



# Rental Exhibits Order Form

Please return promptly to:

american exposition services, inc. American Exposition Services, Inc • 1627 Main Ave., Ste.2 • Sacramento, Ca 95838 • ph 916-925-3976 • fax 916-925-3975

<b>SDDS CONVENTION &amp; EXPO</b> Sacramento Convention Center – Feb. 3-4, 2011	<b>Discount Deadline:</b> January 25, 2011
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Company Name:		Booth(s):	
Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

**Rental Exhibits (please refer to catalog page for diagrams.)**

All packages include one standard text header, standard color carpet (9'x10'), one track light or arm light per panel (power not included), installation and dismantle labor and opening day cleaning.

### 10' x 10' Rental Exhibits

	Discount	Regular	Total
Package A .....	\$1510.00	\$2190.00	\$
Package B .....	\$1670.00	\$2422.00	\$
Package C .....	\$1835.00	\$2661.00	\$

### 10' x 20' Rental Exhibits

Package D .....	\$3100.00	\$4495.00	\$
Package E .....	\$3575.00	\$5183.00	\$
Package F .....	\$3900.00	\$5655.00	\$

### 20' x 20' Rental Exhibits

Package G (carpet cut-to-fit).....	\$8700.00	\$12,615.00	\$
Package H (carpet cut-to-fit).....	Quote	Quote	\$

### Table Top Rental Exhibits

Package I (no booth carpet or cleaning included).....	\$350.00	\$508.00	\$
Package J (no booth carpet or cleaning included).....	\$400.00	\$580.00	\$

### Customize

**Material Type:**    Laminate Panels      Choose Color:    White       Grey       Black  
 -or-  
 Fabric Panels (Velcro friendly)       Grey       Black  
 -or-  
 Custom Graphics (call me w/ quote)

**Carpet Color:**    Grey       Black       Blue       Red       Teal       Green

**Header:**      Copy:

Letter Color:    Black       Blue       Burgundy       Green       Grey       Red

(optional)	Graphic Logo Header	Qty.	\$150.00	\$225.00	\$
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### Payment Terms & Total

<p><b>Advance Discount:</b> To obtain the discount pricing, full payment must be included with the order. All orders must be received by the indicated deadline to qualify. No telephone orders accepted.  <b>Cancellation Charge:</b> Items ordered and delivered to booth but subsequently canceled are subject to a 50%- 100% restocking fee for labor involved. Custom order items will not be subject to credits.          *By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Policy and Terms &amp; Conditions statements contained herein.</p>	\$
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PAYMENT AND CALCULATION FORM  
MUST ACCOMPANY YOUR ORDER



# Rental Exhibit Accessories

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Company Name:		Booth(s):	
Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

## Counters

Qty.	Item	Discount	Regular	Total
	½ Meter Pedestal (½ meter x ½ meter x 42" high)	\$225.00	\$326.25	\$
	1 Meter Counter w/ doors (1 meter x ½ meter x 42" high)	\$325.00	\$471.00	\$
	1 Meter Radius Counter (1 meter x ½ meter x 42" high)	\$500.00	\$725.00	\$
	1 Meter Radius Counter w/ doors (1 meter x ½ meter x 42" high)	\$750.00	\$1087.50	\$
	2 Meter Counter w/ doors (2 meter x ½ meter x 42" high)	\$650.00	\$942.50	\$
	Counter Shelf (inside)	Quote	Quote	\$
	Cabinet Lock	\$20.00	\$29.00	\$

Material Type & Color:  Laminate Panel                      Color:  White     Grey     Black  
 -or-  Fabric Panel (Velcro Friendly)    Color:  Grey     Black

## Display Racks

	Gondola- single sided (1 meter x 4' high) w/ two shelves	\$295.00	\$427.75	\$
	Gondola- double sided (1 meter x 4' high) w/ two shelves per side	\$395.00	\$572.75	\$
	Gondola- single sided (1 meter x 8' high) w/ four shelves	\$360.00	\$522.00	\$
	Gondola- double sided (1 meter x 8' high) w/ four shelves per side	\$460.00	\$667.00	\$
	Pegboard w/ base (1 meter x 8' high) white only	\$225.00	\$326.25	\$
	Meter Board Panel w/ base (1 meter x 8' high)	\$225.00	\$326.25	\$

Material Type & Color:  Laminate Panel                      Color:  White     Grey     Black  
 -or-  Fabric Panel (Velcro Friendly)    Color:  Grey     Black

## Other Accessories

	Halogen Arm Light (100W) <i>use only on rentals</i>	\$75.00	\$108.75	\$
	Flat Shelf (37" x 12") <i>use only on rentals</i>	\$55.00	\$79.75	\$
	Angled Shelf (37" x 12") <i>use only on rentals</i>	\$55.00	\$79.75	\$
	Literature Pocket (for 8 ½" x 11" material)	\$25.00	\$36.25	\$

## Payment Terms & Total

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# Electrical Outlets & Services

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Company Name:		Booth(s):	
Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

STANDARD 120 VOLT ELECTRICAL OUTLETS				
Qty.	Power Outlet	Discount	Regular	Total
	Up to 500 Watts or 5 Amps	\$88.00	\$115.00	
	Up to 1000 Watts or 10 Amps	\$132.00	\$172.00	
	Up to 1500 Watts or 15 Amps	\$176.00	\$229.00	
	Up to 2000 Watts or 20 Amps	\$220.00	\$286.00	

ELECTRICAL MATERIALS				
	Extension Cord (Edison, 25')	\$20.00	\$20.00	
	Power Strip (not surge protected)	\$20.00	\$20.00	

208 VOLT POWER & MOTOR OUTLETS 1Ø				
	10 Amp, ½ H.P.	\$180.00	\$234.00	
	15 Amp, 1 H.P.	\$254.00	\$330.00	
	20 Amp, 2 H.P.	\$308.00	\$400.00	
	30 Amp, 3 H.P.	\$355.00	\$460.00	
	40 Amp, 5 H.P.	\$405.00	\$526.00	
	Above 40 Amp, add \$10 per Amp			
	[ ] Amp Service			
	Motor Connection Cord – Exhibitor Must Provide Female Plug If Required	\$30.00	\$40.00	

208 VOLT POWER & MOTOR OUTLETS 3Ø				
	10 Amp, ½ H.P.	\$233.00	\$303.00	
	15 Amp, 1 H.P.	\$327.00	\$425.00	
	20 Amp, 2 H.P.	\$419.00	\$545.00	
	30 Amp, 3 H.P.	\$480.00	\$625.00	
	40 Amp, 5 H.P.	\$552.00	\$718.00	
	Above 40 Amp, add \$30 per Amp			
	[ ] Amp Service			
	Motor Connection Cord – Exhibitor Must Provide Female Plug If Required	\$30.00	\$40.00	

<b>ELECTRICAL SERVICES</b>	
<b>TOTAL:</b>	\$ _____

ELECTRICAL LIGHTING				
Qty.	Item	Discount	Regular	Total
	150 Watt floodlight on 8' upright *	\$69.00	\$89.00	
	Double 150 Watt floodlight on 8' upright *	\$79.00	\$99.00	
	150 Watt halogen, floor wash light *	\$89.00	\$109.00	

- ### ELECTRICAL REGULATIONS
- ✓ All outlets will be installed on the floor near the center backwall of the booth.
  - ✓ Connections requiring additional labor for installation and dismantle, equipment connections, cords run under carpet or to specific locations within the booth, repairs to exhibitor equipment, etc., will require additional labor and is charged on a time and materials basis. Please use the Electrical Labor order form for these needs.
  - ✓ Island booths will be provided one drop when power is in the ceiling or one perimeter location when power source is from the floor.
  - ✓ Outlets requiring 24 hour service will be billed at double the above rates. Electrical service will be turned on during show installation and 30 minutes prior to show opening each day and off approximately 30 minutes after show close each day.
  - ✓ All motors over 1 H.P. shall have a magnetic starter and manual disconnect switch furnished by exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting service and one connection for power outlets.
  - ✓ AES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment.
  - ✓ Credit will not be given for any electrical service installed as ordered and not used.
  - ✓ Venue utility outlets are not to be used under any circumstances by exhibitors unless specifically designated by American Exposition Services.
  - ✓ Charges for electrical service will be based on the maximum wattage in use at the time of audit.
  - ✓ All material and equipment furnished by AES for this service shall remain the property of AES, and shall be removed only by AES at the close of the event.
  - ✓ Unauthorized use of power not paid for will result in shut-down of service.
  - ✓ Under no circumstances shall anyone other than "AES electrician" make special or direct wiring electrical connections.

### PAYMENT POLICY

Advance discount to obtain the discount pricing, full payment must be included with your order. All orders must be received by the indicated deadline to qualify. No telephone orders accepted.

No credits will be issued for any electrical service installed as ordered and not used.

PAYMENT AND CALCULATION FORM  
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# Carpet, Flooring & Booth Cleaning

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Company Name:		Booth(s):	
Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

STANDARD CARPET				
Qty	Size	Discount	Regular	Total
	9' X 10'	\$120.00	\$156.00	
	9' X 20'	\$216.00	\$281.00	
	9' X 30'	\$312.00	\$406.00	
<b>If no color is selected, we will match the show colors</b> Select Color: <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Green <b>Standard Carpet includes front aisle taping only.</b> <b>Island and Corner booths require additional taping.</b> Matching color shades cannot be guaranteed with multiple lengths. All colors may not be available on-site.				
ft	Additional taping per linear ft.	\$.50/ft.	\$.60/ft.	

CUSTOM CUT-T0- FIT – STANDARD CARPET				
Custom sized carpets are available to fit your full booth space. Price includes installation, dismantle and all taping. Custom cut carpet may not be available as on-site order.				
Calculate square feet: <b>LENGTH X WIDTH =</b> <b>SQ FT</b>				
ft	Cut to fit carpet	\$3.00/sq ft	\$3.00/sq ft	
<b>If no color is selected, we will match the show colors</b> Select Color: <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> Green				

CARPET PADDING				
	Carpet Padding 9'X10'	\$80.00	\$104.00	
	Carpet Padding 9'X20'	\$160.00	\$208.00	
	Carpet Padding 9'X30'	\$240.00	\$312.00	

VISQUEEN PLASTIC PROTECTIVE COVERING				
Calculate square feet: <b>LENGTH X WIDTH =</b> <b>SQ FT</b>				
ft	Plastic Covering	\$.50/sq ft	\$.50/sq ft	

BOOTH CLEANING SERVICE				
Service Includes: Vacuuming of carpets and/or sweeping of booth, and emptying of any wastebaskets.				
Calculate Quantity: (# OF DAYS) X (# OF BOOTHS) = Qty				
Qty	Service	Discount	Regular	Total
	Booth Cleaning	\$25.00	\$32.00	
<b>Please indicate which event days you would like your booth cleaned. If no day(s) is specified, booth cleaning will be done starting with event opening and continuing until the order is completed. Cleaning will be done up to two hours prior to event opening.</b>				
Select Day(s): <input type="checkbox"/> For Start of Event <input type="checkbox"/> For Sunday <input type="checkbox"/> For Monday <input type="checkbox"/> For Tuesday <input type="checkbox"/> For Wednesday <input type="checkbox"/> For Thursday <input type="checkbox"/> For Friday <input type="checkbox"/> For Saturday				
Special Instructions:				

PAYMENT POLICY & TOTAL	
<b>Advance Discount:</b> To obtain the discount pricing, full payment must be included with your order. All orders must be received by the indicated deadline to qualify. No telephone orders accepted.	
<b>Cancellation Charge:</b> Items ordered and delivered to booth but subsequently canceled are subject to a 50% - 100% restocking fee for labor involved. Custom order items will not be subject to credits.	

<b>CARPET, FLOORING AND CLEANING TOTAL:</b>	<b>\$</b>
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# Installation & Dismantle Services

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Street Address:		Booth Size:	
City:	State:	City:	
Contact:	Phone:	Fax:	Email:

American Exposition Services offers two options for the installation and dismantle of your booth. Our skilled labor will provide professional, qualified service to help make your booth installation more efficient, safe and worry free.

**To determine if you need display labor, please read this form carefully.**

- **Display labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.**
- **Exhibitor may unpack and place merchandise.**
- **Exhibitor may set up exhibit display if one person can accomplish the task in less than one hour without the use of tools.**

### IMPORTANT INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start time will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "no-show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **Gratuities in any form are prohibited by AES.** All rates are subject to change if necessitated by increased labor and material costs.

### RATES

**LABOR                      FORKLIFT**

<b>Straight Time:</b> Monday - Friday 8:00 AM – 4:30 PM	\$74.50/ hr	\$98.00/ hr
<b>Overtime:</b> Monday – Friday 4:30 PM – 11:30 PM, Saturday – Sunday 8:00 AM – 4:30 PM, Holidays	\$111.75/ hr	\$147.00/ hr
<b>Double Time:</b> Any day 12:00 AM – 8:00 AM, Saturdays, Sundays and Holidays 4:30 PM – 11:30 PM	\$149.00/ hr	\$196.00/ hr

### INDICATE SERVICE TYPE

### ORDER HERE

Select Option:

**AES SUPERVISED LABOR (OK TO PROCEED)**  
 AES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site
- Dismantle, pack, and label for outbound shipment

*A 25% (\$25.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

**EXHIBITOR SUPERVISED LABOR (DO NOT PROCEED)**  
 Exhibitor will supervise labor to:

- Unpack and install display
- Dismantle and pack display
- Fill and Drain Service (Extra water charges may apply)

The Exhibitor assumes all responsibility for materials and property during installation and dismantle.

**FORKLIFT SERVICE (EXHIBITOR SUPERVISED)**  
 AES will provide one driver and a 5,000 lb. forklift to:

- Assist with in-booth exhibit construction
- Positioning, leveling, uncrating, re-crating, unskidding, reskidding machinery and/or equipment.

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # Of Hours	Total # of Workers	Labor Rate	Total
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$

1. Total Labor Ordered	\$
2. 25% AES Supervision	\$
3. Estimated Total Labor Charges	\$

- Please estimate the number of workers and hours per worker needed for installation and dismantling above. Charges will be calculated according to actual hours and times worked.
- Full payment must accompany order for any work to be completed.

**Please complete and send "Key Information" form along with order.**

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# Non-Official Service Contractor

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## SDDS CONVENTION & EXPO Sacramento Convention Center – Feb. 3-4, 2011

Company Name:		Booth(s):	
Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

Show Management, acting in behalf of all Exhibitors and in the best interest of the named event, has selected American Exposition Services, Inc. as the Official Service Contractor to perform and provide necessary services and equipment required for this event. If your company plans to use a firm other than American Exposition Services, Inc., you must complete this form and return it to our office.

**Exhibitor must:**

- ✓ Notify American Exposition Services of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- ✓ Agree that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
- ✓ Sign a copy of this page, indicating your understanding of the rules and regulations covering the use of non official service contractors, and return it to us along with any additional information requested. Failure to send this signed copy and the information requested will negate the right to use a non-official service contractor.

### Application for Non-Official Service Contractor

We (Indicated Exhibitor) propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the indicated show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

### **Rules and Regulations for Non-Official Service Contractor**

Persons or organizations, other than the designated Official Service Contractor (American Exposition Services, Inc.) for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Check in with American Exposition Services prior to commencing any work.
7. Furnish American Exposition Services with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
8. Confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.

### Non Official Service Contractor

I&D Company:		
Address:		
City:	State:	Zip:
Contact:	Phone:	Mobile Phone:
I have read, understand, and accept the following regulations and information according to American Exposition Services regarding non-official service contractors.		
Authorized Signature:		Date:





# Audio Visual Equipment

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Street Address:		Booth Size:	
City:	State:	Zip:	
Contact:	Phone:	Fax:	Email:

## AUDIO VISUAL EQUIPMENT

Quantity	Item	Discount	Regular	Total
	½" VHS Videocassette Player	\$50.00	\$65.00	\$
	DVD Player	\$60.00	\$78.00	\$
	DVD Player (Blue Ray)	\$70.00	\$91.00	\$
	CD Player	\$60.00	\$78.00	\$
	40" LCD Flat Panel Monitor w/ floor stand	\$400.00	\$520.00	\$
	52" LCD Flat Panel Monitor w/ floor stand	\$500.00	\$650.00	\$
	19" LCD Flat Panel Monitor w/ table stand	\$100.00	\$130.00	\$
	26" LCD Flat Panel Monitor w/ table stand	\$200.00	\$260.00	\$
	32" LCD Flat Panel Monitor w/ table stand	\$275.00	\$358.00	\$
	Dual Pole Plasma/ LCD floor stand	\$75.00	\$98.00	\$
	26" - 54" Monitor Cart with Drape	\$25.00	\$33.00	\$
	LCD Projector (2k Lumen)	\$500.00	\$650.00	\$
	Set of 2 Computer Speakers	\$40.00	\$52.00	\$
	Wireless Keyboard & Mouse	\$30.00	\$39.00	\$
	Wireless Mouse	\$25.00	\$33.00	\$
	Surge Protector Power Strip	\$25.00	\$33.00	\$
	10' Extension Cord	\$20.00	\$26.00	\$
	B&W Laser Printer	\$100.00	\$130.00	\$
	Tripod Video Screen	\$75.00	\$98.00	\$

### TERMS

- Orders are based on availability at time of order.
- Any equipment modifications must be made by AES personnel.
- AES is not responsible for compatibility issues.
- Replacement charges will be billed for misuse or loss of equipment.
- Exhibitor is responsible for equipment until AES returns for pickup at close of show.

### PAYMENT POLICY

- Full payment must accompany all orders.
- To obtain the discount pricing, full payment must be included with your order. All orders must be received by the indicated deadline to qualify. No telephone orders accepted.
- See Rules and Regulation for full payment policy.

### CANCELLATION & REFUNDS

- No credits will be issued for equipment ordered, delivered and not used.
- Cancellations received before discount deadline will be credited a full refund. Orders cancelled after discount deadline will be charged 50% - 100% restocking fee.
- All grievances must be made before the close of the event. Any questions or concerns regarding services can be made at our service desk during event hours. No credits will be issued after the close of the event.

(A.) Daily Subtotal of Charges:	\$
(B.) Number of Show Days:	\$
(C.) Multiply Line (A) x (B):	\$
(D.) Add Delivery Fee:	\$50.00
<b>Total Due:</b>	<b>\$</b>

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# Signage & Banner Order Form

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Company Name:		Booth(s):	
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## COLOR GRAPHICS

Digital sign and graphic pricing includes UV Direct Print and laminating onto 3/16" Foam Core. Digital files for pre-designed graphics must be provided according to American Exposition Services specifications. If files are submitted unworkable, a labor charge of \$65.00/hour will be added. Gator board and other substrates are available by quotation. Large format prints and logo reproduction are also available.

Quantity	Item Width x Length	Orientation		Discount	Regular	Total
		Vertical	Horizontal			
	8 1/2" X 11"	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00	\$30.00	\$
	14" X 22"	<input type="checkbox"/>	<input type="checkbox"/>	\$32.00	\$48.00	\$
	22" X 28"	<input type="checkbox"/>	<input type="checkbox"/>	\$65.00	\$98.00	\$
	28" X 44"	<input type="checkbox"/>	<input type="checkbox"/>	\$125.00	\$188.00	\$
	36" X 48"	<input type="checkbox"/>	<input type="checkbox"/>	\$160.00	\$240.00	\$
	39" X 84"	<input type="checkbox"/>	<input type="checkbox"/>	\$320.00	\$480.00	\$
	48" X 96"	<input type="checkbox"/>	<input type="checkbox"/>	\$400.00	\$600.00	\$
	Other Size:	<input type="checkbox"/>	<input type="checkbox"/>	\$15.00/sq.	\$22.50/sq.	\$
Easel Backs				\$5.00	\$7.50	\$

## VINYL BANNERS

Pricing includes full color UV Direct Print to 13 oz. vinyl with sewn hem and grommets or pipe pockets.

	2' X 10'	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00	\$300.00	\$
	3' X 10'	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00	\$450.00	\$
	4' X 10'	<input type="checkbox"/>	<input type="checkbox"/>	\$400.00	\$600.00	\$
	Other Size:	<input type="checkbox"/>	<input type="checkbox"/>	\$10.00/sq.	\$15.00/sq.	\$
<input type="checkbox"/> Pipe Pocket or <input type="checkbox"/> Grommets						\$

## TEXT ONLY SIGNS

All signs will be produced on 3/16" white Foam Core. Sizes listed will include 10 words in up to two (2) colors. Additional words \$2.00 each.

	14" X 22"	<input type="checkbox"/>	<input type="checkbox"/>	\$26.00	\$39.00	\$
	22" X 28"	<input type="checkbox"/>	<input type="checkbox"/>	\$52.00	\$78.00	\$
	24" X 36"	<input type="checkbox"/>	<input type="checkbox"/>	\$72.00	\$108.00	\$
	Other Size:	<input type="checkbox"/>	<input type="checkbox"/>	\$12.00/sq.	\$18.00/sq.	\$
Easel Backs				\$5.00	\$7.50	\$

### PAYMENT POLICY

1. Full payment in advance must accompany all orders.
2. To obtain the discount pricing, full payment must be included with your order. All orders must be received by the indicated deadline to qualify. No telephone orders accepted.
3. See Rules and Regulation for full payment policy.

### CANCELLATION & REFUNDS

1. No credits will be issued for signs/banners ordered, printed and not used.

Graphic Printing Charges:	\$
Graphic Design Charges:	\$
<b>Total:</b>	<b>\$</b>

PAYMENT AND CALCULATION FORM  
MUST ACCOMPANY YOUR ORDER



# Fire Regulations Information

SDDS CONVENTION & EXPO  
Sacramento Convention Center – Feb. 3-4, 2011

## TRADESHOW EXHIBITOR GUIDELINES

### Booth Requirements

All exhibit booths shall be constructed with non-combustible or limited-combustible materials. Wood booths must be one-quarter inch (¼") thick or greater. Electrical appliances and cords must be U.L. approved. All temporary electrical wiring will stay accessible and be free from debris and storage materials. Hardback booths must be at least nine inches (9") from rear booth boundary line. Gas appliances must be A.G.A. approved.

### General Conditions

Storage, booth construction, easels, chairs and signs shall not block access to any fire/life safety equipment and shall not impede exit access, exit doors or aisles.

### Storage

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a one (1) day supply of combustible storage is allowed beneath tables. No storage of any kind will be allowed behind curtains or walls of booths in any facility.

### Decorative Material

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay, and materials are also required to be flame retardant. A copy of the California State Fire Marshal flame proof certificate or a sample of the decorative material must be provided to the Fire Marshal to verify that the approved treatment has been applied or the materials must be removed prior to show opening. All flammable or combustible aerosol containers, used for display purposes, must be empty. (See permit section for use of aerosols).

### Vehicles

All liquid or gas fueled vehicles, and gasoline/diesel-powered equipment for display shall have batteries disconnected, fuel supplies at ¼ tank or five (5) gallons, whichever is less, and be furnished with locking gas caps or caps sealed with tape.

### Cooking Appliances

Operation of any cooking appliances, i.e. ovens, stoves, barbecues, hot plates, deep fryers, etc. and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield. The shield must be placed along the front and the sides of the appliance. A fire permit is required for the use of propane or butane for cooking purposes. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots or popcorn wagons.

### Heat-Producing Equipment

Operation of any welding equipment, soldering device, etc. require protection around equipment so the public cannot be injured during demonstration. Approved welding screens will be required for welding equipment. (See permit section for use of compressed gases).

### Machinery

Operation of any electrical, mechanical, or dust-producing equipment, which incorporates moving parts or could cause injury to the public require protection around machinery for the viewers' protection if safeguards are not currently in place. (This does not apply to normal electrical appliances such as lamps, computers, radios, etc.).

### Candles

Use of any decorative candles must be securely supported on a substantial non-combustible base so located as to avoid danger of ignition of combustible materials. The candle flame shall be protected by a non-combustible container.

### Helium

Helium cylinders shall be secured in an upright position.

### Fire Places

All appliances shall be U.L. approved and a protective screen shall be provided in front of the fireplace. All natural gas connections shall be conducted by a licensed plumbing contractor through the Official Service Contractor.

### Class III or Greater Lasers

Lasers must be self contained inside equipment and shall not scan the audience. Lasers used for any other purpose require Fire Department approval.

### **THE FOLLOWING ITEMS REQUIRE A SHOW PERMIT:**

Note: A Show Permit form shall be submitted for approval a minimum of 14 days prior to show opening.

### Flammable or Combustible Aerosols/Liquids

Describe the use and amounts needed on the attached Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited.

### Hazardous Materials

Describe the use and amounts needed on the attached Show Permit form. Include the Material Safety Data Sheet (MSDS) for the product. Quantities may be limited. Hazardous materials are defined in the 2001 California Fire Code.

### Open Flame

The Trade Show Inspector must be contacted prior to completing the attached Show Permit form if open flame is being used for theatrical purposes or demonstrations.

### Propane

Propane that is used in very small quantities (17 ounces or less) for cooking purposes may be approved based on certain conditions.

# PLANTS

## by Muranaka

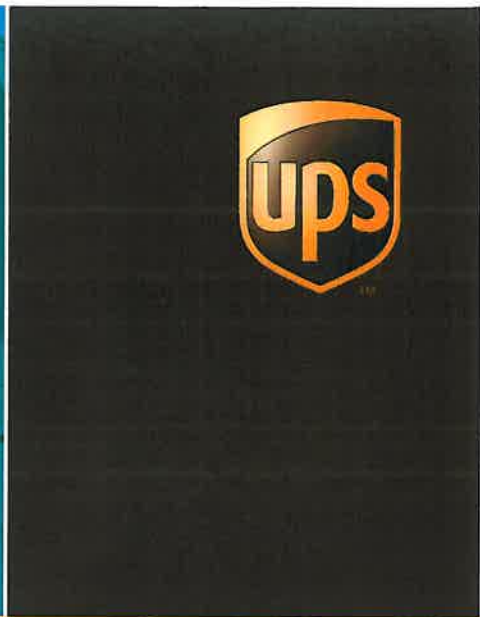
P.O. BOX 277847  
 Sacramento, CA 95827  
 916-429-8900  
 FAX 916-648-9936  
 CELLULAR 916-201-6499  
 EMAIL marshamel@sbcglobal.net

### SHORT TERM RENTAL FORM

EXHIBITOR NAME: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Name of Show: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Location of Show: \_\_\_\_\_

<u>SIZE/HGT.</u>	<u>VARIETIES OF PLANTS/QUANTITY OF EACH</u>	<u>COST</u>	<u>TOTAL</u>
6 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$10.00 EA	
8 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ___ WHITE ___ YELLOW ___	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ___ RED ___ WHITE ___	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$35.00 EA	
3-4 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$45.00 EA	
4-5 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$55.00 EA	
5-6 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$65.00 EA	
7-8 foot tall	FICUS ___	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED: _____		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10% DISCOUNT FROM LIST PRICES.	- DISCOUNT	
		7.75% TAX	
		GRAND TOTAL	\$

Company Contact: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Area Code/Phone: \_\_\_\_\_  
 Area Code/Fax: \_\_\_\_\_



## UPS Freight<sup>SM</sup> Trade Show Services

### Simplified shipping solutions

#### Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

#### Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed\* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com).



### A complete range of services from the carrier you know and trust

#### Freight services:

- Ground freight
- Air freight
- Urgent

#### Package services:

- Ground
- Air
- International

# UPS Freight<sup>SM</sup> Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

## Full range of services

### Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

### Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

### Package

- On-site coordination of package and freight shipping

## Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

\* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at [t1.upsfreight.com](http://t1.upsfreight.com) and any other applicable contract, as other restrictions may apply.

## Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:  
[upsfreight.com/tradeshow](http://upsfreight.com/tradeshow)  
or call 800.988.9889

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## Multimodal capabilities





Sacramento Convention Center

### Telecommunications & Internet Service Order Form

Please complete order form and fax back to 877-996-6846  
Should you have any questions about our services, please call 877-722-4108



**Wombo™ provides Computer Rental Services. Call for details & save on your order!**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Billing Contact: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Onsite Technical Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

TELEPHONE SERVICES	QUANTITY	RATE	TOTAL
<b>Standard Phone Line</b> - Includes a non-refundable \$25 Toll/ Long Distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Modem <input type="checkbox"/> Both <input type="checkbox"/> Credit Card Machine		\$ 250.00	
<b>Phone Instruments &amp; System Features:</b>			
• Single Line Phone Handset	_____	\$ 25.00	
• Cordless Phone Handset	_____	\$ 50.00	
• Multi-line Phone Handset w/ Speakerphone	_____	\$ 75.00	
• Polycm Full Duplex Conference Phone	_____	\$ 125.00	
HIGH-SPEED & WIRELESS INTERNET SERVICES	QUANTITY	RATE	TOTAL
<b>Shared High-Speed Internet Connection</b> (System requires Ethernet Card, includes one IP Address)		\$ 750.00	
<b>Additional IP Addresses</b> (Must accompany Shared High-Speed Internet Connection Order). Hub/Cables Required		\$ 150.00	
<b>Wireless Internet Service</b> (Requires password access) <b>VISTA BASIC NOT SUPPORTED</b>		\$ 300.00	
<b>Additional Wireless Network Connection</b> (Must accompany Wireless Internet Service Order)		\$ 100.00	
<b>Dedicated T-1, DSL, ISDN lines</b> (Requires 45 days notice to order)	<b>Call for pricing and information</b>		
EQUIPMENT RENTAL & SPECIAL SERVICES	QUANTITY	RATE	TOTAL
Desktops and Laptops	<b>From \$150 - Call for pricing and information</b>		
LCD and Plasma Displays	<b>From \$150 - Call for pricing and information</b>		
Printers and Fax Machines	<b>From \$75 - Call for pricing and information</b>		
Dry Pair Order & Extension of 3 <sup>rd</sup> Party Circuit: - Extension of 3 <sup>rd</sup> Party Lines from Demarc - VLANs, Fiber Runs & Cross Connects	_____	\$1,500.00 CALL	
Labor Rate (In booth networking or booth to booth cabling. Price includes cables and termination.)		\$ 125/hr (1 hr min)	
Late fee (if order is placed less than 3 business days before start date)		\$ 100.00	
		<b>GRAND TOTAL</b>	

04/09

## TERMS AND CONDITIONS

1. All Telecommunication and Internet orders are based on availability and will be accessible on the day of show only.
2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
4. Only Wombo personnel are authorized to modify system wiring or cabling.
5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges maybe incurred for misuse or loss of equipment.
6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

### ORDERING INFORMATION:

1. Please provide all information requested on the form for speedy processing of your order.
2. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
3. Facility cannot be held liable for services provided by Wombo, Inc.
4. Any long distance charges for phone or ISDN services will be billed separately.
5. All prices are subject to change without notice
6. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be return to Wombo.

### PAYMENT TERMS:

1. Full payment MUST accompany all orders.
2. Credit will not be given for service installed and not used.
3. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (AMEX, VISA, MC). Make all checks payable to: **Wombo, Inc.**
4. There will be a \$30.00 service charge for returned checks.
5. There is a late fee of \$100 if services are ordered within 3 business days for event start date.
6. All Wire Transfers must include Bank Transfer Fee of \$45.00
7. When paying by check, credit card information must be provided for incidentals.

### CANCELLATION & REFUNDS:

1. Cancellations must be in writing on company letterhead. A \$100 cancellation fee applies to all processed orders. Additional fees may apply if services have been ordered to the MPOE before cancellation request have been received.
2. Refunds will be processed within 30 days of show closing.

<b>PAYMENT INFORMATION:</b>	<input type="checkbox"/> <b>Credit Card (Visa / MC / AMEX)</b>	<input type="checkbox"/> <b>Company Check / PO</b>
Credit Card #: _____	CVV2: _____	Exp. Date: _____
Name on Card: _____	Signature: _____	
Billing Address for Card: _____	City/State/ZIP: _____	
Company Name: _____	Booth #: _____	

*By signing above, you have agreed to the terms and conditions of this contract. Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID #: 77-0485659***

- **Questions regarding services – Call 877-722-4108**
- **Faxing orders - Please dial 877-996-6846**
- **Mailing payment – 8733 Magnolia Avenue, Suite 100, Santee, CA 92071**
- Email us – [support@wombo.com](mailto:support@wombo.com)

<b>FOR OFFICE USE ONLY:</b>		
Check Number: _____	Approval #: _____	Date: _____



### Equipment Rental Services Order Form

Rates are per day. Call us for multiple day discounts!

Please complete order form and fax back to **1.877.722.4108**  
 Questions about pricing or services, please call **1.877.996.6846**

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_ Event: \_\_\_\_\_  
 Billing Contact: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**IMPORTANT INFORMATION NEEDED:**

Onsite Technical Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Delivery Time & Date: \_\_\_\_\_ Pickup Date & Time: \_\_\_\_\_

<b>COMPUTERS &amp; SOFTWARE</b> (select Monitor below)	<b>QUANTITY</b>	<b>RATE</b>	<b>TOTAL</b>
LAPTOP Core2Duo, 1Gig RAM, 160GB HD, DVD-Burner, WIN XP/Pro		\$ 125.00	
DESKTOP Systems		<b>Call for discount pricing &amp; quote</b>	
Microsoft Office (Includes: Word, Excel, PowerPoint, Access, Outlook )		Included	
Cybercafe or Kiosks (5 or more systems)		<b>Call for discount pricing &amp; quote</b>	
<b>MONITORS</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>TOTAL</b>
19" Flat Panel Monitor		\$ 75.00	
22" Flat Panel Monitor		\$ 100.00	
24" Flat Panel Monitor		\$ 150.00	
40", 50", 56" Flat Panel Monitor		<b>Call for discount pricing &amp; quote</b>	
6' Flat Panel Stationary Pole Stand		\$ 125.00	
6' Flat Panel Rollaway Stand with Shelf		\$ 175.00	
Flat Panel Wall Mount		\$ 25.00	
<b>FAXES &amp; PRINTERS</b>		<b>RATE</b>	<b>TOTAL</b>
Network Laser Printer		\$ 75.00	
Printer/Fax/Copier/Scanner all-in-one		\$ 125.00	
<b>MISCELLANEOUS</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>TOTAL</b>
Wireless Keyboard & Mouse		\$ 25.00	
Wireless Handheld PC Controller		\$ 45.00	
Computer Speakers		\$ 25.00	
DVD Player (Standard RCA / S-Video)		\$ 75.00	
AC Power Strip with Surge Protection		\$ 15.00	
10' VGA Cable		\$ 15.00	
10' RCA to 1/8" Headphone Jack		\$ 15.00	
Ethernet Switch for Networking		\$ 25.00	

*Call for volume discount*

Equipment Subtotal	
Late Fee \$100 (3 business days)	
CA Sales Tax 8.75% (after on 4/1/09)	
CA Sales Tax 7.75% (before on 4/1/09)	
Delivery and Pickup	<b>\$ 75.00</b>
Onsite Support for Duration of Event	<i>N/C</i>
<b>GRAND TOTAL</b>	

## EQUIPMENT RENTAL TERMS & CONDITIONS

7. All Rental Orders are based on availability at time of order.
8. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
9. Only Wombo personnel are authorized to modify equipment.
10. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
11. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
12. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
13. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.
14. Drayage charges are the exhibitor's responsibility and are **not** included.

### ORDERING INFORMATION:

1. Please provide all information requested on the form for speedy processing of your order.
2. An Onsite contact **MUST** be given to receive your items on show site.
3. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
4. Facility cannot be held liable for services provided by Wombo, Inc.
5. All orders received within 3 business days of the event start date will incur a late fee of \$100.
6. Prices are subject to change. Wombo, Inc. will provide notice of change, at time of order.

### PAYMENT TERMS:

1. Full payment **MUST** accompany all orders.
2. Credit will not be given for equipment that was ordered, delivered and not used.
3. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (AMEX, VISA, MC). Make all checks payable to: **Wombo, Inc.**
4. There will be a \$30.00 service charge for returned checks.
5. All Wire Transfers must include Bank Transfer Fee of \$45.00
6. When paying by check, credit card information must be provided for incidentals and security.

### CANCELLATION & REFUNDS:

1. Cancellation request must be submitted at least 3 business days in advance of event start date to receive a full refund. Cancellation notices received with less than 3 business days notice will incur a 25% restocking fee. Additional fees may apply if special item orders have been filled.
2. Cancellations must be in writing on company letterhead.
3. Refunds will be processed within two weeks of show closing.
4. No credits will be issued after delivery or attempted delivery of equipment.

<b>PAYMENT INFORMATION:</b>	<input type="checkbox"/> <b>Credit Card</b>	<input type="checkbox"/> <b>Company Check</b>
Credit Card #: _____	CVV2: _____	Exp. Date: _____
Name on Card: _____	Signature: _____	
Billing Address for Card: _____	City/State/ZIP: _____	
Company Name: _____	Booth #: _____	

*By signing above, it is agreed that the customer accepts full responsibility for any loss or damage to the equipment until it is returned to Wombo, Inc. Any additional fees will be billed directly to this credit card. **Federal Tax ID #: 77-0485659***

- **Questions regarding services – Call 1.877.722.4108**
  - **Faxing orders - Please dial 1.877.996.6846**
- **Mailing payment – 8733 Magnolia Avenue, Suite 100, Santee, CA 92071**
  - Email us – [support@wombo.com](mailto:support@wombo.com)