

Exhibit Services, Inc.
1814 Tappan Blvd., Tampa, Florida 33619
813-623-1163 Fax 813-623-5913
www.exhibitservices.net/abma2007



American Brush Manufacturers Association
2007 Annual Convention
Renaissance Vinoy / St. Petersburg, FL
March 14 – March 16, 2007

Dear American Brush Manufacturers Association Exhibitor,

Your company is exhibiting at the above conference and *EXHIBIT SERVICES, INC.* has been appointed the official Exhibition Service Contractor. As the general contractor ES will provide services to exhibitors. The enclosed Exhibitor Service Kit contains shipping instructions; order forms for electricity, exhibit set-up/dismantle labor, furniture rental, "Exclusive Drayage" and other services. Please read the following information very carefully.

Booth Furnishings (Included with your exhibit fee)

ABMA furnishes an 8' x 10' booth consisting of an 8' high blue & white draped back wall and 3' high blue side drapes, which separate exhibitors. Each 8' x 10' booth is furnished with one 6' blue-skirted display table, two folding chairs, one wastebasket and one 7" x 40" ID sign with company name and booth number. The exhibit area is fully carpeted. **(Discount cut-off date for ordering additional furniture is Friday, March 2, 2007)**

Shipping (Advance Warehouse) at Exhibit Services, 1814 Tappan Blvd, Tampa, FL, 33619

SHIP AS EARLY AS POSSIBLE! YOU GET 30 DAYS STORAGE WITH MATERIAL HANDLING FEES!

Exhibit Services will begin accepting materials upon receipt of this information. Materials shipped to the advanced warehouse **MUST ARRIVE BY Tuesday, March 13, 2007**. Shipments that arrive after Tuesday, March 13, 2007 will be charged a late fee of 50% of material handling fees or a \$65.00 delivery charge, whichever is greater and delivery time cannot be guaranteed. Please refer to Inbound Shipping/Material handling information for address and following page for rates. **Please use the pre-printed labels in this kit.**

Shipping Showsite (DO NOT Ship to Showsite!)

DON'T SHIP FREIGHT TO THE RENNAISSANCE VINOY! Freight shipped to the Renaissance Vinoy will either be **REFUSED** or you will be charged handling & storage fees from the Renaissance Vinoy. The freight will then be turned over to Exhibit Services for delivery to booth and you will **ALSO** be charged material handling fees, **even if you are a guest of the hotel**. Please ship to the advance warehouse address above and you'll only be charged the one-time turnkey drayage. Exhibit Services is under contract with ABMA as the "**EXCLUSIVE**" material handling contractor and will handle ALL freight shipments in and out of the ballroom. It is much less expensive to ship to the advance warehouse and be charged a one-time material handling fee than to send freight to the Renaissance Vinoy and be charged twice for the same service.

Freight Handling

Exhibitors are **NOT** allowed to unload commercial freight carriers.

Exhibitor Set-Up, Show Hours & Teardown Times

Finished Product Show in Grand Ballroom

SETUP:	Wednesday,	March 14, 2007	12:00 PM Noon – 5:00 PM
SHOW HOURS:	Wednesday,	March 14, 2007	6:00 PM – 9:00 PM
TEARDOWN:	Wednesday,	March 14, 2007	9:00 PM – 10:00 PM

Supplier Exhibits in Palm Court Ballroom

SETUP:	Wednesday,	March 14, 2007	12:00 PM Noon – 5:00 PM
	Thursday,	March 15, 2007	12:00 PM Noon – 5:00 PM
	Friday,	March 16, 2007	7:00 AM – 7:45 AM
SHOW HOURS:	Friday,	March 16, 2007	8:00 AM – 12:00 PM Noon
TEARDOWN:	Friday,	March 16, 2007	12:00 PM – 2:00 PM Noon

Outbound Freight Information

Exhibitors using freight carriers other than TEAM Worldwide must call their freight carrier for a pick-up **DIRECTLY** from the Renaissance Vinoy by **2:00 PM on Friday, March 16, 2007**. This is the forced freight time, if your freight carrier fails to show by 2:00 PM on Friday, March 16, 2007, your freight will be forced out to the recommended carrier and shipped COD.

Payment Policy

Material handling fees **MUST** be paid in advance. Furniture orders must be received by **Friday, March 2, 2007** to qualify for discount prices and availability. Please fill out Credit Card & Payment Totals Form or have booth representative be prepared to present payment before any services are rendered.

Deadlines

Discount Deadline – Friday, March 2, 2007 is the FINAL day to order furnishings at discount prices and assure availability. Other vendors may have different discount cut-off dates and rules. Please check other vendor forms very carefully.

Freight Deadline – Tuesday, March 13, 2007 is the FINAL day for your freight to arrive at the advanced warehouse. Freight received after this date will be charged late fees.

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VERY IMPORTANT EXHIBITOR INFORMATION

FREIGHT HANDLING

EXHIBITORS ARE **NOT** ALLOWED TO UNLOAD COMMERCIAL FREIGHT CARRIER VEHICLES.

LABOR

EXHIBITORS ARE ALLOWED TO SET-UP DISPLAYS PROVIDING THAT ONLY FULL TIME COMPANY PERSONNEL ARE USED. IF USING A 3RD PARTY DISPLAY HOUSE OR I & D COMPANY, THEY MUST COMPLETE THE EXHIBITOR APPOINTED CONTRACTOR FORM **AND** SEND BACK TO **EXHIBIT SERVICES** WITH THE PROPER CERTIFICATE OF INSURANCE BY FRIDAY, MARCH 2, 2007. IF THE EAC FORM AND CERTIFICATE OF INSURANCE IS NOT RECEIVED BY FRIDAY, MARCH 2, 2007. THE 3RD PARTY COMPANY WILL NOT BE ALLOWED TO WORK!

VERY IMPORTANT INBOUND SHIPPING INFORMATION

PLEASE READ VERY CAREFULLY

EXHIBIT SERVICES IS THE EXCLUSIVE DRAYAGE CONTRACTOR. ALL FREIGHT SHIPPED IN FOR BOOTHS WILL BE CHARGED MATERIAL HANDLING FEES (PART K IN THIS KIT).

ALL ADVANCE FREIGHT SHIPMENTS MUST BE SENT TO THE ADVANCE WAREHOUSE TO ARRIVE BY TUESDAY, MARCH 13, 2007. PLEASE USE THE PREPRINTED LABELS INCLUDED IN THIS KIT.

THE RENNAISSANCE VINOY HAS NO STORAGE SPACE FOR SHOW FREIGHT AND WANTS ALL EXHIBITORS TO SHIP FREIGHT TO THE ADVANCE WAREHOUSE ADDRESS. **IF YOU DO SHIP FREIGHT TO THE RENNAISSANCE VINOY, YOU WILL BE CHARGED HANDLING & STORAGE FEES FROM THE RENNAISSANCE VINOY.** THE FREIGHT WILL BE TURNED OVER TO EXHIBIT SERVICES FOR DELIVERY TO BOOTH AND YOU WILL BE CHARGED MATERIAL HANDLING, EVEN IF YOU ARE A HOTEL GUEST.

IT IS MUCH LESS EXPENSIVE TO SHIP TO THE ADVANCE WAREHOUSE AND BE CHARGED A ONE-TIME MATERIAL HANDLING FEE THAN TO SEND FREIGHT TO THE RENNAISSANCE VINOY AND BE CHARGED TWICE FOR THE SAME SERVICE!

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Credit Card & Payment Totals Form

Exhibit Services, Inc.
 Federal ID # 59-2945495

PAYMENT POLICY: Payment in full must accompany all advance orders. Payment can be made by check or credit card authorization. Orders without payment will not be processed. One copy of the order forms, with your check or credit card information must be forwarded to Exhibit Services, Inc. Charges incurred at show site must be paid upon presentation of invoice. Please complete Credit Card Authorization below or have your booth personnel prepared to pay any balance. Any additional charges not totaled on this form (i.e. extra furniture rentals, incorrect labor estimate, additional material handling weights, etc.) will be charged to the information listed below.

Payment Totals

Total amount Part A ... (Skirted Tables, Round Tables, Counters & Pedestals).....\$ _____

Total amount Part B..... (Seating, Special Draping & Drape Hardware).....\$ _____

Total amount Part C..... (Carpet & Padding)..... \$ _____

Total amount Part D..... (Rental Displays)..... \$ _____

Total amount Part E..... (Accessories)..... \$ _____

Total amount Part F..... (Signage / Graphics)..... \$ _____

Total amount Part H..... (Plants / Floral)..... \$ _____

Total amount Part I..... (Cleaning)..... \$ _____

Total amount Part J..... (Display Labor)..... \$ _____

Total amount Part K..... (Drayage / Material Handling)..... \$ _____

GRAND TOTAL..... \$ _____

Credit Card Authorization: AM EX _____ MASTER CARD _____ VISA _____ DISCOVER _____

Account #

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

Expiration Date _____ Additional security numbers on credit card _____

Cardholders Name (Please Print) _____

Signature _____ Phone () _____ - _____

Billing Address for this card _____

City _____ State _____ Zip _____

Email Address for sending receipt _____

Exhibitor Name _____ Booth # _____

Skirted Tables, Round Tables, Counters & Pedestals Part A

DEAD LINE FOR DISCOUNT PRICES: Friday, March 2, 2007 5:00 PM

DISPLAY TABLES 30" High - Skirted on 3 sides

Circle Color: Show Color Blue Silver White Gold Red Forest Green Kelly Green Peach Burgundy Black

Qty	Size / Item	Discount Price	Regular Price	Total
	4' x 2'	70.00	91.00	
	6' X 2'	80.25	104.00	
	8' x 2'	90.50	117.50	
	4 th side skirt	30.00	39.00	









DISPLAY TABLES 42", Counter High - Skirted on 3 sides

Circle Color: Show Color Blue Silver White Gold Red Forest Green Kelly Green Peach Burgundy Black

Qty	Size	Discount Price	Regular Price	Total
	4' x 2'	80.00	104.00	
	6' X 2'	90.00	117.00	
	8' x 2'	100.00	130.00	
	4 th side skirt	35.00	45.50	

Counters & Pedestals are Aluminum Framed with Black Panels. Round Tables have a black Formica top with chrome stem & base.

Check ordered items

<input type="checkbox"/>  Pedestal 42" high x 22" x 22" Panels only No Door	<input type="checkbox"/>  Counter 42" high x 24" x 41" with storage doors	<input type="checkbox"/>  Counter 42" high x 44" x 41" with storage doors	<input type="checkbox"/>  Computer Kiosk 42" high x 22" x 22" With storage door & shelf
Discount Price: \$140.00 Regular Price: \$182.00	Discount Price: \$170.00 Regular Price: \$221.00	Discount Price: \$205.00 Regular Price: \$266.50	Discount Price: \$180.00 Regular Price: \$234.00
<input type="checkbox"/>  30" high x 30" diameter Round	<input type="checkbox"/>  30" high x 36" diameter Round	<input type="checkbox"/>  42" high x 30" diameter Round	<input type="checkbox"/>  42" high x 36" diameter Round
Discount Price: \$90.00 Regular Price: \$117.00	Discount Price: \$95.00 Regular Price: \$123.50	Discount Price: \$115.00 Regular Price: \$149.50	Discount Price: \$120.00 Regular Price: \$156.00

All above items are non refundable after Exhibit Services, Inc. begins set-up.

Part A Total _____

7% Sales Tax _____

(Please add to Credit Card Form) Part A Grand Total _____

Exhibitor Name _____ Booth # _____

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Seating, Special Draping & Drape Hardware Part B

DEAD LINE FOR DISCOUNT PRICES: Friday, March 2, 2007 5:00 PM

SEATING

Qty	Item	Discount Price	Regular Price	Total
	MODULAR ARM CHAIR	47.50	61.75	
	MODULAR SIDE CHAIR	43.50	56.50	
	COUNTER STOOL	60.50	78.50	
	PADDED SECRETARIAL	60.50	78.50	

SPECIAL DRAPING – 6' minimum (prices includes hardware)

Circle Color: Blue Silver White Gold Red Forest Green Peach Burgundy Black

Qty	Item	Discount Price	Regular Price	Total
	Feet of 8' HIGH - 6' Min.	5.25 PER FT.	6.75 PER FT.	
	Feet of 3' HIGH - 6' Min.	3.25 PER FT.	4.25 PER FT.	

DRAPING HARDWARE ONLY

Qty	Item	Discount Price	Regular Price	Total
	8' TALL UPRIGHT	5.25	6.83	
	BIG BASE FOR 8' UPRIGHT	5.25	6.83	
	CROSSBAR	5.25	6.83	

All above items are non refundable after Exhibit Services, Inc. begins set-up.

Part B Total _____

7% Sales Tax _____

(Please add to Credit Card Form) Part B Grand Total _____

Exhibitor Name _____ Booth # _____

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Carpeting & Padding Part C

DEAD LINE FOR DISCOUNT PRICES: Friday, March 2, 2007 5:00 PM

The exhibit area is carpeted with standard ballroom carpet. Below you may order specific color needed, sizes and padding.

Carpeting - Standard

Standard 13 ounce 9' deep, leaving the exposed area at the back of your booth. Back drape along with booth furnishings and displays will cover the remaining exposed area.

Circle Color: Show Color Blue Gold Red Forest Green Charcoal Grey Teal

Qty	Size	Discount Price	Regular Price	Total
	8' x 10'	78.00	101.40	
	8' x 20'	156.00	202.80	
	8' x 30'	234.00	304.20	
	9' x 40'	312.00	405.60	

Carpet Padding – ½ " Foam

Feet and body hurt at shows? Try double padding under your carpet, it does help!

Qty	Size	Discount Price	Regular Price	Total
	8' x 10'	67.50	87.75	
	8' x 20'	135.00	175.50	
	8' x 30'	202.50	263.25	
	8' x 40'	270.00	351.00	

If you would like **DOUBLE** padding, check here and make the quantity (Qty) 2 and double the total.

The above items are non refundable after Exhibit Services, Inc. begins set-up.

Part C Total _____

7% Sales Tax _____

(Please add to Credit Card Form) Part C Grand Total _____

Exhibitor Name _____ Booth # _____

Rental Display Units PART D

Check ordered items

Rental displays are available in many different sizes and configurations. Below are examples of some of our most popular items. We have more pictures available on our website www.exhibitservices.net. We will also custom design items to suit your needs (no design fees!) Please call us or email Robin at robinconn@exhibitservices.net for more information.

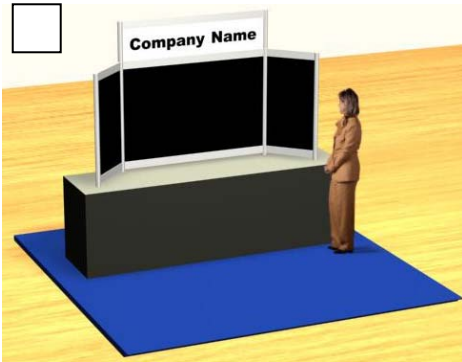


Table Top
 On 8' Table

\$325

Includes 1 – 8' Table
 Full Color Graphics Package only \$240!

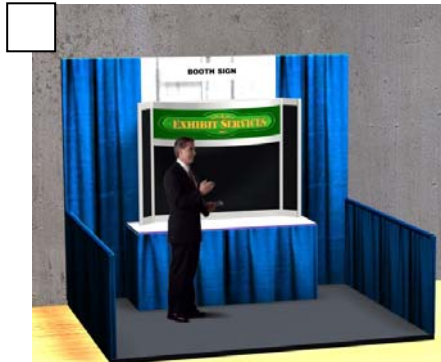


Table Top w/ Rounded Header
 On 6' Table

\$325

Includes 1 – 6' Table



10' Wide hardwall display
 w/ shelving

\$1,175

Includes carpeting, 2 arm chairs, & 6' table.



10' Wide hardwall display
 Panels accept Velcro

\$775

Includes carpeting, 2 arm chairs, & 6' table.



10' Wide hardwall display
 With storage cabinet

\$850

Includes carpeting, 2 arm chairs, & 6' table.



10' Wide hardwall display
 Including closet w/ door

\$975

Includes carpeting, 2 arm chairs, & 6' table.

**ABOVE PRICES ARE DISCOUNT PRICES AND ONLY AVAILABLE UNTIL DISCOUNT DEADLINE CUT-OFF DATE.
 PRICES WILL INCREASE BY 30% AFTER DISCOUNT DATE.**

[VIEW LARGER PICTURES AND MORE OPTIONS AT WWW.EXHIBITSERVICES.NET](http://www.exhibitservices.net)

- PRICE INCLUDES – Labor for setup & dismantle & company name on lighted header. Price does not include logo reproduction or color graphics for header – please contact Robin for options and pricing info.

Header Copy (Company Name in black lettering) _____

Panel Color Requested : Blue ___ Black ___ Red ___

Email questions and high resolution graphics to RobinConn@exhibitservices.net ASAP!

Part D Total _____

7% Sales Tax _____

(Please add to Credit Card Form) Part D Grand Total _____









Exhibitor Name _____ Booth # _____

Accessories
PART E

DEAD LINE FOR DISCOUNT PRICES: Friday, March 2, 2007 5:00 PM



Check ordered items

<input type="checkbox"/>  <p>Wastebasket Discount Price \$7.50 Regular Price \$9.75</p>	<input type="checkbox"/>  <p>Poster board 4' x 6' Accepts Velcro & Pushpins Discount Price \$90.00 Regular Price \$117.00</p>	<input type="checkbox"/>  <p>Lighted Showcase, Locking Doors, 3' Full view, 2 glass shelves Discount Price \$275.00 Regular Price \$357.50</p>	<input type="checkbox"/>  <p>Bag Holder Discount Price \$65.00 Regular Price \$84.50</p>
<input type="checkbox"/>  <p>Easel (Adjustable) Discount Price \$13.50 Regular Price \$17.50</p>	<input type="checkbox"/>  <p>Poster board 4' x 8' Accepts Velcro & Pushpins Discount Price \$110.00 Regular Price \$143.00</p>	<input type="checkbox"/>  <p>Literature Rack, Single 5' Tall, 4- 8.5" x 11" Pockets Discount Price \$110.00 Regular Price \$143.00</p>	<input type="checkbox"/>  <p>Literature Rack, Double 5' Tall 8- 8.5" x 11" Pockets Discount Price \$170.00 Regular Price \$221.00</p>

The above items are non refundable after Exhibit Services, Inc. begins set-up.

Part E Total _____

7% Sales Tax _____

(Please add to Credit Card Form) Part E Grand Total _____

Exhibitor Name _____ Booth # _____

Sign Order Form Part F

Signs – Banners – Posters – Graphics in *Four Color Process*

Logos – Photographic Images – Full Color Graphics – All signage delivered right to your booth

	<p align="center">Banner</p> <p>13 oz vinyl banner, indoor/outdoor. (3'x8' in a 10x10 booth pictured). With grommets for hanging. This a full color print. You can provide the artwork or logos via email or send us a cd. Email to robinconn@exhibitservices.net. If requested, we can email you a proof before printing.</p>	3' x 8' \$240.00 (as pictured)
		3' x 10' \$300.00
		4' x 8' \$320.00
		4' x 10' \$400.00
		5' x 8' \$400.00
		5' x 10' \$500.00
	<p align="center">Easel Sign</p> <p>Corrugated plastic sign on an easel. This a full color print. You can provide the artwork or logos via email or send us a cd. Email to robinconn@exhibitservices.net. If requested, we can email you a proof before printing. Easel is included with sign price. Sign is yours to keep, easel is rental only.</p>	24" x 36" \$75.00 (as pictured)
		24" x 48" \$95.00
		36" x 36" \$105.00
		36" x 48" \$135.00
	<p align="center">Freestanding sign with frame</p> <p>Sign presented in a chrome frame. 3' wide x chosen height. This a full color print. You can provide the artwork or logos via email or send us a cd. Email to robinconn@exhibitservices.net. If requested, we can email you a proof before printing. The sign/banner and stand will be waiting for you in your booth when you arrive. Sign is yours to keep, frame is rental only.</p>	3' x 8' \$290.00 (as pictured)
		3' x 6' \$230.00
		3' x 4' \$170.00
	<p align="center">Table front and top banner</p> <p>Banner covers top of 24" wide tradeshow table and drapes over covering the front of a 30" tall table. Top is white, your copy and logo on the front. This a full color print. You can provide the artwork or logos via email or send us a cd. Email to robinconn@exhibitservices.net. If requested, we can email you a proof before printing.</p>	Fit 4' long table \$125.00
		Fit 6' long table \$175.00
		Fit 8' long table \$225.00 (as pictured)

After discount date, add 30% to cost of signs. 3 days or less from event add 50%. All logos, graphics, special fonts, must be provided via email or CD. Vector based artwork from Illustrator or CorelDraw is best, files such as "eps", "cdr" and "ai". Raster based art from Photoshop with file type "psd" should be full size with at least 100 dpi, RGB and should not be flattened. Other file types such as "jpg" are usually not very good quality and should only be used in a very small size. Please email RobinConn@exhibitservices.net or call with questions.

Sign Order Total _____.

X 7% Sales Tax _____.

Part F Grand Total _____.
 (Please add to Credit Card Form)

Exhibitor Name _____ Booth # _____



PLANT & FLORAL ORDER FORM Part H

DEAD LINE FOR DISCOUNT PRICES:
 Friday, March 2, 2007 5:00 PM



Plants say it best! Add color and personality to your booth with live plants. These final touches will compliment your display, adding brightness & elegance and attracting greater attendance to your booth!

Quantity	Description	Discount Price	Regular Price	Total
	2' Green Plants	\$22.00	\$26.40	
	3' Green Plants	\$32.00	\$38.40	
	4' Green Plants	\$42.00	\$50.40	
	5' Green Plants	\$52.00	\$62.40	
	6' Green Plants	\$62.00	\$74.40	
	7' Green Plants	\$72.00	\$86.40	
	8' Green Plants	\$82.00	\$98.40	
	Mums (circle color) White Yellow Bronze Lavender	\$25.00	\$30.00	
	Small Fern	\$20.00	\$26.00	
	Large Fern	\$35.00	\$45.50	
	Fresh Floral Arrangement (small)	\$50.00	\$60.00	
	Fresh Floral Arrangement (med)	\$75.00	\$90.00	
	Fresh Floral Arrangement (large)	\$99.50	\$119.40	

All materials and plants available on a rental basis only, except floral arrangements, which are purchased! Substitutions may be necessary due to availability. Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. All Prices include: delivery to booth, installation, servicing, top dressing and removal at end of show.

Part H Total _____
 7% Sales Tax _____
 Part H Grand Total _____
 (Please add to Credit Card Form)

Exhibitor Name _____ Booth # _____

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Booth Cleaning Part I

NOTE: Vacuuming and emptying of wastebaskets is **NOT** included with your booth space. All rental carpets are delivered clean to your booth space. Cleaning prior to and during the show can be ordered by completing the form below. Rates are determined by total square footage of booth.

One Time Cleaning

Vacuum booth **ONCE** prior to show opening.
____' X ____' = ____ sq. ft. x \$.26 = \$____.____ (Enter in vacuuming total below)
(Insert Booth Size)

Daily Cleaning

Vacuum booth and empty wastebaskets daily. There is a 3-day minimum for daily cleaning.
____' X ____' = ____ sq. ft. x \$.22 = \$____.____ x 3 days = \$____.____ (Enter in vacuuming total below)
(Insert Booth Size)

Daily cleaning is done **ONCE** before show opening on Monday, November 28, 2006 and in the morning of each show day after.

Vacuuming Total _____.

(Please add to Credit Card Form) Part I Grand Total _____.

Exhibitor Name _____ Booth # _____

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Let Exhibit Services Set Up Your Display!

Did you know that it usually takes only 1 person 1 hour to set or dismantle standard pop-up displays? Can your booth representative be selling or networking somewhere else instead of setting up the display? Do they need to come in a day early for this? Are you paying for an additional hotel room night, per diem or meals? For an hour of display labor, is it worth paying the other associated costs for you're representative to set the display? If not, please see the next page to order display labor.

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Display Labor Set-up & Dismantle Part J

Rates – Straight Time \$59.50 per hour – Overtime \$89.25 per hour – Double Time \$119.00

NOTE: **Straight Time** is from 8am-5pm M-F – Holidays excluded – 1- hour minimum per person, ½ - hour increments thereafter.
Overtime is 6-8am & 5pm – 12am M-F, All day Sat & Sun till 5pm – **Double Time** is 12am – 6am Mon – Sat & Sunday after 5pm

Service A (Exhibit Services Supervision)

You are authorized to set-up our display before we arrive. We understand that all work will be done on straight time where possible. A 25% supervision charge will be added to our final labor bill based on the rates shown above. (\$25.00 Minimum)

To save you time and money PLEASE provide all of the following: Set-up plans, photo of finished booth with graphics locations, special instructions, # of pieces of inbound freight, addresses of outbound shipments for shipping after show, outbound preprinted shipping labels and must arrive by dates.

NOTE: ES cannot always GUARANTEE exact completion time of installation or dismantle. Displays will be set to allow ample time for exhibitor to arrange brochures, product, etc. Dismantling and packing of displays will be ready by move-out deadline.

We would like the same service to dismantle our display ay close of show.

Estimate # of personnel for set-up ___X___ set-up hours = ___X \$59.50 X 25% supervision = \$ ____.

Estimate # of personnel for dismantle ___X___ dismantle hours = ___X \$59.50 X 25% supervision = \$ ____.

(PLEASE ADD TO CREDIT CARD FORM) PART J GRAND TOTAL\$ ____.

Service B (Exhibitor Supervision)

We would like ___ (#) of labors available to erect our display under our supervision. We will pick-up laborers at the Exhibit Services service desk on _____ (date) at _____ (AM) (PM)

We would like ___ (#) of labors available to dismantle our display under our supervision. We will pick-up laborers at the Exhibit Services service desk on _____ (date) at _____ (AM) (PM)

NOTE: Exhibitor must report to service desk to sign out labor and return to service desk upon completion. Laborers ordered and not picked up at service desk will be billed one hour labor per # of laborers ordered. When scheduling labor for the dismantling, allow enough time for empty containers to be returned to booth after show closing.

Total # of personnel for set-up ___x ___ hours working = ___ hours x \$59.50 = \$ ____.

Total # of personnel for dismantle ___x ___ hours working = ___ hours x \$59.50 = \$ ____.

(PLEASE ADD TO CREDIT CARD FORM) PART J GRAND TOTAL\$ ____.

Booth Contact Information (VERY IMPORTANT)

Pre Planning Name: _____ Phone _____

Onsite Contact Name: _____ Title _____

Telephone _____ Cellphone _____ Pager _____

Contact's Hotel _____ Arrival _____ Departure _____

Outbound Shipping Address for emergencies (exhibitor still must fill out an outbound shipping form)

Company Name _____ Attn: or Booth # _____

Address _____ Show Name _____

City _____ State _____ Zip _____

Freight Carrier _____ Ground _____ or Air _____ (if Air, check service below)

(Check One) Next Day _____ Second Day _____ Deferred (3-5 Days) _____

Exhibitor Name _____ Booth # _____

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EXHIBITOR APPOINTED CONTRACTORS

This form AND the certificate of insurance MUST be received by Friday, March 2, 2007.

All exhibitors using outside contractors for installation or dismantle of their displays must complete this form and send or fax back to Exhibit Services, Inc. In addition, it is the exhibitors' responsibility to inform their 3rd party contractor of the rules and regulations regarding union labor restrictions. Exhibitors also must inform outside contractors to provide proof of Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in any one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; workers compensation insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Exhibit Services, ABMA and the Renaissance Vinoy as additionally insured. Without having provided the proper certificate of insurance & this form, the exhibitor appointed contractor **WILL NOT BE ALLOWED TO WORK.**

Exhibiting Company: _____ Booth # _____

Address: _____

City/State/Zip: _____

Exhibitor Contact (Pre-planning): _____ Phone _____

Exhibitor Contact (On-site): _____ Pager/Cell _____

Exhibitor Appointed Contractor: _____

Address: _____

City/State/Zip: _____

Contact (Pre-planning): _____ Phone _____

Contact (On-site): _____ Pager/Cell _____

Services provided by contractor:

Exhibitor Signature: _____

Title: _____ Date _____

Exhibit Services, Inc.
1814 Tappan Blvd., Tampa, Florida 33619
813-623-1163 Fax 813-623-5913
www.exhibitservices.net/abma2007



American Brush Manufacturers Association
2007 Annual Convention
Renaissance Vinoy / St. Petersburg, FL
March 14 – March 16, 2007

Exhibit Services' Recommended Inbound & Outbound Freight Carrier



(888) 510-5150
(813) 249-6635
5420 Pioneer Park, Unit A
Tampa, FL 33634

- For rate quotes: Ask for Kristi Hubbell or email her at Kristi.Hubbell@TeamWW.com
- For international shipments: Ask for Teresa Draughn or email her at Teresa.Draughn@TeamWW.com

Tradeshow specialists:

- ✓ Know that your freight is being handled by personnel familiar with the unique requirements of exhibition freight.
- ✓ Coordination of your inbound and outbound freight with one easy phone call!
- ✓ No weight or size limitations
- ✓ Special Trade Show pricing and prompt invoicing.
- ✓ 24 hours a day, 7 days a week tracking availability.

Worldwide services:

- ✓ The people of TEAM Worldwide have the knowledge and ability to open the doors of international trade. They will assist you with all aspects of the international freight business.

Onsite dependability:

- ✓ TEAM Worldwide representatives will be onsite to assist you! This makes the outbound shipping process a breeze. There is no need to worry about scheduling freight carriers, incurring waiting charges at the marshaling yard or forced freight shipments.
- ✓ You will be immediately provided a shipment number to track your shipments in case of an emergency.
- ✓ Forgot to plan your outbound shipment? TEAM will coordinate your shipment onsite!

**Discounts available if you use TEAM for your
for inbound & outbound shipments**

Contact TEAM today for your quote!!!



INBOUND & OUTBOUND SHIPPING INSTRUCTIONS

WE RECOMMEND THAT IF YOU SHIP BY UPS GROUND, YOU SHOULD SHIP AT LEAST 2 WEEKS IN ADVANCE

Advance Freight Shipments

PLEASE SHIP AS EARLY AS POSSIBLE! YOU GET 30 DAYS STORAGE INCLUDED WITH MATERIAL HANDLING FEES!

All advance freight shipments should be sent prepaid to the ES warehouse for handling. COLLECT SHIPMENTS WILL BE REFUSED! This includes international shipments where duties & customs taxes are due. International shipments should be sent free domicile or delivered duty paid. Shipments can **begin** arriving upon receipt of this information and should arrive **NO LATER than Tuesday, March 13, 2007**. Shipments that arrive at the advance warehouse after Tuesday, March 13, 2007 will be charged a late fee of 50% of the material handling fees or a \$65.00 delivery charge, whichever is greater and delivery time **cannot be guaranteed**. Material handling charges **MUST** be paid in advance, along with the completed Drayage / Material Handling Services form. Please use the pre-printed shipping labels included in this kit. Shipping address below.

Bills of lading and all materials should be labeled EXACTLY as follows:

TO: (Name of Exhibiting Company) Booth # _____

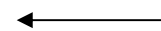
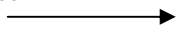
C/O EXHIBIT SERVICES

1814 TAPPAN BLVD

TAMPA, FLORIDA 33619

HOLD FOR: ABMA

DO NOT ship to this address
after March 13, 2007



DO NOT ship to this address
after March 2, 2007

Showsite Freight Shipments (DO NOT SHIP TO SHOWSITE!)

DON'T SHIP FREIGHT TO THE RENAISSANCE VINOY! Freight shipped to the Renaissance Vinoy will either be **REFUSED** or you will be charged handling & storage fees from the Renaissance Vinoy. The freight will then be turned over to Exhibit Services for delivery to booth and you will **ALSO** be charged material handling fees, even if you are a guest of the hotel. Please ship to the advance warehouse address above and you'll only be charged the one-time turnkey material handling fee. Exhibit Services is under contract with ABMA as the **"EXCLUSIVE"** material handling contractor and will handle ALL freight shipments in and out of the ballroom. It is much less expensive to ship to the advance warehouse and be charged a one-time material handling fee than to send freight to the Renaissance Vinoy and be charged twice for the same service.

Recommended Inbound & Outbound Freight Carriers

TEAM Worldwide (888-510-5150, 813-249-6635) is the recommended freight carrier. TEAM Worldwide provides all levels of service whether it is ground or air, overnight or slow boat! Please call and speak with Kristi Hubbell 888-510-5150, 813-249-6635 (kristi.hubbell@teamww.com) for a rate quote on your incoming or outbound shipment. **TEAM offers discounts if you ship in & out with TEAM.** The process of shipping out from the show through TEAM Worldwide is a very simple one (see below), there is no need to worry about scheduling freight carriers, waiting charges or forced freight shipments. TEAM Worldwide will be on show floor to expedite outbound shipments and to answer any questions.

Outbound Freight Shipments

DO NOT ABANDON YOUR FREIGHT UNTIL EXHIBIT SERVICES HAS AN OUTBOUND SHIPPING FORM! The recommended carrier will be at show site for pick-ups. Exhibit Services' outbound shipping forms are the **ONLY** forms allowed and are available at the service desk along with shipping labels. If using carriers **other than the recommended**, it is the responsibility of the exhibiting company to call **their** carrier and schedule a pick-up **directly** from the Renaissance Vinoy by **2:00 PM Friday, March 16, 2007**. Friday, March 16, 2007 at 2:00 PM is the **forced freight time** and means if your freight carrier fails to show by **2:00 PM Friday, March 16, 2007**, your freight will be forced to the recommended carrier.

UPS, Fed Ex, DHL, etc. Shipments:

The above freight carriers **DO NOT** provide bills of lading to note any damage or piece count. Therefore, ES will **NOT** be responsible for piece count or damage to shipments that are received without a proper bill of lading to note exceptions.

Cargo Insurance

Exhibitors are recommended to carry All-Risk Insurance covering your materials against damage, loss and all other hazards from the time of shipping to returning from show. This can usually be done by adding "riders" to existing policies.

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DRAYAGE / MATERIAL HANDLING SERVICES / RATES & AUTHORIZATION PART K

ES will receive, store, deliver to your booth, handle empty containers to and from booth, and load onto an outbound carrier. Charge for this service is based on inbound weight per shipment. All weights rounded to next hundred pounds. Freight shipments must be prepaid! Collect shipments or shipments with duties owed will be refused. Material handling fee does not include uncrating, positioning or unskidding. **Shipments that arrive at the advance warehouse after Tuesday, March 13, 2007 will be charged a late fee of 50% of the material handling fees or a \$65.00 delivery charge, whichever is greater and delivery time cannot be guaranteed.**

MATERIAL HANDLING RATES

Crated, Skidded and Palletized - Shipments that can be unloaded at the dock with no additional handling. Carriers that typically fall in this category – TEAM worldwide, Yellow Freight, Roadway, Forward Air. ***UPS and FedEx require special handling.

Charge for shipments is \$56.00 per hundred pounds. NO OT charges in or out.

Special Handling Shipments - Shipments that require special handling due to carrier unloading procedures. Such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked or loose/uncrated shipments. Fed Ex, UPS, Van Lines and shipments with no bills of lading are considered special handling shipments.

Charge for Special Handling Shipments is \$70.00 per hundred pounds. NO OT charges in or out.

ALL EXHIBITORS SHIPPING FREIGHT MUST FILL OUT, SIGN AND RETURN THIS FORM, ALONG WITH ADVANCE PAYMENT OF MATERIAL HANDLING FEES.

We hereby authorize Exhibit Services to handle our shipment/s in accordance with the information on this page, next page and have read this order and agree to the terms and provisions hereof including those on the next page and acknowledge receipt of a copy. We agree that Exhibit Services, Inc. will provide its services as our agent, and not as bailee or shipper, and if any employee of Exhibit Services, Inc. shall sign a delivery receipt, bill of lading, or other documents, we agree that they will do so as our agent, and we accept responsibility thereafter.

Exhibiting Company Name _____ Date _____
Address _____ Phone () _____ - _____ Ext. _____
City _____ State _____ Zip Code _____
Signature _____ Title _____ Name _____

PLEASE INDICATE DESTINATION OF INBOUND FREIGHT: ADVANCE WAREHOUSE ____ SHOW SITE ____ BOTH ____

of pieces ____ Weight of heaviest piece ____ Carrier _____ Total weight _____

(Round total weight up to next hundred pounds i.e. 366 pounds = 400 pounds) # of hundred pounds _____

Crated, skidded and palletized x \$56.00 _____

Special Handling Shipments x \$70.00 _____

(PLEASE ADD TO CREDIT CARD FORM) PART K GRAND TOTAL _____

Outbound Shipping Address for emergencies (Outbound shipping form must be completed by onsite rep)

Company Name _____ Attn: or Booth # _____

Address _____ Show Name _____

City _____ State _____ Zip _____

Freight Carrier _____ Ground _____ or Air _____ (if Air, check service below)

(If shipping by Air, please check one) Next Day ____ Second Day ____ Deferred (3-5 Days) ____

Exhibitor Name _____ Booth # _____



WAREHOUSE STORAGE PART L

ES offers warehouse storage for your freight. Do you have another event upcoming in the same state? Why send your freight back to your office only to send it back out again for the next show? Storing your freight nearby can save you money on shipping fees! Shows often close at inconvenient hours (weekends and nights), avoid overtime charges from your freight carrier by contracting ES to bring your freight back to our warehouse to be picked up during regular business hours. ES can store your freight for long or short periods of time. Contact us for more information.

WAREHOUSE STORAGE RATES

These rates apply when your freight will be stored at our warehouse for more than 30 days.

Transportation to the warehouse.....\$65.00 flat fee
 Warehouse handling in or out.....\$12.00 per cwt. (200lbs minimum)
 Storage per month (1st 90 days).....\$5.00 per cwt. (500lbs minimum)
 Storage per month (after initial 90 days).....\$3.00 per cwt. (500lbs minimum)

BACK TO WAREHOUSE FOR PICKUP BY YOUR FREIGHT CARRIER AFTER SHOW

This service applies to freight where material handling fees have been paid. ES will take your freight back to our warehouse, after the show, for pickup by your preferred freight carrier. Freight must be picked up from our warehouse no more than 30 days after the close of the show. If freight is not picked up within 30 days additional storage fees will apply. Pickup from our warehouse must be scheduled by the exhibitor; ES will not make these arrangements. Exhibitor must pay all shipping charges. If ES is billed for your shipping charges, we reserve the right to charge your credit card for these shipping charges plus additional penalty fees.

Back to warehouse fee.....\$15.00 per cwt. (300lbs minimum)

****Please complete the following information to sign up for storage services.

Description of Materials to be Stored			
# of Pieces	Material type	Weight	Cubic Footage
	Crates (Wooden)		
	Cartons (Cardboard)		
	Trunks, Fiber Cases (color _____)		
	Skids/ Pallets		
	Carpets / Pads		
TOTALS		_____	_____

Service requested:

Back to warehouse for pickup after show

Freight will be picked up by _____ (Carrier)
 On approximately what date _____

Long Term Storage

Freight will arrive at the warehouse on date _____ (date) or
 Freight will be brought back from show by ES _____ (mark with an X)
 Freight will be picked up by _____ (Carrier) on _____ (date) or
 ES will deliver to _____ (Event Name) on _____ (date).

Storage fees will be charged upon services being rendered. All accounts must have a credit card on file. Due to the nature of these charges, it is not necessary to pay for storage fees in advance. You will be contacted by ES for additional information upon receipt of this form.

Exhibitor Name _____ Booth # _____

Limitations of Liability

ES and its subcontractors shall not be responsible for damage to uncrated materials; materials that are improperly packed, glass breakage, or concealed damage. ES will also not be responsible for damage to shipments that are received without a proper bill of lading to note damage or piece count on incoming shipment.

ES and its subcontractors are not and cannot be liable for loss, theft, or disappearance of exhibitor's materials after such materials have been delivered to exhibitor's booth. Relative to inbound shipments, there may be a lapse of time between the delivery of shipments to the applicable booth by ES and its subcontractors, and the arrival of exhibitor's representative at the booth. During such time the shipments will be left unattended in booth. ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period.

Similarly, ES and its subcontractors cannot be liable for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. All bills of lading covering outgoing shipments that are given to ES by exhibitors will be checked at time of actual pick up from booth and corrections made where discrepancies occur. Relative to outbound shipments, there may be a lapse of time between the completion of packing and the picking up of materials for loading onto outbound carriers. During such time the shipments will be left unattended in booth. ES and its subcontractors shall not be responsible for any loss or damage that may occur during such period. ES and its subcontractors will adjust the quantities of items on any bill of lading submitted to ES or its subcontractors to conform to the actual count of items in the booth at the time of pick up.

ES shall not be responsible for any loss, damage, or delay due to strikes, lockouts, or work stoppages of any kind, or to any causes out of its control. ES and its subcontractors cannot be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or causes beyond its control.

ES' liability shall be limited to the physical loss or damage to the specific article which was lost or damaged and in any event ES maximum liability shall be limited to \$.30 per pound per article with maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

ES shall not be liable to any extent whatsoever for actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitors materials which may make it impossible or impractical to exhibit it.

Claims for loss or damage must be submitted to ES prior to close of show. No suit or action shall be brought against ES more than one year after accrual of action.

ES is not an insurer that insurance, if any, should be obtained by exhibitor. All risk riders should be obtained from your insurance representative for your materials from your warehouse, in transit, and back to your warehouse. The consignment of a shipment to ES by an exhibitor or by any shipper to or on behalf of the exhibitor shall be construed as acceptance by the exhibitor (and/or the shipper) of the terms set forth.

Empty container labels are available at the ES service desk. Affixing and filling out the labels is the sole responsibility of the exhibitor or the exhibitors' representative. Existing labels should be removed. ES is not responsible for removal of empty containers with old empty labels, wrong information on labels, or materials stored in containers with empty labels.

ES' liability shall be limited to any loss or damage, which results solely from ES' negligence in the actual physical handling of items comprising our shipments and not for any other type of loss, or damage. ES will provide its services as our agent, and not as bailee, or shipper. If any employee of ES shall sign a delivery receipt, bill of lading, or other documents, we agree ES will do so as our agent, and we accept responsibility therefore.

In order to expedite removal of materials and equipment, ES will have the authority to change exhibitor-designated carriers if such carriers fail to pick up in time to vacate the building. In the event such actions are necessary, no liability of any nature shall attach to Exhibit Management or Exhibit Services. Exhibitor materials remaining after move-out hours without forwarding instructions will be sent to the permanent address of the exhibitor, or of its agent, freight collect. In any event ES will not be liable for exhibit materials abandoned at the exhibit site.

FOR ADVANCE SHIPMENTS

TO ARRIVE **BY** TUESDAY, MARCH 13, 2007



813-623-1163

RUSH

Exhibition Materials

TO: _____
(EXHIBITING COMPANY NAME)

C/O EXHIBIT SERVICES
1814 TAPPAN BLVD
TAMPA, FLORIDA 33619

Name of Show: ABMA

Booth # _____ # of Pieces _____

Freight Carrier _____

FOR ADVANCE SHIPMENTS

TO ARRIVE **BY** TUESDAY, MARCH 13, 2007



813-623-1163

RUSH

Exhibition Materials

TO: _____
(EXHIBITING COMPANY NAME)

C/O EXHIBIT SERVICES
1814 TAPPAN BLVD
TAMPA, FLORIDA 33619

Name of Show: ABMA

Booth # _____ # of Pieces _____

Freight Carrier _____

FOR ADVANCE SHIPMENTS

TO ARRIVE **BY** TUESDAY, MARCH 13, 2007



813-623-1163

RUSH

Exhibition Materials

TO: _____
(EXHIBITING COMPANY NAME)

C/O EXHIBIT SERVICES
1814 TAPPAN BLVD
TAMPA, FLORIDA 33619

Name of Show: ABMA

Booth # _____ # of Pieces _____

Freight Carrier _____

FOR ADVANCE SHIPMENTS

TO ARRIVE **BY** TUESDAY, MARCH 13, 2007



813-623-1163

RUSH

Exhibition Materials

TO: _____
(EXHIBITING COMPANY NAME)

C/O EXHIBIT SERVICES
1814 TAPPAN BLVD
TAMPA, FLORIDA 33619

Name of Show: ABMA

Booth # _____ # of Pieces _____

Freight Carrier _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY TUESDAY, MARCH 13, 2007



813-623-1163

RUSH

Exhibition Materials

TO: _____

(EXHIBITING COMPANY NAME)

C/O EXHIBIT SERVICES
1814 TAPPAN BLVD
TAMPA, FLORIDA 33619

Name of Show: ABMA

Booth _____ # of Pieces _____

Carrier _____

Electrical, Internet Access & Audio Visual Order Form

EXHIBITOR ORDER FORM

CONFERENCE: _____

MAIL or FAX TO:

Renaissance Vinoy Resort and Golf Club

501 Fifth Avenue, N.E., St. Petersburg, FL 33701

PHONE: 727-894-1000 FAX: 727-894-1970

QTY	VIDEO EQUIPMENT	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	27" Video Monitor & 1/2" VHS Player		\$150.00	
	27" Video Monitor with 54" Cart		100.00	
	1/2" VHS Player		70.00	
	DVD Player		100.00	

QTY	DATA DISPLAY EQUIPMENT	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	17" Color Monitor (SVGA / MAC)		48.00	
	19" LCD Flatscreen Monitor		120.00	
	21" Color Monitor (SVGA / MAC)		85.00	
	35" High Resolution Data/Video Monitor**		300.00	
	42" Sony PFM-500A1WU Plasma Flat Screen Monitor**		700.00	
	Computer Interface Kit (circle: VGA, MAC, Workstation)		45.00	
	5' to 8' Tripod Screen		35.00	

QTY	INTERNET ACCESS	# SHOW DAYS	DAILY RATE	EXT. TOTAL
	Modem Line (Phone charges may apply)		\$75.00	
	High Speed Internet Access - per Computer		125.00	
	Computer, Printers & Fax Machines - Call for Quote			
	*ALL HUBS & ROUTERS MUST BE PROVIDED BY HOTEL!			
	*NO MORE THAN 1 COMPUTER PER IP ADDRESS!			

**REQUIRES COMPUTER INTERFACE KIT

Feel free to contact us regarding our complete inventory not listed above. Please allow your order to reach us 10 days in advance. A 15% rush charge will apply to on-site orders. Rental payment is due in advance either by check, room charge, or major credit card. On-site cancellations are subject to a 50% cancellation fee.

EQUIPMENT TOTAL	
20% SERVICE CHARGE	
SUBTOTAL	
7% SALES TAX	
TOTAL	

QTY	ELECTRICAL EQUIPMENT	TIME CHARGE	RATE	EXT. TOTAL
	Standard 120 volt Outlet up to 1000 watts.		\$35.00	
	Dedicated 20 amp Circuit.		55.00	
	208 volt Single Phase Outlet up to 30 amps.		125.00	
	208 volt Three Phase up to 30 amps.		175.00	
	4 x 8 Banner Charge - each		25.00	

EQUIPMENT TOTAL	
7% SALES TAX	
TOTAL	

Payment Information

Credit Card Information: Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____ Cardholder's Signature _____

Room Charge Information: Room Number _____ Guest Name _____

Person from your company to coordinate work: _____ Phone _____

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	CONFERENCE NAME _____
ADDRESS _____	BOOTH/SUITE _____
	DELIVERY DATE _____ TIME _____
	PICK-UP DATE _____ TIME _____
PHONE _____ FAX _____	ON-SITE CONTACT _____
CONTACT _____	

Exhibit Order Forms

AVEO# _____

BEO / PMS # _____