguisher Deposit (nontaxable)	EA	50.00	50.00
Fire Extinguishers are required for in-booth cooking.				
WATER COOLER/REFRIGERATOR UNITS				
Water Coolers - Taxable				
7550	Room Temperature Water Unit	EA	26.60	34.60
7550	Cold Water Unit	EA	26.60	34.60
7550	Hot & Cold Water Unit	EA	53.10	69.00
7550	Hot & Cold Water Unit w/Refrigerator	EA	79.60	103.50
7550	Spring Water - 5 Gallon Bottle	BTL	5.40	7.00
7550	Distilled Water - 5 Gallon Bottle	BTL	5.40	7.00
7550	Cups for Water Units (100 per package)	PKG	5.40	7.00
Water unit includes one 5-gallon bottle of spring water and cups. Please refer to ELECTRICAL SERVICES to order power for hot and cold units as rates do not include electrical lines.				
PHOTOGRAPHY				
Please call for details on black and white, color, 35mm slides and editorial photography. Photography services including ground level, overhead views and custom shots are available.				

AUTHORIZATION FOR THIRD PARTY BILLING

If arrangements have been made for a third party (Exhibitor Appointed Contractor) to manage exhibitor's display and be responsible for payment of charges, **BOTH FIRMS MUST COMPLETE AND SIGN THIS FORM**, and return with Service Order Forms by the Advance Rate Deadline. The exhibiting firm and the third party (collectively "Responsible Parties") shall be jointly and severally obligated to pay the I-X Center for all charges related to services rendered to the third party. All charges are due and payable in accordance with the I-X Center Payment Policies. By executing this form, both of the Responsible Parties covenant with the I-X Center that the Responsible Parties will be bound by and will comply with the provisions set forth in this form.

Exhibiting Firm

Name of Exhibiting Firm		Booth Number
Address		
City	State	Zip Code
Phone	Fax	
Authorized Signature		
Print Name of Authorized Signer		
Print Title of Authorized Signer		

Third Party (EAC)

Name of Third Party (EAC)		
Address		
City	State	Zip Code
Phone	Fax	
Authorized Signature		
Print Name of Authorized Signer		
Print Title of Authorized Signer		

Exhibiting Firm:

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Account Number:		Expiration Date:	*Code:
Cardholder's Name (Print):			
Cardholder's Billing Address (Print):			
Authorized Signature:			

Third Party (EAC):

<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Account Number:		Expiration Date:	*Code:
Cardholder's Name (Print):			
Cardholder's Billing Address (Print):			
Authorized Signature:			

***The code appearing on the signature panel of your charge card is required to process payment for services. Charges incurred for services delivered at show site for the above exhibiting company will automatically be charged to the above charge card.**

CHARGE CARD AUTHORIZATION

If paying by charge card, please complete the following:

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Account Number:	Expiration Date:	*Code:	
Cardholder's Name (as appears on card): <i>(Please print clearly)</i>			
Authorized Signature: _____ All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in this I-X Exhibitor Manual. By completing this form as directed, we authorize the I-X Center to provide services ordered and accept the terms and conditions outlined in this I-X Exhibitor Manual.			
Cardholder's Billing Address:			
City:	State:	Zip Code:	
Exhibiting Company's Name:	Booth Number:		
Ordered by:			
Phone Number:			
Fax Number:			

***THE CODE APPEARING ON THE SIGNATURE PANEL OF YOUR CHARGE CARD IS REQUIRED TO PROCESS PAYMENT FOR SERVICES.**

CHARGES INCURRED FOR SERVICES DELIVERED AT SHOW SITE FOR THE ABOVE EXHIBITING COMPANY WILL AUTOMATICALLY BE CHARGED TO THE ABOVE CHARGE CARD.

EVENT: 2010 NORTH COAST GOLF SHOW

EXHIBITING FIRM: _____ **BOOTH NO.:** _____

INSTALLATION / DISMANTLING - Exhibitors must sign out the I-X laborer(s) at the labor desk on designated work order(s) and upon completion of assignment, return with the worker(s) to be signed off work order.

<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>

<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>
<i>Item No.</i>	<i>Work to be Performed</i>	<i>Day/Date</i>	<i>Time</i>	<i>No. of Men</i>	<i>Hours Est.</i>	<i>Equipment (if needed)</i>	<i>Hours Est.</i>	<i>Total Estimated Hours</i>

Additional Instructions/Comments: _____

All services performed will be subject to the terms and conditions set forth under "Limitation of Liability and Responsibility for I-X Center Services" contained in the I-X Exhibitor Services Guide.