ENCINOSA EXPOSITIONS, INC.

Full Service Trade Show Contractor

Dear Exhibitor:

It is indeed a pleasure to provide the enclosed information for your exhibit participation in the AMERICAN BRUSH MANUFACTURES ASSOCIATION (ABMA) tradeshow scheduled to be held MARCH 31st 2006 at the NAPLES GRAND RESORT & CLUB.

We have been selected by the Program Sponsor to function in the capacity of Official Decorator and Service Contractor for the exhibits. The service order forms that follow are provided to assist in your preparation for the 2006 program.

Please review each form, ORDERING IN ADVANCE those items and services you require. As the Official Decorator, it is strongly urged that all orders for equipment and services be handled through Encinosa Expositions, Inc. This will assist us in assuring you a smooth, well coordinated installation, show-run and dismantle. Overnite Transportation and Airways Freight Corp. Overnite for ground and Airways for air are the official carriers for the show. Although you may use any carrier you choose, we encourage you to use them to expedite your shipping needs. For Overnite please call Katharine Dameoel at 800-988-9889. For Airways, please call Jim Dahberg at 1-800-352-4054

Exhibitors will be furnished with an 8'x10' exhibit space including one-line booth identification sign, 1-6' skirted table, 2-chairs, 1-trafficcar. The exhibit area is carpeted in a multi-colored ballroom grade of carpet. Exhibit setup is 3/29/06 from 12:00 noon to 5:00 pm, and 3/30/06 from 12:00 noon to 5:00 pm, and 3/31/06 from 7:30 am to 7:45 am. Show hours are 7:45 am till 11:15 am 3/31/06. Tear down is 3/31/06 at 11:15 am. Discount prices apply to orders paid for in advance of show.

Please Note:

(1) You may not pin, staple, or attach anything directly to the booth drape, should you do so, and you will be charged $45.00 per panel of drape.

(2) Advance shipments arriving at any address other than the address listed under "SHIPPING INFORMATION" will be refused.

(3) All shipments must be shipped out close of show, if using a carrier other than the official show carrier you must make arrangements for your carrier to pick up at close of show.

We look forward to assisting you with the 2006 program. If you find that you need additional information on any point, please do not hesitate to contact us.

Sincerely,

ENCINOSA EXPOSITIONS

Enclosures

5451 SHIRLEY STREET. NAPLES, FL 34109. (239) 566-7506 fax (239) 566-1869
ENCINOSA EXPOSITIONS, INC.
Full Service Trade show contractor

FIRE DEPARTMENT REGULATIONS

Dear Exhibitor:

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies and exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles and exits which must be kept on display at the assembly.

Listed are additional requirements to follow for safety:

Install display or exhibit so as not to interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting and/or emergency equipment. Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.

We will assign an inspector to fire watch and first aid if deemed reasonable with the individual compensated by the exhibit operator or promoter.

Prior approval should be obtained before using open flame lighting devices.

The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to less than a gallon, and tape or lock fuel caps. LP tanks should be removed from all vehicles. Written NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST FOUR WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.

When LP gas is used, five pound containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than 20 feet from each other, but no spare tank storage is allowed inside.

The following Fire Department Regulations are enforced at all public assemblies and exhibitions. Compliance is required by all exhibitors.

5450 SHIRLEY STREET #6 • NAPLES, FL 34109 • (239) 566-7506
EXITS - No display or exhibit shall be so installed as to interfere in any way with access to any required exit, or with visibility of any required exit, or of any required exit sign, nor shall any display block access to fire fighting equipment.

DECORATIONS - All displays, exhibits and decorations shall be flame retardant. Combustible materials shall be treated with an effective flame retardant material. No furnishing or decorations of an explosive or highly flammable character shall be used. Exhibits employing gasoline or other flammable liquids, or compressed combustible gases, depending upon their character, may involve a hazard, such as to justify prohibition of this class of exhibits. Christmas trees not effectively flame retardant treated, ordinary crepe paper and glyoxyl plastic decorations may be classed as highly flammable. The hazard of booth construction of light lattice work, paper, cloth, or other highly combustible materials may be mitigated by flame proofing treatment.

FLAME PROOFING - Flame proofing may be effectively accomplished by either spraying, dipping or brushing the material in the following solution:

1-1/2 pounds of Borax
1-1/4 pounds of Boric Acid
3 gallons of water

Repeated applications may be necessary on certain materials; commercial solutions are also available.

OPEN FLAME DEVICES - No open flame lighting devices shall be used without prior approval.

LP GAS CONTAINERS - Containers having a maximum water capacity of 12 pounds (nominal five pounds LP gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes. Containers spaced not closer than 20 feet from each other.

VEHICLES PARKED INSIDE BUILDING - Disconnect positive lead of battery; drain fuel tanks.

For less than one gallon and tape, or lock fuel caps. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRACTOR AT LEAST 4 WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
CALCULATION OF ORDERS

FURNITURE & ACCESSORIES ________________________________ $ _______

FLORAL ________________________________ $ _______

SIGNS ________________________________ $ _______

CLEANING ________________________________ $ _______

LABOR IN ________________________________ $ _______

LABOR OUT ________________________________ $ _______

FREIGHT HANDLING (drayage) ________________________________ $ _______

OTHER EEI SERVICES ________________________________ $ _______

TOTAL ________________________________ $ _______

FULL PAYMENT IN US FUNDS ON A US BANK

If you would like a receipt please send a self addressed, stamped envelope

(1) Check # ______ Dated _____ In the amount of ______ $ _______

(2) Charge my credit card in the amount of ______ $ _______
PAYMENT POLICY AGREEMENT

Dear Exhibitor:

Encinosa Expositions recognizes that your participation in this event is a vital part of your marketing program, and we want to do everything possible to make it profitable and rewarding. As a valued customer, we ask for your understanding and cooperation with regard to our payment policy.

Encinosa Expositions requires settlement of ALL invoices prior to the close of the show by payment in full via cash, company check, and/or credit card (Visa, MasterCard & American Express).

PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT

Your show site representative must be aware of this policy and must be able to settle the account in full. Encinosa Expositions reserves the right to withhold any services to an exhibitor for non-payment of outstanding invoices by the close of the show.

It is the responsibility of the exhibitor to advise the Encinosa Expositions Service Desk immediately of any discrepancies or problems with their invoices. ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE CLOSE OF THE SHOW. NO EXCEPTIONS WILL BE MADE. Please inform your representative that it is his responsibility to review all invoices at show site.

ANY ORDERS RECEIVED FROM EXHIBITORS WHO HAVE AN OUTSTANDING BALANCE FROM PREVIOUS SHOWS WILL NOT BE PROCESSED UNTIL PAYMENT OF THE DELINQUENT INVOICE IS SETTLED IN FULL AND A CHECK FOR THE NEW SERVICES AND EQUIPMENT IS RECEIVED.

IF YOUR EXHIBIT IS BEING HANDLED BY AN AGENT, DISPLAY HOUSE OR ANY OTHER PERSON AUTHORIZED BY THE EXHIBITOR, HE OR SHE WILL BE REQUIRED TO ADHERE TO THIS POLICY AS WE WILL NOT BILL A THIRD PARTY. IF THIS POLICY IS NOT ADHERED TO, THE EXHIBITOR SHALL THEN BE LIABLE FOR PAYMENT.

Name Of Show ___________________________________________ Booth # __________

Name of Organization ________________________________________________

Street Address _______________________________________________________

City ___________________ State ______ Zip _______ Phone ________________

Authorized by ______________________ Title _______ Date _____________

Signature ____________________________

(This form must be signed and accompany your order)

Please complete this form and mail or fax to:

Encinosa Expositions, Inc.
5450 SHIRLEY STREET # 6
NAPLES, FL 34109
(239) 566-7506 Fax (239) 596-1869
CHARGE AUTHORIZATION FORM

PLEASE PRINT OR TYPE. Complete and return this form with your orders.

Name of Show ____________________________

Company Name ____________________________ Booth # ________

NOTE: THE ADDRESS BELOW MUST BE THE SAME ADDRESS THE CREDIT CARD STATEMENT IS MAILED TO:

Street Address ________________________________

City____________________ State ________ Zip ____________

Ordered By __________________________ Date ____________

Phone __________________________ Fax __________________

• Any charge back for resulting from invalid charge disputes will incur a $25.00 fee, per occurrence

CHARGE AUTHORIZATION – Please fill in the appropriate line

AMERICAN EXPRESS ____________________________ Vcode ______ EXP ______

MASTER CARD ____________________________ Vcode ______ EXP ______

VISA ____________________________ Vcode ______ EXP ______

SIGNATURE OF CARDHOLDER (as it appears on card) __________________________

PRINT NAME (as it appears on card) __________________________

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid will be charged to your credit card account where applicable.
# FURNITURE ORDER FORM

**CANCELLATION POLICY:** Items cancelled after delivery to the booth will be charged 100%.

**USE OF EQUIPMENT:** Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Encinosa Expositions, Inc. cannot be responsible for injuries or theft caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Encinosa Expositions, Inc.

<table>
<thead>
<tr>
<th>Qty</th>
<th>24&quot; wide stacked tables, with plastic tray, stacked on 2 tables</th>
<th>Disc. Price</th>
<th>Stand. Price</th>
<th>Sub-total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>long 30&quot; high</td>
<td>$33.00</td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>long 42&quot; high</td>
<td>$67.00</td>
<td>$89.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>long 30&quot; high</td>
<td>$65.00</td>
<td>$80.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>long 42&quot; high</td>
<td>$80.00</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fourth side shaping</td>
<td>$11.00</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

Please indicate color: Red, Blue, Burgundy, Rose, Teal, Black, Silver, Gray, Show Color.

<table>
<thead>
<tr>
<th>Qty</th>
<th>24&quot; wide Unstacked tables, white plastic top</th>
<th>Disc. Price</th>
<th>Stand. Price</th>
<th>Sub-total</th>
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<tbody>
<tr>
<td>4</td>
<td>long 30&quot; high</td>
<td>$36.00</td>
<td>$48.00</td>
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</tr>
<tr>
<td>4</td>
<td>long 42&quot; high</td>
<td>$62.00</td>
<td>$85.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>long 30&quot; high</td>
<td>$60.00</td>
<td>$80.04</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>long 42&quot; high</td>
<td>$65.00</td>
<td>$84.00</td>
<td></td>
</tr>
</tbody>
</table>

Total of items: 6% Tax: $ Amount: $ Due: $

Company Name:
Address:
City: State: Zip:
Phone:

Authorized by (please print):

5468 SHIRLEY STREET #6 NAPLES, FL 34109 (239) 566-506

Table Risers are supplied in white plastic.
ATTENTION SHIPPERS

ALL SHIPMENTS MUST ARRIVE PREPAID - COLLECT. SHIPMENTS WILL NOT BE ACCEPTED.

1. It is understood that Encinosa Expositions Inc (EEI) and its subcontractors do not automatically insure materials. The insurance if any shall be arranged by the Exhibitor and the amounts payable to EEI for drayage services are based on the value of the material handling services and the scope of EEI’s liability as herein set forth. The amounts payable to EEI are unrelated to the value of the Exhibitor’s property being handled by EEI or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by EEI or its subcontractors. It is agreed therefore that if EEI, or its subcontractors, should be found liable for loss or damage to Exhibitor’s materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to 30 cents per pound per article, with a maximum liability of $500 per item, or $1000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty. And such agreed upon damages shall be the Exhibitor’s exclusive remedy. Exhibits left on the exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. EEI will not be responsible for condition, count, or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.

2. Make certain all your material is properly insured against fire, theft, and all hazards while in transit to and from your booth, and for the duration of the exhibition.

3. Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Encinosa Expositions, Inc. Specified (freight free) time can be obtained at the EEI Service Desk, or by calling customer service.

4. All shipments requiring special handling for any reason due to length, width or height, will be handled on a time and material basis.

5. Encinosa Expositions, Inc. as the Drainage Contractor shall have control over all freight stocks, doors, elevators and crate storage areas. Any shipment not handled by EEI, but for which EEI is required to handle the storage of the empty shipping containers, will be assessed a charge.

ENCINOSA EXPOSITIONS, INC. WILL BEROUTE ALL SHIPMENTS UNLESS ADVANCE ARRANGEMENTS ARE MADE

INSURANCE

Encinosa Expositions, Inc. will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Encinosa Expositions, Inc., for responsibility for concealed and/or apparent damage to concealed and/or unskidded exhibit materials.

TERMS: Charges due upon presentation of invoice, payment must be received by the close of the show.

Signature Print name
Company Show name

EEI phone 239-566-7506 fax 239-596-7869
EXHIBIT SHIPPING INFORMATION
AND DRAYAGE SCHEDULE

ENRCONOSA EXPOSITIONS, INC
5450 SHIPLEY STREET #6
NAPLES, FL 34109
(239) 566-7506
FAX (239) 566-1869

For the convenience and benefit of all exhibitors, ENRCONOSA EXPOSITIONS has been appointed the official storage and drayage for the show.

SHIPPING INFORMATION

1. Advance shipments should be prepaid addressed as follows
TO: Your company name
FOR: ABRMA
C/o ENCINOSA EXPOSITIONS/VERNITE TRANSPORTATION.
4512 CUMMINS COURT
F7. MYERS, FL 33905

2. To insure timely delivery to the show all shipments must be at the warehouse by 4:00 pm, MARCH 27th 2006
3. To avoid confusion, Remove all expired shipping labels before shipments
4. To insure proper handling and receiving shipments should not be addressed to the exhibit hall. The exhibit hall management generally has no provision for acceptance of shipments prior to setup date. Your exhibit should be shipped to arrive no later than 1 week prior to initial installation date.

Advanced Warehouse Shipments Will Be Refused After 4:00 pm 3/27/06

DRAYAGE RATE SCHEDULE - PER SHIPMENT

This rate includes receiving at ENCINOSA EXPOSITIONS WAREHOUSE, 36 days of free storage prior to show, warehouse labor, delivery To booth, removal of empty containers to storage area, return to booth for repacking at close of show, shipments picked up at exhibitor’s booth at the close of the convention, moved to the loading area, reloaded on exhibitor’s vehicles. Van lines or common carrier at the convention facility, furnishing of labels and clerical assistance for preparing of bills of lading or any of the above mentioned services.

<table>
<thead>
<tr>
<th>In and out straight time (Per Cart)</th>
<th>In and out O/TOT Comb</th>
<th>In and out O/T</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75.00</td>
<td>plus 25 %</td>
<td>plus 50 %</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Shipment received at show will be the same charge as advanced warehouse price. YOU MUST CALL FOR APPT. (239) 566-7506

STRAIGHT TIME AND OVERTIME RATES APPLY TO THE TIME ANY FREIGHT IS DELIVERED TO AND/OR REMOVED FROM THE CONVENTION FACILITY
STRAIGHT TIME is Monday through Friday 8:00 am - 4:30 pm. Overtime is any time before 8:00 am and after 4:30 pm. On weekdays and all day Saturday, Sundays and Holidays.
NOTE: In and Out rates are based on incoming weights only. All weights are rounded off to the next cart.

SPECIAL SERVICES
All material arriving via van line or specialized commodity carrier will be charged an additional 5% of the cart charge listed in the rate table. All uncrated material arriving via van line or specialized commodity carrier will be charged an additional 50% of the cart listed in the rate table. Uncrated materials accepted at show site only.

SPECIAL HANDLING
Local pickup and delivery service and for shipments requiring specialized equipment and handling due to excessive weight, size or value, etc. A cost quotation will be provided on request.

SHIPMENTS WILL BE REFUSED AFTER 4:00 pm on 3/27/06
**FREIGHT ROUTING FORM**

**ALL INCOMING SHIPPING SHOULD BE SHIPPED DIRECTLY TO:**

ENCNOSA EXPOSITIONS, INC. / OVERNITE TRANSPORTATION

4511 Caminosa Court
FORT MYERS, FL 33905

**INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW**

Name Of Show: ___________________________ Boot# ________

Origin of Shipment: _______________________ Carrier: ___________________________

Shipping Date: ___________________________ Approx. Arrival Date: ________________

Delivering To: ___________________________ Total Weight of Shipment: ____________

Total Number of Containers: _____________ Total Weight of Largest Container: _________

Size Of Largest Container: ________________ Weight Of Largest Container: ____________

Local Representative’s Name: ______________ Telephone: _________________________

Please Read

(COD) Collect on delivery shipments will not be received

ALL SHIPMENTS MUST BE SHIPPED FROM SHOW SITE. IF USING A CARRIER OTHER THAN THE OFFICIAL SHOW CARRIER YOU MUST MAKE ARRANGEMENTS FOR PICK-UP AT CLOSE OF SHOW

**INSTRUCTIONS FOR OUTGOING SHIPMENTS AT CLOSE OF SHOW**

Consign To: ____________________________ COMPANY NAME: ________________

Street Address: ________________________ City: ________________ State: __________

Zip: ____________________

Carrier: _______________________________

Total Number Of Containers: ____________ Total Weight Of Shipment: ____________

Description (For Proper Freight Rating): ____________________________________________

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign To: ____________________________ COMPANY NAME: ________________

Street Address: ________________________ City: ________________ State: __________

Zip: ____________________

Prepaid: _______________________________ Collect: ____________________________

Total Number Of Containers: ____________ Total Weight Of Shipment: ____________

Description (For Proper Freight Rating): ____________________________________________

**BILLING INSTRUCTIONS AND AUTHORITY TO HANDLE PROPERTY**

Your Company Name: __________________ Division: __________________________________

Street Address: ________________________ City: ________________ State: __________

Zip: ____________________

Attention Of: __________________________ Telephone: _________________________

Your Purchase Order Number: ___________ Number Of Invoices: _________________

With respect to the property referred to above, you are hereby authorized to pick up, receive, store any ship and/or act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts in connection therewith and/or perform any additional services shown herein or otherwise necessary for rewarehousing.

Signature: ____________________________ Title: ____________________________ Date:

IMPORTANT: Please complete this Form and fax to 239-596-1809
ORDER FORM FOR BOOTH CLEANING

ENCINOSA EXPOSITIONS, INC.
5450 SHIRLEY STREET #6
NAPLES, FL 34109
(239) 566-7506 fax (239) 596-1869

If you desire custom cleaning, complete this form.

GENERAL CLEANING

ALL DAILY CLEANING SERVICES INCLUDING TRASH REMOVAL MUST BE ORDERED USING THIS FORM.

CUSTOM CLEANING SERVICES

PLEASE INDICATE THE CLEANING SERVICE REQUIRED FOR YOUR BOOTH

CHECK ONE

Vacuuming booth prior to show opening only

Dailly vacuuming and emptying wastebasket

$ .25 per sq. ft.

$ .19 per sq. ft.

Dates required: __________

The square footage is based on the overall size of the space occupied.

NAME OF SHOW ___________________________ BOOTH # __________

NAME OF YOUR COMPANY ___________________________

STREET ADDRESS ___________________________

CITY ____________________ STATE _______ ZIP _______ TELEPHONE __________

AUTHORIZED BY ___________________________

SIGNATURE ___________________________

Please complete this form and fax or mail to:
ENCINOSA EXPOSITIONS
5450 SHIRLEY STREET #6 NAPLES, FL 34109
(239)566-7506 fax (239) 596-1869
ORDER FORM FOR INSTALLATION & DISMANTLING LABOR

ENCINOSA EXPOSITIONS

In the interest of efficient processing of exhibitor’s labor
Requirements for installation and dismantling of displays, it is
Suggested that advanced notice be provided on this form.

GENERAL INFORMATION:
As stated in our Payment Policy. All invoices must be paid in advance or at the show via cash, company check, and or credit card.

All installation and dismantling labor is performed by skilled personnel.
Straight time rate of $20.00 per hour prevails before 8:00 a.m. and after 5:30 p.m. daily, and all day on Saturdays, Sundays and Holidays.
A minimum charge of one person, one hour, per cell shall apply.
Selling time can be guaranteed only when personnel are requested for the start of the working day, which is 8:00 a.m.
Each attempt will be made to provide personnel at times requested subsequent to 8:00 a.m. Such starting time must be approximate personnel
are assigned to jobs at 8:00 a.m. and it is impossible to gauge exact time of completion of the assignments.

NOTE: IF EXHIBITOR FAILS TO PICK UP WORKER AT TIME ORDERED, A ONE-HOUR PER WORKER NO-SHOW CHARGE WILL
BE APPLIED.
A supervisor’s charge of 30% of the total labor bill and total labor bill one will be applied to exhibits installed without exhibitor supervision.
A minimum of $25.00 will be charged in and out.

INSTALLATION OF DISPLAY: Please provide drawing, blueprints and/or photos. Please indicate your labor requirements:
We will require ______ laborers for installation of our display.
Requested starting time ______ A.M. ______ P.M. ______ Date ____________
Installation will take approximately ______ hours

Please Check One
________ Request you to proceed, at earliest hour, to install our display without our supervision.
________ Request you to await our representative before installing our display. Time will commence upon assign-
ment of labor in accordance with exhibitor’s instructions. Representative should check with labor dispatcher’s desk to
obtain, and return laborers ordered.

Name of our representative __________________________ Tel ____________

DISMANTLING OF DISPLAY:
Please indicate your labor requirements:
We will require ______ laborers dismantling our display.
Requested starting time ______ A.M. ______ P.M. ______ Date ____________
Dismantling will take approximately ______ hours

Please check one
________ Request you to proceed, at earliest hour, to dismantle our display without our supervision.
________ Request you to await our representative before dismantling our display. Time will commence
upon assignment of labor in accordance with exhibitor’s instructions. Representative should check with
labor dispatcher’s desk to obtain and refund laborers ordered.

Name of our representative __________________________ Tel ____________

Name of show __________________________ Booth # ____________
Name of Organization __________________________
Street Address __________________________
City __________________________ State ______ Zip ____________
Authorized by __________________________ Title ______ Date ____________
Signature __________________________

ENCINOSA EXPOSITIONS
5450 SHIRLEY STREET #6 NAPLES, FL 34109 (239) 566-7566 fax (239) 596-1859
# ENCINOSA EXPOSITIONS, INC.

5450 SHIBLEY STREET # 6  
NAPLES, FL 34109  
(239) 566-7506  
FAX (239) 596-1869

**SIGN ORDER FORM**  
For Discount Price, Order and Payment Must Be Received By 3/13/06

When ordering signs, please provide the following information:
- A. Size
- B. Exact copy, as you wish it to appear
- C. Color or colors for copy and show card
- D. Indicate vertical or horizontal
- E. Easel back, if desired

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**Prices listed below are for one color copy on a white show card.**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Horizontal</th>
<th>Vertical</th>
<th>Color</th>
<th>Easel back</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot;x 44&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$19.00</td>
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<td></td>
<td></td>
<td></td>
<td>$22.00</td>
</tr>
<tr>
<td>14&quot;x 22&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$33.00</td>
</tr>
<tr>
<td>22&quot;x 28&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$39.00</td>
</tr>
<tr>
<td>28&quot;x 44&quot;</td>
<td></td>
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<td>$61.00</td>
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<tr>
<td>40&quot;x 60&quot;</td>
<td>Quote</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Over 10 words, add 60 cents per word
2. There will be an additional charge for reproduction of emblems, logos, trademarks, etc., to be determined on order.
3. Advance quotation will be submitted upon request.
4. Banners, foam core signs, etc. must be submitted for a quote.
5. Easel back - add $3.00 extra per sign. Detachable Arrows - add $3.00 extra per sign.
6. SIGNS ORDERED AFTER DISCOUNT DEADLINE AND ON SATURDAY, SUNDAY AND HOLIDAYS WILL BE BILLED AT DOUBLE THE ABOVE RATES.
7. Show site orders quoted upon request, prices may vary due to availability.

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**SIGN COPY AS FOLLOWS**

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Show Name: __________________ Company Name: __________________
Address: __________________ City: ______ State: ______ Zip: ______
Telephone #: ______ Authorized by (please print): __________________
Signature: __________________ Title: __________________

To receive discount price, payment is full for all advance orders must accompany order. All orders placed at the show will be billed at standard rates.
NOTIFICATION OF INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR

RETURN TO: ENCINOSA EXPOSITIONS, INC.
5450 SHIRLEY STREET #6
NAPLES, FL 34109
(239) 566-7506 FAX (239) 596-1869

DEADLINE: 3/13/06

If the exhibitor plans to use a firm other than the Official Service Contractor, the EXHIBITOR ONLY must
Complete and mail this form to Encinosa Expositions, to be received no later than

In addition, a Certificate of Insurance showing General Liability coverage and Workmen’s Compensation valid
In Florida must be submitted to Encinosa Expositions by your “NON-OFFICIAL” contractor no later
Or they will not be permitted to service your exhibit.

The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official
Service Contractor. The “Non-Official” Contractor must coordinate all his activities with Encinosa Expositions.

The “Non-Official” Contractor will share with the Official Contractor all reasonable cost related to his
operation,
Including overtime pay for stewards, restorations of exhibit space to its initial condition, etc. It will be the
Responsibility of the “Non-Official” Contractor to remove all tape he installs from the floor and any bulk trash
From the exhibit hall (such as skids or crates) or be billed accordingly by the general contractor for the labor.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED

Name of Show _____________________________

Exhibiting Company _____________________________

Booth Number _____________________________ Telephone Number _____________________________

Exhibitor Contact (Please print) _____________________________

Exhibiting Firm Officer’s
Signature ____________________________________________

Type of work to be performed _____________________________

“Non-Official” Contractor/Display House _____________________________________________

Contractor Contact Name _____________________________

Telephone Number _____________________________

SHOW OPERATIONS WILL ONLY ACCEPT THIS FORM IF IT IS SIGNED BY AN OFFICER OF
THE EXHIBITING COMPANY

In the event that these rules are not adhered to, labor must be hired through the Official Contractor with the
“Non-Official” being permitted to supervise only.
The Following Order Forms Are For Services / Materials Provided By Sources Other Than Encinosa Expositions. Please Follow The Return Instructions On The Various Forms Attached.
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Price per Day</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2&quot; VHS or D1 DVD Player w/32&quot; Video monitor, dolly cart</td>
<td></td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2&quot; VHS 70&quot; Monitor, switch mode unit</td>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2&quot; VHS player w/auto eject</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Betacam SP Player</td>
<td></td>
<td>$525.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24&quot; Sunfire Electro Video Monitor</td>
<td></td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32&quot; Sunfire Electro Video Monitor</td>
<td></td>
<td>$180.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15&quot; LCD Monitor</td>
<td></td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FlatScreen units available upon request</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56&quot; skirted cart</td>
<td></td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MiniDV Camcorder</td>
<td></td>
<td>$500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td></td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17&quot; SVGA Computer Monitor</td>
<td></td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21&quot; SVGA Computer Monitor</td>
<td></td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SD PC 29&quot; XGA Computer Monitor</td>
<td></td>
<td>$300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sony SR-500U Sx8C 1000 Lumen LCD Projector</td>
<td></td>
<td>$350.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panasonic 925lum XGA 2000 Lumen LCD Projector</td>
<td></td>
<td>$650.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP L8000 350 Lumen projector</td>
<td></td>
<td>$950.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VHS Dubbing Amplifier</td>
<td></td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td></td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Umm package w/remote control</td>
<td></td>
<td>$110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound system with microphone up to 100 people</td>
<td></td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42&quot; Plasma Monitor (Floor stand &amp; speakers extra)</td>
<td></td>
<td>$600.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50&quot; Plasma Monitor (Floor stand &amp; speakers extra)</td>
<td></td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60&quot; Flat Panel Monitor</td>
<td></td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desk top Computer</td>
<td></td>
<td>$225.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor stand for 42&quot; or 50&quot; Plasma monitor</td>
<td></td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make Checks payable to Audio Visual Innovations, Inc.

Credit Card Orders:

Card Holder Name__________________________

Card Number__________________________ Exp.

Signature__________________________

Total ____________________________
TELEPHONE ORDER FORM
Mail to: Naples Grande Resort & Spa, 471 Sugar Drive, Naples, FL 34103
Attention: Convention Services, Manager, Fax: 239-597-1567

This form is required to be filled out for any telephone lines or T-1 lines being used during your event.

Name of Event: ____________________________ Date of Event: ____________________________

First Name: ____________________________ Telephone: ____________________________

Address: ____________________________ Fax: ____________________________

City, State, Zip: ____________________________ Title: ____________________________ Date: ____________________________ / 20

On-Site Contact: ____________________________ Title: ____________________________

Billing Authorization: (Check One) □ Group Master Account □ Direct Payment

Credit Card #: ____________________________ Exp. Date: ____________________________ Holder's Name: ____________________________

Check or Money Order Amount Enclosed: $ ____________________________ (Full Amount due 15 days prior to convention date.)

This form must be completed and received by the Hotel 15 days prior to arrival date of conference. Orders not received prior to this date or received without payment are subject to an additional $50 Same Day Setup Fee.

<table>
<thead>
<tr>
<th>Type of Phone Equipment</th>
<th>Cost Per Line</th>
<th>Date of Use</th>
<th>Location</th>
<th>Booth #</th>
<th># of Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Phone Extension (Analog)</td>
<td>$50 Installation</td>
<td>$20 each additional day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Phone Line (Analog)</td>
<td>$150 Installation</td>
<td>$25 each additional day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Phone Line (Analog)</td>
<td>$200 Installation</td>
<td>$40 each additional day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct (Inward/Outward Dial)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Management Service</td>
<td>Meeting Usage</td>
<td>$500, per room, per day plus $100, per device (1st device comp)</td>
<td></td>
<td></td>
<td># of Room</td>
</tr>
<tr>
<td>T-1 Speed (1.5 Mbps)</td>
<td>Exhibitor Usage</td>
<td>$1,200, per booth, per show plus $100, per device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Speed Internet Access, Unrestricted Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IN-HOUSE USE ONLY:

Installation Date: ___________ Start Time: ___________
Disconnect Date: ___________ End Time: ___________

TELEPHONE LINES ASSIGNED BY CONVENTION SERVICES MANAGER:

House Extension #: ____________________________ Date: ____________________________
Dedicated Phone Line #: ____________________________ Convention Services Manager Signature: ____________________________

Distributions: Accounting Business Center PBX Setup

Page 1 of 2
CONDITIONS AND REGULATIONS

1. Advance orders must be received a minimum of 15 days prior to exhibitor or group's arrival for move-in.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. Claims will not be considered unless filed by the user prior to close of exhibition for function.
4. Prices based upon current wage rates are subject to change without notice.
5. All equipment, regardless of source and power, must comply with all federal, state & local safety codes.
6. Use of open clip socket, lateral, or lamp cord wire, duplex or triplex attachment plug in exhibits is prohibited.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle horsepower, etc.
8. All material and equipment furnished by The Registry Resort & Club for this service order shall remain The Registry Resort & Club property and shall be removed only by The Registry Resort & Club at the close of the show.
9. Electrical power for lights and displays will be turned on one hour prior to show opening time.
10. All exhibit or group cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

NON-FLAMMABLE MATERIALS: All materials used in the exhibit area, bedroom, or any other room of the Hotel, MUST be non-flammable to conform to the Fire Regulations of Naples, Florida. Electrical wiring and equipment installation must conform to appropriate Naples, Florida codes. Material not conforming with such regulations will be removed immediately at the exhibitor's or group's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel through the Convention Services Department at (239)597-3232.

SPECIAL NOTES: All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires shall be used in erecting display may be attached to building with written consent of the Convention Services Manager at the Hotel. All Hotel property destroyed or damaged by exhibitor or group must be replaced in its original condition by the user or at the user's expense.

LIABILITY: The Registry Resort, Naples will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor's or group's employees or property, or to any other person, prior, during, or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of The Registry Resort, Naples. Each exhibitor or group expressly releases The Registry Resort & Club from such liabilities and agrees to indemnify The Registry Resort & Club against any and all claims for such injury, loss, or damage.

INSURANCE: Exhibitors or groups, who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE: The Registry Resort & Club has no facilities for the storage of exhibits or materials. All shipments must be directed to the official drayor's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.
**ELECTRICAL ORDER FORM**

Mail to: Naples Grande Resort & Club, 475 Seagull Drive, Naples, FL 34103
Attention: Convention Services Manager, Fax: 239-597-1567

**IMPORTANT:** This order form must be completed and received by 15 days prior to arrival date of conference. Orders not received prior to this date and/or without payment are subject to an additional $50 dollar fee for setup.

** Liabilities:** The Naples Grande Resort & Club assumes no liability for damage to Client’s equipment due to improper installation by Client/Firm. Under no circumstances shall anyone other that the Naples Grande Resort & Club “House Electrician” make any electrical connections.

**STORAGE:** The Naples Grande Resort & Club has no facilities for the storage of exhibit or materials. All shipments must be directed to the official drayage’s warehouse for storage and delivery to the exhibitor’s booth at show time, at exhibitor’s expense. For storage and handling of exhibit materials contact.

<table>
<thead>
<tr>
<th>ELECTRICAL OUTLETS</th>
<th>Wattage/Ampere</th>
<th># of Outlets</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-500 WATTS (5 AMPs)</td>
<td></td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>500-1000 WATTS (10 AMPs)</td>
<td></td>
<td></td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>1000-1500 WATTS (15 AMPs)</td>
<td></td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>1500-2000 WATTS (20 AMPs)</td>
<td></td>
<td></td>
<td>$90.00</td>
<td></td>
</tr>
<tr>
<td>2000 WATTS (25 AMPs)</td>
<td></td>
<td></td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

**EXTENSION CORDS:** (Electricity not included)

<table>
<thead>
<tr>
<th>SINGLE OUTLET</th>
<th>QUAD OUTLET/POWER STRIP</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**ELECTRICAL SERVICE CONNECTIONS:** (Approx. 200v AC 60 Cycle)

<table>
<thead>
<tr>
<th>208 VOLTS SINGLE PHASE</th>
<th># of Outlets</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPs</td>
<td></td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPs</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td></td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>200 AMPs</td>
<td></td>
<td>$255.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208 VOLTS THREE PHASE</th>
<th># of Outlets</th>
<th>Price</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 AMPs</td>
<td></td>
<td>$120.00</td>
<td></td>
</tr>
<tr>
<td>30 AMPs</td>
<td></td>
<td>$150.00</td>
<td></td>
</tr>
<tr>
<td>60 AMPs</td>
<td></td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>100 AMPs</td>
<td></td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>200 AMPs</td>
<td></td>
<td>$300.00</td>
<td></td>
</tr>
</tbody>
</table>

**MISCELLANEOUS ELECTRICAL**

<table>
<thead>
<tr>
<th>BREAKDOWN DISTRIBUTION PANEL</th>
<th>(20-30 amps single phase 208v/120v AC)</th>
<th>$100.00</th>
<th></th>
</tr>
</thead>
</table>

**CEILING TILE REPLACEMENT**

<table>
<thead>
<tr>
<th>ELECTRICAL HIGH LIFT</th>
<th>Time</th>
<th>Date</th>
<th># of Hrs</th>
<th>Per Hour</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FREIGHT ELEVATOR** (Over and under -)

<table>
<thead>
<tr>
<th>Manager: Elevator must be approved by Convention Staff.</th>
<th>$150.00 (4 hours)</th>
<th></th>
</tr>
</thead>
</table>

**LABOR** (Per hour/4 hour minimum)

<table>
<thead>
<tr>
<th>BILLING INFORMATION:</th>
<th>Credit Card #</th>
<th>Authorization Expiration Date</th>
<th>Group Master</th>
<th>Direct Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Authorized Signature X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conventions Services Manager Account Engineering**

**FULL PAYMENT DUE 15 DAYS PRIOR TO CONVENTION DATE.**

**CHECK OR MONEY ORDER ADVANCE ORDER**
CONDITIONS AND REGULATIONS

1. Advance orders must be received a minimum of 15 days prior to exhibitor or group’s arrival for move-in.
2. Under no circumstances shall anyone other than “house electrician” make electrical connections.
3. Claims will not be considered unless filed in the war prior to close of exhibitor for function.
4. Prices quoted upon current wage rates are subject to change without notice.
5. All equipment, regardless of source and power, must comply with all federal, state & local safety codes.
6. Use of open-clip socket, links, or lamp used wire, duplex or triplets attachment plug in exhibits is prohibited.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All material and equipment furnished by The Regency Resort & Club for this service order shall remain The registry Resort & Club property and shall be removed only by The Regency Resort & Club at the close of the show.
9. Electrical power for lights and displays will be turned on one hour prior to show opening time.
10. All exhibits or group cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS

NON-FLAMMABLE MATERIALS: All materials used in the exhibit area, ballroom, or any other room of the Hotel, MUST be non-flammable in accordance with the Fire Regulations of Naples, Florida. Electrical wiring and equipment installation must conform to the applicable Naples, Florida codes. Material not conforming with such regulations will be removed immediately at the exhibitor’s or group’s expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel through the Convention Services Department (323) 597-3232.

SPECIAL NOTES: All booth equipment, furniture, and carpeting must be certified to the measured limits of the booth. No nails, or wiring wires shall be used in existing display may be attached to building without written consent of the Convention Services Manager at the Hotel. All Hotel property damaged or damaged by exhibitor or group must be replaced in its original condition by the user or at the user’s expense.

LIABILITY: The Regency Resort & Club will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor’s or group’s employees or property, or to any other person, prior, during, or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of The Regency Resort & Club. Each exhibitor or group expressly releases The Regency Resort & Club from such liabilities and agrees to indemnify The Regency Resort & Club against any and all claims for such injury, loss or damage.

INSURANCE: Exhibitors or groups who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE: The Regency Resort & Club has no facilities for the storage of exhibits or materials. All shipments must be directed to the official drayage’s warehouse for storage and delivery to the exhibitor’s booth at show time, at exhibitor’s expense.