



The 17<sup>th</sup> William T. Pecora Memorial Remote Sensing Symposium  
 Denver, Colorado  
 November 17 – 19, 2008

## General Information

### Location

Sheraton Denver Hotel  
 (formerly Adams Mark Hotel)  
 1550 Court Place  
 Denver, Colorado 80202  
 (303) 893-3333

### Official Decorator

Levy Exposition Services, Inc.  
 14900 Interurban Avenue  
 South, Suite 271  
 Seattle, Washington 98168  
 253-437-0031 PHONE  
 253-437-0032 FAX  
 Chuck Premone, President  
 operations@levyshow.com

### Official Show Carrier

ICAT expo  
 877-ICAT expo (877-422-8397)  
 410-691-7706 FAX  
 Matt Campbell  
[matt.campbell@icatexpo.com](mailto:matt.campbell@icatexpo.com)  
[www.icatexpo.com](http://www.icatexpo.com)

### Official Show Colors

Gold and White

### Schedule

<p><u>Monday, November 17</u>        8 am – 6 pm</p>	<p><u>Exhibit Set up</u> - Please contact Chuck Premone at Levy Exposition Services cpremone@levyexpo.com, if additional set up information is needed</p>
<p><u>Tuesday, November 18</u>        8 am – 9 am        9 am – 10 am        10 am – 7 pm        5:30 – 7 pm</p>	<p><u>Exhibit Set up.</u>  <u>Exhibit Hall Inspection</u> (Please see page 2 for details)  <u>Exhibit Hall Open</u>  <u>Exhibitors' Reception in Exhibit Hall</u> Please see page 2 for details</p>
<p><u>Wednesday, November 19</u>        10 am – 5 pm        5 pm – 11 pm</p>	<p><u>Exhibit Hall Open</u>  <u>Exhibits Dismantle</u></p>

## EXHIBIT HALL LOCATION

The exhibit hall is located in the Grand Ballroom I of the Sheraton Denver Hotel.

## EXHIBITOR BENEFITS

The following items are provided for each exhibitor who purchases a 8' x10' space:

- ◇ Draped back wall and side rails  
(linear booths only)
- ◇ A 7" x 44" booth identification sign
- ◇ One full conference registration  
(per 8'x10' booth)
- ◇ Three exhibitor personnel badges  
(per 8'x10' booth)
- ◇ Post-conference attendee mailing list

Exhibiting companies are responsible for furnishing, and cleaning, their booths. The Exhibit Area in the Sheraton Denver Hotel is carpeted. Additional carpet for individual booths may be obtained through Levy Exposition Services.

## BOOTH INSPECTION

All displays are to be completely installed and ready for inspection by 9 am on Tuesday, November 18. Displays will be checked by show management between 9 am and 10 am. A company representative must be on hand during this inspection in case booth adjustments are necessary.

## GUEST PASSES

Nine complimentary Guest Exhibit Hall passes per 8' x 10" booth will be mailed to the address provided by each exhibiting company on the ASPRS Exhibit Space Application Form. Passes may be distributed to your clients. These are designed for client/customer use only and are **not** to be used by your company staff. Please instruct your clients to take the completed pass to the ASPRS Registration Desk in the Sheraton Denver Hotel to exchange them for name badges.

## EXHIBITORS' RECEPTION

Drinks and light hors d' oeuvres will be served from 5:30 to 7 pm on Tuesday, November 18. This is an excellent opportunity for all exhibitors to meet the Conference attendees

## DISMANTLING

Dismantling and removal of displays may not begin before 5:00 pm and must be completed by 11:00 pm on Wednesday, November 19. **Note: Exhibitors who select freight carriers other than the official carrier must make arrangements for pick-up by 7:00 pm on November 19. Failure to remove all materials on the date and time specified will constitute authority of show management to remove the exhibit at the expense of the exhibitor.**



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## CONTACTS

If you have questions about the Pecora Memorial Remote Sensing Symposium, please contact the following:

### **Exhibit Sales/Contracts & Advertising**

The Townsend Group, Jim Perrus,  
Phone: 301-215-6710 x107  
Fax: 301-215-7704  
[jperrus@townsend-group.com](mailto:jperrus@townsend-group.com)

### **Exhibit Decorator**

Levy Exposition Services, Inc. Chuck Premone  
14900 Interurban Avenue South, Suite 271  
Seattle, Washington 98168  
Phone: 253-437-0032 PHONE  
Fax: 253-437-0032 FAX  
[operations@levyshow.com](mailto:operations@levyshow.com)

### **Show Freight Carrier**

ICAT expo, Matt Campbell,  
Phone: 877 - 422-8397 (Toll Free)  
Fax: 410-691-7706  
[matt.campbell@icatexpo.com](mailto:matt.campbell@icatexpo.com)

### **Conference Registration,**

International Meetings, Inc., Jane Ramsey  
Phone: 888-233-2864 (Toll Free)  
301-306-7606  
Fax: 301-306-7603  
[jane@imimeetings.com](mailto:jane@imimeetings.com)

### **Audio Visual Rentals**

Technology Express, Mike Coultas,  
Phone: 800-704-3655 (Toll Free)  
[mikec@techexpress.com](mailto:mikec@techexpress.com)

### **ASPRS General Information**

ASPRS, Anna Marie Kinerney  
Phone: 301-493-0290 x 106  
Fax: 301-493-0208  
[akerney@asprs.org](mailto:akerney@asprs.org)

### **Hotel Services inc. Catering & AV**

**Sheraton Denver Hotel**  
Soulaiman Bahalla  
Convention Services Manager  
Phone: 303.626.250 Fax: 303.626.2542  
[soulaiman.bahalla@sheraton.com](mailto:soulaiman.bahalla@sheraton.com)



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## EXHIBITOR CHECKLIST IMPORTANT DEADLINES

### RETURN TO CONFERENCE REGISTRATION COMPANY

Exhibitor Staff & Full Registration Forms  
(Please use enclosed form) October 1, 2008

### HOTEL RESERVATIONS

Sheraton Denver Hotel October 16, 2008  
(Please note, we have only a limited number of rooms reserved in the ASPRS block – early reservations are strongly advised. The cut-off date for reservations does not guarantee that rooms will still be available. Reservations can be in the ASPRS block directly through our web site [www.asprs.org/Pecora17](http://www.asprs.org/Pecora17) Room Rate is \$149.)

### SHIPPING AND RECEIVING

**Advance Shipping** – Please note that advance shipments will be received between October 13 and November 14, 2008.

**Direct Shipping** – Please note that direct shipments to the Sheraton will be received beginning at 8:00am on Monday, November 17, 2008. Shipments that arrive before this date will be refused.

### EXHIBIT LABOR

Decorator Labor Order Form November 6, 2008

### EXHIBIT FURNISHINGS AND SERVICES

Intent to Use Non-Official Contractor Form November 6, 2008

#### **Levy Exposition Services** Forms

Payment Policy & Authorization November 6, 2008

Recap of Orders November 6, 2008

Rental Display November 6, 2008

Sign Order November 6, 2008

Booth Cleaning November 6, 2008

Furniture Order November 6, 2008

Custom Rental Furnishings Order November 6, 2008

Convention Foliage Service Order November 6, 2008

**Technology Express** Audio Visual Orders November 6, 2008

[www.techexprss.com/quote.asp](http://www.techexprss.com/quote.asp)

**Sheration Denver Hotel** AV, Telephone,  
and Electrical Orders (303) 352-2469 November 6, 2008

FOR FURTHER DETAILS, PLEASE SEE PRELIMINARY PROGRAM AVAILABLE ON LINE  
AT [www.asprs.org/Pecora17](http://www.asprs.org/Pecora17)



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## *Career Postings*

Poster boards will be available in the Exhibit Hall area for advertising job openings as well as space for resumes of prospective employees. Please provide multiple copies of your advertisements and check the boards frequently for new postings.

## *Prize Drawings*

Drawings within your booth for appropriate prizes are encouraged and winners may be announced in the Exhibit Hall. For permission to make announcements within the Hall, please contact the Exhibit Hall Manager in the ASPRS booth.

## *IMPORTANT*

All exhibitors and booth staff should register for the conference no later than **Wednesday, October 1, 2008**. This will allow ASPRS sufficient time to prepare necessary registration materials.

Please make your hotel reservations at the Sheraton Denver Hotel **as soon as possible** in order to take advantage of the special ASPRS room rate of \$149. While our room block does not expire until October 16, there is no guarantee that rooms will be available at that late date in the block or in the hotel. For reservations in the ASPRS block, please see the ASPRS web page link at [www.asprs.org/Pecora17](http://www.asprs.org/Pecora17) or call **1 800 325 3535 or 303 893 3333** and refer to the ASPRS Conference. A very limited number of rooms are reserved in the ASPRS room block at this special rate.

As a courtesy to ASPRS and all conference attendees, please do not reserve a hotel room until you are certain that you will be attending. Late cancellations can result in an expensive penalty imposed by the hotel on ASPRS and preclude others from staying in the conference headquarters hotel.



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**SPECIAL REBATE ANNOUNCEMENT**

ASPRS is offering a rebate to all exhibitors who stay for a minimum of three nights at the Sheraton Denver Hotel, Denver, Colorado during the Pecora 17 Symposium. This is the headquarters hotel for this conference.

Exhibitors who book within the ASPRS room block and stay a minimum of three nights at the Sheraton Denver Hotel, Denver Colorado between November 16 and November 20 are eligible for a \$75 rebate from ASPRS. This offer is limited to a maximum of four rebates per full price 8' x 10' booth. This rebate is an expression of our appreciation for your patronage of the conference hotel, and enables us to contain meeting costs.

To claim this rebate from ASPRS, exhibitors must fax or mail a copy of his/her paid Sheraton Denver Hotel bill to the following address. All requests must be postmarked on or before December 5, 2008. Please indicate to whom the rebate check should be made payable.

Anna Marie Kinerney  
Meetings/Marketing Manager  
ASPRS  
5410 Grosvenor Lane  
Bethesda, Maryland 20814  
Fax: 301 493-0208

**EXHIBITOR CONFERENCE REGISTRATION**

**Deadline for Registration – October 1, 2008** - Registration is required for all exhibitors and booth staff.

**Registration Procedures** - Each exhibiting company will receive one (1) complimentary full conference registration and three (3) booth staff registrations per 8'x10' booth. Please complete the "**Exhibitor Registration Form**" included in this packet, for your full conference registrant and booth staff. Additional copies of this form may be made and must be submitted if more than one complimentary full registration or three booth staff registrations apply.

Technicians and booth personnel who need access to the hall prior to show hours (even if registered for the conference) should be included in this form. Please indicate time of entrance and need for early entrance on the form.

**Outside Contractors/Crew Passes** - If an outside contractor will be used to set up your booth, please fill out the enclosed "Intent to Use Non-Official Contractor" form for our records. Move-in/out crew passes will be available at the Levy Expositions Services Desk. These passes are to be used by company personnel or I&D companies who will only be responsible for setting up/tearing down your booth. Personnel who have the exhibit badge do not need the move-in/out passes to gain access to the hall.

**BADGES MAY BE PICKED UP ON-SITE AT THE ASPRS REGISTRATION DESK IN THE SHERATON DENVER HOTEL DURING REGISTRATION HOURS AS NOTED IN THE ON LINE PRELIMINARY PROGRAM AT [www.asprs.org/Pecora17](http://www.asprs.org/Pecora17)**



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## Exhibitor Registration Form

For each 8'x10' area purchased, the exhibitor is entitled to one complimentary full conference registration (admits bearer to all non-fee sessions and social functions) and three exhibitor badges (allowing booth staff access to the show floor, and Exhibitors' Reception only). Please use this form to register your full conference attendee and booth staff. If you have purchased space larger than an 8'x10' area, please make the appropriate number copies of this form. If you would like to purchase additional full conference registrations or register your employees for additional events held in conjunction with this ASPRS Conference that are not included in the complimentary registration, please use the official ASPRS Conference Registration Form. These forms can be found at <http://www.asprs.org/Pecora17>. Completed exhibitor registration forms are due by October 1, 2008. Return address information is below.

### Complimentary Full Conference Registration (one per 8'x10' booth)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
First Name on badge: \_\_\_\_\_  
Company \_\_\_\_\_ Street Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country \_\_\_\_\_  
Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Emergency Contact Name & Phone (Optional) \_\_\_\_\_

### Exhibitor Booth Staff Badges (three per 8'x10' booth)

#1 Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
First Name on badge \_\_\_\_\_  
Company \_\_\_\_\_ Street address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_  
Emergency Contact Name & Phone (Optional) \_\_\_\_\_

\* \* \* \* \*

#2 Last Name \_\_\_\_\_ First Name \_\_\_\_\_

First Name on badge \_\_\_\_\_

Company \_\_\_\_\_ Street address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Emergency Contact Name & Phone (Optional) \_\_\_\_\_

\* \* \* \* \*

#3 Last Name \_\_\_\_\_ First Name \_\_\_\_\_

First Name on badge \_\_\_\_\_

Company \_\_\_\_\_ Street address \_\_\_\_\_

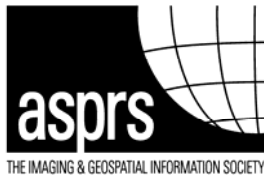
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail address \_\_\_\_\_

Emergency Contact Name & Phone (Optional) \_\_\_\_\_

Return no later than October 1, 2008 to:

**ASPRS Conference Registration  
International Meetings, Inc.  
Suite J  
9901 Business Parkway  
Lanham, MD 20706  
Phone: 301-306-7606  
Fax: 301-306-7603**



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## Intent To Use Non-Official Contractor

Levy Exposition Services, Inc. has been selected as the official general services contractor, and should be used for all drayage, furniture rental, signs, cleaning and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while in at this ASPRS Conference, please read and complete the following information.

### Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated, as the official contractor for the ASPRS Conference who will perform any services within the ASPRS designated exhibit area for an exhibitor and are approved for show management will:

Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibit company's responsibility to inform the Non-Official Contractor of the ASPRS Conference rules and regulations. Contractor must agree to abide by all union rules and regulations.

Have all exhibits for which they are responsible installed and ready for inspection by 9 am on Tuesday, November 18, 2008 and dismantled and ready for shipping by 7:00 pm Wednesday, November 19, 2008. All Non-Official Contractors must provide sufficient labor to satisfy the requirements of the exhibitors and the show.

Supply Conference Organizer and Levy Exposition Services of the names and addresses of the personnel who will be working within the Exhibit Hall.

Secure all services required other than set-up and dismantling from the official contractor.

Use the official contractor for any additional labor needed over and above those normally considered regular employees.

Each Non-Official Contractor firm being utilized must submit by November 6, 2008, a valid "Certificate of Insurance" with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property. Workman's Compensation Insurance, including employees' liability coverage, in a minimum amount not less than \$100,000. Please forward to the addresses listed on the form.

Each representative of a Non-Official Contractor must physically pick-up an "Exhibit Crew" identification badge at the Levy Exposition Services Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification that verifies his/her employment by a Non-Official Contractor, he must be accompanied to the Levy Exposition Services Desk by a representative who does have verifying identification.



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## Intent To Use Non-Official Contractor

I understand and agree that the Non-Official Contractor will abide by show rules and regulations and those outlined on the previous page.

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Exhibiting Company Contact: \_\_\_\_\_

Non-Official Contractor: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

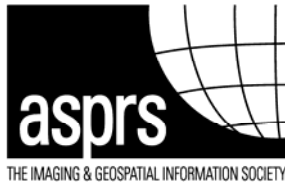
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The Exhibitor must submit an "Intent To Use a Non-Official Contractor" form to the ASPRS Meetings Manager and Levy Exposition Services by November 6, 2008. The Non-Official Contractor must submit a list of employees and a valid Certificate of Insurance to the ASPRS Conference Organizer and Levy Exposition Services by November 6, 2008. In the event the Conference Organizer and Levy Exposition Services are not notified as stated, the Non-Official Contractor must order labor from Levy Exposition Services.

Return one (1) copy to each address:

**ASPRS**  
**Meetings Manager**  
**5410 Grosvenor Lane, Suite 210**  
**Bethesda, MD 20814**  
**301-493-0208 Fax**

**Levy Exposition Services, Inc.**  
**Anielka Pasquier**  
**14900 Interurban Avenue South, Suite 271**  
**Seattle, Washington 98168**  
**253-437-0032 Fax**



## Rules and Regulations

### ADMITANCE POLICY

Show Management will provide badges for registered booth staff from your company. These badges are intended for the use of company personnel exclusively. Please use the registration forms provided in this service kit. Badges may be picked up at the ASPRS Registration Desk in the Sheraton Denver Hotel beginning at 10 am on Sunday, November 16, 2008. Badges and exhibitor ribbons must be worn to gain access to the Exhibit Hall.

### AISLE OBSTRUCTION

Any demonstration or activity that results in obstruction of aisles or prevents ready access to nearby exhibitor's booth shall be suspended for any period specified by show management.

### BADGE SYSTEM

A vital ingredient for the security of our show is our badge system. Therefore, security personnel have been instructed by show management to allow, at the appropriate times, only those with exhibitor badges in the Exhibit Hall. Badges must be displayed at all times. Under no circumstances will anyone be allowed in the Exhibit Hall without proper identification. We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

### BOOTH ACTIVITIES

No flammable fluids, substances, or materials of any nature, including decorative material, which is prohibited by national, state or city fire regulation, may be used in any booth. Helium balloons are prohibited. All curtains, drapes and decorations must be constructed of flameproof material. The use of lanterns and candles is prohibited.

### BOOTH SPECIFICATIONS

A standard booth will be set with backdrop and side rails draped in flame resistant cloth. The backdrop framework is 8' high and the side rails are 3' high. A sign will be affixed to each backdrop. This is included in the cost of the booth space.

### BUILDING PROTECTION

Nothing shall be tacked, stapled, nailed, screwed, taped or otherwise attached to the columns, walls, floors, doors or other parts of the building or furniture.

### CUSTOM DISPLAYS

The International Association for Exposition Management's Guidelines for Display Rules and Regulations will govern all exhibit constructions. Copies of the rules are enclosed. Show management may require the rearrangement of any exhibit to make it conform to the regulations, and the exhibitor will be liable for any costs incurred thereby.

### DECORUM OF EXHIBITS

Show management reserves the right to restrict exhibits, which because of noise, method of operation or for any other reason, become objectionable, and also to prohibit or evict any exhibit, which, in the opinion of show management, may detract from the general character of the exhibits. This reservation includes persons, things, conduct, printed matter or anything of an objectionable nature

## ELECTRICAL

All electrical orders will be filled directly by the Sheraton Denver Hotel. Order forms are included in this kit.

## EXHIBITORS' RESPONSIBILITY

Exhibitors have the right to escort their goods and merchandise from the receiving point at the hall to the storage area and/or their booths. On move-out the exhibitors should remain with their goods and merchandise until it is picked up. Any material that is left unattended with no prearranged freight pick-up will be forced on show freight carrier or returned to the drayage contractor warehouse. Freight will be forced at 7:00 pm on Wednesday, November 19, 2008.

## CATERING WITHIN THE EXHIBIT HALL

All food items must be purchased through the Sheraton Denver Hotel. Please contact Soulaiman Bahalla, Convention Services Manager - Phone 303.626.2501; Fax 303 626 -2542; [SOULAIMAN.BAHALLA@Sheraton.com](mailto:SOULAIMAN.BAHALLA@Sheraton.com) for all catering needs at the Sheraton Denver Hotel..

## HALL ACCESS AFTER SHOW HOURS

All attendees will be required to leave the show within ½ hour after closing each day. For exhibitors needing to work during non-show hours, permission must be obtained from Show Management. Security will ask for proper identification before allowing anyone into the hall. Every consideration will be made to accommodate you and still have an effective security program.

## INSURANCE

Exhibitors must insure their exhibits against damages that may be caused by accidents at the time of delivery, removal and during the exhibition, as well as any injury caused to any member of the public that may be caused by the exhibits. Although the Exhibit Manager will take reasonable measures to prevent accidents for the general management of the site, ASPRS is not be responsible for any act of God, theft, loss or damage.

**It is recommended that exhibitor's insurance policies cover the shipment of merchandise to the exhibition, the exhibition period and the return to their offices.**

## LABOR

Exhibitors may set up and dismantle their own exhibits. A regular, permanent employee of the exhibiting firm must perform such work; no temporary employment personnel may be used.

Exhibitors who plan to have an exhibit service firm (other than Levy Exposition Services, the official contractor) unpack, erect, assemble, dismantle, and pack displays and/or equipment must abide by the rules set forth in the "Intent to Use Non-Official Contractor" form in this service kit.

Levy Exposition Services will maintain an Exhibitor Service Center in the Exhibit Hall area at the Sheraton Denver Hotel. Any approved independent contractor will be permitted to maintain their check-in or service desks only within the confines of their client's booths, but shall not, under any circumstances, maintain desks in the aisles of the Exhibit Hall. *It is the exhibitor's responsibility to advise its independent contractors of all rules and regulations.*

## MATERIAL DISTRIBUTION

Printed matter, samples, etc., must be distributed only from within the rented exhibit space. Special distribution of such materials elsewhere must be approved by the ASPRS.

## OCCUPANCY

It is explicitly agreed by the exhibitor that in the event the exhibitor fails to install their product in their exhibit space within the time specified for installation, fails to pay the space rental at the time specified, or fails to comply with any other provisions concerning use of exhibit space, the management shall have the right to take possession of said space and lease same, or any part thereof, to such parties and upon such

terms and conditions as it may deem proper. **If booth space is not occupied by 9:00 am on Tuesday, November 18, 2008, the ASPRS may take possession of said space. Exhibitors will not be allowed access to the Exhibit Hall until all outstanding invoices have been paid.**

### SAFETY DEVICES

Exhibitors agree to accept full responsibility for compliance with national, state and city safety and fire regulations and to provide and maintain adequate safety devices should any of the display machinery or equipment be operated. Demonstrations are permitted within the booth provided that such demonstrations are absolutely safe to the general public. If a demonstration causes extreme noise, intense light, heat or vibration, the Show Management may suspend the demonstration.

### SECURITY

Every effort has been made by ASPRS to ensure the safety of your property. The Sheraton Denver Hotel will provide general security on a 24-hour basis. ASPRS' objective is to implement reasonable measures designed to minimize the risk of loss of your property. However, because such reasonable measures cannot absolutely guarantee the prevention of loss, the Sheraton Denver Hotel, ASPRS, and Levy Exposition Services are not liable for any loss of merchandise or equipment from your booth before, during or after the event. Exhibitors are urged to carry their own insurance through their own sources at their own expense. It is crucial that every exhibitor work closely with ASPRS and Levy Exposition Services, Inc. to ensure that the exhibition is as secure as possible. Additional security guards have been retained by ASPRS to provide perimeter security services for this event. It is ultimately all exhibitors' responsibility for safeguarding their exhibit. If you would like additional security for your booth, please contact Anna Marie Kinerney at 301-493-0290 ext.106. Orders must be placed by October 17, 2008..

The following are suggested security precautions:

- Ship in locked trunks or crates.
- Do not indicate the contents of boxes.
- All cartons should be securely taped or banded.
- Do not leave your booth unattended during the set-up period or during show hours.
- Avoid leaving small, easily concealed items in your booth overnight.
- Cover displays during non-show hours.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Pack your entire exhibit as soon as move-out period starts.
- Report any theft immediately to Show Management.
- Hire a security officer to be assigned to your booth during non-show hours.

### SIGNS

A complimentary identification sign will be provided for each exhibiting company. The sign, mounted on the backdrop, is 7"x 44" and bears the company's name and booth number. Additional signs may be ordered through Levy Exposition Services. Order forms are enclosed.

### SOUND DEVICES AND LIGHTING

Public address, sound-producing or amplification devices that project sound must be kept at a conversational level and must not interfere with other exhibitors. Any form of attention-getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another exhibitor's display. ASPRS reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, vocal or instrumental, is prohibited.

### TELEPHONES/INTERNET SERVICE

Private telephone and Internet service is available in exhibit booths at exhibitor's expense and must be ordered through the Sheraton Denver Hotel. Order forms are included in this kit.



# THE 17<sup>TH</sup> WILLIAM T. PECORA MEMORIAL REMOTE SENSING SYMPOSIUM

**SERVICE  
CONTRACTOR  
CONTACTS:**

LEVY EXPOSITION SERVICES INC.  
14900 Interurban Avenue S, Suite 271  
Seattle, WA 98168  
tel: 253 437 0031  
fax: 253 437 0032

**LOCATION:**

Sheraton Denver  
1550 Court Place  
Denver, CO 80202

**EXHIBITOR MOVE-IN:**

Monday, November 17, 2008 8:00 am - 6:00 pm  
Tuesday, November 18, 2008 8:00 am - 9:00 pm

**EXHIBITION DATES:**

Tuesday, November 18, 2008 10:00 am - 7:00 pm  
Wednesday, November 19, 2008 10:00 am - 5:00 pm

**EXHIBITOR MOVE-OUT:**

Wednesday, November 19, 2008 5:00 pm - 11:00 pm

**BOOTH EQUIPMENT:**

each 10' X 10' booth space comes with the following:

- 8' high drapery backwall - Gold/White
  - 3' high drapery sidewall - Gold
  - 1 - 7" x 44" booth identification sign
- If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

**DISCOUNT PRICE  
DEADLINE:**

In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **November 6, 2008**.

**SHIPPING:**

Please see the Material Handling order form and invoice in this packet for further information and associated costs.

All **Advance** Air and Ground shipments should arrive between **October 13 - November 14, 2008**, and should be consigned as follows:

ASPRS 2008/ PECORA 17  
Levy Exposition Services Inc.  
c/o Roadway Express  
14700 Smith Road  
Aurora, CO 80011

All **Direct** shipments should not arrive prior to **8:00 am** on **Monday, November 17, 2008**, and should be consigned as follows:

ASPRS 2008/PECORA 17  
Sheraton Denver  
c/o Levy Exposition Services Inc.  
1550 Court Place  
Denver, CO 80202

FACTS  
QUICK

**\*\*NOTE: Shipments that arrive at the advance warehouse after November 14, 2008 will be accepted, however a 30% late fee will be applied.**

# WORK REGULATIONS FOR DENVER, COLORADO

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## EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of exhibiting companies may install and dismantle their own exhibits using no more than two (2) full time company employees. Proof of full time employment status must be carried at all times. Labor required to install and dismantle exhibits in excess of this must be ordered thru Levy Expositions Services Inc. It is recommended that all display labor be ordered in advance from the Levy Exposition Services Labor Order Form located in this exhibitor manual.

## MATERIAL HANDLING

Exhibitors may hand-carry their own materials into and out of the exhibit facility. The use or rental of dollies, flat carts and other mechanical equipment is not permitted. Levy Exposition Services will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting companies will be permitted to hand-carry items into and out of the exhibit facility. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Levy Exposition Services.

## TIPPING

Levy Exposition Services requests that exhibitors refrain from tipping our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. Any request for a tip made by any employee of Levy Exposition Services should be brought to the attention of a Levy Exposition Services representative at the exhibitor service desk. We thank you in advance for your cooperation in this matter.

## SAFETY

Standing on tables, chairs or other rental furniture is strictly prohibited. Our furniture rental items are not engineered to support your standing weight. Levy Exposition Services cannot and will not be held responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling or dismantling your exhibit, please order labor on the Labor Order Form and the necessary tools and ladders will be provided.







**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com

THE 17<sup>th</sup> WILLIAM T. PECORA  
**MEMORIAL REMOTE SENSING SYMPOSIUM**  
 November 17 - 19, 2008  
 Sheraton Denver Hotel  
 Denver, CO

**CUSTOM CARPET ORDER FORM**

Custom Carpet can also be ordered on the regular Carpet Order Form.

**Deluxe Carpet in a Variety of Decorator Colors to Enhance Your Exhibit**

- |   |                          |            |   |                          |          |
|---|--------------------------|------------|---|--------------------------|----------|
| A | <input type="checkbox"/> | Royal Blue | F | <input type="checkbox"/> | Burgundy |
| B | <input type="checkbox"/> | Navy Blue  | G | <input type="checkbox"/> | Grey     |
| C | <input type="checkbox"/> | Black      | H | <input type="checkbox"/> | Purple   |
| D | <input type="checkbox"/> | Red        | I | <input type="checkbox"/> | Teal     |
| E | <input type="checkbox"/> | Tan        | J | <input type="checkbox"/> | Green    |

(CHECK BOX OF COLOR DESIRED)  
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.  
 Orders must be received thirty (21) working days prior to show opening to guarantee availability.

Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	DISCOUNT PRICE \$4.25 per sq. ft.	STANDARD PRICE (late order) \$5.53 per sq. ft. =\$ _____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$1.45 per sq. ft.	\$1.89 per sq. ft. =\$ _____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

**SPECIAL INSTRUCTIONS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_  
 CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**COST SUMMARY**

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.72% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**


**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

**STANDARD RATE** will be applied to all orders not received and paid in full by **November 6, 2008**. We reserve the right to adjust orders calculated incorrectly.


**A 25% CANCELLATION FEE** will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

## TABLE AND CHAIR RENTAL ORDER FORM & INVOICE


### TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>TABLES 30" HEIGHT</b>				
8' x 2' Skirted		118.00	153.40	
6' x 2' Skirted		108.00	140.40	
4' x 2' Skirted		98.00	127.40	
Fourth side of table skirted		44.00	57.20	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		51.00	66.30	




Blue  Red  Grey  White  Black  Gold  
 Forest Green  Burgundy

 <b>TABLES 40" COUNTER HEIGHT</b>				
8' x 2' Skirted		130.00	169.00	
6' x 2' Skirted		120.00	156.00	
4' x 2' Skirted		110.00	143.00	
Fourth side of table skirted		46.00	59.80	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		56.00	72.80	

Blue  Red  Grey  White  Black  Gold  
 Forest Green  Burgundy

 <b>BLACK PEDESTAL TABLE - 30" DIAMETER</b>				
27" Table height		76.00	98.80	
40" Counter height		89.00	115.70	

### CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>FABRIC SLED BASE CHAIR - GREY</b>		58.00	75.40	
 <b>FABRIC SLED BASE ARMCHAIR - GREY</b>		64.00	83.20	
 <b>FABRIC HIGHBACK STOOL - GREY</b>		74.00	96.20	

### EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.72% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**







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## SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE




### DISPLAY UNITS

	<b>FABRIC POSTER BOARD</b> 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical	144.00	187.00	
	<b>POP-UP BOOTH</b> 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black	1,225.00	1,592.50	
	<b>BLACK WIRE LITERATURE RACK</b> 20 pockets for 8.5" x 11" material	86.00	112.00	
	<b>PLEXIGLASS BROCHURE HOLDER</b> 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount	17.00	22.00	
	<b>ALUMINUM EASEL</b> Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"	40.00	52.00	
	<b>CHROME SIGN HOLDER</b> 22" x 28"	68.00	88.40	

### COUNTER UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 <b>WHITE COUNTER</b> Sliding doors & storage shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		242.00	315.00	
 <b>JEWELRY CASE</b> One shelf 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		276.00	359.00	
 <b>SHOW CASE</b> Two shelves 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		305.00	397.00	
 <b>COMPUTER COUNTER</b> 12" keyboard extension Sliding doors & storage shelf base - 20" x 40" x 40" tall <input type="checkbox"/> Lock (\$20.00 each)		259.00	337.00	

### ACCESSORIES

 <b>TABLE TOP PLEXI DRAW BOX</b> 12" x 12" x 12" tall		58.00	75.00	
 <b>WHITE BAR FRIDGE</b> 1.7 cubic ft.		178.00	231.40	
 <b>CHROME BAG HOLDER OR CLOTHING STAND</b>		58.00	75.40	
 <b>CHROME COAT TREE</b>		58.00	75.40	

### EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.72% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# HARDWALL SYSTEM RENTAL ORDER FORM & INVOICE

## 10' x 10' BOOTH PACKAGES

Description	Quantity	Discount Rate	Standard Rate	Total
<b>MODEL 110</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,553.00 1,889.00	2,019.00 2,456.00	
<b>MODEL 120</b> <b>Basic</b> - Corner booth with oversize counter, 1 curved header sign <b>Deluxe</b> - Basic plus 1 enclosed corner counter top		1,949.00 2,087.00	2,534.00 2,713.00	
<b>MODEL 130</b> <b>Basic</b> - 1 straight header sign <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		1,613.00 1,949.00	2,097.00 2,534.00	
<b>MODEL 140</b> <b>Basic</b> - 1 oversize curved header sign, 2 built in counters with sliding doors <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		2,001.00 2,338.00	2,601.00 3,039.00	

## 10' x 20' BOOTH PACKAGES

<b>MODEL 210</b> <b>Basic</b> - 2 straight header signs <b>Deluxe</b> - Basic plus 2 shelves, 1 white counter		2,708.00 3,045.00	3,520.00 3,959.00	
<b>MODEL 220</b> <b>Basic</b> - 1 straight & 2 angled header signs, storage area, front angled counters <b>Deluxe</b> - Basic plus 2 white counters, 1 door with lock for storage		3,122.00 4,019.00	4,059.00 5,225.00	
<b>MODEL 230</b> <b>Basic</b> - 1 extended straight header sign, angled backwall, 2m wide white centre counter <b>Deluxe</b> - Basic plus 4 shelves, 1 full height panel of white slat wall		3,321.00 3,649.00	4,317.00 4,744.00	
<b>MODEL 240</b> <b>Basic</b> - 1 oversize curved header, 3 built in counters with sliding doors <b>Deluxe</b> - Basic plus 3 shelves, 1 white curved front display counter		3,856.00 4,753.00	5,013.00 6,179.00	

## OPTIONS & INFORMATION

### HARDWALL PANEL (non fabric) SELECTION

White

### FABRIC PANEL COLOR SELECTIONS

Blue  Silver  Black

### CARPET COLOR SELECTIONS

Blue  Red  Green  Grey  Black  Purple

### HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

For more information on counters and other accessories please see the **SPECIALTY ACCESSORIES** Rental Order Form.

## SPECIAL INSTRUCTIONS

## EXHIBITOR INFORMATION

COMPANY

CONTACT

**BOOTH#**

## ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		35.00	46.00	
Angled shelf, .25m deep x 1m long		46.00	60.00	
150 watt chrome arm light, power NOT included		48.00	62.00	
2m white curve counter WITH inside shelf, NO doors		362.00	471.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		81.00/m	105.00/m	

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.72% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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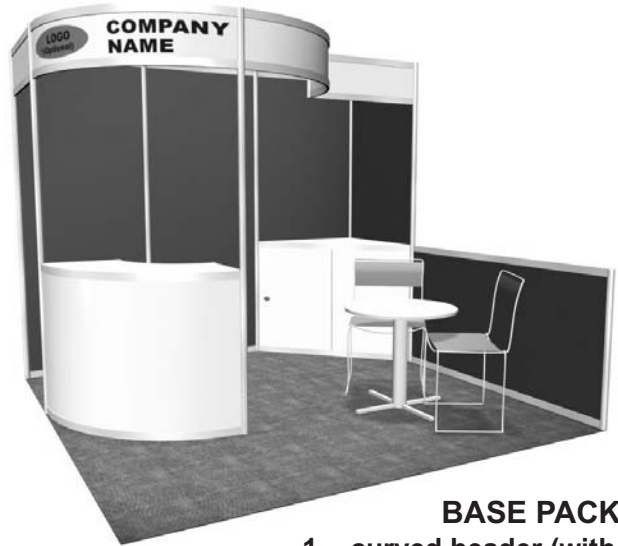
## HARDWALL SYSTEM 10' x 10' EXHIBITS

### MODEL 110 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 120 - 10'x10' CORNER



**BASE PACKAGE:**  
1 - curved header (with copy)  
1 - curved front display counter  
**DELUXE PACKAGE:** (as shown)  
1 - enclosed corner counter

### MODEL 130 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - straight header (with copy)  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 140 - 10'x10' CORNER OR INLINE



**BASE PACKAGE:**  
1 - oversized curved header (with copy)  
2 - .5m(20") x 1m(39") x 1m(39") white counters  
**DELUXE PACKAGE:** (as shown)  
2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet  
Please fill in carpet color selection on order form

- Furniture  
One pedestal table & two chairs
- Header assembly  
Graphics - block lettering only (logo extra)  
Please fill in header sign info. on order form



## HARDWALL SYSTEM 10' x 20' EXHIBITS

### MODEL 210 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

2 - straight headers (with copy)  
DELUXE PACKAGE: (as shown)

2 - .25m(10") deep shelves  
1 - .5m(20") x 1m(39") x 1m(39") white counter

### MODEL 220 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - straight & 2 angled headers (with copy)  
1 - storage area with drupe door  
2 - white front corner counters  
DELUXE PACKAGE: (as shown)  
2 - .5m(20") x 1m(39") x 1m(39") white counters  
1 - door with lock for storage area

### MODEL 230 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - straight header (with copy)  
2 - .5m(20") X 1m(39") x 1m(39")  
built-in white counters  
DELUXE PACKAGE: (as shown)  
1 - full height panel of white slat wall  
4 - .25m(10") deep shelves

### MODEL 240 - 10'x20' CORNER OR INLINE



**BASE PACKAGE:**

1 - oversize curved header (with copy)  
3 - .5m(20") X 1m(39") x 1m(39")  
built-in white counters  
DELUXE PACKAGE: (as shown)  
3 - .25m(10") deep shelves  
1 - 2m curved front display counter

### STANDARD HARDWALL PACKAGE INCLUDES

- Aluminum structure
- White hardwall or colored fabric backwalls
- White hardwall sidewalls
- Carpet  
Please fill in carpet color selection on order form

- Furniture  
One pedestal table & two chairs
- Header assembly  
Graphics - block lettering only (logo extra)  
Please fill in header sign info. on order form



## GRAPHICS AND SIGN ORDER FORM & INVOICE

### STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

### OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

### DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.  
 Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.  
 Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Lamine)	\$17.25	\$25.90	

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_

**BOOTH#**


### INDICATE YOUR SIGN COPY HERE

### ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

**Orders required within 72 hours before show opening may be subject to a rush delivery charge.** Please allow a minimum of 24 hours for any on-site sign orders.

#### CHOOSE YOUR LAYOUT

 Vertical
   Horizontal

Levy Exposition Services Inc.  
to design layout

#### LETTER COLOR SELECTIONS

Blue  Red  Green  Teal  Black  Purple  
 Black lettering will be provided unless otherwise specified.

### COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
100% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
7.72% SALES TAX	
<b>TOTAL US DOLLARS</b>	

## PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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## PLANT & FLOWER RENTAL ORDER FORM & INVOICE

### LIVE PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	Potted flowers	40.00	52.00	
	Boston fern	46.00	60.00	
	Hanging green plant	46.00	60.00	

### LIVE TROPICAL PLANTS

Quantity	Description	Discount Rate	Standard Rate	Total
	3' - 4' tall floor plant	69.00	90.00	
	4' - 5' tall floor plant	86.00	112.00	
	6' tall floor plant	113.00	147.00	

### COLORFUL FRESH CUT FLOWERS

Quantity	Description	Discount Rate	Standard Rate	Total
	Small floral arrangement	69.00	90.00	
	Large floral arrangement	109.00	142.00	

Please indicate color preference here, if any: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above items are priced on a rental basis only. Price includes container, delivery, installation and removal at the end of show. Any items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.

### SPECIAL INSTRUCTIONS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_  
 CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

### COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
7.72% SALES TAX		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

## SERVICES

**OUR SERVICES INCLUDE THE FOLLOWING:**

EXHIBIT VACUUMING                                      EMPTYING OF WASTEBASKETS                                      GENERAL HOUSEKEEPING

## DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____ X	_____	X \$0.36 =	_____
100 Square Feet Minimum Order	Total Number of Days		

## STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After First Day <input type="checkbox"/> After Second Day <input type="checkbox"/> After Third Day		
_____ X	_____	X \$0.44 =	_____
100 Square Feet Minimum Order	Total Number of Days		

## ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

A surcharge may be applied for any damage and or staining of exhibit space.

## SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

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## EXHIBITOR INFORMATION

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
<b>TOTAL</b>	<b>US DOLLARS</b>	

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# LABOR ORDER FORM & INVOICE

## SUPERVISION SERVICES (Please indicate desired service)

### LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN                       MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A 35% (\$50.00 minimum) Surchage will be added to the labor rates below for this professional supervision.

### EXHIBITOR SUPERVISED

MOVE IN                       MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

## LABOR RATES

<b>REGULAR TIME</b>	8:00 AM - 4:30 PM Monday to Friday	\$69.00 per Hour
<b>OVER TIME</b>	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$104.00 per Hour

## ESTIMATED INSTALLATION REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$69.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$104.00 per Hour	\$ _____ Total	

## ESTIMATED DISMANTLE REQUIREMENTS

<b>REGULAR TIME</b>	____ Laborers	____ Hours	\$69.00 per Hour	\$ _____ Total	<b>A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments.</b> Date Required _____ Start Time _____
<b>OVER TIME</b>	____ Laborers	____ Hours	\$104.00 per Hour	\$ _____ Total	

## INBOUND FREIGHT INFORMATION

Carrier _____	Date Shipped _____
Number of Pieces _____	Weight _____
Pro Number _____	Arrival Date (Target) _____
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display
Quantity of Ladders Required (Optional) _____	

## EXHIBITOR INFORMATION

COMPANY _____	
CONTACT _____	<b>BOOTH#</b>

## COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 35% (\$50.00 min.)		
<b>TOTAL US DOLLARS</b>		

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*

**TERMS & CONDITIONS** Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

**CANCELLATION FEE** A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

# PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

## DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, 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%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF COLORADO. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

## LABOR PROVIDED UNDER THE SUPERVISION OF LES

### RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

### INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

## LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

**PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.**

TERMS & CONDITIONS





**Fax: 253 437 0032**  
 14900 Interurban Avenue South, Suite 271  
 Seattle, WA  
 USA 98168  
 Telephone: 253 437 0031  
 E-mail: operations@levyshow.com

**THE 17<sup>th</sup> WILLIAM T. PECORA**  
**MEMORIAL REMOTE SENSING SYMPOSIUM**  
 November 17 - 19, 2008  
 Sheraton Denver Hotel  
 Denver, CO

**MATERIAL HANDLING ORDER FORM & INVOICE**

**MATERIAL HANDLING SERVICES**

**Crated:** material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

**Uncrated:** material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

**Straight Time -** 8:00 A.M. To 4:30 pm Monday through Friday

**Overtime -** 4:30 P.M. To 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays.

**\*\* Please be advised that overtime charges may apply during move-in or move-out.\*\***

DESCRIPTION	CWT Price	Minimum
<b>Showsite Shipment</b>		
Crated or Skidded Shipment.....	\$ 71.00	\$ 142.00
Special Handling Shipment.....	89.00	178.00
Uncrated or Pad Wrapped Shipment.....	94.00	188.00
<b>Advance Shipment</b>		
Crated or Skidded Shipment.....	\$ 76.00	\$ 152.00
Special Handling Shipment.....	95.00	190.00
Late to Warehouse (In Addition to Base Rate).....	25.00	50.00
<b>Overtime Charge (Inbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 25.00	\$ 50.00
Special Handling Shipment.....	25.00	50.00
Uncrated or Pad Wrapped Shipment.....	25.00	50.00
<b>Overtime Charge (Outbound)(In addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 25.00	\$ 50.00
Special Handling Shipment.....	25.00	50.00
Uncrated or Pad Wrapped Shipment.....	25.00	50.00

**PLEASE NOTE:** Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
Crated or Skidded Shipment	1200 LBS	÷ 100 = 12	\$76.00	\$912.00
E X A M P L E				
RATE ADJUSTMENT (OFFICE USE ONLY)				
SUBTOTAL				
TOTAL U. S. DOLLARS				

**PLEASE NOTE:** Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

**EXHIBITOR INFORMATION**

COMPANY \_\_\_\_\_

CONTACT \_\_\_\_\_ **BOOTH#** \_\_\_\_\_

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**  
**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***



**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: operations@levyshow.com

THE 17<sup>th</sup> WILLIAM T. PECORA  
MEMORIAL REMOTE SENSING SYMPOSIUM  
November 17 - 19, 2008  
Sheraton Denver Hotel  
Denver, CO

## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

## ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

**ASPRS 2008/ PECORA 17**  
**Company & Booth #**  
**Levy Exposition Services Inc.**  
**C/O ROADWAY EXPRESS**  
**14700 Smith Road**  
**Aurora, CO 80011**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **October 13, 2008** and no later than **November 14, 2008**.

Shipments must include an official weight ticket or bill of lading.

## SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show



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## **SHIPPING INSTRUCTIONS (CONT'D.)**

### **SHOW-SITE RECEIVING (CONT'D.)**

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

**ASPRS 2008/ PECORA 17**  
**Company Name & Booth #**  
**Sheraton Denver**  
**c/o Levy Exposition Services Inc.**  
**1550 Court Place**  
**Denver, CO 80202**

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE **SHERATON DENVER** PRIOR TO **8:00 AM** on **MONDAY, NOVEMBER 17, 2008.**

Shipments must include an official weight ticket or bill of lading.

### **LIMITS OF LIABILITY**

See Material Handling Terms & Conditions Sheet enclosed.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTORS; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF COLORADO WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DENVER, COLORADO.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS



# LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

## Official Transportation and Customs Service Provider

### The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS Inc., the *Official Transportation and Customs Service Provider*, is there to help you with any of your logistical needs. Let our team of customs and transportation experts guide and support you through the entire process. LibertyCFS Inc. offers complete worldwide land and sea freight forwarding and customs services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent

### Transportation

At Liberty, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- *Liberty Saver – Express or Regular Ground*
- *Exclusive Use Full Trailer*
- *International Freight Forwarding*
- *Dedicated Advanced Warehouse*

### Customs Solutions

Whether you are shipping to Canada, the United States or anywhere around the world, the experts at LibertyCFS Inc. will make your customs experience as transparent as possible.

- *In-bound Documentation*
- *On-site Canadian Customs Clearance*
- *On-site Representation at the Show*
- *Return Documentation*
- *Canadian & US Customs Clearance*

### Exhibitor Services

#### Pre-Show Support

- Liberty will help you choose the most effective customs and shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the show-site
- On-call freight and customs professionals, every day, all day, answering your questions and giving you peace of mind

#### Show-time Support

- Liberty people are on-site supervising the loading and un-loading of your freight, making sure it is on-site, on time.
- On-site freight and customs experts throughout the event, keeping you informed and prepared for the journey home

#### Post-Show Support

- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

*Simply complete the LibertyCFS Order Form or download it at [www.libertycfs.com](http://www.libertycfs.com) to order your freight or customs services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993*

*“Delivering Freedom”*



Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS Inc. for the following: (Pick One)

Customs & Transportation

Customs Only

Transportation Only

<b>Shipper</b>	Company Name			Exhibitor		Booth	
	IRS #		Booth		Show Name		
	Address 1			Address 1			
	Address 2			Address 2			
	City		State	Zip		Address 3	
	Contact			City		State	Zip
	Phone		Fax		Contact		Phone

<b>Bill to</b>	Company Name			Company Name			
	Address 1			Address 1			
	Address 2			Address 2			
	City		State	Zip		City	
	Contact			City		State	Zip
	Phone		Fax		Contact		Phone

**Return Freight to**

Arrive by Date

<b>Credit Card</b>	Charge to:	<input type="checkbox"/> Visa		<input type="checkbox"/> Master Card		<input type="checkbox"/> AMEX	
	Card Number				Expiry Date		
	I hereby authorize the use of this card for payment of services related to this order form. I understand that declined credit cards are subject to a 30% surcharge.				Card Holder Name		
					Signature		

## Transportation Info

Pick up	Date	Time
Delivery	Date	Time
Description of Packages/Contents		
	Cartons or Boxes	Dimensions
	Vinyl Cases	
	Wooden Crates	
	Flat Pieces	Description of Goods
	Skids or Pallets	
	Trunks	
	Tubes	Weight
	Other	
	Total	

**Service Requested:**

Express 2 Day       Economy 3-5 Day

Other (Specify below)

**Declared Value for Carriage**

The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below.

Enter Amount \$ \_\_\_\_\_

**FAA/DOT Security Approval: Known/Unknown Shipper Security and Hazardous Material Declaration**

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature \_\_\_\_\_

Transportation & Customs Services



1-877-422-8397

Leading Provider of Global Logistics Solutions

# ICAT Expo

*Official Expedited Carrier  
for*

**17th Pecora Memorial  
Symposium organized  
by ASPRS**

## Services Offered

Next day

Second day

Deferred (3-5 day)

International services

Same day / expedite services

Customs brokerage

Warehousing

**ICAT Expo delivers!**



**Obsessed with quality...**

**Committed to results!**

*For rates and scheduling, please contact us at:  
**www.icatexpo.com** or call **1-877-422-8397***



A Division of ICAT Logistics, Inc.

**One Call, Right Solution... *DONE!***



# 17th Pecora Memorial Symposium organized by ASPRS

## ICAT Expo OFFICIAL EXPEDITED CARRIER

Schedule your Quote/Pick Up using any of these options:

**WEB:** www.icatexpo.com  
**FAX:** 1-443-459-8095  
**E-MAIL:** sales@icatexpo.com  
**CALL:** 1-877-422-8397

## Quote / Shipping Request

Shipper Contact

Phone # / Fax #

E-mail

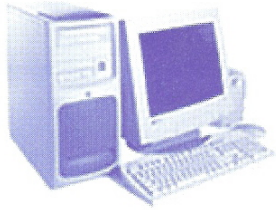

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, St., Zip		City, St., Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:
Pick Date: / /	Time:	Delivery Date: / /	Time:
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight <i>(Subject to change)</i>	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	<b>TOTALS</b>			

<b>Important Insurance Information PLEASE READ NOW!</b>	Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.
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<b>Service Requested</b>									
<b>Check One:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> Second Day <input type="checkbox"/> 3-5 Day Deferred <input type="checkbox"/> Van Line Service <input type="checkbox"/> Other: _____	<b>Payment:</b> <input type="checkbox"/> ICAT Account number <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover								
<input type="checkbox"/> Request pre-printed address Labels and shipping form <input type="checkbox"/> Schedule return shipment	<b>Cardholder's Name</b> <b>Signature</b>								
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: center;"><b>Account Number</b></td> <td style="text-align: center;"><b>Exp. Date</b></td> </tr> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> </table>				<b>Account Number</b>	<b>Exp. Date</b>				
<b>Account Number</b>	<b>Exp. Date</b>								

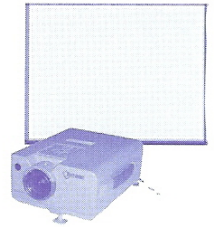
<b>Comments:</b>	<i>For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ICAT Expo account rep. Please complete the information above.          ICAT Terms &amp; Conditions apply to all shipments.</i>
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# Technology Express

*A nationwide leader in audiovisual and computer rental*

(314) 291-7200 • (800) 704-3655 • (314) 291-0636 • www.techexprss.com



## ASPRS Equipment Order Form

**November 17<sup>th</sup> – 20<sup>th</sup> • Denver, CO**

Orders received after November 7<sup>th</sup> is subject to a \$75.00 late fee.  
For equipment requests not listed below  
please contact Mike Coultas at the phone, fax or email listed below.

Equipment	Full Show Price	Qty	Total
Laptop w/1 Gig Ram/Windows XP	\$195.00ea	___	_____
17" Flat Panel Monitor	\$ 95.00ea	___	_____
19" Flat Panel Monitor	\$125.00ea	___	_____
26" LCD Monitor w/Table Stand	\$295.00ea	___	_____
32" LCD Monitor w/Table Stand	\$395.00ea	___	_____
42" Plasma w/Table Stand or Post Stand	\$695.00ea	___	_____
50" Plasma w/Table Stand or Post Stand	\$795.00ea	___	_____
DVD Player	\$ 95.00ea	___	_____

*\*Call for pricing on any equipment not listed\**

Equipment Total	_____
Tax 7.075%	_____
Delivery November 17 <sup>th</sup> – Pick Up November 20 <sup>th</sup>	\$ 95.00
Service Charge 5% of Total Order	_____
Total:	_____

**Payment must be made before delivery of equipment. NO EXCEPTIONS**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Booth Name, Number, Booth Contact Name, Contact Cell Phone Number:

\_\_\_\_\_

**American Society for Photogrammetry  
and Remote Sensing**  
Credit Card Authorization Form  
(November 17<sup>th</sup> – 20<sup>th</sup>)

I hereby certify that I am the Card member or Authorized User with signature rights to the credit card referenced below. I acknowledge receipt of audio visual/computer goods and/or services from Technology Express, Inc. I authorize Technology Express, Inc. to charge all costs associated with these goods and/or services to the below referenced credit card. Itemization of all charges made to this card will be sent to billing address provided below. I agree to perform all the obligations set forth in the Card member's agreement with issuer.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

**Please provide the information below exactly as it appears on the card.**

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ V Code (On Signature Line) \_\_\_\_\_ Amount \$ \_\_\_\_\_

Card members Name \_\_\_\_\_

Credit Card Billing Address  
\_\_\_\_\_

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Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Company Name \_\_\_\_\_

**Email, Fax or Mail this form to:**

Technology Express  
13761 St. Charles Rock Rd, Ste 112, Bridgeton, MO 63044  
Fax: (314) 291-0636

**Contact: Mike Coultas • Voice: (800) 704-3655 • Email:**  
**[mikec@techexprss.com](mailto:mikec@techexprss.com)**

# Event Show Services Order Form



Sheraton Denver Hotel  
1550 Court Place Denver, CO 80202

**EVENT NAME:**

**EVENT DATES:**

ITEM	PRICE	QUANTITY	SUB TOTAL	\$ PER DAY ADDITIONAL	ADDITIONAL DAYS (#)	ADDITIONAL DAY TOTAL	\$ TOTAL PER ITEM	TOTAL
<b>20 AMP Circuit (American Standard)</b> (Call For Special Electrical Needs)	\$55	x =		NA	NA	NA	\$	\$
<b>Phone Line</b> (Incoming and Outgoing Calls)	\$195	x =		\$25/day x	=	\$	\$	\$
<b>Modem Line</b> (Outgoing Calls And Internet)	\$150	x =		\$25/day x	=	\$	\$	\$
<b>DS3 Line</b> (High Speed Internet Access)	\$465	x =		\$85/day x	=	\$	\$	\$
<b>Hubbed DS3 Line</b> (Add Computers To An Ordered T1)	\$60	x =		NA	NA	NA	\$	\$
<b>LCD Projector</b> (Packages Available, Call For Details)	\$550	x =		\$550/day x	=	\$	\$	\$
<b>Screen</b>	\$35	x =		\$35/day x	=	\$	\$	\$
<b>Laptop Computer</b>	\$300	x =		\$300/day x	=	\$	\$	\$
<b>27" TV w/DVD or VHS</b>	\$250	x =		\$250/day x	=	\$	\$	\$
<b>DVD Player or VCR</b> (Please circle item of choice)	\$65	x =		\$50/day x	=	\$	\$	\$
<b>32" TV</b>	\$200	x =		\$150/day x	=	\$	\$	\$
<b>Flip Chart</b> (Includes markers and paper)	\$30	x =		\$30/day x	=	\$	\$	\$
<b>Wireless Microphone Package</b> (Includes Speaker With Built In Mixer)	\$185	x =		\$185/day	NA	NA	\$	\$
<b>Monitors</b> (call for pricing) (From 8" Previews to 60" Plasmas)		x =		\$ /day x	=	\$	\$	\$
<b>42" Plasma Monitor</b>	\$480	x =		\$ 450/day x	=	\$	\$	\$

<b>Booth Number:</b>	<b>Service Charge(21% of the total of equipment)</b>	\$
<b>Set Date/Time:</b> / / @ AM/PM	<b>Tax (7.72% of of the total of equipment and service charge)</b>	\$
<b>Strike Date/Time:</b> / / @ AM/PM	<b>Total</b>	\$

Event Name:	Fax #:	Phone#:
Company Name:	Contact Address:	
Contact Name:	City:	State: Zip:
<b>Method of Payment:</b> (circle one)	Check(Onsite Only)	Room Chrg Credit Card Master Account
CC#	Exp: /	Cardholder's Name:

**Please complete form for service request at the Sheraton Denver Hotel to process your order.**  
 Sheraton Denver Hotel electricians must install all electrical connections.  
 Should your equipment require special connections, please contact Sheraton Denver Hotel AV Services Team.  
 The exhibitors' electrical equipment must be properly wired and meet Fire Underwriters approval.  
 All Electrical services must have approved Sheraton Denver Hotel work order request.  
 Orders received in advance will be installed first. **Exhibitor Contact must be in booth at time of delivery.**  
 Prepayment must accompany all orders or they will not be processed as an advance order.  
**All work orders must be received seven (7) days in advance. On-site requests, rates are doubled in price.**  
 All charges are due and payable on delivery.  
 Refunds will be issued only on cancellations received in writing 48 hours prior to exhibitor set up date.

**For questions or rental of unlisted equipment, please call Audio Visual at (303) 352-2469**  
**When completed, please sign below and fax to Sheraton Denver Audio Visual Services Team: (303) 626-2542**

**Contact Signature:**

**Date:**



# Audio-Visual Price Offerings

Our AV team is ready to assist you in all of your event/meeting support, audio, video, lighting and rigging needs. This price guide only represents a partial list of the equipment we have available. Should you require equipment not listed, please feel free to call our AV Service Manager at 303-352-2469.

**Daily Rates**

MEETING SUPPORT - VALUE ADDED PACKAGES	
<b>35mm Projector Package</b> – Includes: Kodak E-III Projector, slide tray, stand, tripod screen	\$65.00
<b>Overhead Projector Package</b> – Includes: Overhead Projector, cart w/skirt, tripod screen, (10) transparencies	\$75.00
<b>20” Monitor with VHS / DVD Package</b> – Includes: 20” Color TV, VHS player or DVD, 54” cart with skirt	\$100.00
<b>27” Monitor with VHS / DVD Package</b> – Includes: 27” Color TV, VHS player or DVD, 54” cart with skirt	\$195.00
<b>32” Monitor with VHS / DVD Package</b> – Includes: 32” Color TV, VHS player or DVD, 54” rolling cart w/skirt	\$230.00
<b>20” Monitor with VHS/DVD COMBO</b> – Includes: 20” Color TV, VHS/DVD combo deck, 54” rolling cart w/skirt	\$185.00
<b>27” Monitor with VHS/DVD COMBO</b> – Includes: 27” Color TV, VHS/DVD combo deck, 54” rolling cart w/skirt	\$275.00
<b>32” Monitor with VHS/DVD COMBO</b> – Includes: 32” Color TV, VHS/DVD combo deck, 54” rolling cart w/skirt	\$285.00
<b>Data LCD Projector Package</b> – Includes: Proxima C420 LCD projector, tripod screen, cart with skirt, power strip, VGA power strip	\$485.00
<b>Video/Data LCD Projector Package</b> – Includes: Proxima C420 LCD projector, VCR or DVD, wireless remote, tripod screen, cart w/skirt, power strip, VGA power strip	\$685.00

SLIDE PROJECTORS	
Kodak Auto Focus Projector, Wired Remote Control, Tray	\$35.00
Elmo Slide to Video Converter	\$175.00
7.4" -13" Long Throw Zoom Lens	\$30.00
Wireless Remote Control	\$20.00
Additional Slide Tray	\$5.00
Caramate	\$45.00
Safelock Projector Stand	\$10.00

OVERHEAD PROJECTORS	
3M Standard Intensity Overhead Projector	\$40.00
Elmo Visualizer	\$250.00
Transparencies (10 transparencies, 4 markers)	\$20.00

VIDEO/DATA PROJECTORS	
Proxima ASK C420 – 3500 Lumen LCD Projector	\$450.00
Proxima DP8500 – 5000 Lumen Show Projector	\$750.00

VIDEO PLAYERS/RECORDERS	
VHS Player/Recorder	\$50.00
Super VHS Player/Recorder	\$65.00
Sony Beta SP Recorder / Player	\$285.00
DVD Recorder (Records in – R format)	\$250.00
DV-CAM Professional Recorder/Player	\$375.00
VHS/DVD Combination Deck	\$150.00
DVD Player	\$85.00

VIDEO MONITORS/RECEIVERS	
27" TV Monitor	\$110.00

17" Data Monitor	\$150.00
21" Data Monitor	\$200.00
37" Data Monitor	\$350.00
42" Wide screen Plasma Monitor with stand and speakers	\$750.00
Sony 8" Preview Monitor	\$35.00
VIDEO ACCESSORIES	
VHS Camcorder w/tripod	\$110.00
Video Distribution Amplifier (composite)	\$40.00
Extron 1 x 2 VGA Distribution Amplifier	\$45.00
Kramer 1 x 4 VGA Distribution Amplifier	\$65.00
Extron 4 x 1 Multi-Computer Switcher	\$75.00
<b>Extron ISS-408</b> Video/Computer Seamless Switcher With Remote Control and LCD Monitors	\$450.00
Sony 1024 Scan Converter / Switcher	\$185.00
** Call Audio Visual Sales Manager for Production Video Services such as IMAG, Dubbing, etc. (303) 626-2513	

VIDEO SCREENS		
	Front	Rear
Tripod Screen – 6', 7' or 8' (With Dress Kit)	\$45.00	
10' X 10' Cradle Screen	\$95.00	
6' X 8' Fast Fold	\$90.00	\$105.00
7.5' X 10' Fast Fold	\$105.00	\$125.00
10' X 10' Fast Fold	\$120.00	\$140.00
9' X 12' Fast Fold	\$130.00	\$150.00
10.5' X 14' Fast Fold	\$140.00	\$160.00
12' X 16' Fast Fold	\$195.00	\$250.00
Specialty screen sizes available upon request	CALL	

MEETING SUPPORT & CONSUMABLES	
Flipchart easel with pad & markers	\$30.00
Post-It© Flipchart with easel, pad & markers	\$55.00
Podium – Wood	\$0.00
Podium – Clear Lucite	\$175.00
Laser Pointer	\$30.00
Whiteboard with Markers	\$45.00
Message Board	\$45.00
AV Cart with Power	\$20.00
Safe-Lock Stand (projector stand)	\$25.00
Meeting Timer or Cue Light	\$60.00
Wireless Mouse for Computer	\$50.00
2-way Radios	\$25.00
Edison Extension Cord w/power strip	\$15.00
Additional Flip Chart Pads & Markers	\$10.00
DV-CAM Tape stock 180min	\$60.00
Blank BETA Tape Stock	\$40.00
Blank VHS Tape Stock	\$10.00
Blank DVD –R Stock (120 mins)	\$15.00
Blank CD R / RW (80 min)	\$5.00
Blank Mini-DV Tape Stock	\$12.00
Blank Audio Cassette Tapes	\$5.00

**Sheraton Denver Hotel**

OFFICE EQUIPMENT & TELEPHONY	
Large Photocopier	\$350.00/Day or \$950.00/Wk
Table-top Photocopier	\$150.00/Day or \$450.00/Wk
Color Photocopier	CALL
Laptop Computer	\$300.00/Day or \$575.00/Wk
Desktop Computer	\$250.00/Day or \$500.00/Wk
Plain Paper Facsimile Machine	\$150.00/Day or \$300.00/Wk
Laser Printer	\$150.00/Day or \$300.00/Wk
Inkjet Color Printer	\$85.00/Day or \$300.00/Wk
High Speed Internet Access (Meeting Rooms)	\$460.00/Day 1 & \$85/Additional Days
Standard Direct-In Dial Phone Line with Dedicated Number	\$185/Day 1 & \$25/Additional Days
Local/Long Distance "Dial 9" Line	\$155/Day 1 & \$15/Additional Days
Gentner Large Conference Speaker phone	\$200.00
Polycom Speaker Phone	\$125.00
Executive Polycom Speaker Phone (w/Pods)	\$175.00

AUDIO EQUIPMENT	
Standard Lectern Microphone	\$35.00
Standard Lavalier Microphone	\$35.00
Shure MX 418 Low Profile Lectern Microphone	\$50.00
Wireless UHF Hand Held or LAV Microphone	\$125.00
Press Patch (Mult-box)	\$45.00
Direct Box	\$45.00
Audio House Patch Fee (Small Meeting Rooms)	\$50.00
Audio House Patch Fee (Ballrooms & Ballroom Salons)	\$350.00
Shure 6-Channel Mono Mixer	\$45.00
Soundcraft Spirit - 12 Channel Stereo Mixer	\$85.00
Mackie 1604 - 16 Channel Stereo Mixer	\$125.00
Anchor Powered Speaker w/Stand	\$75.00
Cassette Player/Recorder	\$50.00
Compact Disc Recorder	\$150.00
6-Disc CD Changer (MP3/CD R Compatible)	\$75.00
6-Disc Compact Disc Player	\$45.00

PRODUCTION AUDIO - VALUE ADDED PACKAGES	
Call our Audio Visual Sales Manager for pricing (303) 352-2469	

LIGHTING EQUIPMENT	
Source Four PAR - gel frame, c-clamp, safety)	\$25.00
Source Four Ellipsoidal - (19°, 26°)	\$25.00
Lycian Spotlight	\$150.00
Leprecon LP 612 12-Channel Controller	\$100.00
Leprecon LD 360 6-Channel Dimmer	\$50.00
ETC Expression Console	\$250.00
2K Lighting Dimmer	\$45.00
ETC 12X2.4K Dimmer	\$125.00
ETC 24X2.4K Dimmer	\$250.00
High End Systems Technobeam	\$150.00
High End Systems Studio Spot 250	\$300.00

PRODUCTION LIGHTING - VALUE ADDED PACKAGES	
Call Audio Visual Sales Manager for Quote (303) 626-2513	

RIGGING & MISC. HARDWARE	
<i>*AMAV personnel required for all rigging within the Hotel</i>	
Chain Motor - 1/2 ton	\$95.00
Chain Motor - 1/4 ton	\$75.00
Chain Motor Control Module	\$150.00
Thomas 12"x12"x8' Box Truss	\$65.00
Thomas 12"x12"x5' Box Truss	\$45.00
Thomas Articulating Corner Blocks	\$25.00
Rigging Kit (includes spansets, shackles, hardware)	\$75.00
14' Lighting Pole with Cross Arm	\$15.00
50 Pound Base	\$10.00
Cam-Lok Feeder cable (5-wire)	\$45.00
Scissor Lift (Requires AMAV Operator) *Set & Strike	\$500.00
Dead Hang per Point	\$75.00

LABOR RATES	
<i>*All rates are considered advance rates. On-site charges may apply</i>	
Monday-Friday (8a-5p)	\$45.00 <b>per hour</b>
Monday-Friday (After hours) 5p-7a	\$75.00 <b>per hour</b>
Saturday	\$55.00 <b>per hour</b>
Sunday	\$55.00 <b>per hour</b>
Holidays	\$95.00 <b>per hour</b>
Banner Hanging (10'x20' or under)	\$45.00
Banner Hanging (11'x21' or over)	\$65.00

PIPE & DRAPE	
21' High Black Velour (per linear foot)	\$10.00

**Pricing does not include  
21% service charge and 7.72% sales tax.**