

LISA 2002
Philadelphia Marriott-Franklin Hall B
Philadelphia, PA
November 3-8, 2002

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming **LISA 2002** exhibition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service kit are forms for ordering various services and equipment. The Brede forms are to be returned to our office; the others to the specific contractors who are providing the services. Please analyze and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer your questions and assist with any last minute requirements.

We look forward to working with you and your company on the upcoming show.

Thank you.

Brede EXPOSITION SERVICES

KEY INFORMATION

Dear Exhibitor,

Brede Exposition Services is pleased to serve as the Official Service Contractor for **LISA 2002** at the Philadelphia Marriott in Philadelphia, Pennsylvania.

In an effort to better serve you, please take a moment to review the following information. It is a brief overview of the pertinent details found within regarding the show, services and local and facility regulations, included to ensure a superior tradeshow experience. We look forward to serving you!

Move In/Move Out Information:

- **Exhibitor move-in:** Tuesday, November 5th 6:00pm – 9:00pm
Wednesday, November 6th 8:00am – 12 noon

- **Exhibitor move out:** Thursday, November 7th 4:00pm – 8:00pm

Included in your 10' x 10' booth:

- Black back drape; Black side rails
- One (1) 7" x 44" ID sign
- One (1) 6' draped table, two (2) chairs and a wastebasket

Please note: "PREMIUM" booths are provided with one (1) 10 amp electrical outlet. All other exhibitors, please refer to the electrical form within to order power for your booth.

Booth Utilities and Additional Services:

- **Should your desire additional furnishings, carpet, signage, require labor assistance or other decorating services, please contact a Brede Customer Service Representative.**
- Brede Exposition Services • 6801 Mid Cities Avenue • Beltsville, Maryland 20705
- Office hours: 8:00 am – 5:00 pm Eastern Standard Time
- Phone: (301) 937-8600 • Fax: (301) 937-6513
- **All charges must be prepaid and a credit card must be on file.**
- Electrical and telephone services are provided through the hotel. Forms are included within.

Material Handling Service/Receipt of Shipped Items:

Please note: **the Philadelphia Marriott will not accept any shipments for the exhibit hall which are not addressed as below; or are delivered on any other day/time (above) than Tuesday, November 5th or Wednesday, November 6th (LISA Exhibitor move-in days).**

Should you opt to send your items to the advance warehouse, please direct all shipped materials **to the Brede Warehouse BY October 28th to avoid late charges.** Consolidate shipments to maximize savings and label each piece as follows:

Advance to Warehouse:

Exhibiting Company Name, Booth Number _____
c/o Brede Exposition Services
Yellow Freight/Atlantic City-Phil. Express
For: **LISA 2002**
2520 E. Castor
Philadelphia, PA 19134

Direct to Hotel:

Exhibiting Company Name, Booth Number _____
c/o Brede Exposition Services
For: **LISA 2002**
Philadelphia Marriott – Franklin Hall B
1201 Market Street
Philadelphia, PA 19107

Please see additional details regarding material handling services, including local union regulations, rates and limits of liability in the forms that follow.

PAYMENT & PRICING POLICIES

Please make your Show Site Representative aware of the following policies.

Discount & Standard Pricing

- To take advantage of discount pricing, orders must be received, with payment in full, no later than the following dates:

Standard Rentals/Freight	~	October 28, 2002
Rental Exhibits/Signs	~	October 21, 2002
- Orders received, with payment in full, AFTER deadline dates, will be invoiced at "Standard-Floor" pricing.

Payment Schedule

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Method of Payment

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, Master Card and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

Cancellation & Adjustments

- Cancellations are invoiced at 50% of original price, unless noted on order sheet.
- No adjustments will be made after close of the show.

Tax Exemption

If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.

Third Party Payment Billing

- To qualify for third party billing, both parties must complete and sign Brede's Third Party Payment Policy and Intent to Use Non-Official I&D Contractor forms.
- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor. See Third Party Payment Policy form.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

RECAP OF SERVICES ORDERED/BILLING AUTHORIZATION

TABLE AND DRAPE ORDER.....	\$ _____
BOOTH FURNISHINGS ORDER.....	\$ _____
CARPET ORDER.....	\$ _____
ESTIMATED MATERIAL HANDLING ORDER.....	\$ _____
LABOR ORDER.....	\$ _____
BREDE RENTAL EXHIBITS/RADIUS.....	\$ _____
BOOTH CLEANING ORDER.....	\$ _____
TOTAL CURRENT CHARGES.....	\$ _____

Please check here if you are tax exempt and include a copy of your exemption certificate.
 No adjustments will be made after the close of the show.

PAYMENT METHOD

CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:
 We authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, "Standard" pricing prevails and a \$25.00 service charge will be added.

Cardholder's Name _____ Cardholder's Signature _____

Visa
 MC
 AmEx

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date

--	--	--	--

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES:

Check Number _____ Dated _____ In the Amount of \$ _____

Note: International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee \$25.00.

Purchase Orders are not considered payment, therefore, a check or credit card is required. Your P.O. # will be listed on your final invoice as a reference only. Please attach a copy of your Purchase Order.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW

Please be aware of our payment policies.

This form *must* be returned to Brede with your completed order forms and payment in full.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ E-mail Address: _____

Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
 (301) 937-8600 • Fax (301) 937-6513



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THIRD PARTY PAYMENT POLICY

Brede Exposition Services will present invoices to Third Parties at show site for payment of all services rendered to exhibitors provided that the following conditions are met.

1. The exhibitor is required to complete and return the "INTENT TO USE NON-OFFICIAL I & D CONTRACTOR" form located in this Exhibitor Kit.
2. This form must be completed (including the credit card information), signed by both parties and returned to Brede Exposition Services at least 30 days prior to the show opening.
3. The credit card information below **MUST** be completed and submitted to Brede Exposition Services. If payment arrangements are not made prior to the last day of the show, Brede Exposition Services reserves the right to charge the Invoice(s) to the credit card number provided.
4. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party **PRIOR TO THE LAST DAY OF THE SHOW**, charges will revert back to the exhibitor and must be paid prior to the close of the show.
5. If the Third Party requires that Brede Exposition Services fax an invoice from the Convention Facility, a \$15.00 service fee will be added.

We understand and agree that we, the exhibiting firm are ultimately responsible for payment of charges incurred. In the event that the named third party does not make payment prior to the close of the show, such charges will be presented to the exhibiting firm for payment.

Exhibitor Signature: _____

ALL INVOICES MUST BE SETTLED BY THE EXHIBITING FIRM BY THE CLOSE OF THE SHOW

DISPLAY HOUSE NAME: _____

COMPLETE ADDRESS: _____

AUTHORIZED BY: _____

SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CREDIT CARD INFORMATION PROVIDED FOR SERVICES RENDERED:

We authorize Brede Exposition Services to charge any additional amounts incurred by me or my representative at show site, including material handling and labor charges. If credit card is declined, "Standard" pricing prevails and a \$25.00 service charge will be added.

Cardholder's Name _____ Cardholder's Signature _____

Visa MC AmEx ACCT. # Exp. Date

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

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TABLE & DRAPE ORDER FORM

DRAPE COLORS: Black, Blue, Burgundy, Green, Gold, Grey, Red, Teal and White
(If no color is selected, show colors prevail.)

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
_____	30" DRAPED EXPO DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DRAPED DISPLAY TABLE (40) Color: _____	\$ 94.00	\$ 122.00	\$ _____
_____	6' X 2' DRAPED DISPLAY TABLE (60) Color: _____	\$ 115.00	\$ 150.00	\$ _____
_____	8' X 2' DRAPED DISPLAY TABLE (80) Color: _____	\$ 134.00	\$ 174.00	\$ _____
_____	FOURTH SIDE DRAPING ___4' X 2' (41) ___6' X 2' (61) ___8' X 2' (81)	\$ 41.00	\$ 53.00	\$ _____
_____	42" DRAPED EXPO DISPLAY TABLES (White vinyl top)			
_____	4' X 2' DRAPED DISPLAY TABLE (44) Color: _____	\$ 118.00	\$ 153.00	\$ _____
_____	6' X 2' DRAPED DISPLAY TABLE (64) Color: _____	\$ 143.00	\$ 185.00	\$ _____
_____	8' X 2' DRAPED DISPLAY TABLE (84) Color: _____	\$ 160.00	\$ 208.00	\$ _____
_____	FOURTH SIDE DRAPING ___4' X 2' (45) ___6' X 2' (65) ___8' X 2' (85)	\$ 48.00	\$ 62.00	\$ _____
_____	DRAPED EXPO TABLE RISERS (12" high with white vinyl drape)			
_____	4' X 12" DRAPED RISER (744)	\$ 57.00	\$ 74.00	\$ _____
_____	6' X 12" DRAPED RISER (746)	\$ 66.00	\$ 84.50	\$ _____
_____	30" UNDRAPED EXPO DISPLAY TABLES (White vinyl top)			
_____	4' X 2' UNDRAPED DISPLAY TABLE (240)	\$ 60.00	\$ 77.25	\$ _____
_____	6' X 2' UNDRAPED DISPLAY TABLE (260)	\$ 70.00	\$ 90.50	\$ _____
_____	8' X 2' UNDRAPED DISPLAY TABLE (280)	\$ 80.00	\$ 102.75	\$ _____
_____	42" UNDRAPED EXPO DISPLAY TABLES (White vinyl top)			
_____	4' X 2' UNDRAPED DISPLAY TABLE (244)	\$ 74.00	\$ 96.50	\$ _____
_____	6' X 2' UNDRAPED DISPLAY TABLE (264)	\$ 84.00	\$ 108.50	\$ _____
_____	8' X 2' UNDRAPED DISPLAY TABLE (284)	\$ 92.00	\$ 119.00	\$ _____
_____	EXPO SPECIAL DRAPING (Other than provided booth draping)			
_____	3' HIGH/PER LINEAR FOOT (686) Color: _____	\$ 12.50	\$ 16.25	\$ _____
_____	8' HIGH/PER LINEAR FOOT (688) Color: _____	\$ 16.00	\$ 20.75	\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
October 28, 2002

• Orders cancelled after move-in begins will be charged 100% of the original price.

Sub Total	\$ _____
7% Tax	\$ _____
Total Amount Due	\$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

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BOOTH FURNISHINGS ORDER FORM

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Padded Side Chair - Grey Fabric (420)	\$ 51.50	\$ 66.75	\$ _____
	Padded Arm Chair - Grey Fabric (440)	\$ 64.00	\$ 83.25	\$ _____
	Custom Swivel Chair - Grey Fabric (460)	\$ 78.00	\$101.00	\$ _____
	Counter Stool with Back - Grey Fabric (450)	\$ 71.00	\$ 92.25	\$ _____
	Round Pedestal Table 30" high <input type="checkbox"/> 30" wide (830) <input type="checkbox"/> 36" wide (836)	\$ 96.00	\$124.75	\$ _____
	Waste Basket (600)	\$ 19.50	\$ 25.25	\$ _____
	Floor Easel (605)	\$ 27.50	\$ 35.75	\$ _____
	Sign Stand - 22" x 28" (621)	\$ 65.00	\$ 84.50	\$ _____
	Pegboard or Tackboard ~ Vertical or Horizontal <small>(642-h) (644-v) (632-h) (634-v)</small>	\$ 147.00	\$ 190.00	\$ _____
	5 Pocket Literature Stand (614)	\$ 92.00	\$ 119.50	\$ _____
	Bag Stand (613)	\$ 50.00	\$ 70.50	\$ _____
Sub Total				\$ _____
7% Tax				\$ _____
Total Amount Due				\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
 October 28, 2002

• Orders cancelled after move-in begins will be charged 50% of the original price.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
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CARPET ORDER FORM

CARPET COLORS:

Black, Blue, Burgundy, Green, Grey, Red, Teal and Plum
 (If no color is selected, show colors prevail.)

QTY	RENTALS	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	STANDARD EXPO CARPETING (includes taping on front edge)			
_____	9' X 10' CARPET <small>(510)</small> Color: _____	\$ 138.00	\$ 183.00	\$ _____
_____	9' X 20' CARPET <small>(520)</small> Color: _____	\$ 274.00	\$ 366.00	\$ _____
_____	9' X 30' CARPET <small>(530)</small> Color: _____	\$ 412.00	\$ 549.00	\$ _____
_____	9' X 40' CARPET <small>(540)</small> Color: _____	\$ 548.00	\$ 732.00	\$ _____
	SPECIAL CUT STANDARD CARPETING			
_____	FULL COVERAGE CARPET <small>(570)</small> Color: _____ (100 sq. ft. minimum) Size: _____ ft. X _____ ft.	\$ 4.60 per sq. ft.	\$ 6.50 per sq. ft.	\$ _____
	OPTIONS			
_____	CARPET PAD <small>(580)</small> Size _____ ft. X _____ ft.	\$ 1.40 per sq. ft.	\$ 2.00 per sq. ft.	\$ _____
_____	POLY COVERING <small>(599)</small> Size _____ ft. X _____ ft.	\$ 1.30 per sq. ft.	\$ 1.55 per sq. ft.	\$ _____
Sub Total				\$ _____
7% Tax				\$ _____
Total Amount Due				\$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
 October 28, 2002

• Orders cancelled after move-in begins will be charged 50% of the original price.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
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MATERIAL HANDLING LIMITS OF LIABILITY

Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.

LIMITATIONS OF BREDE EXPOSITION SERVICE'S LIABILITY AND RESPONSIBILITY

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services herunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

MATERIAL HANDLING RATE SCHEDULE

<ul style="list-style-type: none"> • All shipments received at the warehouse after Oct. 28, 2002 are subject to additional LATE SHIPMENT CHARGES.* • Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse. • Direct Shipments will be accepted during exhibitor move-in hours only. • Early Shipments will be refused. • Shipments must be sent prepaid. Collect Shipments will be refused. • Outbound Bill of Lading must be completed and turned in at the Brede Service Desk. 	Straight Time both move-in & move-out on ST per 100 lbs.	O/T** One Way either move-in or move-out on OT per 100 lbs.	O/T*** Two Ways both move-in & move-out on OT per 100 lbs.
200 lb. MINIMUM per shipment			
	ST	OT One Way	OT Two Ways
ADVANCE SHIPMENTS TO WAREHOUSE ~ CRATED (Receiving hours: M - F 8:30 a.m. to 4:00 p.m.) • Receive crated shipments at the warehouse. • Store up to 30 days prior to the convention. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.	\$72.00	\$97.00	\$122.00
DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL ~ CRATED • Receive crated shipments at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. • Load on outbound carrier from the loading dock.	\$70.00	\$94.00	\$119.00
VANLINE/POV ~ ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE ~ CRATED • Receive crated van line, or crated personally owned vehicles at the warehouse or at showsite. • Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.	\$76.00	\$103.00	\$129.00
VANLINE/POV UNCRATED ~ DIRECT SHIPMENTS TO SHOW SITE • Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock.	\$80.00	\$108.00	\$136.00
*LATE SHIPMENTS • Freight received at the warehouse AFTER the above deadline date, add an additional • Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)	LATE SHIPMENTS		
	\$15.00 per 100 lbs.	\$45.00 minimum	

Rate x (each) 100 lbs. = Total (200 lb. minimum)
Please check the move in ~ move out dates and times to determine what rate you should use.

** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.
*** Freight handled BOTH into and out of exhibit area on overtime will be charged overtime rates both ways.

SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE

- Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$250.00 minimum. • Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees—prior to 30 days before show, or after 3 days following the show \$1.25 per 100 lbs. per day ~ (\$35.00 minimum).
- On-Site container storage for freight brought in by exhibitors - \$16.00 per piece.

SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. (200 lb. minimum charge applies to each shipment Brede receives.)

Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge.

Example 2: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. minimum charges. Therefore, be sure to request that your carrier delivers your total shipment at the same time. Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

OVERTIME CHARGES:

Overtime charges apply on INBOUND shipments if:

1. Your shipment is delivered to your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
2. Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.
3. A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Overtime charges apply on OUTBOUND shipments if:

1. Your shipment is loaded after 4:30 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.
2. Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Inbound Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments.

Empty Container Labels: Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels.

For shipments that require specialized handling: A quote can be obtained in advance by calling our Freight Department.

The above rates include Social Security, Workers' Compensation Insurance and Public Liability Insurance. The above rates are subject to Union Contract changes.

If you have any questions regarding the above information, please call Brede Exposition Services at (301) 937-8600 • (301) 937-6513.



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 Philadelphia Marriott-Franklin Hall B
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 November 3-8, 2002

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS:

TO: Your Exhibitor Name/Booth Number
 FOR: LISA 2002
 Brede Exposition Services*
 c/o YFS/Atlantic City-Phila. Express
 2520 E. Castor
 Philadelphia, PA 19134
 215 743-5390

***DIRECT SHIPMENTS:**

TO: Your Exhibitor Name/Booth Number
 FOR: LISA 2002
 c/o BREDE EXPOSITION SERVICES**
 Philadelphia Marriott-Franklin Hall B
 1201 Market St.
 Philadelphia, PA 19107
 215 625-2900

*Direct Shipments received ONLY during exhibitor move-in hours.
 Refer to the General Information sheet for Dates & Times

**Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (200lb. min. per shipment)
ADVANCE SHIPMENTS					
DIRECT SHIPMENTS					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

- *OUTBOUND BILL OF LADINGS* must be completed and turned in at the Brede Service Desk.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, non-identifiable shipments will be discarded.
- Local cartage and storage services are available ~ rates furnished upon request.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW
 Please be aware of our payment policies.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
 (301) 937-8600 • Fax (301) 937-6513

FREIGHT LABEL

SHIP
To:

Brede EXPOSITION SERVICES
c/o YFS/Atlantic City
Philadelphia Express
2520 E. Castor
Philadelphia, PA 19134

LISA 2002
Philadelphia Marriott
Philadelphia, PA
November 3-8, 2002

EXHIBITOR _____

BOOTH NO(S): _____

----- Cut along line and tape label to shipment -----

FREIGHT LABEL

SHIP
To:

Brede EXPOSITION SERVICES
c/o YFS/Atlantic City
Philadelphia Express
2520 E. Castor
Philadelphia, PA 19134

LISA 2002
Philadelphia Marriott
Philadelphia, PA
November 3-8, 2002

EXHIBITOR _____

BOOTH NO(S): _____

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
If more labels are needed, copies are acceptable.

HEAT ADVISORY

ATTENTION!

HAZARDOUS MATERIALS *WILL NOT BE* ACCEPTED AT WAREHOUSE.

FREIGHT LABEL

SHIP
To:

Brede EXPOSITION SERVICES
Philadelphia Marriott
Franklin Hall B
1201 Market St.
Philadelphia, PA 19107

LISA 2002
Philadelphia Marriott
Philadelphia, PA
November 3-8, 2002

EXHIBITOR _____

BOOTH NO(S): _____

----- Cut along line and tape label to shipment -----

FREIGHT LABEL

SHIP
To:

Brede EXPOSITION SERVICES
Philadelphia Marriott
Franklin Hall B
1201 Market St.
Philadelphia, PA 19107

LISA 2002
Philadelphia Marriott
Philadelphia, PA
November 3-8, 2002

EXHIBITOR _____

BOOTH NO(S): _____

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to SHOWSITE.
If more labels are needed, copies are acceptable.

EXHIBIT LABOR REGULATIONS

PHILADELPHIA UNION REGULATIONS

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit requirements. To help you understand, we ask that you read the following.

INSTALLATION AND DISMANTLE

Full-time employees of exhibiting companies may set their own exhibits provided that they use one full-time employee for each 10' of exhibit area for up to two hours to install and two hours to dismantle. Where tools are required or for booths larger than 10x20, exhibitors must use carpenter labor. Any labor services required beyond what is provided by full-time employees of exhibiting companies should be requested from our Carpenters Local. Display Installation and Dismantling Labor order forms are enclosed for your convenience.

FREIGHT HANDLING JURISDICTION

Brede Exposition has the responsibility of receiving and handling exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Exhibitors may hand-carry their own materials in to the Exhibit Hall. Access to the loading docks will be controlled by Brede Exposition in order to provide for a safe and efficient move-in and move-out. Brede Exposition will not be responsible, however, for any material they do not handle.

GRATUITIES

Brede Exposition requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our 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 Brede Exposition Supervisor. Employees of Brede Exposition are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of Brede Exposition. This applies to all Brede Exposition employees.

SKILLED LABOR ORDER FORM

Skilled labor is available for installation and dismantling of exhibits, stretch wrapping and banding of materials.

	Per Person - Per Hour	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$78.00	Monday through Friday 8:00 am to 4:30 pm.
OVERTIME	\$114.00	Monday through Friday before 8:00 am., after 4:30 pm, and all day Saturday
DOUBLE TIME	\$150.00	Sundays and observed union holidays.

- ONE HOUR MINIMUM PER PERSON ~ Labor thereafter is charged in 1/2 hour increments per person.
- Labor ordered on show site will incur a 20% surcharge on total labor charges.
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Brede of such cancellation will result in a one-hour minimum charge per person requested.
- A credit card is required for all labor orders.

LABOR FOR	DATE	TIME	# OF LABORERS REQUESTED	ESTIMATED TIME	SUPERVISION OPTION <small>(circle one)</small>
SET-UP					<input type="radio"/> A Brede Supervised <input type="radio"/> B Exhibitor Supervised
DISMANTLE					<input type="radio"/> A Brede Supervised <input type="radio"/> B Exhibitor Supervised

Option A ~ Brede Supervised

This plan allows for exhibits to be set up prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by Brede. Specially trained craftsmen perform the work under Brede and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 on installation and \$45.00 dismantle.

Please provide the following information:

Set Up Information:

Booth display being shipped to Warehouse or Showsite? _____ Scheduled to be delivered on: _____
 Shipment of: # of crates: _____ # of cartons: _____ # of carpets/pads and size: _____ If no carpet is being shipped, is carpet ordered through Brede? Yes or No: _____
 Blue Prints & Exhibit Instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

Dismantle Information:

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

In the event outbound shipping instructions are not turned in, please provide the following backup information:

Ship to: _____ Via: Contractor's Choice ~ Ground or Air
 _____ To be received by: _____
 _____ (Showsite Bill of Lading prevails)

Contact Name: _____ Telephone Number: _____

Option B ~ Exhibitor Supervised

All work is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Brede Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested.

Contact Name: _____ Telephone Number: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Booth Name _____ Booth No. _____
 Ordered By _____ Title _____
 Company Name _____ Phone () _____ Fax () _____
 Address _____ City/State _____ Zip _____



LISA 2002
Philadelphia Marriott-Franklin Hall B
Philadelphia, PA
November 3-8, 2002

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Brede Exposition Services, complete this form and return to the below address. Non-Official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled.

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. Non-Official contractors must attach proof of adequate insurance, in the form of a policy rider listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle 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 #: _____

PAGER #: _____
 (In case of emergency)

CONTACT IN BOOTH: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
(301) 937-8600 • Fax (301) 937-6513

BREDE RENTAL EXHIBITS ORDER FORM

	QTY	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
Hardwall Panels				
Plan A ~ 10' exhibit <small>(1200)</small>	_____	\$ 1,745.00	\$ 2,105.00	\$ _____
Plan B ~ 20' exhibit <small>(1205)</small>	_____	\$ 3,745.00	\$ 4,494.00	\$ _____
Plan C ~ 20' exhibit <small>(1210)</small>	_____	\$ 4,077.00	\$ 4,891.00	\$ _____
Plan D ~ 20' x 20' exhibit <small>(1215)</small>	_____	\$ 7,936.00	\$ 9,522.00	\$ _____
Nylon Loop Fabric Panels <small>(1290)</small>	_____	\$ 110.00 per panel	\$ 131.00 per panel	\$ _____

A variety of colors are available upon request. Chairs and shelves are included as shown on brochure.

RENTAL INCLUDES:

- Hardwall Panels ~ Choice of color (circle one): Grey White
- Standard Expo Carpeting ~ Choice of color: (circle one): Blue Black Burgundy Forest Green Grey Red Teal
- Standard Counter ~ 42.5" X 23.5" X 37" (1217)
- Header ~ One line with black block letters COPY: _____
(1285) (logos, color and special lettering available at an additional cost - call for quote)
- Labor to install and dismantle exhibit
- Material handling for rental exhibit where Brede is the official show contractor

ADDITIONAL OPTIONS:	QTY	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	TOTAL
• Standard Counter 40" X 20" X 36" <small>(1217)</small>	_____	\$ 147.00 each	\$ 178.00	= \$ _____
• Adjustable Shelves <small>(1216)</small>	_____	\$ 37.00 each	\$ 43.00	= \$ _____
• Spot Lights <small>(for use with rental unit only) (1290)</small>	_____	\$ 42.00 each	\$ 51.00	= \$ _____

** Additional booth furnishings can be found throughout this service kit. **

PLEASE CALL FOR ADDITIONAL CUSTOM RENTAL DESIGNS

Please note:
Electricity is NOT included with rental.

Rental exhibits and panel colors are subject to availability.
Please order early to ensure colors and units desired.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
October 21, 2002
ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____
7% Sales Tax \$ _____
Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

RADIUS RENTAL ORDER FORM

For unit color options, custom exhibits and graphics call (301) 937-8600.
Rental includes set-up and dismantle. All orders are subject to availability.

QTY	Description	Color (choose one)	Discount Price	Standard Price	Total
	Pop-Up unit with lights.	Grey	\$ 850.00	\$ 1020.00	
	HP-20 unit with lights.	Charcoal/Silver	\$ 2250.00	\$ 2700.00	
	FS Table top unit with lights.	Charcoal/Silver or Blue/Silver	\$ 475.00	\$ 570.00	
	FS Full unit with lights.	Charcoal/Silver or Blue/Silver	\$ 575.00	\$ 690.00	
	PS unit with lights.	Charcoal/Silver, Wine/Platinum, or Blue	\$ 970.00	\$ 1164.00	
	VP unit with lights.	Black/Silver or Blue	\$ 1040.00	\$ 1248.00	
	HP unit with lights.	Blue/Silver	\$ 990.00	\$ 1188.00	
	Bay unit with lights.	Charcoal/Silver	\$ 1200.00	\$ 1440.00	

Sub Total \$ _____

7% Sales Tax \$ _____

Total Amount Due \$ _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
October 28, 2002
ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
(301) 937-8600 • Fax (301) 937-6513

BOOTH CLEANING ORDER FORM

Minimum 100 square feet per day

DESCRIPTION	DISCOUNT RATE	STANDARD RATE
Vacuum and empty wastebaskets ONCE before show opens <small>(1500)</small>	.40 per sq. ft.	.42 per sq. ft.
Vacuum and empty wastebaskets DAILY <small>(1510)</small>	.33 per sq. ft. - per day	.35 per sq. ft. - per day
Shampoo Exhibitors Carpet before show opens only <small>(1530)</small>	Available upon request	Available upon request

PORTER SERVICE:	SIZE	DISCOUNT PRICE per day	STANDARD PRICE per day
Empty wastebaskets at two-hour intervals during show hours. Vacuuming is not included.	Up to 500 sq. ft.	Available upon request	Available upon request
	501-1,500 sq. ft.	Available upon request	Available upon request
	1,501 - 3,000 sq. ft.	Available upon request	Available upon request

Booth Size = _____ sq. ft. x _____ rate x number of days = TOTAL

Vacuum Once <small>(1500)</small>	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ _____ per sq. ft.	1	\$ _____
Vacuum Before Show Opens & Daily Thereafter <small>(1510)</small>	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ _____ per sq. ft.	2	\$ _____
Shampoo Before Show Opens Only <small>(1530)</small>	_____ x _____ = _____ sq. ft. <small>(100 sq. ft. min.)</small>	\$ _____ per sq. ft.	1	\$ _____

• If special cleaning services are required, please call the Brede Customer Service Department.

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:

October 28, 2002

ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

Sub Total \$ _____

Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____

Address _____ City/State _____ Zip _____

Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
(301) 937-8600 • Fax (301) 937-6513

SIGN ORDER FORM

Special or custom signs can be made. Prices listed are for one color copy, ten words or less, on white card stock. We welcome inquiries regarding signs not listed.

Additional Options

- Over 10 words, add \$2.00 per word (1680)
- Cardboard Easelback ~ \$8.00 (1670)
- Border (one color), add \$12.50 (1655)
Specify color: _____
- Colored Background, add \$17.25 (1690)
Specify color: _____
- Simple black & white logo, add 50% (1675)
- Color logo, add an addl. 50% for each color (1685)
- Schedule or menu sign, add 100% (1695)
- Directional Arrow (loose) ~ \$5.00 each (1641)

QTY	SIZE	DISCOUNT PRICE	STANDARD PRICE <small>(late order)</small>	CHARGES <small>Additional Options</small>	TOTAL
_____	7" X 11" (1607)	\$ 51.00	\$ 85.00	_____	\$ _____
_____	7" X 44" (1609)	\$ 60.25	\$ 99.50	_____	\$ _____
_____	11" X 14" (1611)	\$ 65.75	\$ 104.00	_____	\$ _____
_____	14" X 22" (1614)	\$ 74.50	\$ 120.75	_____	\$ _____
_____	22" X 28" (1622)	\$ 89.25	\$ 151.50	_____	\$ _____
_____	28" X 44" (1628)	\$ 147.00	\$ 201.00	_____	\$ _____

Sign Copy: _____ Vertical _____ Horizontal Color Ink _____ Additional Option(s) _____

TO RECEIVE THE DISCOUNT PRICE, ALL ORDERS WITH
 PAYMENT IN FULL, MUST BE RECEIVED IN OUR OFFICE BY:
 October 21, 2002
 ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.
 Orders received less than 48 hours prior to show opening and on Saturday, Sunday
 and Holidays will be billed at DOUBLE the "Standard-Floor" price.

Sub Total \$ _____
 00% Sales Tax \$ _____
 Total Amount Due \$ _____

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact Person _____ Phone () _____ Fax () _____

MAIL OR FAX TO: Brede Exposition Services • 6801 Mid-Cities Avenue • Beltsville, MD 20705-1411
 (301) 937-8600 • Fax (301) 937-6513

MAIL TO:

Philadelphia Marriott
 1201 Market Street
 Philadelphia, PA 19107
 Attention: Engineering
 (215) 625-6815
 Fax: (215) 625-6895

ADVANCED RATE
 DEADLINE 14 DAYS PRIOR TO EVENT

TODAY'S DATE: _____
SET UP DATE: _____
BOOTH NUMBER: _____

BILLING INFORMATION	
METHOD OF PAYMENT	ORGANIZATION INFORMATION
Check # : _____	Name of Convention: _____
Charge to Master Acct. # : _____	Name of Company: _____
Charge to Room # : _____	Address: _____
Credit Card # : _____	_____
CC Type: _____	_____
CC Expiration Date: _____	_____

Print Name: _____

Signature _____

Phone: Day _____

Night _____

Note: Marriott Corporation assumes no liability for any failure of electrical current, supply or output and makes no warranties that the electrical sources located at the Hotel are suitable for any particular purpose. It is the responsibility of the exhibitor to test for correct voltage before connecting equipment.

RATES ARE FOR DURATION OF EVENT. INSTALLATION LABOR AND TAX ARE INCLUDED				
ITEM NAME	QUANTITY	ADVANCE RATE	STANDARD RATE	TOTAL
120V 20 amps		\$107.00	\$133.75	
208v Single phase 20 amps		\$214.00	\$267.50	
30 amps		\$267.50	\$334.38	
60 amps		\$428.00	\$508.25	
208v Three phase 20 amps		\$267.50	\$334.38	
30 amps		\$321.00	\$401.25	
60 amps		\$481.50	\$561.75	
Over 60 amps is charged at \$2 per amp per leg (120v = 1 leg, 208 = 2leg, 3ph = 3 leg)				
460v Three phase 30 amps		\$535.00	\$615.25	
60 amps		\$642.00	\$722.25	
Extension cord (rental) 3 wire grounded			\$15.00	
Power strip			\$15.00	
Water & Drain or Air Minor Installation			\$200.00	
Other				

OTHER DAILY EVENT CHARGES				
ITEM NAME	1 DAY	2 OR MORE DAYS	# OF DAYS	TOTAL
Ladder (User(s) accepts all liability)	\$53.00	\$107.00		
Man Lift (User(s) accepts all liability)	\$321.00	\$438.00		
Scissor Lift (User(s) accepts all liability)	\$358.45	\$513.60		

ENGINEERING LABOR RATES			
8 am to 5 pm - Monday through Friday			\$65.00/hour
Saturday, Sunday and Holiday hours			\$75.00/hour

Grand Total	
--------------------	--

Prices are subject to change without prior notice.
 All materials furnished by Marriott remain the property of Marriott.
 The use of lamp cords, cube taps or similar devices are not permitted.
 All extension cords must be 3 wire grounded 14 gauge.
 Exhibitor is not permitted to use permanent wall or column electrical outlets.
 The "Standard Conditions for Exhibits and Displays" set out on the reverse side hereof are part of this agreement.

LEAD CAPTURE ORDER FORM

LISA '02 - 16th Systems
Administration Conference
Philadelphia Marriott, PA
November 3 - 8, 2002
Show code: 14978



PCR Corporation, Trade Show Div.
211 College Road East, 1st Floor
Princeton, NJ 08540
Phone: (609) 720-1106 Fax: (609) 720-1468
Toll Free (888) 640-8695 www.pcrcorp.com

LEAD CAPTURE SOLUTIONS:	IF ORDERED BY: October 11, 2002	IF ORDERED AFTER: October 11, 2002	ONSITE RENTAL	QUANTITY	TOTAL PRICE
1. Lead Capture Terminal System includes scanner, display, qualifiers, hard copy printout and diskette of attendee information saved as a text file.	\$250.00	\$275.00	\$300.00		
<i>Accessories:</i>					
Additional Roll of Paper	\$10.00	\$15.00	\$20.00		
Battery	\$75.00	\$85.00	\$95.00		
Keyboard	\$15.00	\$20.00	\$25.00		
Custom Qualifiers	\$75.00	\$85.00	\$95.00		
2. Lead Capture Handheld Portable battery powered system includes built-in scanner, touch display, qualifiers and note capabilities. Diskette provided at end of event of attendee information.	\$275.00	\$300.00	\$325.00		
<i>Accessories:</i>					
Custom Qualifiers	\$75.00	\$85.00	\$95.00		
*Optional Booth Delivery & Setup	\$50.00	\$75.00	\$95.00		
*All equipment must be picked up from the PCR service desk unless delivery option is chosen. Delivered units must be returned to the PCR Service Desk by exhibitor at the end of the event.					Tax: 6%
					TOTAL

TERMS & CONDITIONS/CREDIT CARD CHARGE AUTHORIZATION





1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be cancelled at least 1 week prior to delivery to avoid a cancellation fee. **The cancellation fee is 50% of the total charge for orders cancelled 5-7 days prior to the show and 100% of the total charge for orders cancelled within 5 days of the show.** Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

I hereby authorize PCR to charge my credit card account (identified below) for: the total rental amount (identified above); any applicable cancellation fees; and, any other amounts due to PCR. Further, I hereby authorize PCR to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

EXHIBITOR INFORMATION:**CREDIT CARD INFORMATION:**

Ordered by: _____

 Visa  MC  AMEX  Discover 

Company Name: _____

Cardholder's Name: _____

Address: _____

Credit Card #: _____ Exp. _____

City: _____ State _____ Zip Code: _____

Cardholder's Signature: _____

Phone: _____

Cardholder's Address: _____

Fax: _____

City: _____ State _____ Zip Code: _____

Email Address: _____

Cardholder's Phone: _____

Show Contact: _____

Mobile Phone Number: _____

Booth Number: _____

**Tech Smart, Business Driven***Over 15 years of trade show experience!***Please Print Legibly.**



TELEPHONE SERVICE ORDER FORM
For questions call Telecommunications Dept. at 215-625-6099

SECTION ONE

CONVENTION NAME:
GROUP NAME:
CONTACT NAME: _____ DATE: _____
ADDRESS:
CITY, STATE, ZIP:
PHONE #: _____ EXTENSION: _____
SIGNATURE:

IMPORTANT:
Please include method of payment. Checks should be made payable to the Philadelphia Marriott and included with this order form.
MAIL TO:
Telecommunications Dept.
Philadelphia Marriott
1201 Market Street
Philadelphia, PA 19107
FAX TO:
215-625-6138

SECTION TWO

MasterCard Visa Amex Check #
Credit Card #: _____ Exp date: / /
Cardholder's Name (Print)
Authorized Signature

Type of line/Restriction Terminology

HP	= House Phone
DL	= Dedicated Line Installation (Bell Atlantic)
DID	= Direct Inward Dial / Dial "9" first
SK	= Speaker Phone
LO	= Local Only
LLD	= Local and Long Distance
LC	= Local and Credit Card
CCO	= Credit Card Only

SECTION THREE

LOCATION	TYPE OF LINE*	DATE INSTALLED	TIME INSTALLED	DATE REMOVED	TIME REMOVED	CLASS OF SERVICE**	Technician Use Only
							EXT.

Additional Information:

TERMS

- *Orders requiring extensive installation may be subject to additional cost for added supplies.
- *Phone orders must be received 1 week prior to installation or will be subject to an additional \$50 fee per order.
- *Cancellations made within 72 hours of install will be charged 100% of the intended charges.
- *All calls are billed at guest room rates and are subject to 55% service charge plus 7% tax.

PRICE LIST

TYPE OF LINE & DESCRIPTION	STANDARD RATE	RATE DETAILS
House Phone Installation -- No access outside the hotel	\$90	Flat rate +tax
DID Line (Direct Inward Dial) in Conference Room or Salon Incoming calls bypass the hotel operator. Dial "9" to call outside the hotel. Appropriate for voice, fax, and computer modem.	\$90	Per day / per line + calls + tax
DID Line (Direct Inward Dial) in EXHIBIT HALL , Guest Room or Suite Incoming calls bypass the hotel switchboard. Dial "9" to call outside the hotel. Appropriate for voice, fax, and computer modem.	\$125	Per day / per line + calls + tax
Speaker Phone Rentals Conference Calls	\$100	Per day + tax
Dedicated Line from Bell Atlantic - Crystal Tea Room Incoming and outgoing calls not routed through hotel switchboard. Additional lines need to be ordered through Verizon.	\$250	Per day + tax
Programming (Software) Changes- Per room Call forward, call pickup groups, hunt groups, voicemail, etc.)	\$200	Flat rate + tax
Wiring (Hardware) Changes-- cat 4, cat 5, RJ45 jacks, etc.	Call Telecommunications to inquire	
For additional enhanced services (i.e. multi-line phones/digital service, etc.)	Call Telecommunications to inquire	

COMMUNICATION TECHNICIAN USE ONLY

EVENT MANAGER:	NEXTEL:	EXTENSION
FOLIO/PMS # :	FLOOR PLAN ATTACHED?	AVEO #:



STSN High Speed Internet Order Form

Date Ordered: _____

Ordered By: _____

Convention Name: _____

Group/Company Name: _____

Contact Name: _____

Phone: _____

Billing Address: _____

City, State, Zip: _____

Signature: _____

<i>Location</i>	<i>Number of Connections</i>	<i>Date Installed</i>	<i>Time Installed</i>	<i>Date Removed</i>	<i>Time Removed</i>

Additional Information:

Method of Payment: Mastercard Visa Amex Check# _____
 Credit Card #: _____ Exp. Date: ____/____
 Card Holder's Name (Print): _____
 Authorized Signature: _____
Checks are payable to: Philadelphia Marriott. Mail to address below.

Price Guide:

One time set-up fee, which includes 1 connection for 1 day \$600.00

Each additional computer connection, per day \$125.00

Please Note:

- ❖ Customers who installs "hubs" or other equipment will be charged according to number of computer connections.
- ❖ Prices do not include 20% service charge and 7% tax.
- ❖ Prices are subject to change at any time

Hotel/Telco use only:

AVEO# _____ PMS/Folio # _____

Event Manager: _____ Ext. _____ Nextel: _____

PLEASE DIRECT QUESTIONS OR PAYMENTS TO:

Attention: Event Technology/Telecommunications

Philadelphia Marriott

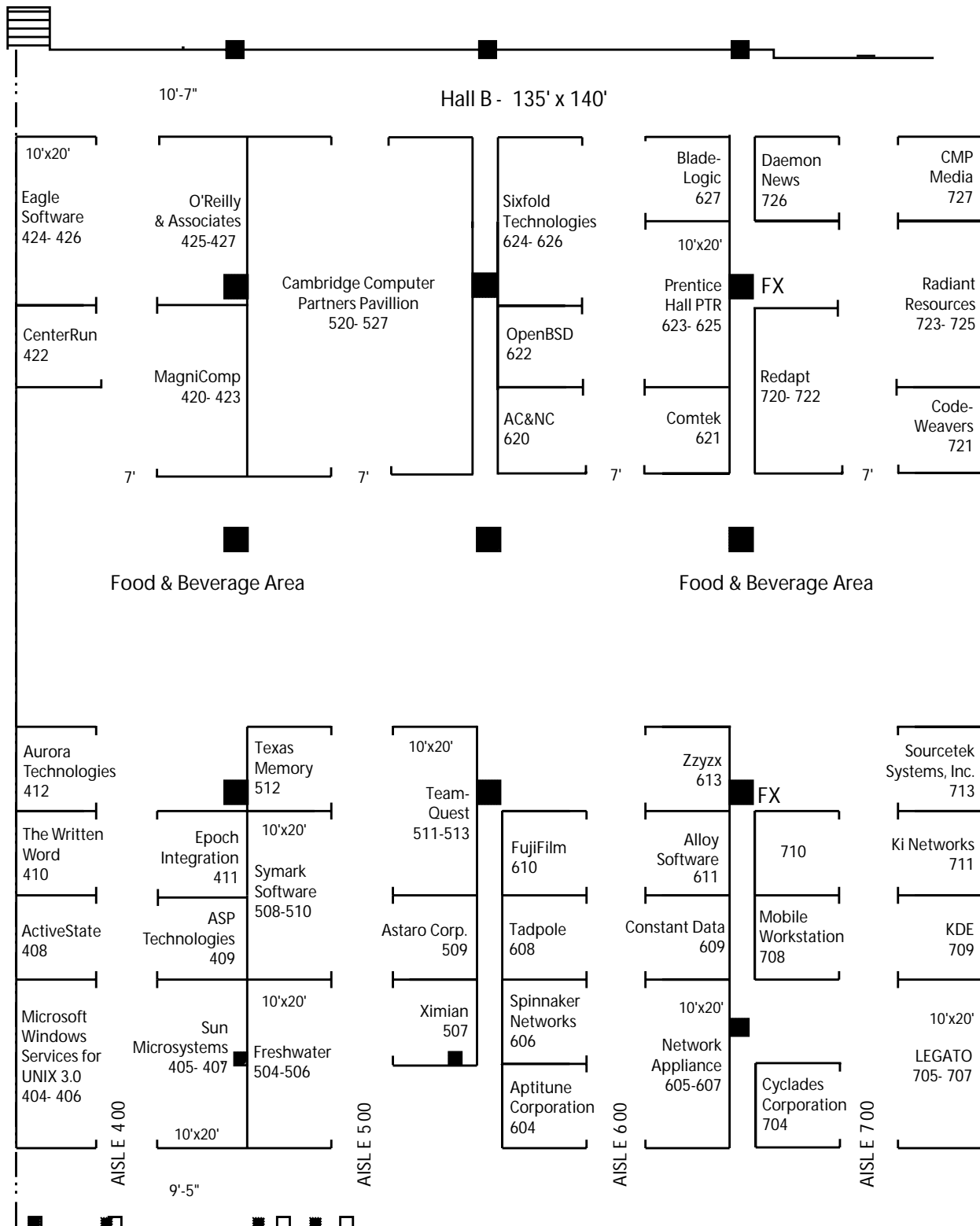
1201 Market Street, Philadelphia, PA 19107

Phone: 215-625-6099 Fax: 215-625-6138

LISA 2002

November 6, 12:00 noon - 7:00 pm • November 7, 10:00 am - 4:00 pm

Philadelphia Marriott - Franklin Hall (Level 4)



ENTRANCE

All booths are 10' x 10' unless otherwise noted

Current as of November 14, 2002