Dear Exhibitor:

AFFLINK Business Services is the Official Service Contractor for the upcoming NCER Conference. We recognize that your participation in this event is a vital part of your firm’s marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this exhibitor service kit are forms for ordering various services. The Exhibit Services forms are to be returned to our office, the others to the specific contractors who are providing the services. Please analyze and submit your order forms by **July 18th, 2011** to take advantage of our discount pricing.

Please carefully review the shipping information and dates in order to allow enough time to meet the posted deadlines. If you have any additional questions please do not hesitate to email rrunningham@afflink.com or fax (866) 847-3687. An Exhibitor Service Desk will be maintained in the exhibit area during exhibitor move-in to answer your questions and assist with any last minute requirements. We look forward to working with you and your company towards a successful show.

Thank You.
The Spirit of Cooperation

SCHEDULE

EXHIBITOR MOVE-IN

Monday, August 1st, 7:30am – 12:30pm

EXHIBITOR HOURS

Monday, August 1st, 1:00pm – 5:30pm

Tuesday, August 2nd, 7:30am – 8:00pm

Wednesday, August 3rd, 7:00am – 1:00pm

Thursday, August 4th, 7:30am – 8:00pm

Friday, August 5th, 10:30am – 2:00pm

EXHIBITOR MOVE-OUT

All exhibitor shipments must be received at the Advance warehouse by: Wednesday July 27th

All exhibitor materials must be removed from the Exhibit Hall by Friday August 5th at 2:00

NOTE: It is not mandatory to have a display representative present at all times. As a conference attendee, exhibitors are invited to participate in all conference meetings and networking functions. There will be daily mid-morning and afternoon refreshment breaks served to attendees in the Exhibit Hall. Refer to the detailed program agenda for a full schedule of conference activities.
 GENERAL INFORMATION

CUSTOMER SERVICE

- Richard Cunningham’s email: rcunningham@afflink.com
  Fax: (866) 847-3687
- Questions regarding shipping, table & drape, booth furnishings, labor, material handling, rental exhibits, signs, hanging signs, booth cleaning, and forklift service.
- No telephone orders accepted; please email or fax your order and credit card information to the above fax number.

EACH BOOTH INCLUDES

- 10’ X 10’ booth space (carpet is provided in the exhibit hall)
- 8’ high drape back walls – blue/white
- 3’ high drapery sidewalls – blue
- 1 – 6 x 2’ skirted table
- 2 Chairs
- 1 – booth identification sign
- 1 wastebasket

SHOW COLORS

- Blue & White

UTILITIES

- Electric is NOT included in your booth package and MUST be ordered separately if your booth will need power. Please fill out the enclosed Electrical Order Form and fax directly to the Hotel to order power for your booth.
SHIPPING TO THE SHOW

ALL Freight going to this show is being consolidated in Henrico, VA. The freight to and from Henrico to your location is not included in the fee below. You may use your carrier of choice UPS, FedEx, or other LTL carriers to and from Henrico, VA. Keep in mind that all freight must be sent to the Advance warehouse as the hotel has advised AFFLINK no freight storage will be available.

- A credit card is required for Material Handling Services.

SHIPMENTS TO WAREHOUSE - $112.00 per/100 lbs

This fee includes:
Receive shipments at warehouse, store shipment prior to convention. Deliver to booth, remove and store crates labeled EMPTY, return crates to booth at the close of the show, remove freight from booth, return freight to Advance warehouse, load on outbound carrier from the loading dock.

SHIPMENTS TO THE WAREHOUSE MUST BE SENT TO THE ADDRESS BELOW BY JULY 27TH, 2011. LATE SHIPMENTS SUBJECT TO ADDITIONAL HANDLING FEES

NOTE: ENCLOSED LABELS MUST BE ATTACHED TO SHIPMENT

AFFLINK BUSINESS SERVICES
EXHIBITOR NAME__________________________
7420 RANCO ROAD (DOCK 9A)
HENRICO, VA  23228

(804) 237-1166
Estimated Material Handling Order Form
INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS:
(Please use provided freight labels)

AFFLINK BUSINESS SUMMIT
Exhibitor Name_____________________
7420 Ranco Road (Dock 9A)
Henrico, VA 23228

(804) 237-1166

DIRECT SHIPMENTS:
NO DIRECT SHIPMENTS TO THE HOTEL

THE MARRIOTT WATERFRONT DOES NOT HAVE
STORAGE SPACE FOR VENDOR PACKAGES

COMPLETE AND RETURN TO AFFLINK BUSINESS SERVICES

<table>
<thead>
<tr>
<th>Number of pieces</th>
<th>Est. Weight</th>
<th>Carrier(s)</th>
<th>Tracking # (Please provide number)</th>
<th>Estimated Cost* (of Material Handling)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE SHIPMENTS (warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADVANCE SHIPMENTS (warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPED FROM CITY_________________________ STATE_________________________

DATE SHIPPED______________________ ESTIMATED DATE OF ARRIVAL______________________

PLEASE FILL OUT THE INFO BELOW ON EACH ORDER SHEET

Company Name________________________________________ Contact Person_______________________________

Address______________________________________________________________________________________________

City______________________________________________________ State__________________ Zip_________________

Phone (________)________________________________ Fax (________)___________________________________

Email address_________________________________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com
SHIPPING ADVISEMENT

____________________________ Exhibitor Name

____________________________ Emergency Exhibit Contact Name

____________________________ Emergency Telephone Number

On________________ (date), Our Company Shipped

• _________________ Number or Parcels

• _________________ # Weight of Parcels

• ____________________________ Tracking #’s / Pro Numbers

• ____________________________ Tracking #’s / Pro Numbers

• ____________________________ Tracking #’s / Pro Numbers

• ____________________________ Tracking #’s / Pro Numbers

• ____________________________ Tracking #’s / Pro Numbers

• ____________________________ Tracking #’s / Pro Numbers

• _________________ Mode of Transportation

• _________________ Carrier

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com
SHIP TO: HOLD FOR

NCER
4th National Conference on Ecosystem Restoration
The Spirit of Cooperation

EXHIBITOR NAME_______________
AFFLINK BUSINESS SERVICES DOCK 9A
7420 RANCO ROAD
HENRICO, VA 23228

MUST BE DELIVERED BY JULY 27th
PLEASE KEEP IN MIND THAT NO PRODUCTS OR MATERIALS CAN BE SHIPPED TO THE MARRIOT WATERFRONT. ALL SHIPMENTS MUST BE SENT TO THE AFFLINK ADVANCE WAREHOUSE.
PAYMENT / PRICING POLICIES & HELPFUL INFORMATION

DISCOUNT & STANDARD PRICING
- To take advantage of any discount pricing, orders must be received with payment in full, no later than **July 18th, 2011**
- Orders received, with payment in full AFTER the deadline date, will be invoiced at “Standard-Floor” pricing

PAYMENT SCHEDULE
- Orders received without full payment or credit card information will not be processed.
- All balances must be paid prior to close of the show.

METHOD OF PAYMENT
- For your convenience, we accept checks and money orders drawn on U.S. banks in U.S. funds, Visa, MasterCard, and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS
- Cancellation clauses are noted on each order sheet.

EXHIBITOR SAFETY
- Standing on chairs, tables or other rental furniture is prohibited. Exhibit Services will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

MISCELLANEOUS
- Rental items not ordered, yet found in booths, are invoiced at “Standard-Floor” pricing.
- All rental items remain the property of AFFLINK Business Services.
CONVENTION & DISPLAY TRADE SHOW

To assist you in planning for your show at the Marriott Waterfront, we are certain you will appreciate knowing in advance that specific labor will be required for certain aspects of your exhibit handling.

DECORATORS
Currently we have an agreement to provide labor for display installation and dismantling. Full time employees of exhibiting companies however, may set their own exhibits. Labor can be ordered in advance by returning the Display Labor order form.

MATERIAL HANDLING
Exhibitors may be limited to hand-carrying their own materials into the exhibit facility. The use of dollies, flat trucks and other mechanical equipment is not permitted. Access to the loading docks will be controlled in order to provide for safe and orderly move-in/move-out.

WORKERS COMPENSATION
All onsite workers must be covered by Workers Compensation Insurance.

SAFETY
Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your weight. We cannot be responsible for injuries in assembling your booth. Please order labor on the Display Labor Form and the necessary ladders and/or tools will be provided.
Recap of Services Ordered / Billing Authorization

MATERIAL HANDLING FEE ($112/100 LBS) ................................................................. $_____________
TABLE & FURNISHINGS ORDER ............................................................................. $_____________
ESTIMATED MATERIAL HANDLING ORDER ........................................................ $_____________
BOOTH DECOR ................................................................................................. $_____________
LABOR ORDER ................................................................................................... $_____________
AV ORDER ........................................................................................................... $_____________

PROCESSING FEE $ __25.00__
Credit Card Charge will be listed on your
Statement as: AFFLINK

TOTAL ESTIMATED CHARGES $_____________

PAYMENT METHOD

A CREDIT CARD IS REQUIRED FOR SERVICES RENDERED

I authorize Exhibit Services to charge any additional amounts incurred by me or my show
representative, including material handling and labor charges for any goods received. If credit
card is declined or a check is returned for insufficient funds, then Standard – Floor pricing
prevails and a $45.00 service charge will be added.

Cardholder’s Name________________________  Cardholder’s Signature____________________
Cardholder’s Address____________________________________________________________
City____________________________________________ State__________ Zip______________
Card Number _______________________________________ Exp. Date___________________
CVV#_________________ Visa/MC Last 3 digits on back of card on signature strip
Amex 4 digits printed on front of card above account number

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO AFFLINK, LLC

Check Number_____________________ Name on Check_______________________________
Dated___________________ In the Amount of $___________________
Company Name________________________________ Contact Person_____________________
Address________________________________________________________________________
City____________________________________________ State__________ Zip______________
Phone (      ) ___________________________ Fax (     )________________________________
Email address___________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687     EMAIL: rcunningham@afflink.com
## TABLE & BOOTH FURNISHINGS ORDER FORM

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Early Discount Price</th>
<th>Show Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITIONAL TABLES – DRAPED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______ 4’ x 2’ Draped Table w/ White Skirt</td>
<td>95.00</td>
<td>105.00</td>
</tr>
<tr>
<td>_______ 6’ x 2’ Draped Table w/ White Skirt</td>
<td>105.00</td>
<td>115.00</td>
</tr>
<tr>
<td>_______ 8’ x 2’ Draped Table w/ White Skirt</td>
<td>115.00</td>
<td>125.00</td>
</tr>
<tr>
<td><strong>TABLE RISERS - DRAPED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______ 4’ x 12” Draped Riser</td>
<td>60.00</td>
<td>70.00</td>
</tr>
<tr>
<td>_______ 6’ x 12” Draped Riser</td>
<td>75.00</td>
<td>85.00</td>
</tr>
<tr>
<td><strong>BOOTH FURNISHINGS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_______ Chairs</td>
<td>55.00</td>
<td>65.00</td>
</tr>
<tr>
<td>_______ Pedestal Table 30” Round</td>
<td>85.00</td>
<td>95.00</td>
</tr>
<tr>
<td>_______ Floor Easel</td>
<td>55.00</td>
<td>65.00</td>
</tr>
<tr>
<td>_______ Bag Rack</td>
<td>65.00</td>
<td>75.00</td>
</tr>
<tr>
<td>_______ Plastic Floor Protection (10x10)</td>
<td>55.00</td>
<td>65.00</td>
</tr>
</tbody>
</table>

PLEASE FILL OUT THE INFORMATION BELOW

**TOTAL** _________

Company Name__________________________________ Contact Person___________________

Address________________________________________________________________________

City____________________________________________ State__________ Zip______________

Phone (      ) ___________________________ Fax (     )________________________________

Email address____________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Standard Price</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Sound Equipment</strong></td>
</tr>
<tr>
<td>2</td>
<td>245.00</td>
<td>PA System (mid-size)</td>
</tr>
<tr>
<td></td>
<td>205.00</td>
<td>Microphone Wireless (hand/lavaliere)</td>
</tr>
<tr>
<td></td>
<td>80.00</td>
<td>Microphone Wired (hand/lavaliere)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Custom Systems Available</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Video Equipment</strong></td>
</tr>
<tr>
<td></td>
<td>115.00</td>
<td>VHS/DVD Player</td>
</tr>
<tr>
<td></td>
<td>785.00</td>
<td>46” Plasma Monitor with stand</td>
</tr>
<tr>
<td></td>
<td>550.00</td>
<td>LCD Projector (includes cart/setup)</td>
</tr>
<tr>
<td></td>
<td>285.00</td>
<td>100” Projection Screen</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Computer Equipment</strong></td>
</tr>
<tr>
<td></td>
<td>215.00</td>
<td>Desktop with Monitor</td>
</tr>
<tr>
<td></td>
<td>285.00</td>
<td>Laptop</td>
</tr>
<tr>
<td></td>
<td>190.00</td>
<td>17” Flat Screen Monitor</td>
</tr>
<tr>
<td></td>
<td>260.00</td>
<td>20” Flat Screen Monitor</td>
</tr>
<tr>
<td></td>
<td>105.00</td>
<td>Literature Rack</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Macintosh Computer</td>
</tr>
</tbody>
</table>

PLEASE FILL OUT THE INFORMATION BELOW

**TOTAL** _________

Company Name________________________________ Contact Person___________________

Address________________________________________________________________________

City________________________________________ State__________ Zip______________

Phone ( ) ___________________________ Fax ( ) ___________________________

Email address___________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329 Henrico, VA  23228
FAX: (866) 847-3687      EMAIL: rcunningham@afflink.com
BOOTH DÉCOR PACKAGE

As the AFFLiNK Summit quickly approaches, Décor Services is ready to assist with your booth décor. From full booth décor to attention grabbing touches our dedicated staff is equipped with creative ideas to manage any booth decor.

Below are a few décor options to choose from to add excitement and interest to your booth. Complete package delivery, labor setup and strike charges included.

Deluxe cluster balloon arch in your choice of colors
Fits standard booth size $250.00________

Deluxe live foliage and planter package
Fits standard booth size $450.00________

Customize hard prop display
Fits standard booth size from $850______

Note: Additional Décor available

PLEASE FILL OUT THE INFORMATION BELOW

Company Name______________________ Contact Person___________
Address____________________________________________________
City______________________________ State_____ Zip____________
Phone (     ) _______________________ Fax (     )_________________
Email address_______________________________________________

To discuss other options please call Terry Cunningham at (804) 237-1153
MAIL OR FAX TO: AFFLINK Business Services PO Box 28329 Road Henrico, VA 23228
FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com
DIGITAL GRAPHICS ORDER FORM

Supplier Company Name: ________________________________

Quality graphics contribute significantly to the impact of your exhibit by creating visual excitement. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. EVENTS Unlimited has partnered with Design & Print Services and their high-quality print technology to provide you with the finest digital graphics available.

**Standard Sizes** (please call Design & Print Services at 804.237.1110 for price quotes on graphics not considered Standard Sizes)

**22” x 28” color sign mounted & laminated to foamcore**

<table>
<thead>
<tr>
<th>Price ea.</th>
<th>x</th>
<th>Quantity</th>
<th>=</th>
<th>Total print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>$68.00</td>
<td>x</td>
<td>_____</td>
<td>=</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td></td>
<td></td>
<td>I will be a supplying print-ready file <em>(per artwork guidelines)</em></td>
</tr>
<tr>
<td>File name</td>
<td></td>
<td></td>
<td></td>
<td>I need to have my sign designed</td>
</tr>
<tr>
<td>Vertical</td>
<td></td>
<td>1</td>
<td></td>
<td>Horizontal</td>
</tr>
<tr>
<td>Sign copy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL 22” x 28” signs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**60” x 36” color vinyl banner with 6 grommets**

<table>
<thead>
<tr>
<th>Price ea.</th>
<th>x</th>
<th>Quantity</th>
<th>=</th>
<th>Total print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>$113.00</td>
<td>x</td>
<td>_____</td>
<td>=</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td></td>
<td></td>
<td>I will be a supplying print-ready file <em>(per artwork guidelines)</em></td>
</tr>
<tr>
<td>File name</td>
<td></td>
<td></td>
<td></td>
<td>I need to have my sign designed</td>
</tr>
<tr>
<td>Vertical</td>
<td></td>
<td>1</td>
<td></td>
<td>Horizontal</td>
</tr>
<tr>
<td>Banner</td>
<td></td>
<td></td>
<td></td>
<td>copy</td>
</tr>
<tr>
<td>TOTAL 60” x 36” banners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**8.5” x 11” color table top sign with cardboard easel**

<table>
<thead>
<tr>
<th>Price ea.</th>
<th>x</th>
<th>Quantity</th>
<th>=</th>
<th>Total print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>$21.00</td>
<td>x</td>
<td>_____</td>
<td>=</td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td></td>
<td></td>
<td>I will be a supplying print-ready file <em>(per artwork guidelines)</em></td>
</tr>
<tr>
<td>File name</td>
<td></td>
<td></td>
<td></td>
<td>I need to have my sign designed</td>
</tr>
<tr>
<td>Vertical</td>
<td></td>
<td>1</td>
<td></td>
<td>Horizontal</td>
</tr>
</tbody>
</table>
TOTAL 8.5” x 11” signs $ ________

GRAND TOTAL $ _______

* File conversion, retouching, or color correction to supplied completed files may incur additional labor charges & will be estimated before work begins.

** Design fee includes basic design & layout – more extensive design & layout will be additional & will be estimated before work begins.

PLEASE FILL OUT THE INFORMATION BELOW

Supplier Company Name________________________________________
Contact Person____________________________  Email address _______________________________
Address_____________________________________________________________________________
City___________________________________________________ State__________ Zip___________
Phone (      ) ___________________________  Fax (     )__________________________________

Artwork Guidelines
• Minimum requirements for artwork, such as logos, when Design & Print Services is providing design and layout:
  o 300 dpi resolution at a size of 8” x 10” (higher resolution files will result in improved final product)
  o All related PMS and/or CMYK color codes
  o Contact name, phone # and email address of art creator if applicable
  o If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths
• Minimum requirements for final artwork that Design & Print Services will reproduce exactly as provided:
  o 100 dpi resolution at full size of actual finished product
  o All related PMS and/or CMYK color codes
  o Accurate color proof of artwork
  o Contact name, phone # and email address of art creator if applicable
  o If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths
• Acceptable file software formats with files saved in their native format (MAC software)
  o ADOBE – Illustrator, InDesign, and Photoshop
  o Quark XPRESS
  o Hi-res PDF
• Acceptable file types
  o EPS and AI (especially when submitting logos)
  o Hi-res PDF
  o TIF (especially when submitting photos)
  o JPG (provided resolution is high enough for photo images – not recommended for logos)
• Unacceptable file types
  o GIF files
  o Microsoft Office software files such as Word, PowerPoint or Publisher
• Ways to send artwork
  o Ship CD or DVD
  o Post files to ftp site (Please contact Wes Morgan at 804-237.1110 to obtain ftp site access information)
LABOR ORDER FORM

<table>
<thead>
<tr>
<th>Per Person</th>
<th>Per Hour</th>
<th>Labor Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$125.00</td>
<td>Monday – Friday 8:00am to 4:30pm</td>
</tr>
<tr>
<td>Over Time</td>
<td>$187.50</td>
<td>Monday – Friday 4:30pm to Midnight</td>
</tr>
<tr>
<td>Double Time</td>
<td>$250.00</td>
<td>All Other Times</td>
</tr>
</tbody>
</table>

- ONE HOUR MINIMUM PER PERSON – Labor thereafter is charged in ½ hour increments per person
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Afflink Business Services of such cancellation will result in a one hour minimum charge per person requested. Exhibitor supervised labor ordered yet not used will result in a one hour minimum no-show labor charge.
- A credit card is required for all labor orders.
- Shrink wrap services are available for $30.00 per skid plus a minimum of ½ hour site order labor charge.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># OF MEN</th>
<th>Estimated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EXHIBITOR SUPERVISION REQUIRED

PLEASE FILL OUT THE INFORMATION BELOW

Company Name________________________________________ Contact Person____________________

Address___________________________________________________________________________

City________________________________________ State________ Zip____________

Phone (_____) __________________________ Fax (_____) _____________________________

Email address_____________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687     EMAIL: rcunningham@afflink.com
### CLEANING ORDER FORM

<table>
<thead>
<tr>
<th></th>
<th>Early Discount Price</th>
<th>Show Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong># of Days</strong></td>
<td><strong>BOOTH VACUUMING (per 100 sq ft)</strong></td>
<td></td>
</tr>
<tr>
<td>_______ ___________</td>
<td>Booth Vacuuming (ea. day before show) (Includes emptying waste basket)</td>
<td>35.00</td>
</tr>
<tr>
<td></td>
<td><strong>PORTER SERVICE</strong> (During Show)</td>
<td></td>
</tr>
<tr>
<td>_______ ___________</td>
<td>Empty Trash every hour</td>
<td>85.00</td>
</tr>
</tbody>
</table>

TOTAL _________

---

**PLEASE FILL OUT THE INFORMATION BELOW**

Company Name_________________________________ Contact Person__________________

Address_______________________________________________________________________

City__________________________________________ State__________ Zip______________

Phone (      ) __________________________  Fax (     )_______________________________

Email address__________________________________________________________________

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA  23228
FAX: (866) 847-3687     EMAIL: rcunningham@afflink.com
## 2011 Event Equipment Order Form

### Computer

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop PC w/Windows/OfficeXP</td>
<td>2</td>
<td>$250.00</td>
</tr>
<tr>
<td>Laptop PC w/Windows/Office XP</td>
<td>2</td>
<td>$250.00</td>
</tr>
<tr>
<td>Laser Printer</td>
<td>1</td>
<td>$195.00</td>
</tr>
</tbody>
</table>

### A/V

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' Brass Easel</td>
<td>1</td>
<td>$9.00</td>
</tr>
<tr>
<td>Flipchart</td>
<td></td>
<td>$55.00</td>
</tr>
<tr>
<td>37” LCD Monitor</td>
<td>1</td>
<td>$300.00</td>
</tr>
<tr>
<td>LCD Projector - Small Meeting Room</td>
<td>1</td>
<td>$650.00</td>
</tr>
<tr>
<td>LCD Accessory Package</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>DVD Player</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>19” Flat Panel Monitor</td>
<td>1</td>
<td>$200.00</td>
</tr>
<tr>
<td>5’ - 8’ Tripod Screen</td>
<td>1</td>
<td>$105.00</td>
</tr>
<tr>
<td>42” Plasma Monitor w/ floor stand</td>
<td>1</td>
<td>$650.00</td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>1</td>
<td>$85.00</td>
</tr>
<tr>
<td>4-6 Channel Mixer</td>
<td>1</td>
<td>$85.00</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>1</td>
<td>$195.00</td>
</tr>
<tr>
<td>JBL 10” Powered Speaker</td>
<td>1</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

### Internet

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Speed Internet-CAT5 per PC</td>
<td>1</td>
<td>$75.00</td>
</tr>
<tr>
<td>High Speed Internet-Wireless per PC</td>
<td>1</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

### Telephone

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Phone (calls within hotel only)</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Local/Long Distance (dia 9 - no incoming)</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>Direct-In-Dial (own phone #)**</td>
<td>1</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

### Rigging

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Rig Points (per ceiling point)</td>
<td>1</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

### Electrical

<table>
<thead>
<tr>
<th>Item</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Amp /110 Volt Dedicated Circuit</td>
<td>1</td>
<td>$25.00</td>
</tr>
<tr>
<td>100Amp 208 Volt 3 Phase</td>
<td></td>
<td>$475.00</td>
</tr>
</tbody>
</table>

### Additional Instructions

What will you be utilizing the electrical for?

*****ALL CHARGES ARE ON A PER DAY BASIS*****

### Payment by Check

Please mail checks to the address posted below, payable to the Baltimore Marriott Waterfront.

Payments by check MUST be received 10 days prior to installation.

### Payment by Credit Card

- CREDIT CARD NUMBER
- TYPE
- EXP DATE
- CARDHOLDERS NAME
- SIGNATURE

A 6% State Tax & 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 72 hour notice or full rental charges will apply. Credit or payment MUST be established before installation.

*.75 charge per local call. Long Distance rates apply plus 55%.**
LIMITS OF LIABILITY

LIMITATIONS OF AFFLINK’S LIABILITY AND RESPONSIBILITY

1. AFFLINK shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.

2. AFFLINK shall not be responsible for loss, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s booth.

3. AFFLINK shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor’s booth for re-loading after the show.

4. AFFLINK shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor’s material which make it impossible to exhibit same.

5. The consignment of delivery of a shipment to AFFLINK by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.

6. AFFLINK shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. AFFLINK shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. AFFLINK liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AFFLINK is limited to .30 per pound per article, with a maximum of $50.00 per item, and maximum of $1000.00 per shipment. This applies while these goods are in AFFLINK custodial care.

7. Claims for loss or damage which are not submitted in writing to AFFLINK within 30 days of the close of the show on which the loss or damage occurred shall be considered waived.

8. Exhibitors should arrange for outbound shipments during the show or immediately after its close. AFFLINK will assist in the preparation of bills of lading. Be sure that your material has been carefully packed and properly tagged or marked.

9. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.