INFORMS Annual Meeting

November 1 - 4, 2015

Pennsylvania Convention Center
Philadelphia, PA

Table of Contents

General Information........................................................................ 1, 2, 3
Payment Policy / Credit Card Authorization.................................4
Third Party Billing...........................................................................5
Furnishings and Carpet..................................................................6, 7
Custom Booth Rental.......................................................................8
Custom Signs and Graphics............................................................9, 10
Booth Cleaning Services.................................................................11
Installation and Dismantle Labor Services.................................12
Exhibitor Appointed Contractor Notice......................................13, 14
Material Handling........................................................................15, 16, 17, 18
Shipping Labels.............................................................................19, 20
Facility Forms..............................................................................21, 22, 23
To Order Online:

1. Log on to the Hollins Exposition Services website at
   https://hollins-expo.boomerEcommerce.com

2. Enter the User Name and Password you have been assigned.
   If you do not have your User Name and/or Password, please call Exhibitor Services at
   (336) 315-5225 or email sspano@hollins-expo.com or ssimmons@hollins-expo.com for
   assistance

3. Once you are logged in, click the "Shop Now" tab. Use the menu tabs to select the
   appropriate category for the items you wish to order.

4. Enter the desired quantity for each item you wish to order, and click
   "Add to Cart".

5. Repeat steps 5 and 6 for each item you wish to order.

6. When you have completed your order, click "View Cart" at the top right to review your
   order. Once you are satisfied with your order, click
   "Secure Checkout".

7. Complete the required credit card information and click "Apply Payment".

8. Click "Accept Terms and Conditions" to proceed.

9. Once your order is processed, you will receive an email confirmation of your order. You may
   also print a copy of your order.
   To print, click "Your Acct" at the top right. This will display your order history. Right click, and
   print the page.

   We look forward to serving you and your firm. Should you have any questions regarding the
   enclosed information, please contact our Exhibitor Services Department at:
   (voice) 336-315-5225 ext: 1
HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the INFORMS Annual Meeting. We recognize that your participation in this event is a vital part of your firm’s marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this “Exhibitor Service Kit”, HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed “Payment Policy and Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

**Booth Equipment**

Each booth will be provided with:
- 8 ft. high back wall drape
- 3 ft. high side divider drape
- one 7 in. x 44 in. booth identification sign

The exhibit hall will not be carpeted.

**Discount Rates**

To quality for Discount Rates, we must receive your order with full payment by **Friday, October 16, 2015**, unless otherwise indicated. Orders received after October 16, 2015, orders without payment and orders processed at the show will be processed at Standard Rates.

**Material Handling**

**ADVANCE RECEIVING AT THE WAREHOUSE** - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER Wednesday, October 28, 2015 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

**DO NOT SHIP ADVANCE FREIGHT TO THE PENNSYLVANIA CONVENTION CENTER.** The Pennsylvania Convention Center is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by the Pennsylvania Convention Center, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

**DIRECT SHIPMENTS TO THE SHOW SITE** - HOLLINS will receive direct shipments to the show site beginning at 12:00 p.m. **Saturday, October 31, 2015.** All show site shipments must arrive no later than 4:00 p.m.

**Shipping Addresses**

**ADVANCE SHIPMENTS TO WAREHOUSE**
Company Name and Booth Number  
c/o Hollins Exposition Services  
UPS LTL Freight Advance Warehouse  
Marano Truck Lines  
9820 Blue Grass Road  
Philadelphia, PA 19114  
☐ Shipments must arrive by October 28, 2015.

**DIRECT SHIPMENTS TO SHOW SITE**
Company Name and Booth Number  
c/o Hollins Exposition Services  
The Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107  
☐ Shipments will be accepted beginning Saturday, October 31, 2015 between 12:00 p.m. - 4:00 p.m.

**Important Dates**

- **Advance Shipments may begin arriving at Warehouse:**  
  Thursday, October 1, 2015
- **Exhibitor Appointed Contractor (EAC) Deadline Date:**  
  Wednesday, October 16, 2015
- **Deadline Date to order materials at Discount Rate with payment:**  
  Friday, October 16, 2015
- **Last day for Advance Shipments to arrive without surcharge:**  
  Wednesday October 28, 2015
- **Direct Shipments may begin arriving at The Pennsylvania Convention Center:**  
  Saturday, October 31, 2015 12:00 p.m. - 5:00 p.m.
- **Exhibitor move-in:**  
  Saturday, October 31, 2015: 12:00 p.m. - 5:00 p.m.  
  Sunday, November 1, 2015: 8:00 a.m. - 12:00 p.m.
- **Exhibit Hours:**  
  Sunday, November 1, 2015: 12:00 p.m. - 5:00 p.m.  
  Welcome Reception 7:30 p.m. - 9:00 p.m.  
  Monday, November 2, 2015: 9:00 a.m. - 5:00 p.m.  
  Tuesday, November 3, 2015: 9:00 a.m. - 5:00 p.m.  
  Wednesday, November 4, 2015: 9:00 a.m. - 3:00 p.m.
- **Exhibitor Move-out:**  
  Wednesday, November 4, 2015: 3:00 p.m. - 5:00 p.m.
- **Outbound Freight will be re-routed:**  
  Wednesday, November 4, 2015: 7:00 p.m.
**Third Party Billing**

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the "Third Party Billing Authorization Form" no later than Friday, October 16, 2015; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

**Questions And Adjustments**

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

**Tax**

Tax (8%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Massachusetts a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

**Safety**

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.

**Exhibitor Safety and Loss Prevention Guidelines**

- Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- Smoking is prohibited except in designated areas.
- Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- HOLLINS forklifts and carts are for use by authorized HOLLINS employees only.
- Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- Protect your valuables. Keep expensive items secured.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 336-315-5225.
PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY

We require your credit card authorization to be on file with HOLLINS.

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & DISMANTLE LABOR:

Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **NOTE:** If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

**CREDIT CARD AUTHORIZATION (Information Must Be Provided)**

- MasterCard
- VISA
- American Express

Account Number

- Corporate
- Personal

**PRINT CARDHOLDER NAME**

**SIGNATURE OF CARDHOLDER**

**UNPAID BALANCES** - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

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**Calculation of Orders**

<table>
<thead>
<tr>
<th>Description</th>
<th>PURCHASE ORDER IS NOT CONSIDERED PAYMENT.</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings &amp; Carpet</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Custom Booths</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Custom Signs &amp; Graphics</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Material Handling (Freight)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**FULL PAYMENT in U.S. funds drawn on a U.S. Bank**

Charge my credit card in the amount of $ 

Check No. __________________ Date _______ In the amount of $ 

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

**NAME OF EVENT**
**INFORMS Annual Meeting**

**EXHIBITING FIRM**

**ADDRESS**

**CITY AND STATE**

**AUTHORIZED BY**

(Please Type or Print) __________________ (Signature) __________________ DATE __________

**TELEPHONE NO.**
THIRD PARTY BILLING AUTHORIZATION FORM

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

<table>
<thead>
<tr>
<th>Exhibiting Firm</th>
<th>PLEASE TYPE OR PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Exhibiting Firm)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>(Phone)</td>
<td>(Fax)</td>
</tr>
<tr>
<td>(Authorized By - Please Type or Print)</td>
<td></td>
</tr>
<tr>
<td>(Authorized Signature)</td>
<td></td>
</tr>
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</table>

Credit Card Charge Authorization
(Information Must Be Provided)

<table>
<thead>
<tr>
<th>EXPIRATION DATE</th>
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</thead>
<tbody>
<tr>
<td>❑ Corporate</td>
</tr>
<tr>
<td>❑ Personal</td>
</tr>
</tbody>
</table>

Account Number

<table>
<thead>
<tr>
<th>(Cardholder Name - Please Type or Print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Cardholder Billing Address)</td>
</tr>
<tr>
<td>(State)</td>
</tr>
</tbody>
</table>

The items checked below are to be invoiced to the Exhibiting Firm.

❑ Furnishings & Carpet
❑ Custom Booths
❑ Custom Signs & Graphics
❑ Hanging Sign/Truss
❑ Cleaning Services
❑ Other (Please Specify) 

X

(Cardholder Signature)

<table>
<thead>
<tr>
<th>Third Party</th>
<th>PLEASE TYPE OR PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Third Party)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
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<tr>
<td>(Phone)</td>
<td>(Fax)</td>
</tr>
<tr>
<td>(Authorized By - Please Type or Print)</td>
<td></td>
</tr>
<tr>
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Credit Card Charge Authorization
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Account Number

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<th>(Cardholder Name - Please Type or Print)</th>
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<tbody>
<tr>
<td>(Cardholder Billing Address)</td>
</tr>
<tr>
<td>(State)</td>
</tr>
</tbody>
</table>

The items checked below are to be invoiced to the Third Party.

❑ Furnishings & Carpet
❑ Custom Booths
❑ Custom Signs & Graphics
❑ Hanging Sign/Truss
❑ Cleaning Services
❑ Other (Please Specify) 

X

(Cardholder Signature)

NAME OF EVENT  INFORMS Annual Meeting  BOOTH NO.  

Deadline Date For Return of This Form October 16, 2015
Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY**: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

**PAYMENT POLICY**: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form.” Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**  
**INFORMS Annual Meeting**

**NAME OF FIRM**

**BOOTH NO.**

**PAYMENT POLICY**

**DATE**  

**P.O. Box**  

**Street Address**

**Mailing Address**

**Deadline Date For Discount Rates**  
**October 16, 2015**

**Phone:** 336-315-5225  
**Fax:** 336-315-5220

**Street Address**

**P.O. Box**

**City**

**State**

**Zip**

**Phone (__)**

**Fax (__)**

**NAME OF FIRM**

**BOOTH NO.**

**PAYMENT POLICY**

**DATE**
Drape Colors

RED  ROYAL BLUE  KELLY GREEN  HUNTER GREEN  GOLD  WHITE  BLACK

BURGUNDY  SILVER  TEAL  BEIGE  PLUM  PEACH

Table Skirt Colors

RED  ROYAL BLUE  KELLY GREEN  HUNTER GREEN  GOLD  WHITE  BLACK  ORANGE

BURGUNDY  SILVER  TEAL  BEIGE  PLUM  BERRY  DUSTY ROSE

Carpet Colors

RED  ROYAL BLUE  KELLY GREEN  HUNTER GREEN  GOLD

SILVER  CHARCOAL  BLACK  BROWN  PLUM
Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

### Package No. 1
- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights

*To order header graphics see "Custom Graphics for Headers".

### Package No. 2
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights
- One Counter - 19’d x 38”w x 42”h

*To order header graphics see "Custom Graphics for Headers".

### Package No. 3
- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank*) - 8’w x 1’h
- Carpet
- Two Stem Lights
- Two Counters - 19’d x 19”w x 42”h

*To order header graphics see "Custom Graphics for Headers".

### Options:
- Counter - 19’d x 19”w x 42”h
- Counter - 19’d x 38”w x 42”h
- Counter - 19’d x 76”w x 42”h
- Backwall shelf - 1’d x 6”w (white only)
- Add doors to counters

(Doors not available for 19”d x 19”w counter.)

### Add Custom Graphics to Counters:
- Black Copy on White
- Color Print with Logo
- Backlit Transparency

### Wall & Counter Color Preferred:
- White
- Gray
- Black
- Blue

### Carpet Color Preferred:
- Red
- Royal Blue
- Kelly Green
- Hunter Green
- Silver
- Charcoal
- Black

### Payment Policy:
We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

**Please Type or Print**

### NAME OF EVENT
**INFORMS Annual Meeting**

### NAME OF FIRM

### CARE OF

(If Other Than Exhibiting Firm)

### ADDRESS

(Street) (P. O. Box) (City) (State) (Zip)

### ORDERED BY

(Please Type or Print) (Signature)

### PHONE

DATE
Please type or print

VINYL SIGNS
Sign rates are based on up to 10 words per sign, one color copy on white background, and delivery to the booth exclusive of installation or hanging.

STANDARD SIGN SIZES: (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$28.75</td>
<td>$40.25</td>
<td>$</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>$39.25</td>
<td>$52.95</td>
<td>$</td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>$55.50</td>
<td>$75.00</td>
<td>$</td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>$77.15</td>
<td>$101.00</td>
<td>$</td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>$100.00</td>
<td>$133.00</td>
<td>$</td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>$175.00</td>
<td>$230.00</td>
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<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>$150.00</td>
<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>$150.00</td>
<td>$200.00</td>
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<tr>
<td>20&quot; x 60&quot;</td>
<td>(White Only)</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>40&quot; x 60&quot;</td>
<td>(White Only)</td>
<td>$150.00</td>
<td>$200.00</td>
<td>$</td>
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</tbody>
</table>

ADDITIONAL SERVICES AVAILABLE:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 Words</td>
<td>$2.25 per word</td>
<td>$3.50</td>
<td>$</td>
</tr>
<tr>
<td>Colored</td>
<td>8.25 per sign</td>
<td>11.55</td>
<td>$</td>
</tr>
<tr>
<td>Showcard</td>
<td>8.25 per change</td>
<td>11.55</td>
<td>$</td>
</tr>
<tr>
<td>Change in</td>
<td>8.25 per change</td>
<td>11.55</td>
<td>$</td>
</tr>
<tr>
<td>Color of Copy</td>
<td>8.25 per change</td>
<td>11.55</td>
<td>$</td>
</tr>
<tr>
<td>Easel Back on Sign</td>
<td>5.25 per sign</td>
<td>7.35</td>
<td>$</td>
</tr>
<tr>
<td>Weather Protection</td>
<td>15.00 per sq. ft.</td>
<td>21.00</td>
<td>$</td>
</tr>
<tr>
<td>Logo Sign</td>
<td>Quoted on Request</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

CHOOSE YOUR STYLE AND COLOR:

☐ Vertical ☐ Horizontal ☐ Use Your Judgement for Layout

CHOOSE YOUR STYLE AND COLOR:

Indicate sign copy on the following page. Return BOTH pages.

INKJET PRINTED SIGNS
Signs printed and mounted on white foamcore. Other materials available.

For sending logos, artwork, etc. via digital files, please refer to the information on the following page.

NOTE: Color correction, retouching, cloning or file conversion (if necessary) will incur additional labor charges. Labor schedule and rates are listed below:

Straight Time: 8:00 AM to 4:30 PM, Monday through Friday
Overtime: 4:30 PM to 12:00 AM, Monday through Friday
Double Time: 12:00 AM to 8:00 AM, Monday through Sunday and all Holidays

Graphic Design Labor Rates:
- Straight Time: $62.50/hr
- Overtime: $93.75/hr
- Double Time: $125.00/hr

STANDARD SIGN SIZES: (Choose Your Size)

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$34.75</td>
<td>$48.65</td>
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<td>$39.25</td>
<td>$52.95</td>
<td>$</td>
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<td>7&quot; x 44&quot;</td>
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<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>$175.00</td>
<td>$230.00</td>
<td>$</td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>$150.00</td>
<td>$200.00</td>
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<tr>
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<tr>
<td>40&quot; x 60&quot;</td>
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<td>$200.00</td>
<td>$</td>
</tr>
<tr>
<td>Other Size Signage</td>
<td></td>
<td>$14.50/sq.ft.</td>
<td>$20.30/sq.ft.</td>
<td>$</td>
</tr>
<tr>
<td>Banners</td>
<td></td>
<td>$16.25/sq.ft.</td>
<td>$22.75/sq.ft.</td>
<td>$</td>
</tr>
</tbody>
</table>

CHOOSE YOUR STYLE AND COLOR:

☐ Vertical ☐ Horizontal ☐ Use Your Judgement for Layout

Indicate sign copy on the following page. Return BOTH pages.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

NAME OF EVENT INFORMS Annual Meeting

NAME OF FIRM ____________________________ BOOTH NO. __________________

CARE OF (If Other Than Exhibiting Firm)

ADDRESS (Street) ____________ (P. O. Box) ____________ (City) ____________ (State) ____________ (Zip) ____________

ORDERED BY ____________________________ (Signature) __________________

PHONE (_______) ____________________________ DATE __________________
Orders must be received by deadline date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS: (Attach all logos, trademarks, color samples, etc.)

SUBMITTING ARTWORK

ON DISK: Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

VIA E-MAIL: (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to: service@hollins-expo.com

FILE TYPES: We can accept the following file types ONLY:

- .eps (Encapsulated Post Script)
- .jpg (JPEG)
- .psd (Photoshop Document)
- .sit (Stuffit)
- .tif (Tagged Image Format)
- .zip (WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

HARD COPY:

- Send CAMERA READY artwork ONLY.
- Include PMS colors.
- Include registration marks and crop marks if applicable.
- Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
- Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

ORDERING TIPS

- On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number.

- If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.

- Include a printed color copy of artwork and PMS colors.

- All files should be scaled proportionally to the final output size.

- All text should be converted to curves, or embed fonts if possible.

- Indicate output size(s) and quantity of each.

- Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.

- Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".

- Should you need any additional assistance, please call our Exhibitor Services Department.
Mail one copy to us at the address above. Retain a copy for your files.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility.

Note: All rental carpets ordered from HOLLINS are installed in clean condition.

PLEASE INDICATE SERVICES DESIRED

BOOTH CLEANING — ALL RATES BASED ON GROSS BOOTH AREA
(100 Sq. Ft. Minimum Per Day)  Rate
☐ DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter. $ .40 per sq. ft. per day
☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show. .48 per sq. ft.
☐ ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1,000 sq. ft. .40 per sq. ft.
☐ ONCE - Shampoo before initial opening of the show. .85 per sq. ft.

SPECIAL INSTRUCTIONS OR OTHER SERVICES REQUIRED

SIZE OF BOOTH: _______ x _______ = _________ SQ. FT.  x RATE: _______ x NO. OF DAYS: _______ = $ _________

NO CREDITS will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

PAYMENT POLICY: We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

NAME OF EVENT  INFORMS Annual Meeting
NAME OF FIRM  ___________________________  BOOTH NO.  ____________
CARE OF  ___________________________  (If Other Than Exhibiting Firm)
ADDRESS  ___________________________  (City)  ___________________________  (State)  ___________________________  (Zip)
ORDERED BY  ___________________________  (Signature)
PHONE (______)  ___________________________  DATE  ____________
Mail one copy to us at the address above. Retain a copy for your files.

---

**RATES:**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time (8:00 AM to 4:30 PM, Monday through Friday)</td>
<td>$100.00/HR</td>
</tr>
<tr>
<td>Overtime (4:30 PM to 12:00 AM, Monday through Friday)</td>
<td>$150.00/HR</td>
</tr>
<tr>
<td>12:00 AM to 6:00 AM, Saturday and Sunday</td>
<td>$200.00/HR</td>
</tr>
</tbody>
</table>

---

**PLEASE INDICATE SERVICE DESIRED:**

- **PLAN A - SUPERVISION BY HOLLINS**
  - This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.

- **Please Note:**
  - HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

---

**PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day. It is important that you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

---

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**

**INFORMS Annual Meeting**

---

**NAME OF FIRM**

---

**DATE**

---

**PHONE**

---

**ADDRESS**

---

**Ordered By**

---

**Signature**

---

**Deadline Date**

---

**For Return of This Form**

---

**October 16, 2015**

---

**PLEASE TYPE OR PRINT**
INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR NOTICE

NOTIFICATION DEADLINE: Friday, October 16, 2015

Only forms received by this date will be processed for authorization to gain show floor access.

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.

2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.

5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

Name of Event

INFORMS Annual Meeting

Exhibiting Firm

Authorized Name and Title

(Please Type or Print)

Authorized Signature

X

Full Name of Exhibitor Appointed Contractor

Complete Address

City, State Zip Code

Phone Number Fax Number

Exhibitor Appointed Contractor "Show Site" Representative

(Please Type or Print)

Type of Service to be Performed
EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.

2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.

3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.

4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.

   A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.

   B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.

   C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.

   D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or $2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.

   E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.

   F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.

   G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.

   H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.

   I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.

   J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.

   K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.

   L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.

   M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.

5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.
IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped.....

TO:  (Exhibitor's Firm Name and Booth Number)
FOR:  INFORMS Annual Meeting
C/O:  HOLLINS EXPOSITION SERVICES
      Marano Truck Lines
      9820 Blue Grass Road
      Philadelphia, PA 19114

DO NOT SHIP ADVANCE FREIGHT TO THE PENNSYLVANIA CONVENTION CENTER

HOLLINS has exclusive rights to drayage services on all freight shipped to show site.

Any and all freight received by The Pennsylvania Convention Center will be consigned to HOLLINS and subject to the prevailing drayage rate.

We urge you to ship your materials in advance. By doing so, your materials will be in your booth Saturday, October 31, 2015, at 12:00 PM for you to begin set-up.
### ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

**TO:** (Your Firm’s Name and Booth Number)  
**FOR:** INFORMS Annual Meeting  
**C/O:** HOLLINS EXPOSITION SERVICES  
Marano Truck Lines  
9820 Blue Grass Road  
Philadelphia, PA 19114  

Deadline for receiving advance shipments at warehouse:  
**October 28, 2015**

### ADDRESS DIRECT SHIPMENTS TO SHOW SITE

**TO:** (Your Firm’s Name and Booth Number)  
**FOR:** INFORMS Annual Meeting  
**C/O:** HOLLINS EXPOSITION SERVICES  
The Pennsylvania Convention Center  
1101 Arch Street  
Philadelphia, PA 19107  

Shipments to show site will not be accepted prior to:  
**Saturday, October 31, 2015**  
The show site has no provisions to accept shipments prior to the **SHOW SET-UP PERIOD.**

### RATE SCHEDULE

<table>
<thead>
<tr>
<th>Material Handled Into And Out Of Exhibit Area</th>
<th>Minimum Charge Per Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$ 118.00 per 100 lb.</strong></td>
<td>200 lbs.</td>
</tr>
<tr>
<td><strong>$ 135.00 per 100 lb.</strong></td>
<td>200 lbs.</td>
</tr>
<tr>
<td><strong>$ 135.00 per 100 lb.</strong></td>
<td>200 lbs.</td>
</tr>
<tr>
<td><strong>$ 185.00 per 100 lb.</strong></td>
<td>200 lbs.</td>
</tr>
</tbody>
</table>

### SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

**ADVANCE WAREHOUSE SHIPMENTS** (Includes thirty (30) days storage)  
Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  

**SHOW SITE SHIPMENTS - COMMON CARRIER (THIS INCLUDES OVERTIME RATE)**  
Receive ONLY crated, boxed or palletized shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  

**SHOW SITE SHIPMENTS - VAN LINE, POV/COMPANY TRUCK, SPECIALIZED CARRIER**  
**(Crated, Boxed or Palletized Shipments)**  
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  

**(Loose, Uncrated or Pad Wrapped Shipments)** *(This includes UPS Ground & Fedex)*  
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.  

### LATE SHIPMENTS  
Material received at the warehouse AFTER the above deadline date, and material received at the show site AFTER the show opens.  

### SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE

- Shipments returned to the warehouse will be charged an additional **$100.00** per one-hundred pounds (100 lbs.) – **$200.00** minimum.  
- Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional **$50.00** per one-hundred pounds (100 lbs.) per day – **$100.00** minimum.  
- Show site container storage for freight not brought in by HOLLINS will be **$75.00** per piece.  

**200 lb. minimum charge applies to each shipment HOLLINS receives.**

**Example 1:** You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in **ONE** minimum two-hundred pound (200 lb.) charge.  

**Example 2:** You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in **TWO** minimum two-hundred pound (200 lb.) charges.  

**NOTE:** Billed weight is based on incoming weight only, whether the above services are used in whole 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 HOLLINS. This weight estimate will prevail.  

### SMALL PACKAGE HANDLING

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.  

- **Maximum weight is 50 lbs. - per shipment, per delivery**  
  - **$ 65.00** for the first carton - per shipment, per delivery  
  - **$ 30.00** for each additional carton - per shipment, per delivery  

### SPECIAL SERVICES

- **Rates quoted above do not include the following services.**  
- **Local Pickups and Deliveries:** Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).  
- **Shrinkwrap:** **$ 50.00** per pallet plus labor (1/2 hr. minimum labor)
MATERIAL HANDLING LIMITS OF LIABILITY

Important Information! Please Read!

HOLLINS EXPOSITION SERVICES' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES’ LIABILITY AND RESPONSIBILITY

1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.

2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.

3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.

4) HOLLINS 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 loss or damage to your material which may make it impossible or impractical to exhibit same.

5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.

6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS’ 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 HOLLINS is limited to thirty cents ($0.30) per pound per article, with a maximum of fifty dollars ($50.00) per item, and a maximum of one thousand dollars ($1,000.00) per shipment. This applies while said goods are in HOLLINS’ warehouse, vehicles for delivery or possession at show site.

7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.

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 your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.

9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.

12) Labor and services ordered on your behalf by a display builder or other party, must be so authorized in a letter from you. Payment for all labor and services will be your responsibility.

13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsigned charges, storage, etc., will be your responsibility.

14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up within the time limit for removal of your material from the exhibit hall, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.

15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.

16) HOLLINS will not be responsible for any delay of shipments. We will expedite 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 specified time.

17) YOU 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 HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.
### INBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>ESTIMATED WEIGHT</th>
<th>CARRIER(S)</th>
<th>TRACKING # (Please provide pro number)</th>
<th>ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE SHIPMENTS (Warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECT SHIPMENTS (Show Site)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPED FROM: (City) ____________________________ (State) __________

DATE SHIPPED: __________________ ESTIMATED DATE OF ARRIVAL: __________

*Attach separate Order Forms for multiple shipments.*

### OUTBOUND SHIPPING INFORMATION

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH!

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

---

**PAYMENT POLICY:** For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

---

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM**

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

NAME OF EVENT **INFORMS Annual Meeting**

NAME OF FIRM ____________________________ BOOTH NO. __________

CARE OF ____________________________

_ADDRESS_ (Street) __________ (P. O. Box) __________ (City) __________ (State) __________ (Zip)

ORDERED BY ____________________________

(Please Type or Print) X (Signature)

PHONE (_______) ____________________________ DATE __________
<table>
<thead>
<tr>
<th>TO:</th>
<th>(Name of Exhibiting Company)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O:</td>
<td>HOLLINS EXPOSITION SERVICES Marano Truck Lines 9820 Blue Grass Road Philadelphia, PA 19114</td>
</tr>
<tr>
<td>WAREHOUSE</td>
<td></td>
</tr>
<tr>
<td>EVENT:</td>
<td>INFORMS Annual Meeting</td>
</tr>
<tr>
<td>BOOTH NO.</td>
<td>________ NO. ___ OF ___PCS.</td>
</tr>
<tr>
<td>CARRIER:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>TO:</th>
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</tr>
<tr>
<td>BOOTH NO.</td>
<td>________ NO. ___ OF ___PCS.</td>
</tr>
<tr>
<td>CARRIER:</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
ATTENTION

DO NOT RETURN
the forms that follow this page to HOLLINS.

Should you require these services, please return the respective form(s) to the appropriate vendor.
ELECTRIC SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: ___________________________ Booth No.: __________

Address: __________________________________ Event: ________________

City: ____________________________ State: ___________ Zip: __________

Exhibitor Contact Name: ___________________________ Title: __________________

Phone: (_____)____________________ E-Mail: ____________________________

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa   [ ] MasterCard   [ ] Amex  Account Number: ________________ Exp Date: __________

Print Card Holder’s name: ___________________________ Signature: __________

Check enclosed #: ___________________________ Amount: __________

STANDARD 120 VOLT SERVICE

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>500 watt service</td>
<td>$115.00</td>
<td>$155.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1000 watt service</td>
<td>$145.00</td>
<td>$205.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2000 watt service</td>
<td>$190.00</td>
<td>$255.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

208 VOLT MOTORS/MACHINERY

Labor order and floor plans required for 208v Services. Labor and material charges will apply.

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>24 HR ADD 50%</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20 amp single phase</td>
<td>$400.00</td>
<td>$495.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 amps single phase</td>
<td>$420.00</td>
<td>$575.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amps single phase</td>
<td>$650.00</td>
<td>$875.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 amps single phase</td>
<td>$1,000.00</td>
<td>$1,600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20 20amp three phase</td>
<td>$500.00</td>
<td>$580.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30 amps three phase</td>
<td>$525.00</td>
<td>$785.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>60 amp three phase</td>
<td>$775.00</td>
<td>$1,085.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>100 amps three phase</td>
<td>$1,250.00</td>
<td>$1,725.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OTHER</td>
<td>Call</td>
<td>Call</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RENTAL LIGHTS

Price includes power/installation/one time focus on Straight Time with lighting grid

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4’ Track w/3 90watt lamps w/electric service</td>
<td>$165.00</td>
<td>$255.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ Track w/3 90watt lamps w/electric service</td>
<td>$225.00</td>
<td>$305.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Each additional track lamp</td>
<td>$20.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LED Clamp Stem Light w/electric service</td>
<td>$125.00</td>
<td>$170.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/installation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overhead Source 4 550w Par Can</td>
<td>$650.00</td>
<td>$900.00</td>
<td></td>
</tr>
</tbody>
</table>

Email completed service order form along with floor grid and labor form to PCCA/SMG Utility Services Department at utilities@paconvention.com

TO ORDER ON-LINE VISIT OUR WEBSITE AT

WWW.PACONVENTION.COM

*RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE
1. **INSTRUCTION FOR COMPLETING ORDER FORM**
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include proper forms and diagrams.
   c. For services and equipment not listed on the service order form, call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com

2. **PAYMENT TERMS & CONDITIONS**
   a. **Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders complete with payment in full received by PCCA/SMG 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by PCCA/SMG Utility Services 21 days prior to the event.
   h. Rates are based on current wages and are subject to change without notice.
   i. **Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
   j. **Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
   k. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   l. **International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   m. For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. **EXPLANATION OF SERVICE**
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
   c. Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. **RULES & REGULATIONS FOR SERVICES**
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or its Sub-contractors.
   c. PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
   d. PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
   e. All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
   f. Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.
ELECTRIC INSTALLATION LABOR ORDER

Exhibiting Firm: ___________________________ Event Name: ___________________________

Address: __________________________________________________ Booth Number: __________

City: ___________________ State: _______ Zip: __________

Exhibitor Contact Name: ___________________________ Title: ___________________________

Phone: ( ) ___________ FAX: ( ) ___________ E-Mail: ___________________________

CREDIT CARD AUTHORIZATION REQUIRED FOR INSTALLATION LABOR AND MATERIALS

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: ___________________________ Exp Date: ___________________________

Print Card Holder’s Name: ___________________________ Signature: ___________________________

Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below. Material, (Extension cords/feed cables/cord caps etc. and Lift Charges for overhead work will apply)

PLEASE CHECK WORK REQUIRED

- Distribution of service under carpet from point of origin
- Install/Dismantle Booth Lighting
- Hardwire Lights & Electrical Equipment
- 208 & 480 volt service connection/disconnection
- Suspended Electrical Signs with Lights and/or Motors
- Network Data Cabling Distribution & Terminations
- Disconnect/Connect Vehicle Batteries
- Overhead Services to Main Power Distribution
- Other

ELECTRICAL LABOR RATES PER HR

<table>
<thead>
<tr>
<th></th>
<th>Advance</th>
<th>Show Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time 8am-4:30pm Monday-Friday</td>
<td>$110.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Overtime 6am-8am after 4:30pm Monday-Friday</td>
<td>$165.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>All day Saturdays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All day Sundays/Recognized Holidays</td>
<td>$220.00</td>
<td>$245.00</td>
</tr>
</tbody>
</table>

A labor order and floor plan must be submitted with Electric Service Order to complete order at advance rate

Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1 hour dismantle will apply. Scheduled Exhibitor/EAC supervised labor will result in 1 hour charge if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. **Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual hours.**

- SMG/CLIENT UTILITIES SUPERVISED LABOR
  - THE CHARGE FOR THIS SERVICE IS 20% OF TOTAL INSTALLATION LABOR MINIMUM CHARGE $25.00
  - Electrical diagram is required with locations shown in measurements or over a 1’x1’ grid

- EXHIBITOR/EAC SUPERVISED LABOR CHECK OFF BELOW

- Distribution of cords/cables under carpet/flooring
  - Date: ____________ Time: ____________

- Connection to 208/480 Service
  - Date: ____________ Time: ____________

- Overhead Electrical Sign/Spinning Motor
  - Date: ____________ Time: ____________

- Installation of booth lighting
  - Date: ____________ Time: ____________

- Dedicated Daily Labor
  - Date: ____________ Time: ____________

- Exhibitor’s truss/motors/lights
  - Submit a detailed schedule/diagrams

PLEASE CONTACT PCC/SMG UTILITY Services Department AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT**

RATES EFFECTIVE JULY 1, 2015– RATES SUBJECT TO CHANGE
**INTERNET SERVICE ORDER**  
*(Please read terms and conditions on reverse side)*

Exhibiting Firm: ___________________________  Booth No.: _______________________

Address: ___________________________  Event: ___________________________

City: ___________________________  State: ___________________________  Zip: _____________

Exhibitor Contact Name: ___________________________  Title: ___________________________

Phone: ( )  FAX: ( )  E-Mail: ___________________________

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

[ ] Visa  [ ] MasterCard  [ ] Amex  Account Number: ___________________________  Exp Date: ___________________________

Print Card Holder’s name: ___________________________  Signature: ___________________________

Check enclosed #: ___________________________  Amount: ___________________________

**INTERNET SERVICES** *(internet upload and download speeds are the same and an IP address is required for each device connected to the internet)*

<table>
<thead>
<tr>
<th>QTY</th>
<th>SERVICE</th>
<th>ADVANCE</th>
<th>STANDARD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide “real IP’s”, there are no blocked ports and they will support multiple users with VPN connections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$9,000.00</td>
<td>$11,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses</td>
<td>$7,000.00</td>
<td>$8,750.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$4,250.00</td>
<td>$5,310.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses</td>
<td>$2,500.00</td>
<td>$2,655.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Dedicated Public IP address</td>
<td>$160.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 6Mb – includes (4) IP addresses</td>
<td>$1,200.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private 3Mb – includes (4) IP addresses</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions)</td>
<td>$500.00</td>
<td>$625.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Additional Private IP address</td>
<td>$125.00</td>
<td>$160.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Origination Point</strong></td>
<td></td>
<td></td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td><strong>Destination Point</strong></td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
<tr>
<td></td>
<td>Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or <a href="mailto:showservices@paconvention.com">showservices@paconvention.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com).  

TO ORDER ON-LINE VISIT OUR WEBSITE AT [WWW.PACONVENTION.COM](http://WWW.PACONVENTION.COM)

**SUB TOTAL** | **$** | **8% SALES TAX** | **$** | **TOTAL** | **$**

**RATES EFFECTIVE JULY 1, 2015 – RATES SUBJECT TO CHANGE (Revised 4/15)**
INTERNET SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR Completing ORDER FORM
   a. Order must be typed or clearly printed, illegible forms will delay processing.
   b. Services requested at location other than back of booth must include floor plan.
   c. For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail showservices@paconvention.com

2. EXPLANATION OF SERVICE
   a. Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
   b. Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE
   a. Services provided may not be shared by multiple exhibits.
   b. All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
   c. Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
   d. The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
   e. The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
   f. The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
   g. The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC’s network will be disconnected from the network with or without prior notice at PCC’s discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
   h. All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
   i. It is the responsibility of the client to provide the following:
      1. Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.
      2. Network Driver: TCP/IP
      3. Proper configuration of computer equipment for TCP/IP connection.
      4. Electrical service for your booth, room, or service location.

4. PAYMENT TERMS & CONDITIONS
   a. Full payment is due with service order. Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center (PCC), and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
   b. Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
   c. Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
   d. Outstanding balance for services will be automatically billed to the credit card on file.
   e. Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
   f. A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
   g. Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
   h. Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
   i. Refunds of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
   j. For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.
   k. International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
   l. For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.
## Video Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>By 6/14</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Number of Days</th>
<th>Show Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>32&quot; LCD / LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$100</td>
<td>$125</td>
<td>X</td>
<td>X</td>
<td>$375</td>
</tr>
<tr>
<td>32&quot; LCD Monitor with DVD &amp; AV Cart</td>
<td>$150</td>
<td>$175</td>
<td>X</td>
<td>X</td>
<td>$525</td>
</tr>
<tr>
<td>42&quot; LCD / LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$200</td>
<td>$250</td>
<td>X</td>
<td>X</td>
<td>$750</td>
</tr>
<tr>
<td>50&quot; LCD / LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$300</td>
<td>$350</td>
<td>X</td>
<td>X</td>
<td>$1050</td>
</tr>
<tr>
<td>60&quot; LCD / LED HD Monitor (HDMI &amp; Computer inputs)</td>
<td>$400</td>
<td>$450</td>
<td>X</td>
<td>X</td>
<td>$1350</td>
</tr>
<tr>
<td>DVD Player</td>
<td>$50</td>
<td>$75</td>
<td>X</td>
<td>X</td>
<td>$150</td>
</tr>
<tr>
<td>LCD / Plasma Stand</td>
<td>$50</td>
<td>$75</td>
<td>X</td>
<td>X</td>
<td>$150</td>
</tr>
<tr>
<td>Skirted Cart 54&quot; 48&quot; 34&quot;</td>
<td>$30</td>
<td>$40</td>
<td>X</td>
<td>X</td>
<td>$120</td>
</tr>
</tbody>
</table>

## Computer Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>By 6/14</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Number of Days</th>
<th>Show Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-20&quot; Flat panel LCD / LED monitor</td>
<td>$50</td>
<td>$60</td>
<td>X</td>
<td>X</td>
<td>$300</td>
</tr>
<tr>
<td>23-24&quot; Flat panel LCD / LED monitor</td>
<td>$60</td>
<td>$75</td>
<td>X</td>
<td>X</td>
<td>$375</td>
</tr>
<tr>
<td>Computer Speakers</td>
<td>$25</td>
<td>$40</td>
<td>X</td>
<td>X</td>
<td>$100</td>
</tr>
<tr>
<td>Pentium Dual Core, 1gb ram, 80gb HD, DVD, CDRW-ROM, Ethernet</td>
<td>$100</td>
<td>$150</td>
<td>X</td>
<td>X</td>
<td>$300</td>
</tr>
<tr>
<td>Notebook, Pentium Dual Core, 1gb ram, 80gb HD, DVD CD-RW, Ethernet</td>
<td>$75</td>
<td>$100</td>
<td>X</td>
<td>X</td>
<td>$225</td>
</tr>
<tr>
<td>Laser Printer</td>
<td>$100</td>
<td>$125</td>
<td>X</td>
<td>X</td>
<td>$375</td>
</tr>
</tbody>
</table>

## Miscellaneous

<table>
<thead>
<tr>
<th>Description</th>
<th>By 6/14</th>
<th>Standard Rate</th>
<th>Qty</th>
<th>Number of Days</th>
<th>Show Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>XGA LCD Projector</td>
<td>$150</td>
<td>$200</td>
<td>X</td>
<td>X</td>
<td>$300</td>
</tr>
<tr>
<td>8’ Insta-Theatre Exhibit Screen</td>
<td>$40</td>
<td>$50</td>
<td>X</td>
<td>X</td>
<td>$150</td>
</tr>
<tr>
<td>AV Cart Skirted w/ Power 54&quot; 48&quot; 34&quot;</td>
<td>$30</td>
<td>$40</td>
<td>X</td>
<td>X</td>
<td>$120</td>
</tr>
<tr>
<td>Flipchart</td>
<td>$25</td>
<td>$35</td>
<td>X</td>
<td>X</td>
<td>$90</td>
</tr>
<tr>
<td>Other</td>
<td>$5</td>
<td>$5</td>
<td>X</td>
<td>X</td>
<td>$5</td>
</tr>
</tbody>
</table>

**Order Instructions:**
- Cancellations less than 48 hour notice will be charged 50% of show total
- *Tax will be charged on all orders without Tax exempt form
- Must be present when equipment is delivered.
- This is a small sampling of equipment. Please call with additional needs.

**Subtotal**: $20

**Tax**: 7%

**(Additional Labor per Quote) Labor**

**TOTAL**

---

### Required Customer & Delivery Information

**Complete payment must accompany order.**

Please check one:
- [ ] Check Enclosed
- [ ] Visa
- [ ] Mastercard
- [ ] American Express
- [ ] Discover

Name on credit card ________________________________

Credit card number ________________________________

Exp. Date ________________________________

Authorized Signature ________________________________

Date ________________________________

Company Name ________________________________

Onsite Contact Name ________________________________

Address ________________________________

City ________________________________ St. __________________ Zip ________________

Phone ________________________________ Fax ________________________________

Booth No. ________________________________ Room Name ________________________________

Onsite Contact Cell ________________________________

Onsite Contact Email ________________________________

Delivery Date ________________________________ Time ________________________________

Pickup Date ________________________________ Time ________________________________

Delivery Signature ________________________________