



What you need When you need it

CONVENTION SERVICES

480 South Geneva Road, Orem, Utah 84058

PHONE (801)-222-9311 FAX (801) 437-0678



Exhibitor Services Kit

Dear Exhibitor,

We are pleased to have been selected by Show Management as your Official Service Contractor for:

Utah Valley Expos Exhibitor Kit

The Big **Business** and Technology Expo,
the UV **Home** Expos and the UV **Women's** Expos

This Exhibitor Kit contains information and order forms on the wide variety of services we offer. Advance ordering allows us to bring our equipment and services to you at a lower cost.

Please carefully review and submit the enclosed forms relevant to your exhibit. Orders may be faxed or mailed to Diamond Rental Convention Services (DRCS).

Discount Pricing Deadline: Two Weeks Prior to Expo

To receive discount pricing, orders must be submitted with full payment no later than the discount pricing deadline.

If you have questions about DRCS product or services, or need additional information please contact us:

Diamond Rental Convention Services

Customer Service

801-222-9311

Fax: 801-437-0678

We are here to help make your show a success

PAYMENT CALCULATION



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Company Name		Date	Booth #
Street Address		City	State Zip
Phone	Fax	Email	
Ordered By		Signature	

Credit Card Authorization							
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express				
Account Number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>						
Cardholders Name (print)	Signature	Exp. Date					

Calculation of Orders	
Furnishings	\$ _____
Electrical	\$ _____
Forklift	\$ _____
Freight/Shipping	\$ _____
Miscellaneous	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal	\$ _____
Please add 6.25% Utah sales tax	\$ _____
Total	\$ _____

Payment Policy

PAYMENT FOR SERVICES
 DRCS requires payment in full at the time services are ordered. DRCS also requires a credit card authorization with your order. This will be used to charge your account for services not covered by your initial payment, such as freight handling. Your order will not be processed without it.

DISCOUNT PRICING
 To qualify for the advanced prices, orders must be received by the deadline date noted at the top of each form along with payment. Orders that come in without payment will not be processed and may not qualify for discounted prices.

METHOD OF PAYMENT
 DRCS accepts MasterCard, Visa, American Express, Discover Card and company checks. Purchase orders are not considered payment. All payments must be made in U.S. funds and drawn on a U.S. bank. There will be a \$25.00 fee for any returned check. All credit card orders are charged at the time the order is processed, unless accompanied by a check. In which case the credit card is placed in the exhibitors file and only used for any charges over and above the amount of the check, as in freight handling.

TAX EXEMPT
 If you are tax exempt in the state of Utah, you must provide a sales tax exemption certificate. This certificate must be received by DRCS no later than the discount deadline; otherwise, tax will appear on your invoice.

ADJUSTMENTS AND CANCELLATIONS
 Adjustments to your invoice must be made before the close of the show. Most items, services and labor are subject to cancellation fees. Please refer to each order form for details. Your invoice will be delivered to your booth prior to the last day of the show. If you have any additional labor or other items added after the invoice is delivered, a second invoice will be provided and mailed to the address you supply on the order forms.

LIMITS OF LIABILITY RESPONSIBILITY



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Placing an order for services of tradesmen and/or the use of equipment by an exhibitor or representative of the exhibitor shall be construed as an offer subject to approval of DRCS at its sole discretion. Upon DRCS's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Paragraphs 1 through 13 below. Furthermore, once DRCS has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to DRCS or its subcontractors on behalf of the Exhibitor shall also be bound by the terms and conditions of said paragraphs.

Be sure to insure your freight from the time it leaves your firm until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Contact your insurance agent for further information.

1. Diamond Rental Convention Services ("DRCS") and its subcontractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Regarding incoming and outgoing shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by DRCS and the arrival of the Exhibitor's representative and/or the packing and pickup of freight from the booth to the loading of the carrier. It is understood and agreed that during such time that the booth is unattended, DRCS and its subcontractors are not liable for any loss, damage, or disappearance of freight after it has been delivered to, or before it has been picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading for outgoing shipments will be checked and corrected at the time the freight is picked up from the booth.
3. DRCS and its subcontractors shall not be liable for any damage incurred during the handling of freight requiring special handling unless DRCS has been given 14 days advance notice in order to obtain the proper equipment.
4. DRCS and its subcontractors shall not be liable for an loss, delay or damage due to events beyond their control, including but not limited to, strikes, labor disputes, lockouts, or work stoppages of any kind, theft, windstorm, water, vandalism, acts of God, mysterious power or utility outages and other events by force of Nature.
5. DRCS and its subcontractors shall not be liable for any normal wear and tear in handling of equipment.
6. It is understood that DRCS and its subcontractors are not insurers. Any insurance should be obtained by the exhibitor. Amounts payable by DRCS are limited to the scope of liability as set forth herein and are unrelated to the value of the Exhibitor's property. It is understood and agreed that DRCS and its subcontractors do not provide for full liability should loss or damage occur. In the event that DRCS and its subcontractors are found to be liable for loss or damage to the Exhibitor's equipment, such liability shall be limited to the specific article that was lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise, by DRCS, its subcontractors or their employees.
7. DRCS and its subcontractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages including, but not limited to delay, any actual, potential or assumed loss of profits or revenues, loss of profits or revenues, loss of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitors materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitors material.
8. Any claims for loss or damage must be submitted to DRCS by the close of the show. No suit or action shall be brought against DRCS or its subcontractors more than one year after the cause of action occurs.
9. The Exhibitor agrees that DRCS or its subcontractors will provide receipt, handling, temporary storage and reloading of freight, solely as the Exhibitor's agent and not as bailee or shipper. It is agreed that any employee of DRCS or its subcontractors who signs a receipt, bill of lading or other document, does so as the Exhibitor's agent and the Exhibitor accepts all responsibility thereof.
10. DRCS and its subcontractors shall not be liable for, nor guarantees piece counts or conditions of any shipments received without receipts, freight bills or specified units counts on receipts, such as UPS or other.
11. Empty container labels may be obtained from the DRCS Service Desk and the use of these labels are for EMPTY STORAGE ONLY. Labeling of containers are the sole responsibility of the Exhibitor or exhibitor's representative and DRCS and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. DRCS reserves the right to change designated carriers, if such carriers do not pick up on time, at close of show. Where no disposition is made by the Exhibitor, freight will be taken to the DRCS warehouse until shipping instructions are received. It is understood and agreed that the Exhibitor will be responsible for payment of charges relating to handling and storage at the warehouse. DRCS assumes not liability as a result of such rerouting and handling.
13. In the event of a dispute with DRCS or its subcontractors relative to any loss or damage to any of the Exhibitor's freight or equipment, the Exhibitor agrees not to withhold payment in any amount due to DRCS for freight handling or any other services provided by DRCS or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the exhibitor agrees to pay DRCS prior to close of show for any and all charges and further agrees that any claim the Exhibitor may have against DRCS or its subcontractors shall be pursued independently by the exhibitor as a separate transaction to be resolved on its own merits.

GENERAL INFORMATION



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Utah Valley Expos Exhibitor Kit

The Big Business and Technology Expo,
 the UV Home Expos and the UV Women's Expos
 Discount Deadline Sept. 12, 2007

COMPANY NAME	DATE	BOOTH #
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Welcome!

We are pleased to have been selected as your official Service Contractor and look forward to helping you make sure your participation is a success.

Please review your packet carefully. As a reminder, DRCS requires a payment in full at the time you place your order, along with a credit card authorization to be on file. Don't forget to take advantage of our discount prices by ordering early! Simply return your order with payment in full by the deadline date on the order forms.

Please contact DRCS with any questions, or special requests. We will do our best to provide you with your show needs and look forward to serving you.

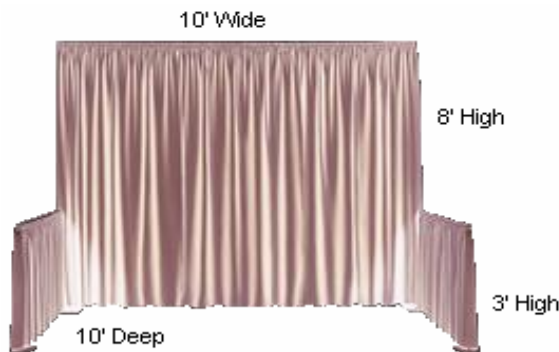
Show Information

Exhibitor Move In	Please see website information for each show schedule FYI: Bringing dollies or push carts will help you easily move your items into the hall.
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Show Schedule	Please see website information for each show schedule
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Exhibitor Move Out	Please see website information for each show schedule
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Booth Package



Depth: 10'
Width: 10'
Drape Color: Biz=black, Home=Blk/Teal, Women=TBA
Aisle Carpet: Green Aisle Carpet

Items included with booth:

- 8' high back wall drape
- 3' high sidewall drape
- One 7" x 44" ID Sign

Electrical is not included in booth - Please see enclosed Electrical Order Form to order.

Show Official Server Contractor

Diamond Rental Convention Services

480 South Geneva Road
 Orem, UT 84058
 Contact: Sharon Curley
 Phone: (801) 222-9311
 Fax: (801) 437-0678

BOOTH FURNISHINGS



CONVENTION SERVICES

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UNDRAPED TABLES (includes top covering, no skirt)				
Qty	Description - UNDRAPED - No Skirting	Regular	Discount	Total
	4' x 24"	\$27.00	\$20.00	
	4' x 24" Counter High	\$32.00	\$23.00	
	6' x 30"	\$35.00	\$25.00	
	6' x 30" Counter High	\$41.00	\$31.00	
	8' x 18"	\$35.00	\$29.00	
	8' x 30"	\$40.00	\$31.00	
	8' x 30" Counter High	\$43.50	\$39.00	

SKIRTED DISPLAY TABLES (includes top covering and skirt)				
CHECK SKIRT COLOR				
<input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Hunter Green <input type="checkbox"/> White <input type="checkbox"/> Blue <input type="checkbox"/> Red				
Qty	Description	Regular	Discount	Total

	4' x 24"	\$55.00	\$40.50	
	4' x 24" Counter High	\$65.00	\$46.00	
	6' x 30"	\$72.00	\$54.50	
	6' x 30" Counter High	\$79.00	\$64.00	
	8' x 18"	\$72.00	\$55.00	
	8' x 30"	\$87.00	\$67.00	
	8' x 30" Counter High	\$95.00	\$76.00	
	30" Table Skirt - ONLY	\$22.00	\$20.00	
	42" Counter Skirt - ONLY	\$25.00	\$23.00	

ROUND & TALLBOY TABLES				
Qty	Description	Regular	Discount	Total
	30" x 30" Rd Regular Table	\$55.00	\$50.00	
	30" x 42" Rd Caberat Tallboy	\$61.00	\$57.00	
	36" x 30" Rd Regular Table	\$59.00	\$54.50	
	36" x 42" Caberat Tallboy	\$65.00	\$60.00	
	24" Square Caberat Tallboy	\$61.00	\$57.00	
	48" Round Table	\$75.00	\$66.00	

CHAIRS				
Qty	Description	Regular	Discount	Total
	Padded Contour	\$30.50	\$20.00	
	Grey Padded Bar Stool	\$45.00	\$36.00	
	Wooden Bar Stool 29"	\$11.00	\$8.00	
	Padded White Resin Folding Chair	\$10.00	\$7.50	
	Padded Black Resin Folding Chair	\$10.00	\$7.50	
	Folding Chairs (White)	\$7.50	\$4.50	
	Folding Chairs (Brown)	\$7.50	\$4.50	

Carpeting (prices include installation and front edge taped)				
CHECK CARPET COLOR				
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Hunter Green				
**All custom orders must be received 14 days prior to move-in to guarantee delivery.				
A minimum of 100 square feet is required on all custom orders.				
Qty	Description	Regular	Discount	Total
	9' x 10'	\$85.00	\$70.00	
	9' x 20'	\$173.50	\$130.00	
	9' x 30'	\$258.00	\$193.00	
	9' x 40'	\$348.00	\$257.50	
	Custom Cut (per sq. ft.)**	\$2.45	\$1.50	
	Feet of Additional Taping	\$1.20		
	Carpet Pad (per sq. ft.)	\$0.75	\$0.50	
	Visqueen (per sq. ft.)	\$0.45	\$0.40	

SPECIALTY FURNITURE				
Qty	Description	Regular	Discount	Total
	4' x 8' Tack Board <input type="checkbox"/> Vert <input type="checkbox"/> Horiz	\$110.00	\$95.00	
	4' x 8' Peg Board <input type="checkbox"/> Vert <input type="checkbox"/> Horiz	\$110.00	\$95.00	
	Aluminum Easel	\$19.50	\$13.00	
	Wastebasket	\$8.50	\$6.00	
	Chrome Sign Holder	\$48.00	\$35.00	
	Grid wall 2' x 7'	\$50.00	\$37.00	
	Park Bench	\$65.00	\$45.00	
	6' Silk Ficus Tree	\$50.00	\$30.00	

LINENS - for own tables				
CHECK LINEN COLOR				
<input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> BLUE				
Qty	Description	Regular	Discount	Total
	90" Round Linen	\$15.00	\$12.00	
	108" Round Linen	\$20.00	\$15.00	
	120" Round Linen	\$25.00	\$18.00	
	90x132 -for 6' Banquet Table	\$28.00	\$22.00	
	90x156-for 8' Banquet Table	\$33.00	\$25.00	

NOTES				

TOTAL THIS PAGE \$

CANCELLATION POLICY

Items Cancelled after Move-In begins will be charged at 50% of Original Price. Items cancelled after installation will be charged at 100% of Original Price.

DRCS HAS A LARGE ASSORTMENT OF ITEMS NOT LISTED. PLEASE CALL OUR EXHIBITOR SERVICE
DEPARTMENT FOR ENQUIRES AT 801-222-9311.

All orders are governed by the DRCS Payment Policy and the Limits Of Liability and Responsibility

ELECTRICAL SERVICES



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COMPANY NAME	DATE	BOOTH #
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Lighting And Utility Outlets				
Two connections per outlet, 120v. 60 cycle alternating current				
Qty	Description	Regular	Discount	Total
	Outlet up to 500 watts	\$95.00	\$85.00	
	Outlet up to 1000 watts	\$130.00	\$105.00	
	Outlet up to 2000 watts	\$190.00	\$145.00	

Floodlights				
Price includes outlet and labor for installation. Special requests require additional labor.				
Qty	Description	Regular	Discount	Total
	150w. clamp bracket drape stanchions	\$82.00	\$71.00	
	1000w. Quartz light overhead*	\$250.00	\$199.00	

*Not available in all locations

Motor and equipment Outlets				
Maximum of one connection per outlet 120v./2208v.				
120 volt				
Qty	Description	Regular	Discount	Total
	Up to 5 amps	\$95.00	\$85.00	
	Up to 10 amps	\$130.00	\$105.00	
	Up to 15 amps	\$162.00	\$128.00	
	Up to 20 amps	\$190.00	\$145.00	

Electrical Labor				
Qty	Description	Regular	Overtime	Total
	Electrician	\$62.50	\$115.00	

Labor before 8:00 am & after 4:30 pm will be at the overtime rate.
Saturday, Sunday & Holidays will be at the overtime rate.
Rates are per person, per hour.

() **OK TO PROCEED** without exhibitor supervision. Please include a scaled floorplan with order.

() **DO NOT PROCEED** without exhibitor supervision. Please provide specific date and time to avoid additional fee.

Date of install _____ Time _____

Starting time can only be guaranteed in those instances where electrical labor is requested for the start of the working day, 8:00 am. Labor is calculated by the hour. If labor is exhibitor supervised, labor charges will commence at specified time regardless of the exhibitors presence.

prices include installation, rental, and removal, unless additional labor is required. For specific information regarding your needs, please call DRCS.

208 volt Single Phase				
All 208v outlets require electrical labor.				
Qty	Description	Regular	Discount	Total
	Up to 10 amps	\$184.00	\$154.00	
	Up to 15 amps	\$195.00	\$178.00	
	Up to 20 amps	\$235.00	\$196.00	
	Up to 30 amps	\$295.00	\$236.00	
	Up to 40 amps	\$310.00	\$252.00	
	Up to 60 amps	\$323.00	\$283.00	

Up to 100 amps please call

Motor & Equipment Outlets – Additional Charges	
Add:	\$2.00 to AMP to boost 208V to 230 V (20 AMP minimum). Outlets over 20 AMPS & 208V services will require electrical labor. Prices do not include connection to equipment or special wiring.
Note:	Rates listed include power usage and surcharge paid to facilities. Call for quotes on all other voltage requirements.

208 volt Three Phase				
All 208v outlets require electrical labor.				
Qty	Description	Regular	Discount	Total
	Up to 10 amps	\$250.00	\$204.00	
	Up to 15 amps	\$275.00	\$234.00	
	Up to 20 amps	\$350.00	\$260.00	
	Up to 30 amps	\$392.00	\$332.00	
	Up to 40 amps	\$520.00	\$432.00	
	60 amps PLEASE CALL			
	100 amps-PLEASE CALL			

Notice:

All wiring and other electrical installations, motors, etc., must be approved. To prevent overloading of circuits, exhibitor shall not be permitted to add wattage, except upon ordering same. All outlets will be installed on the floor at the wall of the booth. Island booth outlets will be brought to one location. Connections from outlets to equipment shall be LABOR AND MATERIAL. All motors over 1 HP shall have a MAGNETIC STARTER DISCONNECT SWITCH (wired), furnished by the exhibitor. DRCS is not responsible for voltage fluctuation or power failure of temporary conditions. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage. For your protection install a surge protector on computerized equipment and machinery or on over/under sensor. No credits will be issued on outlets or lights as ordered even though not used. DRCS will provide a booth check each night to determine if proper wattage is being used. The exhibitor is responsible for additional wattage to their booth.

Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes of show closing.
Outlets requiring 24 hour service and/or dedicated circuits will be double the listed price.

TOTAL THIS PAGE \$

CANCELLATION POLICY

Items Cancelled after Move-In begins will be charged at 50% of Original Price. Items cancelled after installation will be charged at 100% of Original Price.

ELECTRICAL SERVICES

Electrical Rules and Regulations

1. All wiring and other electrical installations, motors, etc., must be U.L. approved or meet fire marshal regulations.
2. To prevent overloading of circuits, exhibitor shall not be permitted to add wattage, except upon ordering same.
3. All outlets will be installed on the floor at the wall of the booth. Island booth outlets will be brought to one location only.
4. Connections from outlets to equipment shall incur LABOR AND MATERIAL charges.
5. All motors over 1 HP shall have a MAGNETIC STARTER DISCONNECT SWITCH (wired), furnished by the exhibitor.
6. DRCS is not responsible for voltage fluctuation or power failure of temporary conditions.
7. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage. For your protection install a surge protector on computerized equipment and machinery or on over/under sensor.
8. DRCS will provide a booth check each night to determine if proper wattage is being used. The exhibitor is responsible for additional wattage to their booth.
9. **No credits will be issued on outlets or lights as ordered even though not used.**

FREIGHT HANDLING



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Certified weight tickets are required for all shipments. All trucks checking in at the exhibit site prior to 2:00 pm on published move-in days will be unloaded the same day. See "Shipping Information " and "Shipping Guidelines" for more information.

Advanced Shipments to DRCS Warehouse (including 30 days storage)			
	Shipment	Rate/100 lbs.	Est. Charges
Crated Only (includes skids and cases)	lbs	\$40.00	

Direct Shipments to Exhibit Site			
	Shipment	Rate/100 lbs.	Est. Charges
Crated (includes skids and cases)	lbs	\$36.00	
Uncrated Loose Shipments	lbs	\$56.00	

Outbound Material Handling			
	Shipment	Rate/100 lbs.	Est. Charges
Outbound Freight*	lbs	\$22.00	
Outbound Shipment to Warehouse (additional)	lbs	\$12.00	
*Handled at close of show ONLY			

Calculation of Material and Handling Charges			
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight and adjustments will be made accordingly.			
	Weight rounded to next 100 lbs.	Rate per 100 lbs.	
We will be shipping:	<input type="text"/> lbs.	@ <input type="text"/>	= Est. Charge <input type="text"/>
We will be shipping:	<input type="text"/> number of pieces.		
Our shipment will be sent to	<input type="checkbox"/> Exhibit Site <input type="checkbox"/> Warehouse on:	<input type="text"/>	via: <input type="text"/>

Arrival dates and surcharges for shipments

Please schedule shipping carefully to minimize surcharges!

- Advance:** Last day for crated shipments to arrive at advance warehouse without surcharge.
 A 25% surcharge will be added to each shipment received at the warehouse after this date.
- Direct:** First Day for shipments to arrive at show site During Exhibitor Move-IN

TOTAL THIS PAGE \$

SHIPPING INFORMATION



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FREIGHT HANDLING SERVICES

DRCS is prepared to receive your shipment either in advance at our local warehouse or directly to the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rates and arrival deadlines, see the Freight Handling Order Form. DRCS must have payment before forwarding freight.**

ADVANCE SHIPMENTS TO DIAMOND WAREHOUSE (crates, shrink-wrapped skids, fiber cases only)

Rates include: Unloading crated materials. The warehouse cannot receive loose shipments
Storing at the warehouse for up to 30 days.
Reloading onto trucks and delivery to the exhibit site.
Unloading materials and delivery to your booth.
Removing, storing and returning empty shipping containers.
Reloading materials from show site dock to outbound carrier.

Customer will: Ship to DRCS crated only with proper labeling
Contact carrier with out bound information
Provide DRCS with proper bill of lading in and out bound

Make out the bill of lading and label as follows:

Name of Exhibiting Company	Utah Valley Expos Exhibitor Kit
Your Booth Number (required)	
C/O	Diamond Rental Convention Services
	480 South Geneva Road
	Orem, UT 84058

Direct Shipments to Exhibit Site - Arrive at Move-In: During Exhibitor Move-In

Must arrive during exhibitor set up times. No prior shipment will be accepted. The facility has no storage area.

Rates include: Unloading materials and delivery to your booth
Removing, storing and returning empty shipping containers
Reloading materials from show site dock to outbound carrier

Make out the bill of lading and label as follows:

Name of Exhibiting Company	Utah Valley Expos Exhibitor Kit
Your Booth Number (required)	
C/O	Diamond Rental Convention Services
	McKay Event Center
	800 West University Avenue
	Orem, Ut 84058

Return to Warehouse after Show Close (additional charge for this service)

After the show, DRCS can: Deliver freight to the warehouse
Store freight
Reload freight on outbound carriers to ship to your specified destination

Contact DRCS for further information regarding this service.

Preferred Carrier Discount

Use a DRCS preferred carrier for both inbound and outbound shipping and receive a 15% discount off the crated freight handling charge. This includes advance to warehouse as well as direct to show site. Payment must be included with order to receive discount.

Additional benefits include: **First freight on floor:** Shipments sent directly to the exhibit site will be delivered with the warehouse freight move-in.
Guaranteed routing on outbound: we'll protect your routing to a diamond preferred carrier-regardless of the show's designated carrier.

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Shipping Guidelines

We recommend you use a carrier specializing in trade shows. Exhibit freight is time-sensitive and experience counts. You may contact DRCS for information regarding carriers.

Shipping Charges:

Please prepay all shipping charges. DRCS will not accept or be responsible for collect shipments.

Bills Of Lading:

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Diamond and your on-site representative. Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments.

Consignment:

All shipments must be consigned c/o Diamond Rental Convention Services to enable us to accept them for handling. Convention centers and Hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight. Any shipments consigned to persons other than DRCS will be refused.

Shipping Labels:

Please use the shipping labels marked clearly for DRCS to expedite handling.

Certified Weight Tickets:

The weights of your vehicle empty and loaded must be documented with certified shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment:

Labor and equipment for unloading and loading freight are included with DRCS freight handling charges. Uncrating, unskidding, assembling, positioning, leveling, dismantling, reerating and reskidding is not included in these charges, however if this is a service you will need, please place this order using the In-Booth Forklift & Labor order form. If your material requires special equipment over and above palate jacks and/or forklifts, please contact DRCS in advance so that we will be prepared. When possible, pre-rig your material.

Empty Labels:

Shipping cartons will be picked up, stored and returned after the show if they are affixed with empty labels. These labels are available at the Service Desk and are for empty cartons only.

Outgoing Shipments:

Shipping information, bills of lading and labels will be available at the Service Desk. Exhibitors not using a preferred carrier are responsible for contacting their own carrier for pick up. Any freight left unshipped at the end of move-out will be transported back to the warehouse at an additional fee and held for 48 hours. At the end of that time the freight will then be forced out using a carrier of DRCS choice. The freight will be shipped collect to the consignee specified on the bill of lading.

Please feel free to contact DRCS with any questions you may have.

Diamond Rental Convention Services
480 South Geneva Road
Orem, Utah 84058
Or call use at (801) 222-9311 - Fax (801) 437-0678
Or visit the Service Desk during the show

SHIPPING INFORMATION

Advance Warehouse Shipping Label

Please cut and place on each piece of freight. Make copies of this page if you require more labels.

 DIAMOND RENTAL <i>What you need When you need it</i>
RUSH - DO NOT DELAY
Company: _____
Booth No.: _____
Utah Valley Expos Exhibitor Kit C/O Diamond Rental Convention Services 480 South Geneva Road Orem, UT 84058
No. _____ of _____ pcs. (Example 1 of 10)
EXHIBITION MATERIAL

 DIAMOND RENTAL <i>What you need When you need it</i>
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EXHIBITION MATERIAL

FORKLIFT



CONVENTION SERVICES

480 South Geneva Road, Orem, Utah 84058

PHONE (801)-222-9311 FAX (801) 437-0678

Utah Valley Expos Exhibitor Kit

The Big Business and Technology Expo,
the UV Home Expos and the UV Women's Expos
Discount Deadline: 2 wks prior to move-in

COMPANY NAME	DATE	BOOTH #
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Forklift for display assembly, dismantle, or placement of equipment

Forklift Rates:

Straight Time / 8:00am - 5:00pm Monday-Friday
\$39.00 per half hour (one half hour minimum charge)

Overtime / Before 8:00am and After 5:00pm Mon-Fri. All day Sat, Sun, and Holidays
\$60.00 per half hour (one half hour minimum charge)

Lift capacity is 5000 lbs. Larger forklift and/or crane services available by advanced request.

Complete the section below for each day you require forklift services:

Installation	Date	Start Time	Total Time Needed

Dismantle	Date	Start Time	Total Time Needed

Special Instructions:

Calculation of Order

To guarantee forklifts and workers, we must receive your order by the deadline date. Please use the formula below to calculate your advanced payment. Final invoicing will be done from the actual hours worked.

Installation	X Hours	= Total estimated Hours	@ Rate	Total
Dismantle	X Hours	= Total estimated Hours	@ Rate	Total

TOTAL THIS PAGE \$

LABOR SERVICES



CONVENTION SERVICES

480 South Geneva Road, Orem, Utah 84058
 PHONE (801)-222-9311 FAX (801) 437-0678

Utah Valley Expos Exhibitor Kit

The Big Business and Technology Expo,
 the UV Home Expos and the UV Women's Expos
 Discount Deadline: 2 wks prior to move-in

COMPANY NAME	DATE	BOOTH #
--------------	------	---------

Skilled display labor for installation and dismantling of exhibits

Labor Rates		
Rates	Times	Worker/half hour
Straight Time	8:00 am to 5:00 pm Weekdays	\$26.00
Overtime	Before 8 am and after 5 pm Weekdays All day Saturday, Sunday, and Holidays	\$40.00

- * The minimum charge for labor is 1/2 (one half) hour per worker, increasing by 1/2 hour increments thereafter.
- * All rates subject to change if necessitated by increased labor and material costs.
- * Starting times can be guaranteed only when labor is requested for 8:00 am.

Order

OK TO PROCEED A service for those of you who wish to have your exhibit set up before your arrival at show site. DRCS will install and dismantle your exhibit. You need not be present.

	No. of Laborers	Laborer Hrs Each	Total Hours
Installation			
Dismantle			

DO NOT PROCEED All work is to be performed only under the supervision of the exhibitor representative. Please have the representative pick up the crew at the service desk. Upon completion, the representative will return the crew to the service desk and approve the work order.

	Date	Time	Number of Laborers	Number of Hrs. Each	Total Hours
Installation					
Dismantling					

Calculation of Order

To guarantee laborers, we must receive your order by the deadline date. Please use the formula below to calculate your advanced payment. Final invoicing will be done from the actual hours worked.

Number Laborers - Installation	X Hours	= Total estimated Hours	@ Rate	Total
Number Laborers - Dismantle	X Hours	= Total estimated Hours	@ Rate	Total

TOTAL THIS PAGE \$

Cancellation Policy:

Labor requests must be cancelled within 72 hours of the requested start time. Labor that has not been cancelled will be charged 1 (one) hour per worker fee per the above rates.

BOOTH CLEANING



CONVENTION SERVICES
 480 South Geneva Road, Orem, Utah 84058
 PHONE (801)-222-9311 FAX (801) 437-0678

Utah Valley Expos Exhibitor Kit
 The Big Business and Technology Expo,
 the UV Home Expos and the UV Women's Expos
 Discount Deadline: 2 wks prior to movin

COMPANY NAME	DATE	BOOTH #
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*To ensure your booth is show ready, specify your requirements below. Please call us if you have a special need.
 DRCS is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.*

100 square foot minimum per day

Booth Cleaning Services

Booth Size: _____ X _____ = _____ sq. ft.

Vacuuming (Includes emptying wastebasket nightly.) Call for quote on booths over 1000 sq. ft.

Item	Regular	Discount
Daily (entire show)	\$0.45	\$0.28
Less than Daily (specify dates _____)	\$0.40	\$0.25

Shampooing

Available upon request. Please call for a quote.

Mopping and Waxing

Available upon request. Please call for a quote.

Porter Service

DRCS will remove refuse from containers at regular intervals during show hours.

Square Footage	Single Day Service	Show Duration
0 - 500	\$45.00	\$87.00
501 - 1500	\$53.00	\$114.00
1501 and UP	\$66.00	\$135.00

Specify date(s) of single day service _____

Calculation of Order

	Sq. Ft.	x	Rate	x	Number of Days	=	Total
Vacuum							
Porter Service							

Cancellation Policy

Services not cancelled at least 24 hours in advance will be charged at 100% of the original amount. Please bring any discrepancies to our attention. DRCS will be unable to adjust invoices after the close of the show.

TOTAL THIS PAGE \$