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<td>45-48</td>
<td>Smart City Internet - Network / Telephone Service Contract</td>
</tr>
</tbody>
</table>
INTENT TO USE EAC

If your company plans to use a Non-Official Contractor (EAC) instead of the appointed contractor, complete this form and return to the email address below.

Non-Official Contractors must use labor supplied by the appointed contractor unless the following requirements are fulfilled:

• Exhibitors must return this completed form to Show Management at least thirty (30) days prior to the show.

• Non-Official Contractors must attach proof of adequate insurance, in the form of a policy rider, furnished by their broker to Show Management and the appointed contractor no later than thirty (30) days in advance of the actual move-in date. This must include a copy of your Worker’s Compensation Insurance.

• All personnel must be properly badged at show site. Worker badges can be picked up on-site at Exhibitor Registration.

All Non-Official Contractors are allowed on the exhibit floor ONLY during official move-in and move-out hours, providing the information above is supplied.

Failure to comply with any or all of the above will result in refusal of the Non-Official Contractor to service your exhibit.

NON-OFFICIAL CONTRACTOR: ________________________________________________________________
ADDRESS: ________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
PHONE #: ______________________ ON-SITE CONTACT: _______________________________________
EMAIL: ____________________________________ ON-SITE PHONE #: ___________________________
COMPANY NAME: ________________________________ BOOTH #: ________________________________
CONTACT NAME: ________________________________________________________________
PHONE: __________________________________ FAX: _____________________________________________
ADDRESS: ________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
CITY/STATE: __________________________________________________________ ZIP: _________________

PLEASE RETURN THIS FORM TO THE EMAIL ADDRESS BELOW
LeAsah.Brown@ubm.com
LONG BEACH UNION GUIDELINES

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

**Sign, Display and Allied Crafts Union** - Members of this union claim jurisdiction over all setup and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise (items produced by you for sale, scheduled for display in your booth, or literature describing same). Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than 30 minutes to install (including crating or uncrating) or exceeds ten feet in any direction, shall be installed by employees covered by this Agreement.

**Teamsters Union** - This local claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move only material that can be hand-carried by one person in one trip. Hand-carried is defined as small cartons, packages, or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances. No one, other than the official contractor’s employees, is allowed to use dollies, hand trucks, or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.

**Freight Handling Jurisdiction** - George Fern Company has the responsibility of receiving and handling all exhibit material and empty crates. It is their responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. George Fern Company will not be responsible, however, for any material they do not handle.

**Gratuities** - George Fern Company requests that exhibitors do not tip their employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a George Fern Company supervisor. Employees of George Fern Company are paid at an excellent wage scale denoting a professional status, and they feel that tipping is not necessary. This applies to all George Fern Company’ employees.

**In General** - Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed to George Fern Company Exposition management personnel. It is recommended that any questions arising with regard to union jurisdictions or practices be directed to a management representative of George Fern Company.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

EXHIBITOR TERMS & CONDITIONS

YOU ARE ENTERING INTO A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below, together with any applicable Order, become a part of the agreement (the "Agreement") between FERN and you, the EXHIBITOR. You are agreeing you have been fully advised, understand completely, and are willing to accept the following terms and conditions. By exhibiting, ordering or receiving goods or services, requiring transportation of goods to or from, or acting as an agent for another exhibitor, at a show which FERN is the service contractor, you accept and agree to be bound by these terms and conditions.

DEFINITIONS:
For purpose of this Agreement, "FERN", "we", or "us" means Fern Exposition Services, LLC and its employees, directors, officers, agents, assigns, affiliated companies and related entities including, but not limited to, any subcontractors we may appoint. "EXHIBITOR" or "you" means the EXHIBITOR set forth in an applicable Order, its employees, agents, representatives, and any EXHIBITOR appointed contractor ("EAC"). "Order" means the purchase order, work order or other similar order form accompanying these terms and conditions, which together with these terms and conditions comprise the entire Agreement between FERN and EXHIBITOR.

PAYMENT TERMS:
We require 100% payment with Order for rentals, services, tax and anticipated freight. We require a credit card on file prior to acceptance of any Order and accept Visa, MasterCard, and American Express. By providing your credit card number to us via a Payment Authorization form or placing online Orders you agree that we may place your credit card on file to be used for any additional show site services as well as any future purchases. It will stay on file for the duration of the event. Full payment of rental charges must accompany your Order and be received by our office before the applicable deadline date to qualify for any discounted rate. PLEASE NOTE THAT PURCHASE ORDERS ARE NOT ACCEPTED AS A FORM OF PAYMENT. All orders received after any applicable discount deadline (indicated on each Order) will be charged at standard rates. A $20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned.

To Pay by Check - Please mail check including show, booth, and company name, to:
Fern, 645 Linn Street, Cincinnati, OH 45203
We cannot accept checks drawn on foreign banks.

All invoiced amounts are due upon receipt of invoice. Unpaid accounts after the day of the show will accrue a service charge of .0575% per day (which equates to an annual interest rate of 2%), or the maximum rate allowed by law, whichever is less. You will be responsible for all fees (including reasonable attorneys fees and court costs) incurred by us in connection with the collection of your past-due accounts.

Invoiced amounts are exclusive of any sales, use or other similar taxes. You are solely responsible for payment of any sales, use or other similar taxes due in connection with the performance of this Agreement. If you claim tax exempt status, you must submit a copy of a valid exemption certificate issued by the federal government or the government of the state in which your event is taking place.

You are primarily responsible for the payment of all third-party charges. [In the event the exhibiting firm has arranged for an exhibit house or other party to handle the EXHIBITOR’s display and be billed for all services, Fern will agree to the third party billing if the exhibit house supplies the appropriate credit card information on the Third Party Payment Authorization form. Advance payment in full must accompany the order including estimated labor and drayage charges. By signing the Third Party Payment Authorization form, the EXHIBITOR agrees that they are primarily responsible for payment of charges. In the event the named third party fails to pay all charges, such charges will be paid by the EXHIBITOR upon submission of an invoice, including any and all fees connected with the collection of this account.]

Copies of invoices may be picked up from the Service Desk prior to show closing. No credit will be given after close of event on items or services ordered but claimed to not have been received. All orders cancelled by you or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order. Such cancellation fees will be set forth on the applicable Order.

FERN’S RESPONSIBILITIES:
We are only responsible for those services which we directly provide to you. We assume no responsibility for any persons, parties or other contracting firms not under our direct supervision and control. We shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, disruptions in the financial or capital markets, power failures, explosions, acts of terrorism or war, or for any other cause beyond our reasonable control, nor for ordinary wear and tear in the handling of materials. We will provide material handling services as your agent, not as bailee or shipper, and shall have no responsibility or obligation thereunder and you accept responsibility thereof.

PACKAGING AND CRATES:
We shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly or improperly packed materials. In addition, we shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

STORAGE:
We assume no liability for loss or damage to crates or containers or the contents therein while containers are in storage, including but not limited to accessible storage or cold storage. You acknowledge that storage charges are for the use of the space and are not a form of insurance or a guarantee of security.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of you or your representatives. All previous labels should be removed or obliterated. We assume no responsibility for your failure to follow the above procedures; removal of containers with old empty labels or without FERN labels; shipping of containers with improper information or empty labels; or the removal or disposition of materials stored in containers with empty labels. It is understood that the labels are used for storage of empty containers only and we shall not be liable for loss or damage to any contents while containers are in storage, or for any mislabeled containers.
indirect economic issues.

subsequent to, or are alleged as a result of, tortuous conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and

INBOUND SHIPMENTS:
Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and your arrival or that of your representatives, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft, or disappearance of your materials after same have been delivered to your booth at the show site.

OUTBOUND SHIPMENTS & ITEMS LEFT AT SHOW SITE:
Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. We will not be responsible or liable for any loss, damage, theft or disappearance of your materials before same have been picked up for reloading or delivered to your carrier at the conclusion of the event.

We are not responsible for shipments left in your booth or elsewhere. We will count and ship pieces as we find the shipment(s) when we remove them from the exhibit hall. Circumstances may also warrant these items be sent to a remote facility and shipped from there. You will be responsible for any additional charges that result. You should insure yourself and your equipment and materials against loss or theft. We also recommend that you engage security services from the facility or show management.

All Material Handling Forms submitted to us by you will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to us and the actual count of such items at the booth at the time of pick-up.

We retain the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. A disposal fee will be charged to your account.

We load materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. We assume no responsibility or liability for loss, damage, theft or disappearance of your materials that is caused by, arises out of or related to improperly loaded materials.

RE-ROUTED FREIGHT:
In order to expedite removal of materials from show site as required by show management and/or the facility, we shall have the authority to change the your designated carrier if that carrier does not pick-up the shipment at the appointed time. Where no disposition is made by you, materials may be taken to a remote location to await your shipping instructions, and/or consigned to carrier of our choice. You agree to be responsible for charges relating to such rerouting and handling.

INSURANCE:
It is understood that FERN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by you, at your sole costs and expense from a third-party insurance provider. You agree to provide, and to cause your insurance carrier to provide, us with a release of subrogation to the extent of any insurance settlement.

CLAIMS FOR LOSS:
You agree that in order to have a valid claim, notice of loss or damage to materials must be given to us or our agent within 24 hours of occurrence of any incident or prior to show close/removal, whichever is later. All claims reported after such period will be rejected. Such notice must include detail sufficient to identify the materials claimed to be lost or damaged, asserting our liability for alleged loss or damage and documentation indicating the specified or determinable dollar value of the claim. Damage reports, incident reports, inspection reports, notations of shortages or damage on freight bills or other documents do not constitute filing of a claim.

(a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between you and us related to any loss, damage or claim, you shall not be entitled to and shall not withhold payment or any partial payment due to us as an offset against the amount of any alleged loss or damage. Any claims against us shall be considered separate transactions and shall be resolved on their own merits.

(b) MAXIMUM RECOVERY. If found liable for any loss, our sole and exclusive MAXIMUM liability for loss or damage to your materials and your sole and exclusive remedy is limited to $0.50(USD) per pound per article with a maximum liability of $100.00(USD) per item, or $1,500.00(USD) per occurrence/shipment, whichever is less.

(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. Our liability shall be limited to any loss or damage which results solely from our gross negligence in the actual physical handling of the items compromising your shipment(s) OR which results from a material breach of this Agreement and not for any other type of loss or damage. In no event shall we be liable to you or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of our equipment or services or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if we have been advised or has notice of the possibility of such damages, or for any damages caused by your failure to perform your responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.
DECLARED VALUE:
Declarations of declared value are between you and your selected carrier ONLY and are in no way an extension of our maximum liability stated herein. We will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier, however, we will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carriers, nor for the failure of the carrier to uphold the declared value or any other term of carriage.

FACILITIES AND SHOW ORGANIZERS:
You agree and understand that you, your agents and anyone working on your behalf must abide by and adhere to the rules and regulations of the facility being worked at, as well as any rules and regulations implemented by the show organizers.

TERMINATION:
We may terminate this Agreement immediately upon written notice in the event you breach any term or provision hereof. We may also terminate this Agreement for any reason or no reason upon ten (10) days prior written notice to you. In either case, you shall be responsible for any fees or charges incurred prior to the effective date of such termination.

INDEMNIFICATION:
You agree to indemnify, defend and forever hold harmless FERN and our employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses including but not limited to reasonable attorney's fees and investigation costs on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed by any of the following:
- Your negligent supervision of your personnel (including, but not limited to, any labor secured through us) or the negligent supervision of such personnel by any of your employees, agents, representatives, customers, invitees and/or any EAC.
- Your negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of your employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this Agreement relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of our equipment.
- Your violation of federal, state, county or local ordinances.
- Your violation of show regulations and/or rules as published and set forth by the facility and/or show management.

WAIVER AND RELEASE:
You agree to waive and release all claims against us with regards to all matters for which we have disclaimed liability pursuant to the provisions of this Agreement.

SEVERABILITY:
If any provision of this contract is deemed to be invalid, illegal, or not enforceable, the remainder of this contract shall remain in effect and not be impacted by such findings.

WAIVER:
No waiver by us of any of the provisions of this Agreement is effective unless explicitly set forth in writing and signed by us. No failure to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement operates, or may be construed, as a waiver thereof. No single or partial exercise of any right, remedy, power or privilege hereunder precludes any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

ASSIGNMENT:
You shall not assign, transfer, delegate or subcontract any of your rights or obligations under this Agreement without our prior written consent. Any purported assignment or delegation in violation of this Section shall be null and void. No assignment or delegation shall relieve you of any of your obligations hereunder. We may at any time assign or transfer any or all of its rights or obligations under this Agreement without your prior written consent to any affiliate or to any person acquiring all or substantially all of our assets.

RELATIONSHIP OF THE PARTIES:
The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.

NO THIRD-PARTY BENEFICIARIES:
This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

SURVIVAL:
The provisions of this Agreement which by their nature should apply beyond their terms will remain in force after any termination or expiration of this Agreement including, but not limited to, the following provisions: Insurance, Claims for Loss, Indemnification, Governing Law, Jurisdiction and Survival.

AMENDMENT AND MODIFICATION:
This Agreement may only be amended or modified in a writing stating specifically that it amends this Agreement and is signed by an authorized representative of each party.

GOVERNING LAW, JURISDICTION:
This Agreement shall be construed under the laws of the State of Ohio without reference to the conflicts of laws principles thereof. FERN and EXHIBITOR hereby consent to the executive jurisdiction and venue of the federal or state courts located in Hamilton County, Ohio for all actions or suits related to the interpretation or enforcement of this Agreement.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

SHOW SERVICES & EQUIPMENT ORDERED

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Furniture Rental</td>
<td>$</td>
</tr>
<tr>
<td>Carpet Rental</td>
<td>$</td>
</tr>
<tr>
<td>Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services*</td>
<td>$</td>
</tr>
<tr>
<td>Display Labor Services‡*</td>
<td>$</td>
</tr>
<tr>
<td>In Booth Forklift Services‡*</td>
<td>$</td>
</tr>
<tr>
<td>Sign Rigging Services‡*</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling‡*</td>
<td>$</td>
</tr>
<tr>
<td>Fern Transportation**</td>
<td>$</td>
</tr>
</tbody>
</table>

CREDIT CARD INFORMATION

Card Type: [ ] VISA  [ ] MC  [ ] AMEX  [ ] DISC
Card Number: ________________________________
Expiration: _______________ /
Card Holder's Name: ________________________________
Card Holder's Address: ________________________________
City:  __________ Zip Code:  __________
State:  __________

Cardholder's Signature:  

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the Payment Terms & Conditions Form (TC-03) in this Exhibitor Kit.

CHECK INFORMATION:
Checks must be in U.S. funds drawn on a U.S. bank.
Check #: ________________________________
Date: ________________________________
Amount: $ ________________________________

BANK WIRE INFORMATION
Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/and Booth Number. Add $50.00 for processing wire transfer.

** Credit Card payment only is accepted for Fern Transportation services.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

EXHIBITOR INFORMATION
Company Name: __________________________________________ Booth#: __________
Address:  __________________________________________
City:  __________________________________________ State:  __________ Zip Code:  __________
Contact Name: __________________________________________ Phone:  __________________________________________
Fax:  __________________________________________ Email: __________________________________________
Signature: __________________________________________ Date:  __________
## 2018 Long Beach Progressive International Motorcycle Show

**November 16 - 18, 2018**

Long Beach Convention Center, Long Beach, California

05-11915-18

### EXHIBITING COMPANY AUTHORIZATION

Exhibiting Company Name and Booth #:

<table>
<thead>
<tr>
<th>Exhibitor Signature:</th>
</tr>
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<tbody>
<tr>
<td>X</td>
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</table>

#### Services to be provided by Third Party:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture Rental</td>
<td></td>
</tr>
<tr>
<td>Carpet Rental</td>
<td></td>
</tr>
<tr>
<td>Graphics</td>
<td></td>
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<tr>
<td>Cleaning Services*</td>
<td></td>
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<tr>
<td>Display Labor Services‡*</td>
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<tr>
<td>In Booth Forklift Services‡*</td>
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<tr>
<td>Sign Rigging Services‡*</td>
<td></td>
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<tr>
<td>Material Handling‡*</td>
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<tr>
<td>Fern Transportation**</td>
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### THIRD PARTY CREDIT CARD INFORMATION

<table>
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<tr>
<th>Card Type:</th>
<th>VISA</th>
<th>MC</th>
<th>AMEX</th>
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<tbody>
<tr>
<td>Card Number:</td>
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<td></td>
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<td></td>
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<tr>
<td>Expiration:</td>
<td>/</td>
<td></td>
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</tr>
<tr>
<td>Card Holder’s Name:</td>
<td></td>
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</tbody>
</table>

### CARD HOLDER’S ADDRESS:

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip Code:</th>
</tr>
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<tbody>
<tr>
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</table>

### CARDHOLDER’S SIGNATURE:

X

By signing this, I agree to payment terms and conditions outlined by Fern Exposition & Event Services listed on the Payment Terms & Conditions Form (TC-03) in this Exhibitor Kit.

### CHECK INFORMATION:

Checks must be in U.S. funds drawn on a U.S. bank.

<table>
<thead>
<tr>
<th>Check #:</th>
<th>Date:</th>
<th>Amount:</th>
<th>$</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

### BANK WIRE INFORMATION

Send to: MB Financial Bank, 800 W. Madison St., Chicago IL 60607 USA, Routing #071001737, Fern Exposition Services LLC Depository, 645 Linn Street Cincinnati, OH 45203, Account #1910004197, SWIFT code - MBFIUS44. Reference your Company Name/Show Name/Booth Number. Add $50.00 for processing wire transfer.

* Non taxable
† Pay Estimated Cost

** Credit Card payment only is accepted for Fern Transportation services.

---

**All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.**

### THIRD PARTY PAYOR INFORMATION

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth#:</th>
</tr>
</thead>
<tbody>
<tr>
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| Address: | |
|---------||
|         | |

<table>
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<tr>
<th>City:</th>
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<th>Zip Code:</th>
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| Contact Name: | Phone: | |
|---------------|--------||
|               |        | |

| Fax: | Email: | |
|-----|--------||
|     |        | |

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
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STANDARD FURNITURE

Chairs & Stools

- 101 - Armless Side Chair
- 103 - Padded Armless Side Chair
- 105 - Padded Side Chair w/ Arms
- 121 - Swivel Desk Chair, Fabric
- 131 - Padded Armless Stool

Display Tables

- 204 - Pedestal Table, 24"D 18"H
- 215 - Pedestal Table, 30"D 30"H
- 216 - Pedestal Table, 30"D 40"H
- 229 - Display Table, 4’L 40"H
- 233 - Display Table, 8’L 30”H

Note: Item availability and styles may vary per location.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

Click here to view the Standard Furniture Rental Brochure

### CHAIRS & STOOLS

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>103</td>
<td>Upholstered Armless Chair</td>
<td>$74.00</td>
<td>$96.20</td>
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<td></td>
<td>105</td>
<td>Upholstered Arm Chair</td>
<td>$102.40</td>
<td>$130.05</td>
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<tr>
<td></td>
<td>121</td>
<td>Swivel Desk Chair</td>
<td>$124.90</td>
<td>$168.80</td>
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<td></td>
<td>131</td>
<td>Stool - Padded with Back</td>
<td>$84.00</td>
<td>$109.30</td>
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### PEDESTAL TABLES (Gray Nebula top)

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<tbody>
<tr>
<td></td>
<td>204</td>
<td>18&quot;h Pedestal Table</td>
<td>$103.00</td>
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<td>206</td>
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<td>$180.25</td>
<td>$234.25</td>
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<td>208</td>
<td>40&quot;h Pedestal Table</td>
<td>$194.40</td>
<td>$252.80</td>
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<td>18&quot;h Pedestal Table</td>
<td>$103.00</td>
<td>$133.95</td>
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<td>$194.40</td>
<td>$252.80</td>
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<td></td>
<td>209</td>
<td>18&quot;h Pedestal Table</td>
<td>$146.25</td>
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<td>224</td>
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<td>$265.00</td>
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<td>40&quot;h Pedestal Table</td>
<td>$230.70</td>
<td>$299.95</td>
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☐ Yes, I have completed and included the Payment Authorization Form.

**If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.**

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________________________________________   Booth # ____________
**2018 Long Beach Progressive International Motorcycle Show**

November 16 - 18, 2018

Long Beach Convention Center, Long Beach, California

05-11915-18

[Click here](#) to view the Standard Furniture Rental Brochure

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

### DISPLAY TABLES - 30" high X 2' wide

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>223</td>
<td>4'X30&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$107.20</td>
<td>$139.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>233</td>
<td>6'x30&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$130.80</td>
<td>$170.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>253</td>
<td>8'x30&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$149.20</td>
<td>$194.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>222</td>
<td>4'x30&quot; h table not skirted</td>
<td>$65.10</td>
<td>$84.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>232</td>
<td>6'x30&quot; h table not skirted</td>
<td>$78.10</td>
<td>$101.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>252</td>
<td>8'x30&quot; h table not skirted</td>
<td>$89.25</td>
<td>$116.00</td>
<td></td>
</tr>
</tbody>
</table>

Table Skirt Color:  
☐ black (04)  ☐ blue (06)  ☐ gold (08)  ☐ gray (09)  ☐ green (10)  ☐ maroon (11)  ☐ plum (19)  ☐ red (14)  ☐ teal (18)  ☐ white (16)

### DISPLAY TABLE COUNTERS - 40" high x 2' wide

<table>
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<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>229</td>
<td>4'X40&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$128.00</td>
<td>$166.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>239</td>
<td>6'x40&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$161.60</td>
<td>$209.95</td>
<td></td>
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<tr>
<td></td>
<td>259</td>
<td>8'x40&quot; h table skirted 3 sides (select skirt color below)</td>
<td>$169.55</td>
<td>$220.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>228</td>
<td>4'x40&quot; h table not skirted</td>
<td>$77.55</td>
<td>$100.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>238</td>
<td>6'x40&quot; h table not skirted</td>
<td>$97.65</td>
<td>$126.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>258</td>
<td>8'x40&quot; h table not skirted</td>
<td>$102.40</td>
<td>$133.05</td>
<td></td>
</tr>
</tbody>
</table>

Table Skirt Color:  
☐ black (04)  ☐ blue (06)  ☐ gold (08)  ☐ gray (09)  ☐ green (10)  ☐ maroon (11)  ☐ plum (19)  ☐ red (14)  ☐ teal (18)  ☐ white (16)

### TABLETOP RISERS - 12" wide, Covered White

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>270</td>
<td>4' Undraped Riser w/Cover</td>
<td>$56.35</td>
<td>$73.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>272</td>
<td>6' Undraped Riser w/Cover</td>
<td>$69.20</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>274</td>
<td>8' Undraped Riser w/Cover</td>
<td>$113.30</td>
<td>$147.25</td>
<td></td>
</tr>
</tbody>
</table>

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Sub Total

Tax 10.250%

Grand Total

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Exhibiting Company Name: ___________________________ Booth # ____________
ACCESSORIES

401 - Wastebasket with Liner
407 - Chrome Easel, Tripod
413 - Chrome Clothes Tree
425 - Chrome Vertical Sign Frame
430 - Tensa Stanchion
475 - [1] Grid Panel, 2’ W 8’H
478 - 7-Ball Waterfall for Grid Panel
479 - 2-Way Bag Stand

Note: Item availability and styles may vary per location.
# 2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California

05-11915-18

Click here to view the Accessories Rental Brochure

## ACCESSORIES

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>401</td>
<td>Wastebasket with Liner</td>
<td>$ 21.40</td>
<td>$ 27.85</td>
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<tr>
<td></td>
<td>407</td>
<td>Easel, Tripod</td>
<td>$ 56.35</td>
<td>$ 73.30</td>
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<td></td>
<td>430</td>
<td>Tensa Stanchion</td>
<td>$ 132.20</td>
<td>$ 172.20</td>
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<tr>
<td></td>
<td>425</td>
<td>Chrome Vertical Sign Frame 22&quot;W x 28&quot;H</td>
<td>$ 119.40</td>
<td>$ 155.15</td>
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<td></td>
<td>479</td>
<td>2-Arm Bag Stand</td>
<td>$ 119.40</td>
<td>$ 155.15</td>
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<td>Chrome Clothes Tree</td>
<td>$ 58.15</td>
<td>$ 75.55</td>
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<td></td>
<td>475</td>
<td>2'x8' Grid Panel</td>
<td>$ 87.40</td>
<td>$ 117.40</td>
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<td>Chrome Grid Legs (for freestanding Grid Panel)</td>
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<td>$ 18.55</td>
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<td></td>
<td>478</td>
<td>7-way Waterfall (for Grid Panels)</td>
<td>$ 10.90</td>
<td>$ 14.70</td>
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</tr>
</tbody>
</table>

## CUSTOM BOOTH DRAPING and SKIRTING

Click here to view skirting and drape colors

Choices not indicated will be selected by Fern to coordinate with show colors and size of exhibit.

<table>
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<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
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<td>Vinyl Table Cover</td>
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<td></td>
<td></td>
<td>Skirt Color:</td>
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<td>□ blue (06)</td>
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<td>□ green (10)</td>
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<td>□ maroon (11)</td>
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<td>□ plum (19)</td>
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<td>□ teal (18)</td>
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<td>541</td>
<td>Custom Color Side rail Drape, 36&quot; high (per linear foot)</td>
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<td>Drape Color:</td>
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<td>□ black (04)</td>
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<td>Custom Color Background Drape, 8' high (per linear foot)</td>
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<td>□ blue (06)</td>
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<td>□ gold (08)</td>
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<td>□ gray (09)</td>
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<td>□ maroon (11)</td>
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<td>□ teal (18)</td>
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<td></td>
<td>□ white (16)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

☐ Yes, I have completed and included the Payment Authorization Form.

Sub Total $ 

Tax 10.250% $ 

Grand Total $ 

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CARPET
Color Options

Plush

47 - Ebony
46 - Cherry Red
48 - Burgundy
51 - Berry
61 - Mocha
62 - Colony Blue
63 - White
64 - Grey Pearl
65 - French Beige
66 - Charcoal
67 - Emerald
68 - Blue Mist

Standard

04 - Black
OC - Ocean
09 - Gray
14 - Red
RU - Ruby
IN - Indigo
41 - Evergreen
80 - Madison
DE - Denim

Note: Rental includes material handling, installation, front edge taping, and pick-up at the close of the show. Colors may vary due to facility lighting, manufacturing limitations and dye lot differences. Item availability and styles may vary per location.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

Click here to view carpet color samples

STANDARD CARPET
Standard carpet is a 13 oz. carpet available in 10 colors in 10 ft. width. If additional color options are desired, refer to the Custom Plush Carpet Rental form.

- Black (04)
- Ocean (OC)
- Ruby (RU)
- Gray (09)
- Madison (80)
- Denim (DE)
- Indigo (IN)
- Red (14)
- Evergreen (41)

STANDARD CARPET PACKAGE (includes carpet and padding) - INLINE BOOTHS ONLY
Carpet Package price includes rental, installation, removal and front edge taping only.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>309</td>
<td>10 ft. x 10 ft. Standard Carpet &amp; Padding</td>
<td>$260.02</td>
<td>$338.35</td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>10 ft. x 20 ft. Standard Carpet &amp; Padding</td>
<td>$419.25</td>
<td>$429.10</td>
<td></td>
</tr>
<tr>
<td>311</td>
<td>10 ft. x 30 ft. Standard Carpet &amp; Padding</td>
<td>$578.30</td>
<td>$751.75</td>
<td></td>
</tr>
<tr>
<td>312</td>
<td>10 ft. x 40 ft. Standard Carpet &amp; Padding</td>
<td>$737.20</td>
<td>$958.40</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD CARPET ONLY - INLINE BOOTHS ONLY
Carpet only price includes rental, installation, removal and front edge taping only.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>10 ft. x 10 ft. Standard Carpet</td>
<td>$158.90</td>
<td>$206.70</td>
<td></td>
</tr>
<tr>
<td>302</td>
<td>10 ft. x 20 ft. Standard Carpet</td>
<td>$297.40</td>
<td>$318.00</td>
<td></td>
</tr>
<tr>
<td>303</td>
<td>10 ft. x 30 ft. Standard Carpet</td>
<td>$476.95</td>
<td>$620.05</td>
<td></td>
</tr>
<tr>
<td>304</td>
<td>10 ft. x 40 ft. Standard Carpet</td>
<td>$635.90</td>
<td>$826.70</td>
<td></td>
</tr>
</tbody>
</table>

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - ISLAND AND PENINSULA BOOTHS
Complete area price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet cut to your measurements.

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>SQUARE FOOTAGE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>314</td>
<td>Standard Carpet</td>
<td>ft. x ft. = sq. ft.</td>
<td>$2.56</td>
<td>$3.60</td>
<td></td>
</tr>
<tr>
<td>350</td>
<td>Padded Area Size</td>
<td>ft. x ft. = sq. ft.</td>
<td>$1.16</td>
<td>$1.48</td>
<td></td>
</tr>
<tr>
<td>360</td>
<td>Plastic Covering</td>
<td>ft. x ft. = sq. ft.</td>
<td>$0.70</td>
<td>$0.93</td>
<td></td>
</tr>
</tbody>
</table>

Yes, I have completed and included the Payment Authorization Form.

Sub Total $         
Tax 10.25% $         
Grand Total $         

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ____________________________ Booth # ____________
2018 Long Beach Progressive International Motorcycle Show  
November 16 - 18, 2018  
Long Beach Convention Center, Long Beach, California  
05-11915-18

Click here to view carpet color samples

CUSTOM PLUSH CARPET

Custom Plush carpet is an upgraded 34 oz., multi-level pile carpet available in 12 decorator colors.

- Berry (51)
- Blue Mist (68)
- Burgundy (48)
- Charcoal (66)
- Cherry Red (46)
- Colony Blue (62)
- Ebony (47)
- Emerald (67)
- French Beige (65)
- Gray Pearl (64)
- Mocha (61)
- White (63)

CUSTOM PLUSH CARPET PACKAGE (includes carpet and padding) - INLINE BOOTHS ONLY

Carpet Package price includes rental, installation, removal and front edge taping only.

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>335</td>
<td>10 ft. x 10 ft. Custom Plush Carpet &amp; Padding</td>
<td>$ 469.35</td>
<td>$ 609.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>336</td>
<td>10 ft. x 20 ft. Custom Plush Carpet &amp; Padding</td>
<td>$ 829.55</td>
<td>$ 1,076.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>337</td>
<td>10 ft. x 30 ft. Custom Plush Carpet &amp; Padding</td>
<td>$ 1,189.71</td>
<td>$ 1,543.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>338</td>
<td>10 ft. x 40 ft. Custom Plush Carpet &amp; Padding</td>
<td>$ 1,549.90</td>
<td>$ 2,010.30</td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM PLUSH CARPET ONLY - INLINE BOOTHS ONLY

Carpet only price includes rental, installation, removal and front edge taping only.

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>331</td>
<td>10 ft. x 10 ft. Custom Plush Carpet</td>
<td>$ 360.10</td>
<td>$ 467.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>332</td>
<td>10 ft. x 20 ft. Custom Plush Carpet</td>
<td>$ 720.25</td>
<td>$ 934.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>333</td>
<td>10 ft. x 30 ft. Custom Plush Carpet</td>
<td>$ 1,080.45</td>
<td>$ 1,401.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>334</td>
<td>10 ft. x 40 ft. Custom Plush Carpet</td>
<td>$ 1,440.60</td>
<td>$ 1,868.20</td>
<td></td>
</tr>
</tbody>
</table>

COMPLETE AREA (requires a minimum order of 100 sq. ft.) - ISLAND AND PENINSULA BOOTHS

Complete area price includes laying, trimming, seaming, wastage, edge taping, rental and removal of carpet cut to your measurements.

Please select option(s) below and calculate square footage.

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>SQUARE FOOTAGE</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>328</td>
<td>Custom Plush Carpet</td>
<td>_____ft. x _____ft. = _____sq. ft.</td>
<td>$ 3.65</td>
<td>$ 4.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>350</td>
<td>Padded Area Size</td>
<td>_____ft. x _____ft. = _____sq. ft.</td>
<td>$ 1.16</td>
<td>$ 1.48</td>
<td></td>
</tr>
<tr>
<td></td>
<td>360</td>
<td>Plastic Covering</td>
<td>_____ft. x _____ft. = _____sq. ft.</td>
<td>$ 0.70</td>
<td>$ 0.93</td>
<td></td>
</tr>
</tbody>
</table>

Yes, I have completed and included the Payment Authorization Form.

Sub Total $  
Tax 10.250% $  
Grand Total $ 

Cancellation after deadline date will be charged at 50% of prevailing rate. Cancellation after installation will be 100% of prevailing rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________ Booth # _________

Custom
2018 Long Beach Progressive International Motorcycle Show
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Long Beach Convention Center, Long Beach, California
05-11915-18

CLEANING SERVICES

All rental carpets ordered from Fern Exposition and Event Services are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of $0.21 per sq. ft. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations, food sampling, landscape, etc.

VACUUM/SHAMPOO/MOP

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>903</td>
<td>Vacuum - DAILY of carpet, empty wastebaskets before initial opening of exhibit and daily thereafter.</td>
<td>$0.41 (Per Day)</td>
</tr>
<tr>
<td>901</td>
<td>Vacuum - ONCE of carpet, empty wastebaskets ONCE before initial opening of exhibit.</td>
<td>$0.55</td>
</tr>
</tbody>
</table>

PORTER SERVICE

Porter Service includes emptying wastebaskets and policing exhibit space at two hour intervals during show hours. These services are offered on a daily basis.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Price is per day</td>
</tr>
<tr>
<td></td>
<td>$123.80</td>
</tr>
</tbody>
</table>

ESTIMATED CLEANING SERVICE COST

Exhibit Space: _____ ft. X _____ ft. = _____ sq. ft. (100 sq. ft. minimum) X $___________ per sq. ft. X _____ days = $___________

Porter Service: $123.80 X _____ days = $___________

☐ Yes, I have completed and included the Payment Authorization Form.

Sub Total $___________

Grand Total $___________

Cancellation of any portion of cleaning order after deadline date will be charged at 25% of order.

Requests made after the deadline will be filled as work force is available.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________ Booth # ____________
2018 Long Beach Progressive International Motorcycle Show
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Long Beach Convention Center, Long Beach, California
05-11915-18

INSTALLATION & DISMANTLE LABOR SERVICES

Plan A (Supervised by Fern)

☐ 1001 Labor for Installation  # of Laborers Req: _________ Est. Hours: _________
☐ 1003 Labor for Dismantle  # of Laborers Req: _________ Est. Hours: _________

30% charge for Fern Supervised services with a minimum of $ 50.60

Professionally trained personnel are used on installation/dismantle, and when possible, all work is performed on straight time.

Emergency Contact: ____________________________  Phone: _________________________

Plan B (Supervised by Exhibitor Personnel)

☐ 1001 Labor for Installation  # of Laborers Req: _________ Est. Hours: _________
Start time*: ____________  End Time: _____________  Start Date: ________________
☐ 1003 Labor for Dismantle  # of Laborers Req: _________ Est. Hours: _________
Start time*: ____________  End Time: _____________  Start Date: ________________

Supervisor will be: ____________________________  Phone: _________________________

Estimated Display Labor Cost for Advanced Payment

Installation:

<table>
<thead>
<tr>
<th># of Laborers</th>
<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<th># of Days</th>
<th>Estimated Cost</th>
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<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Laborers</th>
<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plan A - Add 30% for Fern Exposition Supervision $ ______________

Dismantle:

<table>
<thead>
<tr>
<th># of Laborers</th>
<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Laborers</th>
<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># of Laborers</th>
<th># of Hours</th>
<th># of Days</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total $ ______________________

Plan A - Add 30% for Fern Supervision $ ______________

Grand Total $ ______________________

* Start time is approximate and is based on availability of labor.

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed $1000. It is important that exhibit representative check in at the Fern Exhibitor Service Center to pick up labor ordered. Exhibit representative must also check the labor back in at the Fern Exhibitor Service Center upon completion of work. All work is to be done under supervision of the exhibit or its representative.

Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.

Requests received after deadline date will be filled as work force is available.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________________________________________   Booth # ____________

Custom
# Forklift to Rig in Booth

This form is not for loading and/or unloading of exhibit materials. Please refer to the Material Handling form for rates and instructions.

## 4000 lb Forklift

<table>
<thead>
<tr>
<th>Description</th>
<th># of Forklifts</th>
<th># of Hours</th>
<th># of Days</th>
<th>Total Straight Time hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Straight Time: \( \text{# of Forklifts} \times \text{# of Hours} \times \text{# of Days} = \text{Total Straight Time hours} \times \text{Estimated Cost} \)
- Over Time: \( \text{# of Forklifts} \times \text{# of Hours} \times \text{# of Days} = \text{Total Over Time hours} \times \text{Estimated Cost} \)
- Double Time: \( \text{# of Forklifts} \times \text{# of Hours} \times \text{# of Days} = \text{Total Double Time hours} \times \text{Estimated Cost} \)

### 4000 lb Forklift
- **Straight Time**: $159.95
- **Over Time**: $226.35
- **Double Time**: $319.95

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a one (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the Fern Exhibitor Service Center to pick up labor. Exhibit representative must also check the labor back in at the upon completion of work. All work is to be done under supervision of the exhibitor or their representative. Straight time rates prevail from 8:00AM to 4:30PM Monday through Friday. Over time rates prevail prior to 8:00AM and after 4:30PM weekdays. Double Time rates prevail starting at 8:30PM to 8:00 AM weekdays, Saturday, Sunday and Holidays.

* Start time is approximate and is based on availability of labor.

- Yes, I have completed and included the Payment Authorization Form.

Sub Total $__________

Grand Total $__________

Cancellation of any portion of labor order within 48 hours of start will be charged one hour minimum per man of applicable hourly rate.
Requests received after deadline will be filed as work force is available.
All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: ___________________________________________ Booth #__________

Custom
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

SIGN HANGING LABOR

Plan A (Supervised by Fern Exposition & Event Services)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1051</td>
<td>High Lift and Crew for Installation</td>
</tr>
<tr>
<td>1053</td>
<td>High Lift and Crew for Dismantle</td>
</tr>
</tbody>
</table>

30% charge for Fern Supervised services with a minimum of $ 50.60

Emergency Contact: __________________________  Phone: __________________________

Plan B (Supervised by Exhibitor Personnel)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1051</td>
<td>High Lift and Crew for Installation</td>
</tr>
<tr>
<td>1053</td>
<td>High Lift and Crew for Dismantle</td>
</tr>
</tbody>
</table>

Start time*: ____________  End Time: ____________  Start Date: ________________

Supervisor will be: __________________________  Phone: __________________________

Estimated High Lift Labor Cost for Advanced Payment

<table>
<thead>
<tr>
<th>Installation</th>
<th>Straight time</th>
<th>Over time</th>
<th>Double time</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Crews</td>
<td># of Hours</td>
<td># of Days</td>
<td>Total Straight Time hours</td>
</tr>
<tr>
<td># of Crews</td>
<td># of Hours</td>
<td># of Days</td>
<td>Total Over Time hours</td>
</tr>
<tr>
<td># of Crews</td>
<td># of Hours</td>
<td># of Days</td>
<td>Total Double Time hours</td>
</tr>
</tbody>
</table>

Plan A - Add 30% for Fern Exposition Supervision

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan A - Add</td>
<td>30% for Fern Exposition Supervision</td>
</tr>
</tbody>
</table>

Sub Total

Grand Total

Deadline to Return this Form: October 31, 2018

---

Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per man of applicable hourly rate.

Requests made after the deadline will be filled as work force is available.

All orders are subject to the terms and conditions as outlined on the in the Exhibitor Service Manual.

Exhibiting Company Name: __________________________  Booth # ____________
SIGN HANGING INFORMATION & DIAGRAM

This completed form must accompany your Sign Hanging order form.

**Sign Hanging Regulations**

- All ceiling rigging must conform to Show Management Rules and Regulations.
- All overhead hanging must be installed and removed by Fern. Fern can assemble your hanging sign. Please complete Display Labor form enclosed in this Exhibitor Service Manual.
- Set up instructions must be provided for signs needing assembly.
- Hanging or anchor points must be prefabricated and ready to use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse (labels included in this ESM). This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Fern cannot guarantee the hanging of your sign.
- Electrical Signs must be in working order and in accordance with the National Electric Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed Facility Electrical Service Order Form.
- Height limitation from the floor to the bottom of the sign is 16’ unless otherwise specified in show rules and regulations.
- Additional charges will apply for rental materials used (i.e., cables, clamps, rods, wires) to hang your sign.

**Sign Description & Placement**

For signs other than banners, please include blueprint or drawings with detailed information so anchor points can be determined.

Type:  ☐ Cloth Banner  ☐ Metal or Wood  ☐ Other _____________________

Shape:  ☐ Square  ☐ Triangle  ☐ Rectangle  ☐ Other _____________________

Size & Weight:  Length _________ Width _________ Height _________ Weight _________

Does your sign require electricity?  ☐ Yes  ☐ No  Does your sign require assembly?  ☐ Yes  ☐ No

Use the diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to support beams may require your sign to be moved from your specified location.

___ feet in from back of Aisle #_____

___ feet in from left Aisle #_____

_____ feet from floor

___ feet in from right Aisle #_____

___ feet in from front of Aisle #_____

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per lift of applicable hourly rate.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _____________________________________________ Booth #__________
2018 Long Beach Progressive International Motorcycle Show
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Long Beach Convention Center, Long Beach, California
05-11915-18

STRAIGHT TIME RATES QUOTED are for Monday through Friday 8:00am - 4:30pm. Freight handled on OVERTIME, before 8:00am and after 4:30pm on weekdays and on Saturday, Sunday or a Holiday, an additional 25% per cwt will be charged.

RATES APPLY to each pound subject to the published minimum weight and are based on the actual or estimated INBOUND weight. No allowance will be made for attrition during the convention. Each shipment is considered separately. NO cumulative weights will be allowed on minimums, split shipments, free astrays, etc. Special service rates will not be split for mixed shipments.

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING at the convention facility will be subject to a surcharge as indicated on the freight rate schedule. This classification shall be applied to, but not limited to, van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e. loose display parts, uncrated equipment not delivered on a flat bed truck, etc.). Material will be unloaded from vans, exhibitor’s truck or trucks of others 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 on trucks. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment. Shipments received without receipts or freight bills such as UPS or U.S. Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

SPECIAL SERVICES AND RATES - Fern Exposition & Event Services will provide steel banding services at $1.55 per ln. ft. as well as shrink wrap services for packaging of displays and equipment at $56.65 per skid-shrink wrap. Please see the Fern Exposition & Event Services Desk. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. Mobile equipment will be moved in and out of the exhibit facility for $151.00 per round trip.

COLLECT SHIPMENTS may be refused or accepted at the option of Fern Exposition & Event Services. In cases where Fern Exposition & Event Services elects to receive such shipments, the responsible exhibitor or shipper will be notified immediately and payment in full for all charges due must be wired to Fern Exposition & Event Services within 24 hours. A twenty-five percent (25%) special service will be added to the freight bill for handling any consignments under these conditions. A $10.00 MINIMUM fee will apply to this service.

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

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of Fern Exposition and Event Services. To assure orderly and expeditious handling of exhibit material into and out of the convention hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through Fern Exposition & Event Services, who is prepared to handle local pick-ups and deliveries on a coordinated schedule. In order to minimize congestion and comply with union requirements, all shipments should be channeled through Fern Exposition & Event Services.

EXHIBITS TO BE STORED will be charged at a rate of $0.05/lb per month, with a minimum monthly rate of $30.00 or fraction thereof. No charge for storage will be made for inbound shipments when received 30 days prior to the show.

EXHIBIT LOSS OR DISAPPEARANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

DISPUTES - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.

INSURANCE - Please refer to Terms and Conditions (TC-01 and TC-02) in this Exhibitor Services Manual.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

MATERIAL HANDLING

Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

A 200 lb. minimum charge per shipment applies.

### ADVANCE WAREHOUSE SHIPMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate per cwt</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Crated or skidded shipment via common carrier</td>
<td>$76.05</td>
<td>$152.10</td>
</tr>
<tr>
<td>B</td>
<td>Crated or skidded shipment via van lines or specialized carrier, Fed Ex, UPS or USPS</td>
<td>$96.30</td>
<td>$192.60</td>
</tr>
<tr>
<td>C</td>
<td>Loose or uncrated shipment or shipment requiring special handling</td>
<td>$121.05</td>
<td>$242.10</td>
</tr>
<tr>
<td>L</td>
<td>Shipment received late to warehouse</td>
<td>$151.30</td>
<td>$302.60</td>
</tr>
</tbody>
</table>

### DIRECT TO SHOW SITE SHIPMENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate per cwt</th>
<th>Minimum Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Crated or skidded shipment via common carrier</td>
<td>$68.65</td>
<td>$137.30</td>
</tr>
<tr>
<td>E</td>
<td>Crated or skidded shipment via van lines or specialized carrier, Fed Ex, UPS or USPS</td>
<td>$85.50</td>
<td>$171.00</td>
</tr>
<tr>
<td>F</td>
<td>Loose or uncrated shipment or shipment requiring special handling</td>
<td>$103.50</td>
<td>$207.00</td>
</tr>
<tr>
<td>P</td>
<td>Small package shipments not exceeding 50 lbs per shipment via Fed Ex, UPS or overnight carrier</td>
<td>$56.25</td>
<td>$39.35</td>
</tr>
</tbody>
</table>

PLEASE COMPLETE THE ESTIMATED MATERIAL HANDLING CALCULATION PAGE AND SUBMIT WITH PAYMENT BY DEADLINE DATE.

☐ Yes, I have completed and included the Payment Authorization Form.

*If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.*

*All orders are subject to the terms and conditions as outlined in the Exhibitor Services Manual.*

Exhibiting Company Name: ___________________________________________________________ Booth # ____________
# MATERIAL HANDLING GUIDELINES

1. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. Uncrated or unwrapped pieces should be sent DIRECTLY to the CONVENTION FACILITY to arrive AFTER 8:00AM on the first day of exhibitor installation.

2. Rates are based on per shipment basis. A shipment is considered freight received from one shipping origin on one day. Each separate delivery is considered a separate shipment.

3. Complete terms and conditions are outlined in the Terms & Conditions.

## SHIPPING ADDRESSES

**ADVANCE WAREHOUSE**

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

YRC

15400 S. Main St.

Gardena, CA 90248

**2018 Long Beach Progressive International Motorcycle Show**

Shipments must arrive by:

**Monday, November 12, 2018**

**DIRECT TO SHOW SITE**

Label each piece of shipment(s) as follows:

(Exhibiting Company Name)

c/o Fern Exposition

Long Beach Convention Center

300 E Ocean Blvd.

Long Beach, CA 90802

**2018 Long Beach Progressive International Motorcycle Show**

Shipments cannot arrive before:

**Tuesday, November 13, 2018**

## ESTIMATED FREIGHT PAYMENT CALCULATION

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 pounds (i.e., 530 lbs of any number of pieces would be figured as 600 lbs), any shipment with a total of 200 lbs or less should be calculated at the 200 lb minimum.

<table>
<thead>
<tr>
<th>Category</th>
<th># of pieces</th>
<th>Weight (200 lb Min.)</th>
<th>Rate</th>
<th>Estimated Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipments 1</td>
<td>____________</td>
<td>________________</td>
<td>X ________________</td>
<td>= $____________________</td>
</tr>
<tr>
<td>Shipments 2</td>
<td>____________</td>
<td>________________</td>
<td>X ________________</td>
<td>= $____________________</td>
</tr>
<tr>
<td>Shipments 3</td>
<td>____________</td>
<td>________________</td>
<td>X ________________</td>
<td>= $____________________</td>
</tr>
<tr>
<td>Shipments 4</td>
<td>____________</td>
<td>________________</td>
<td>X ________________</td>
<td>= $____________________</td>
</tr>
<tr>
<td>Shipments 5</td>
<td>____________</td>
<td>________________</td>
<td>X ________________</td>
<td>= $____________________</td>
</tr>
</tbody>
</table>

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Sub Total $ ____________

Grand Total $ ____________

*All shipments are subject to the terms and conditions as outlined on the Terms & Conditions Form in the Exhibitor Service Manual.*

Exhibiting Company Name: __________________________________________________________  Booth # ____________
### 2018 Long Beach Progressive International Motorcycle Show

**November 16 - 18, 2018**

Long Beach Convention Center, Long Beach, CA

05-11915-18

#### MOBILE EQUIPMENT & DISPLAY VEHICLES

All Exhibitors will be charged a spotting fee for any vehicles, carts, trailers, specialized vehicles and mobile equipment being displayed in their booth space. If you have questions or have specific needs, please contact Fern Exposition & Event Services.

Rates are for round trip

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4810</td>
<td>Mobile Equipment</td>
<td>$151.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4811</td>
<td>Truck/Car/Van/SUV</td>
<td>$151.00</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4812</td>
<td>Motorcycle</td>
<td>$41.85</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>4813</td>
<td>RV’s/Oversized Specialty Vehicles</td>
<td>$151.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**Mobile Equipment & Display Vehicle Guidelines**

All mobile equipment and display vehicles being delivered for placement in booths will be received and escorted to the booth. If your mobile equipment is delivered outside of your targeted move-in time, there may be an additional labor charge if items need to be moved to allow access to your booth. Please contact Fern Exposition & Event Services for targeted move-in time information.

#### CARTLOAD SERVICE

Cart Service includes cart and labor for exhibitors planning to carry their small exhibit material during move-in and move-out and consists of a one-way trip from dock to your booth and/or from your booth to the dock. The charge for this service is for round trip. This service will be available during move-in and move-out only.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM#</th>
<th>DESCRIPTION</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4701</td>
<td>Cart Service</td>
<td>$121.55</td>
<td>$</td>
</tr>
</tbody>
</table>

**Cartload Service Guidelines**

This service is for those who have small hand carry items that will fit on a cart approximately 3’ wide x 5’ long and 3’ high. Individual cart load can be no more than 400 lbs in freight weight. Total freight weight for all carts will be no more than 1600 lbs per exhibitor. ROV’s are defined as cars, small vans, SUV’s, 1/2 ton pick-up trucks or company owned truck with a trailer length no greater than 12’ in length.

☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

<table>
<thead>
<tr>
<th>Sub Total</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grand Total</td>
<td>$</td>
</tr>
</tbody>
</table>

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.
2018 Long Beach Progressive International Motorcycle Show
November 16 - 18, 2018
Long Beach Convention Center, Long Beach, California
05-11915-18

FERN TRANSPORTATION
Fern offers personalized service with a representative who is an expert in exhibit transportation and is familiar with all details pertaining to each tradeshow. We also provide pre-printed labels and shipping documents for inbound and outbound shipments. For your convenience, our representative will be on show site and available to assist with all your transportation needs.

Note: If Fern Transportation is not your freight carrier, please do not return this form.

<table>
<thead>
<tr>
<th>SERVICE SELECTION (select the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of Service:</td>
</tr>
<tr>
<td>☐ Ground</td>
</tr>
<tr>
<td>☐ 2nd Day Air</td>
</tr>
<tr>
<td>☐ Next Day Air</td>
</tr>
<tr>
<td>Special Handling:</td>
</tr>
<tr>
<td>☐ Lift-Gate</td>
</tr>
<tr>
<td>☐ Residential Pick-up</td>
</tr>
<tr>
<td>☐ Inside Pick-up</td>
</tr>
<tr>
<td>Declared Value:</td>
</tr>
<tr>
<td>☐ Insurance cost (min. $100): $4.25 per $100.00</td>
</tr>
</tbody>
</table>

For a quote, please contact Fern Transportation at:

SHIPMENT BEING SENT TO (please check one):
☐ Advance Warehouse ☐ Show Site

PICK UP ADDRESS
Company Name:
Contact Name:
Address:
City:          State:          Zip Code:
Email:         Phone:

BILL TO ADDRESS
Company Name:
Contact Name:
Address:
City:          State:          Zip Code:
Email:         Phone:

EXHIBITOR SHIPMENT AUTHORIZATION
Signature X
Printed Name
Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorizes Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

<table>
<thead>
<tr>
<th>PACKAGE DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pkg #1 Description:</td>
</tr>
<tr>
<td>Pkg #2 Description:</td>
</tr>
<tr>
<td>Pkg #3 Description:</td>
</tr>
<tr>
<td>Pkg #4 Description:</td>
</tr>
<tr>
<td>Pkg #5 Description:</td>
</tr>
<tr>
<td>Total Estimated Weight:</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS
☐ Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

Exhibiting Company Name: _______________ Booth # ___________

Note: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.
# 2018 Long Beach Progressive International Motorcycle Show

## November 16 - 18, 2018

Long Beach Convention Center, Long Beach, California

## 05-11915-18

### IMPORTANT INSTRUCTIONS

Every shipment must be labeled and requires a Fern Bill of Lading (BOL) for each destination.

1. Exhibitor must complete request form and return before show close
2. Fern will create a BOL and shipping labels that will be printed
3. BOL and shipping labels will be delivered to your booth or held at the Service Center
4. Exhibitor must properly pack each shipment and apply labels
5. Exhibitor must return the signed BOL to the Service Center with piece count and est. weight

### CARRIER SELECTION (select one of the following)

- Fern Transportation
- Common Carrier
- Expedited Carrier
- Company Truck/POV
- Van Line

#### Level of Service:

- Ground
- 2nd Day Air
- Next Day Air

#### Special Handling:

- Lift-Gate
- Residential Delivery
- Inside Delivery

#### Declared Value (optional): (min. $100): $4.25 per $100.00

### SHIP TO ADDRESS

- Company Name: 
- Contact Name: 
- Address: 
- City: 
- State: 
- Zip Code: 
- Email: 
- Phone: 

### BILL TO ADDRESS

- Company Name: 
- Contact Name: 
- Address: 
- City: 
- State: 
- Zip Code: 
- Email: 
- Phone: 

### EXHIBITOR SHIPMENT AUTHORIZATION

- Signature X
- Printed Name
- Emergency/Mobile Phone #

By signing Exhibitor Shipment Authorization below, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual), limits of liability (listed above) and authorize Fern to use any payment method on file (including credit cards). All shipping charges and weights are estimates until the shipment is delivered.

### PACKAGE DIMENSIONS

<table>
<thead>
<tr>
<th>Pkg #1 Dimensions:</th>
<th>Est. Wt.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pkg #2 Dimensions:</td>
<td>Est. Wt.:</td>
</tr>
<tr>
<td>Pkg #3 Dimensions:</td>
<td>Est. Wt.:</td>
</tr>
<tr>
<td>Pkg #4 Dimensions:</td>
<td>Est. Wt.:</td>
</tr>
<tr>
<td>Pkg #5 Dimensions:</td>
<td>Est. Wt.:</td>
</tr>
</tbody>
</table>

**Total Estimated Weight:**

# SPECIAL INSTRUCTIONS

- Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

- Exhibiting Company Name: ___________________________ Booth #: ________
EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: ___________________________________
    (Exhibiting Company Name)
c/o Fern
YRC
15400 S. Main St.
Gardena, CA  90248

2018 Long Beach Progressive
International Motorcycle Show

Booth Number: ________________________

Must Arrive By:
Monday, November 12, 2018

fern

EXHIBIT MATERIAL
RUSH
ADVANCE WAREHOUSE

To: ___________________________________
    (Exhibiting Company Name)
c/o Fern
YRC
15400 S. Main St.
Gardena, CA  90248

2018 Long Beach Progressive
International Motorcycle Show

Booth Number: ________________________

Must Arrive By:
Monday, November 12, 2018

fern
EXHIBIT MATERIAL

RUSH

EVENT SITE

To: ___________________________________

(Exhibiting Company Name)
c/o Fern
Long Beach Convention Center
300 E Ocean Blvd.
Long Beach, CA  90802

2018 Long Beach Progressive
International Motorcycle Show

Booth Number: __________________________

Cannot Arrive Before:
Tuesday, November 13, 2018

RUSH

EVENT SITE

To: ___________________________________

(Exhibiting Company Name)
c/o Fern
Long Beach Convention Center
300 E Ocean Blvd.
Long Beach, CA  90802

2018 Long Beach Progressive
International Motorcycle Show

Booth Number: __________________________

Cannot Arrive Before:
Tuesday, November 13, 2018
### FOUR COLOR DIGITAL SIGNS

Prices indicated are based upon process color printing, mounting and laminating on showcard or foam core. Signs other than sizes listed will be prepared on a sq. ft. basis, rounded to the nearest 1/2 ft. x 1/2 ft. Minimum order is $30.00.

Emblems, trademarks, logos, special style lettering, etc., are inclusive of the above prices. Please go to our graphics submission guidelines for additional information. If you have any questions on formats supported please contact Fern Exposition and Event Services.

<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>DISCOUNT RATE</th>
<th>STANDARD RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>861</td>
<td>7” x 11” Digital</td>
<td>$35.55</td>
<td>$49.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>863</td>
<td>11” x 14” Digital</td>
<td>$46.85</td>
<td>$65.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>865</td>
<td>14” x 22” Digital</td>
<td>$58.20</td>
<td>$81.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>867</td>
<td>7” x 44” Digital</td>
<td>$58.20</td>
<td>$81.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>871</td>
<td>14” x 44” Digital</td>
<td>$87.05</td>
<td>$122.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>873</td>
<td>22” x 28” Digital</td>
<td>$87.05</td>
<td>$122.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>875</td>
<td>28” x 44” Digital</td>
<td>$110.45</td>
<td>$154.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>879</td>
<td>24” x 96” Digital</td>
<td>$278.60</td>
<td>$390.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>881</td>
<td>48” x 96” Digital</td>
<td>$556.70</td>
<td>$779.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>882</td>
<td>Foam core ______ x _____ = _____ sq ft (price is per sq ft)</td>
<td>$18.00</td>
<td>$25.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>883</td>
<td>Sentra ______ x ______ = _____ sq ft (price is per sq ft)</td>
<td>$19.50</td>
<td>$27.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>885</td>
<td>SGL Banner ______ x _____ = _____ sq ft (price is per sq ft)</td>
<td>$19.50</td>
<td>$27.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>887</td>
<td>DBL Banner ______ x _____ = _____ sq ft (price is per sq ft)</td>
<td>$30.90</td>
<td>$43.25</td>
<td></td>
</tr>
</tbody>
</table>

Sign Copy: _______________________________________

Color of Background: ____________________________

Color of Lettering: ____________________________

Sign Orientation:  □ Vertical  □ Horizontal

Yes, I have completed and included the Payment Authorization Form.

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Center at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

No refund on orders cancelled after the deadline date.

Requests made after the deadline will be filled, as available, at the standard rate.

All orders are subject to the terms and conditions as outlined in the Exhibitor Service Manual.

<table>
<thead>
<tr>
<th></th>
<th>Sub Total</th>
<th>Tax 10.250%</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibiting Company Name: ___________________________________________________________  Booth # ____________

Custom
COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1  Complete the Method of Payment
This form must be completed and returned with the order forms below.

Step 2  Complete Utility Order Forms as Required
A. Electrical Order
B. Plumbing Order
C. Lighting Order

Step 3  Review Electrical Labor Instructions
This form will help you determine if you require electrical labor in your booth.
A. What electrical work in your booth space needs to be performed by Edlen Electricians.
B. How power is delivered to your booth in the facility (from the floor or ceiling).
C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4  Complete Additional Labor Forms as Required
Forms include the following:
A. Electrical Distribution
   This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
B. Plumbing Distribution
   This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5  Complete the Electrical & Plumbing Layout Forms (if applicable)
All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM
**Advance Payment Deadline Date:** 10/26/18

**EXHIBITOR:**

**EVENT:** LB Progressive Int’l Motorcycle Show 2018

**FACILITY:** Long Beach Convention Center

**DATES:** November 16-18, 2018

**EVENT #:** 118006LA

---

**ORDER INSTRUCTIONS**

### INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

### ISLAND BOOTH DELIVERY

#### ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

#### MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

### 208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

### 24 HOUR SERVICES

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

### CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

---

**ELECTRICAL OUTLETS**

Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

<table>
<thead>
<tr>
<th>QTY</th>
<th>SHOW HOURS ONLY</th>
<th>QTY</th>
<th>24HRS/DAY DOUBLE RATE</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 WATTS (5 AMPS)</td>
<td>119.00</td>
<td>179.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>210.00</td>
<td>315.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500 WATTS (15 AMPS)</td>
<td>240.00</td>
<td>360.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>281.00</td>
<td>422.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**208 VOLT SINGLE PHASE**

- 20 AMPS: 520.00
- 30 AMPS: 625.00
- 60 AMPS: 835.00

**208 VOLT THREE PHASE**

- 20 AMPS: 712.00
- 30 AMPS: 846.00
- 60 AMPS: 1088.00
- 100 AMPS: 1457.00
- 200 AMPS: 1678.00
- 400 AMPS: 2478.00

**TRANSFORMER(S)**

Boost 208 Volt to 230 Volt

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 amp minimum charge</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Please call for information on any services you require that are not listed here.

---

**480V CONNECTIONS**

Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPS: 1424.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPS: 1692.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPS: 2066.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPS: 2914.00</td>
<td></td>
</tr>
</tbody>
</table>

**120V RENTAL MATERIAL**

- 15’ EXTENSION CORD: 26.00
- POWER STRIP: 26.00

---

**TERMS & CONDITIONS**

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of the contract.

---

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**
**Advance Payment Deadline Date:** 10/26/18

**EXHIBITOR:**

**BTH #**

**EVENT:** LB Progressive Int’l Motorcycle Show 2018

**FACILITY:** Long Beach Convention Center

**DATES:** November 16-18, 2018

**EVENT #:** 118006LA

---

### SERVICE TOTALS

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BANK WIRE TRANSFER PROCESSING FEE</td>
<td></td>
</tr>
<tr>
<td>2. ELECTRICAL ORDER</td>
<td></td>
</tr>
<tr>
<td>3. ESTIMATED LABOR</td>
<td></td>
</tr>
<tr>
<td>4. LIGHTING ORDER</td>
<td></td>
</tr>
<tr>
<td>5. PLUMBING ORDER</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DUE</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

### FINANCIALLY RESPONSIBLE COMPANY

- **COMPANY NAME:**
- **PHONE:**
- **ADDRESS:**
- **FAX:**
- **CITY:**
- **ST:**
- **ZIP:**
- **COUNTRY:**
- **CELL #:**
- **EMAIL:**

---

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - Wells Fargo ABA# 121000248 Acct: 4122636046
  - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
  - Phone: 800.289.3557

  Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION**
  - Bank transfer to Wells Fargo Wire Transfer
    - ABA#: 121000248 Acct: 4122636046
    - International Wire Transfer
      - Swift Code: WFBUIUS6S Acct: 4122636046

  * $50 processing fee MUST be included with transfer.

- **CREDIT CARD**
  - For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing.
  - A copy of final charges will be sent to the email address provided in the payment information section.

- **CHECK AND CREDIT CARD INFORMATION**
  - **COMPANY NAME:**
  - **CHECK #:**
  - **CREDIT CARD NUMBER:**
  - **EXP DATE:**
  - **CARD HOLDER SIGN:**
  - **PRINT NAME:**
  - **EMAIL:**
  - **THIRD PARTY PAYMENT?** YES or NO

- **CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**
  - **ADDRESS:**
  - **CITY:**
  - **ST:**
  - **ZIP:**

---

### AUTHORIZATION

- **AUTHORIZED SIGNATURE ABOVE**

  PRINT NAME ABOVE TODAY’S DATE ABOVE

---

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.

9. For a dedicated outlet, order a 20 amp outlet.

10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.

14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

17. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

EXHIBITOR:
FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM

T&CELEC.V1.LA.08.17_PG 3
### Advance Payment Deadline Date: 10/26/18

<table>
<thead>
<tr>
<th>EXHIBITOR:</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td></td>
</tr>
<tr>
<td>DATES:</td>
<td></td>
</tr>
</tbody>
</table>

**EVENT:** LB Progressive Int’l Motorcycle Show 2018  
**FACILITY:** Long Beach Convention Center  
**DATES:** November 16-18, 2018  
**EVENT #:** 118006LA

---

### ELECTRICAL LABOR INSTRUCTIONS

#### LABOR ORDERING INSTRUCTIONS

**Step 1** Review Jurisdiction Information Below  
The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

**Step 2** Complete the Appropriate Form  
There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

**A. Electrical Distribution**  
This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

**Step 3** Return the following forms to Edlen  
Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

---

### ELECTRICAL JURISDICTION

**WORK REQUIRING EDLEN ELECTRICIANS**

1. Delivery of main power line to Island Booths only  
2. Electrical distribution under carpet or overhead  
3. Connection of all high voltage services  
4. Hardwiring of any electrical apparatus  
5. Installation of lighting hung from ceiling  
6. Assembly & installation of lighting hung from truss

---

### POWER DELIVERY

**Power is delivered from the ceiling** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1’x1’6” floor space. Please call if you have any concerns.
ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date:_______________________ Time:_______________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring:_____________________________________________________________________________
   B. Estimated date and time flooring installation will begin. Date:_______________________ Time:______________

4. Show site supervisor:
   Name _________________________________________________ Cell # ____________________________________
   Email _________________________________________________ Company _________________________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

<table>
<thead>
<tr>
<th>LABOR RATES AND HOURS</th>
<th>DISTRIBUTION LABOR ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Minimums</td>
<td>MAN HRS</td>
</tr>
<tr>
<td></td>
<td>ST</td>
</tr>
<tr>
<td></td>
<td>OT</td>
</tr>
<tr>
<td>Straight Time</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays.</td>
<td></td>
</tr>
</tbody>
</table>

| TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM |

<table>
<thead>
<tr>
<th>AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT NAME:</td>
</tr>
</tbody>
</table>

DISTRIBUTION.V1.LA.08.17_PG 5
BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen’s service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no “exhibitor supervision” is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

Connection of High Voltage Services (208V - 480V)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

Installation of Booth Lighting

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th># Elec</th>
<th>Hrs. Each</th>
<th>Total</th>
</tr>
</thead>
</table>

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

<table>
<thead>
<tr>
<th>Labor Minimums</th>
<th>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday &amp; Holidays.</td>
</tr>
</tbody>
</table>

BOOTH LABOR ESTIMATE

<table>
<thead>
<tr>
<th>MAN HRS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$240.00</td>
<td></td>
</tr>
</tbody>
</table>

LIFT RENTAL

<table>
<thead>
<tr>
<th>HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME: DATE:
**Advance Payment Deadline Date:** 10/26/18

**EXHIBITOR:**

**EVENT:** LB Progressive Int’l Motorcycle Show 2018

**FACILITY:** Long Beach Convention Center

**DATES:** November 16-18, 2018

**ELECTRICAL EXHIBITION SERVICES**

715 Hundley Way, Placentia, CA 92870

Phone: (714) 985-1480 Fax: (714) 985-1481

Anaheim@edlen.com

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.

**POWER ORIGINATES FROM THE CEILING IN THIS VENUE**

Power is dropped from the ceiling to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDICATE BOOTH TYPE</th>
<th>INDICATE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>Example: 1 Square = 1 Foot</td>
<td>X = Main Distribution Point</td>
</tr>
<tr>
<td>Inline</td>
<td>_____ Square = _____ Ft</td>
<td>▲ = 5amp/500 watt</td>
</tr>
<tr>
<td>Peninsula</td>
<td>Total Square Footage = _______</td>
<td>◆ = 10amp/1000 watt</td>
</tr>
</tbody>
</table>

- [X] = Main Distribution Point
- [▲] = 5amp/500 watt
- [◆] = 10amp/1000 watt
- [★] = 15amp/1500 watt
- [●] = 20amp/2000 watt

Go to the exhibitors tab at [www.edlen.com](http://www.edlen.com) for an exact grid to match your booth space.
**OVERHEAD LIGHTING FIXTURES**  (Price includes power for the fixture)

Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.

* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician’s are needed.

**Exhibit #**

**EVENT:** LB Progressive Int’l Motorcycle Show 2018

**FACILITY:** Long Beach Convention Center

**DATES:** November 16-18, 2018

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>LIFT</th>
<th>LABOR</th>
<th>SUBTOTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 WATT PAR CAN</td>
<td>50.00</td>
<td>75.00</td>
<td>N/A</td>
<td>360.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOOTH LIGHTING** (Price includes power for the fixture)

Rates below are a Per Fixture cost.

Pricing = Light rental + 1 hour labor to install and remove.

* Pole lights are placed along the side rail or back wall of inline booths.
* Pole lights cannot be placed remotely. They must be secured to side rail or booth structure.

**Exhibit #**

**EVENT:** LB Progressive Int’l Motorcycle Show 2018

**FACILITY:** Long Beach Convention Center

**DATES:** November 16-18, 2018

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>LABOR</th>
<th>SUBTOTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 FT POLE WITH 1 LIGHT</td>
<td>20.00</td>
<td>30.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 FT POLE WITH 2 LIGHTS</td>
<td>60.00</td>
<td>90.00</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Arm Lights must be mounted to a hard wall structure. They cannot be mounted to pipe and drape or pop-up displays.

<table>
<thead>
<tr>
<th>FIXTURE</th>
<th>ADV</th>
<th>REG</th>
<th>LABOR</th>
<th>SUBTOTAL</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARM LIGHT</td>
<td>25.00</td>
<td>37.50</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FLOOR PLAN**

Send floor plan indicating light locations for overhead lights and pole lights

**TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM**

<table>
<thead>
<tr>
<th>PRINT NAME:</th>
<th>EMAIL:</th>
<th>PHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Rates below are a Per Fixture cost. Pricing = Light rental + Lift rental + Labor to install, remove & focus once.

* Par can lights are attached to ceiling structure of the venue. If a lift is required to hang the light, 2 electrician’s are needed.
Advance Payment Deadline Date: 10/26/18

EXHIBITOR: BTH #

EVENT: LB Progressive Int’l Motorcycle Show 2018

FACILITY: Long Beach Convention Center

DATES: November 16-18, 2018

EVENT #: 118006LA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

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

LABOR NOTES

OUTLET DELIVERY
There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION
Once outlets have been delivered, the ramping and/or distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

OUTLET CONNECTIONS
Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of contract.
PLUMBING DISTRIBUTION

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
Anaheim@edlen.com

Advance Payment Deadline Date: 10/26/18

<table>
<thead>
<tr>
<th>EXHIBITOR</th>
<th>BTH #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT:</td>
<td></td>
</tr>
<tr>
<td>FACILITY:</td>
<td></td>
</tr>
<tr>
<td>DATES:</td>
<td></td>
</tr>
</tbody>
</table>

**PLUMBING JURISDICTION**

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Distribution of Air, Water & Drain lines under carpet
- Installation of lines delivered from overhead

1. **REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE**

   A. **Outlet Delivery & Removal**
   There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

   B. **Outlet Distribution Throughout Booth Space**
   Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

   C. **Outlet Connections**
   Connection to exhibitor equipment is included in the cost of the service.

2. **DISTRIBUTION OF SERVICES IN BOOTH SPACE**

   A. Island Booths need to provide the following information:
      1. The plumbing layout must indicate each outlet and its location with exact measurements.
      2. Each location should indicate the type of service. All air locations must include CFM requirements.
      3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
      4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

   B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

   C. Date you will begin building your booth: ___________________________ Estimated time: ___________________________

   D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
      1. Describe flooring: ____________________________________________________________

   E. What time do you estimate needing the physical connection to your equipment? Date: __________ Time: __________

   F. Show site supervisor: ___________________________ Company: ___________________________
      Cell #: ___________________________ Email: ___________________________

   G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the “Labor Estimate” Section below. Edlen will make every attempt to complete the work prior to your arrival.

### LABOR ESTIMATE

<table>
<thead>
<tr>
<th>MAN HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>OT</td>
<td>$180.00</td>
<td></td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL**

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

### WORK RATE SCHEDULE

<table>
<thead>
<tr>
<th>ST</th>
<th>Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT</td>
<td>Monday - Friday 4:30 PM - 8:00 AM &amp; all day Saturday, Sunday and Holidays.</td>
</tr>
</tbody>
</table>

### AUTHORIZATION

PRINT NAME: ___________________________
DATE: ___________________________
PLUMBING SERVICES ORIGINATE FROM THE CEILING IN THIS VENUE

Air, water & drain services are dropped from the ceiling to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

**INDICATE BOOTH TYPE**
- Island  
- Inline  
- Peninsula

**INDICATE SCALE & TOTAL SQ FT**
Example: 1 Square = 1 Foot
--- Square = --- Ft
Total Square Footage = ________

**OUTLET LEGEND**
- X = Main Distribution Point
- W = Water
- A = Air
- D = Drain
- AC = Addt’l connection

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.
PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.

2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.

3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.

4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.

5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.

6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.

7. In some instances a pump is required to drain services out of an exhibitor’s booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.

8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.

10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.

11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.

13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.

14. Natural Gas “when available” is not regulated by Edlen and is at the facility pressure. Call for price quote when available.

15. Gas & Cylinders “when available” 1025 - 1030 BTU per cubic foot at 7’ water column pressure. Credit will not be provided on unused cylinders.

16. All equipment using water must have inlet and outlet properly tagged.

17. All equipment must comply with state and local codes.

18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.

20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.

21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.

22. Credit will not be given for outlets installed or connections made and not used.

23. Payment in full for all plumbing services provided must be made in full prior to close of the event.

24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.

25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.

26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

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

For further information please visit our web site at www.edlen.com or call the number on the Plumbing Order form 715 Hundley Way, Placentia, CA 92870
Questions? Contact us at (888) 446•6911 or csr@smartcity.com.

November 16th – November 18th, 2018

Order 14 days prior to the 1st day of the show move-in for incentive rate.

Incentive deadline for the above event is October 29th, 2018

Smart City is the exclusive telecommunications service provider for the Long Beach Convention Center.

Hardwired Internet Service

- Dedicated Bandwidth Services

Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services

To review and order our services visit https://orders.smartcitynetworks.com

Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services
Exhibitor Company Name: 
Show Name: 

Billing Company Name: 
Show Dates: / / To / / 

Billing Company Address: 
Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in 

City, State / Country, Zip: 
Booth / Room #: 

Contact Name: 
Phone Number: ( ) - 

Contact Email: 
Cell Number: ( ) - 

On-Site Contact: 
On-Site Number: ( ) - 

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions: 
Authorized Signature Accepting Terms and Conditions:

---

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

---

**Dedicated Wired Internet**

Routers Allowed

<table>
<thead>
<tr>
<th>Connection speeds of 3Mbps and up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Casting</td>
</tr>
<tr>
<td>HD Streaming</td>
</tr>
<tr>
<td>Routers(wired or wireless)</td>
</tr>
</tbody>
</table>

Includes 5 Static Public IP Addresses

---

**Broadband Wired Internet**

No Wired or Wireless Routers

<table>
<thead>
<tr>
<th>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Social Media</td>
</tr>
<tr>
<td>Surfing the web</td>
</tr>
</tbody>
</table>

Includes 1 Private IP Address

---

**Wireless services are NOT included on this form – please contact us for specific rates**

***Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in***

**ORDER ONLINE:** orders.smartcitynetworks.com/ordering.aspx

---

**1. Internet Services – Routers Prohibited**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>$895</td>
<td>$1,140</td>
<td>$1,368</td>
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</tr>
<tr>
<td>b.</td>
<td>$185</td>
<td>$220</td>
<td>$255</td>
<td></td>
</tr>
</tbody>
</table>

If you require 6 or more devices – Please call (888) 446-6911.

---

**2. Dedicated Internet Services – Routers Supported**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>$3,495</td>
<td>$4,370</td>
<td>$5,244</td>
<td></td>
</tr>
<tr>
<td>b.</td>
<td>$5,900</td>
<td>$7,375</td>
<td>$8,850</td>
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</tr>
<tr>
<td>c.</td>
<td>$7,850</td>
<td>$9,810</td>
<td>$11,772</td>
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</tr>
<tr>
<td>d.</td>
<td>$995</td>
<td>$1,194</td>
<td>$1,433</td>
<td></td>
</tr>
</tbody>
</table>

---

Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.

---

**3. Internet Equipment & Labor**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
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</tr>
<tr>
<td>b.</td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
<td></td>
</tr>
</tbody>
</table>

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**4. Voice Services: PBX Service – Domestic LD Included**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>$275</td>
<td>$345</td>
<td>$414</td>
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</tr>
<tr>
<td>b.</td>
<td>$415</td>
<td>$520</td>
<td>$624</td>
<td></td>
</tr>
<tr>
<td>c.</td>
<td>$465</td>
<td>$575</td>
<td>$690</td>
<td></td>
</tr>
</tbody>
</table>

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**5. Special Quote – Attachment A or Statement of Work (if applicable)**

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**6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)**

For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.

---

**SUBTOTAL**

---

**ESTIMATED 10% TAX / FEES**

---

**GRAND TOTAL**

---

Effective January 1, 2018 – December 31, 2018 
Customer No: 2018 - 044 -
The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

**Network Security Policy:**

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: ___________________________ Total # of Devices Connecting to Smart City's Network: ______

Type of Anti-Virus Software Installed: Norton McAfee Other: ___________________________

Virus Scan Last Updated - Date: ____________ / ____________ / _______ Security Updates Last Performed - Date: ____________ / ____________ / _______

Are You Renting Computers? Yes No Rental Company Name: ___________________________

Rental Company Contact: ___________________________ Contact Number: ___________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ___________________________ Date ___________________________

Printed Name ___________________________ Title ___________________________

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I / H / PC / C = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) ________________ . Scale = 1 Box is equal to ________ ft.
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.