



## ***Techno Security/CEIC 2005 Exhibitors Kit***

June 12-15, 2005  
Myrtle Beach, South Carolina

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Dear Exhibitor,

Thank you for your interest in the Seventh Annual International Techno-Security and the Fourth Annual CEIC Conference. We will again be hosting both of the conferences at the Marriott Resort at Grande Dunes in Myrtle Beach, South Carolina. Our feedback from attendees and exhibitors has been overwhelmingly positive when we asked for comments about the new location. You can contact the hotel directly for reservations. Be sure to tell them that you are coming for the Techno Security/CEIC Conference.

Also enclosed is the registration information as well as other forms for special requests such as electrical needs, telephone lines, freight, spotlights, etc.

### **Booth Description:**

Each booth includes either an 8' x 10', 8' x 16' or 8' x 5' carpeted booth, pipe and drape, signage, a skirted table and two chairs. To register for a booth, mail the completed exhibit registration form and your check directly to:

### ***TheTrainingCo.***

3 Church Circle - Suite 255  
Annapolis, Maryland 21401  
Phone: 410.703.0332  
Fax: 410.544.9875

**Special Requests:** All needs for additional tables, spotlights, etc. should be requested using the enclosed forms provided in this kit by the conference decorator, Convention Makers of Myrtle Beach. The completed forms must be sent directly to Convention Makers Inc.

The Marriott hotel does not have storage space for exhibit materials prior to or after the conference exhibit dates. Convention Makers will also be your point-of-contact for inbound and outbound freight associated with your exhibit. There are forms enclosed for requesting that service as well.

### **Conference Sponsorship Opportunities:**

A limited number of sponsorships will be available for interested exhibitors. We have included many benefits for those who support us by becoming sponsors. A detailed description is available on our website at [www.Techno2005.com](http://www.Techno2005.com). For additional questions not covered in this kit, please feel free to contact us on 704.516.2270. Email can be sent to [info@thetrainingco.com](mailto:info@thetrainingco.com), and frequent updates will be available on TheTrainingCo website at [www.Techno2005.com](http://www.Techno2005.com).



THE 2005  
**TECHNO  
SECURITY  
CONFERENCE**

and

GUIDANCE SOFTWARE'S  
**CEIC 2005**  
COMPUTER & ENTERPRISE INVESTIGATIONS CONFERENCE

# Application & Contract

June 12-15, 2005  
Marriott Resort at Grande Dunes  
Myrtle Beach, South Carolina

Complete and return this application promptly, with your deposit, to insure the best exhibit location. Upon assignment of space, a countersigned copy of this contract will be returned for you files

Completed contracts are to be mailed to:

TheTrainingCo.  
3 Church Circle, Suite 255  
Annapolis, Maryland 21401

Phone 410.703.0332  
Fax: 410.544.9875

Please make checks payable to: TheTrainingCo.  
Federal tax ID 52-2179678

### Application for Exhibit Space

This application for exhibit space at Techno-Security 2005, June 12-15, 2005 at the Marriott Resort at Grande Dunes, will become a contract upon acceptance and is based upon the exhibit floor plans, rates, rules governing the exposition, and general information which are included with this contract and the exhibitor manual. The Techno-Security Conference reserves the right to cancel an exhibitor's booth space

### Exhibit Booth Specifications

Exhibiting Company (print name as to appear in literature) \_\_\_\_\_

<b>Sponsorship Type</b>	<input type="checkbox"/> Host \$75,000	<input type="checkbox"/> Diamond Sponsor \$8,500	<input type="checkbox"/> Exhibitor Single- \$1895	<input type="checkbox"/> Breakfast \$1,500 each
	<input type="checkbox"/> Website Host \$25,000	<input type="checkbox"/> Sunday Reception \$10,000	<input type="checkbox"/> Platinum Sponsor \$2950	<input type="checkbox"/> Breaks \$1000 each
	<input type="checkbox"/> Pad folios \$20,000	<input type="checkbox"/> Monday Reception \$10,000	<input type="checkbox"/> Luncheon \$5,000	<input type="checkbox"/> Bag Inserts \$500
	<input type="checkbox"/> Wireless Host \$20,000	<input type="checkbox"/> Conference Bag \$5,000	<input type="checkbox"/> Evening Social \$5,000	<input type="checkbox"/> Banners \$1000
	<input type="checkbox"/> Hotel Room Key \$15,000	<input type="checkbox"/> Conference Pens \$5,000	<input type="checkbox"/> Lanyards \$5,000	

1<sup>st</sup> Choice: Booth # (see floor plan) \_\_\_\_\_ 2<sup>nd</sup> Choice: Booth # (see floor plan) \_\_\_\_\_

### Principal Contact Information

Exhibiting Company \_\_\_\_\_  
Name (print or type) \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip/Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_ Company URL \_\_\_\_\_

### Other Contact Information

Billing Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Marketing Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Person responsible for receiving Exhibitor Manual (if different than Principal Contact): \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip/Country \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_ Company URL \_\_\_\_\_

I have read and understand all the rules, terms and conditions, including those on the Rules Governing the Conference page, set forth by The Techno-Security Conference, and agree to abide by them, I understand that this is a legally binding contract.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



# Rules Governing the Conference

June 12-15, 2005

Marriott Resort at Grande Dunes  
Myrtle Beach, South Carolina

**1. Location of Exhibits:** The Exhibit will be held in the Marriott Resort at Grande Dunes, Myrtle Beach, South Carolina

**2. Subleasing:** Exhibitor may not sublet his exhibit space, nor any part thereof, nor exhibit, offer for sale, or advertise articles not manufactured or sold by the exhibiting company, except where such articles are necessary for proper demonstration or operation of the exhibitor's display, in which case the identification shall be limited to the manufacture's normal, regular nameplate. Exhibitor may not permit non-exhibiting company representatives to operate from his booth. Rulings of TheTrainingCo. shall, in all instances, be final with regard to use of exhibit space.

**3. Occupancy Default:** Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by June 12, 2005, 5:00 PM, such space may be taken by TheTrainingCo., and re-allocated or re-arranged for such purposes or use that TheTrainingCo. may see fit.

**4. Eligibility:** TheTrainingCo. has the sole right to determine the eligibility of any company or product for inclusion in the exhibit hall.

**5. Cancellation or Change of Conference:** In the event that the premises in which the conference is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or causes not reasonably within the control of TheTrainingCo. or its agents, the conference may be cancelled or moved to another appropriate location, at the sole discretion of TheTrainingCo. TheTrainingCo. shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of TheTrainingCo. Causes for such action shall include, but not limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of public enemy, riot or civil disturbance, impairment or adequate transportation, inability to secure sufficient labor, technical or other personnel, municipal, state or federal laws, or act of God. Should TheTrainingCo. terminate this agreement pursuant to the provisions of this section, the exhibitor waives the claims for damages arising therefrom. Refunds in the event of termination shall be made to exhibitors in the amount of the original exhibit fee pro rata adjustment based on TheTrainingCo. costs incurred from staging and marketing the event.

**6. Limitation of liability:** Exhibitor agrees to make no claim for any reason whatsoever against TheTrainingCo. for loss, theft, damage, or destruction of goods; nor for any injury, including death, to himself, employees, agents, or representatives; nor for any damage of any nature, including damage to his business for failure to provide exhibit space; nor for failure to hold the conference as scheduled; nor for any action or omission of TheTrainingCo. The exhibitor is solely responsible for his own exhibit material and products, and should insure exhibit and products from loss or damage from any cause whatsoever. It is understood all property of the exhibitor is in his care, custody control in transit to, or from, or within the confines of the hotel and exhibit hall. TheTrainingCo. shall bear no responsibility for the safety of the exhibitor, its personnel, employees, agents or representative or personal property.

**7. Installing, Exhibiting, Dismantling:** Hours and dates for installing, exhibiting and dismantling shall be those specified by TheTrainingCo. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the conference before and after the specified conclusion of the dismantling period set by TheTrainingCo.

**8. Payment Schedule and Cancellation by Exhibitor/Sponsor:** A deposit of at least \$250.00 will be required in order to hold a booth or sponsorship. This deposit will be non-refundable. The first 25% of the balance shall be due August 15, 2004, the second 25% of balance shall be due November 15, 2004, with the remaining balance due January 15, 2005. An exhibitor/sponsor may cancel out of the Conference at any given time. TheTrainingCo. must receive a written notification of the cancellation by registered or certified mail. If notification is received prior to December 31, 2004, 50% of the payment is non-refundable, including deposit. If notification is received after December 31, 2004, 100% of the fee is non-refundable. In the event of either full or partial cancellation or non-payment by the exhibitor/sponsor, TheTrainingCo. reserves the right to reassign booth space or sponsorship. Subsequently, reassignment of space or sponsorship does not relieve the exhibitor/sponsor of obligation to pay any remaining balances or cancellation monies. *Host and Diamond Sponsorship payments are 100% non-refundable in the event of cancellation and are due at time of signing.*

**9. Laws:** This contract shall be constructed, governed, and enforced in accordance with the laws of the state of South Carolina and its courts. In the event that TheTrainingCo. need to bring suit to enforce any of its rights outlined, TheTrainingCo. shall be entitled to recover all costs from the suit (including attorney's fee).

**10. Insurance:** The exhibitor and appointed display companies agree to obtain via their means adequate personal and property damage liability (general liability) and worker's compensation insurance. The insurance is also to include adequate fire and theft coverage for the exhibitor's owned or leased property while in premises at the conference. The insurance will name TheTrainingCo. their officers as additional insureds. The exhibitor

appointed display companies agree to furnish a Certificate of Insurance to TheTrainingCo. within 30 days prior to occupancy. The insurance is to cover the full period of occupancy in the facility.

**11. Booth Construction:** The exhibitor will abide by all regulations set forth by TheTrainingCo., the facility, local safety and fire regulations. The exhibitor's approval and/or compliance with regulations does not guarantee TheTrainingCo. approval or opinion on the structural safety of the display. The exhibitor and its display company become solely liable for the safety of the exhibit.

The exhibitor hereby represents to TheTrainingCo. that the exhibitor has taken all the precautions necessary to ensure the structural integrity of its exhibit design and the proper construction and safety of the exhibit itself when constructed. This may include obtaining a certification from a registered structural engineer. This certification may be furnished to TheTrainingCo. By request. The exhibitor accepts responsibility for any personal injury or property damage that may result directly or indirectly from the collapse of its exhibit or any portion of the exhibit or the existence of any other unsafe condition at its exhibit. Exhibitor hereby agrees to hold harmless TheTrainingCo. and its partners, agents, representatives, the exhibit facility, and others lawfully on the exhibit floor, from and against any claim, loss, liability or damage suffered as a result of any claim made in connection with the exhibit construction of an unsafe exhibit.

**12. Noise Policy :** The use of sound systems is acceptable. The sound is to be directed into the exhibitor's booth space. The maximum noise level for the exhibit floor is 85dB.

**13. Food Service:** The Marriott Resort at Grande Dunes food service is the exclusive provider of food, beverage, and catering services with in the entire hotel.

**14. Americans With Disabilities Act (ADA):** Exhibitors must be in full compliance with the ADA. Exhibitors agree to indemnify and hold harmless TheTrainingCo., its agents and representatives, from any claim or liability that may result from exhibitor's failure to comply fully with ADA.

**15. Attendance:** Admission policies shall remain, at all times, the prerogative of TheTrainingCo., and may be revised or amended to suit unforeseen conditions.

**16. Booth Personnel:** Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. Booth personnel shall wear badge identification furnished by TheTrainingCo. at all times while they are in the exhibit hall. TheTrainingCo. reserves the right to restrict or limit the number of booth representatives. All exhibits must have personnel present during exhibit hours.

**17. Display :** TheTrainingCo. shall have full authority for approval of arrangement and appearance of items displayed. TheTrainingCo. may, at its discretion, require the replacement, rearrangement, or redecoration of anytime or any booth, and no liability shall attach to TheTrainingCo. for costs that may evolve upon exhibitor thereby. Exhibitors with special backgrounds or side dividers must make certain that such material is furnished in such a manner as not to be unsightly to exhibitors in adjoining booths. If such surfaces remain unfinished two hours prior to the scheduled opening of the show, TheTrainingCo. shall authorize the official decorator to amend the necessary area at exhibitor's expense.

**18. Exhibitor Representative's Responsibility:** Exhibitor agrees to indemnify TheTrainingCo. against and hold harmless for all claims arising out of the acts of negligence or exhibitor, exhibitor's agents, employees, or representatives.

**19. Waiver of Rights:** Any rights of TheTrainingCo. under this contract shall not be deemed waived in any manner except as specifically waived in writing and signed by an authorized officer of TheTrainingCo.

**20. Relocation and Floor Plan Revisions:** TheTrainingCo. retains the right to revise the exhibit floor plan and/or move assigned exhibitions as necessary.

**21. Agreement to Rules:** Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the foregoing rules and those provided and contained in this contract, and by any amendments and additional rules that may be put into effect by TheTrainingCo.

**22. Security:** TheTrainingCo. will provide perimeter security guard service on the inside perimeter of the main exhibit hall during the entire length of the exhibit. Booths residing outside the main exhibit hall will have no security guard service. However, the exhibitor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from and cause whatsoever. All property of an exhibitor is understood to remain in its custody, and control in transit to or from or within the confines of the exhibit hall. Exhibitor is responsible for their own safety, health, liability, fire, theft, earthquake and any other types of damages. Exhibitor is solely responsible for providing insurance for these damages. Management assumes no responsibility, nor liability.



THE 2005  
**TECHNO  
SECURITY  
CONFERENCE**

and

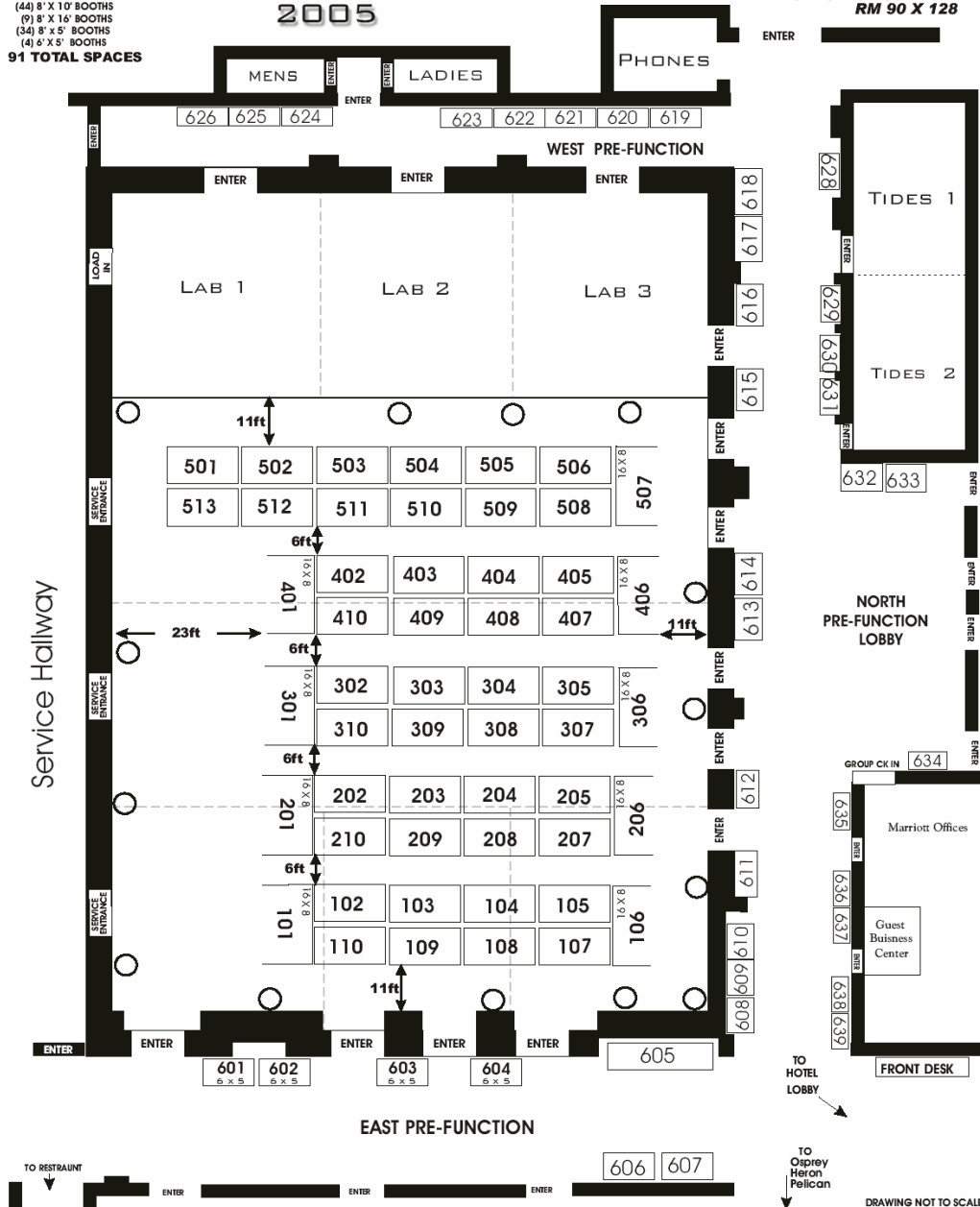
GUIDANCE SOFTWARE'S  
**CEIC 2005**

COMPUTER & ENTERPRISE INVESTIGATIONS CONFERENCE

# TECHNO SECURITY CONFERENCE 2005

MARRIOTT RESORT OF GRAND DUNES  
*Atlantic Ballroom 4-8*  
RM 90 X 128

(44) 8' X 10' BOOTHS  
(9) 8' X 16' BOOTHS  
(34) 8' X 5' BOOTHS  
(4) 6' X 9' BOOTHS  
**91 TOTAL SPACES**



[www.Techno2005.com](http://www.Techno2005.com)

Exhibit Set-Up Times 12:00 PM – 5:00 PM Saturday June 11, 2005  
09:00 AM – 3:00 PM Sunday June 12, 2005  
Exhibit Tear Down Times 4:00 PM – 5:30 PM Tuesday June 14, 2005



Electrical service requests must be received by the Catering Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final

**Return to: Myrtle Beach Marriott Resort at Grande Dunes**

**Catering Department**  
**8400 Costa Verde Drive**  
**Myrtle Beach, SC 29572**  
**(843) 449-8880 – Fax (843) 692-3700**

Note: We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service. Also, a minimum \$25 service fee will be applied to any equipment requiring on-site wiring.

Outlet Item	Number Needed	Regular Price	Cost
110 Volt Each/10 Amp Standard Outlet (2) Pugs		\$55 per Day	
220 Volt Each/ 20 Amp Standard Outlet (1) Plug-In		\$150 per Day	
208-230 Volt/Three Phase/100 Amp		\$250 per Day	
208-230 Volt/Three Phase/200 Amp		\$500 per Day	
Power Strips		\$25 ea per Day	
Extension Cords		\$25 ea per Day	
Dial-9 Access Phone Line (Credit Card & 800 Numbers are Complimentary)		\$100 (One Time Fee) (Plus Long Distance Charges)	
High Speed Internet Access		\$250 per line, per day	
		<b>Grand Total</b>	

Equipment Description: \_\_\_\_\_ Volt \_\_\_\_\_ Amps

**Special Notice:** (Limited Supplies – First Come, First Serve)  
 -Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager  
 -The Hotel is not responsible for damage to equipment due to variations in voltage caused by public service  
 -The Hotel will not hook up improperly wired equipment  
 -All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded  
 -Flexible cords and cables less than #14 gauge wire shall not be permitted  
 -The use of lamp cord, cube taps or similar devices is not permitted  
 -No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord

Convention Name:  
 Company Name:  
 Address:  
 City/State/Zip:  
  
 Credit Card Type/  
 Number/Expiration \_\_\_\_\_

On-Site Contact:  
  
 Booth # (If available):  
 Phone #:  
  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CONVENTION MAKERS, INC.

## EXHIBITOR ADDITIONAL EQUIPMENT RENTAL ORDER FORM

If your company requires additional booth equipment beyond equipment already provided, please complete this form and fax or mail to Convention Makers, Inc.

EVENT NAME/LOC. \_\_\_\_\_

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SHOW DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY \_\_\_\_\_

PRINT

ORDERED BY \_\_\_\_\_

SIGNATURE

**MAILING ADDRESS**

**CONVENTION MAKERS, INC.**  
**POST OFFICE BOX 988**  
**MYRTLE BEACH, SC 29578**

PHONE: (843) 828-0828 FAX: (843) 828-4232

**AUTHORIZED CREDIT CARD PAYMENT**

**CARD TYPE ( ) VISA ( ) MC**

**CARD #** \_\_\_\_\_

**EXPIRATION** \_\_\_\_ / \_\_\_\_

QTY	ITEM	\$	QTY	ADD	\$	QTY	ADD	\$	TOTAL
	4' Table (29" tall) plain	30		Cover / Skirting 3 sides	20		Cover / skirting 4 sides	30	
	6' Table (29" tall) plain	30		Cover / Skirting 3 sides	20		Cover / skirting 4 sides	30	
	8' Table (29" tall) plain	35		Cover / Skirting 3 sides	20		Cover / skirting 4 sides	30	
	4' Table (42" tall) plain	40		Cover / Skirting 3 sides	25		Cover / skirting 4 sides	35	
	6' Table (42" tall) plain	40		Cover / Skirting 3 sides	25		Cover / skirting 4 sides	35	
	8' Table (42" tall) plain	45		Cover / Skirting 3 sides	25		Cover / skirting 4 sides	35	
	4' Table Risers	15		6' Table Risers	20		8' Table Risers	20	
	Additional Chairs	10		Regular Stools	15		Tall Bar Chairs	25	
	3' Round(42" tall) plain	35		Cover / Skirting	15				
							Literature Rack	30	
	Pinboards (4' x 8')	60		Pegboards (4' x 8')	60		Waste Baskets / Liners	15	
	Easels (metal)	20		Ficus Trees	65		Raffle Drums	60	
	Extension Cords	25		Multi-Strip Outlets	25				
	Floodlights	→		Standard Clip on	25		High Wattage	40	
	Velcro Display Boards	→		Table Top Model	300		Full Size Floor Model	500	
	Jewelry Cases	→	→	6' Full View (lighted)	300				
	Booth Cleaning	→	→	Per each 10 foot space	→	→	Per Day	40	
	Booth Carpet	→	→	Per each 10 foot space	125		SUB-TOTAL DUE		
							SC SALES TAX 5%	= \$	
	*** ADD 20% FOR SHOW SITE ORDERS ***	→			= \$		GRAND TOTAL DUE	= \$	

Please note that all orders should be received by Convention Makers Prior to decorator set up date complete with total payment. All equipment is for rental only. By submitting this form you agree to assume full responsibility for all damaged or missing items, which may also be charged to your credit card. Additional equipment may be rented on site based on availability at 20% mark-up. Convention Makers, Inc. will assume no responsibility for injury or damage to person(s) or property resulting from improper use or mis-use of any supplied equipment. ALL INVOICES NOT PAID WITHIN 30 DAYS WILL INCUR A 15% LATE CHARGE PER MONTH.

# CONVENTION MAKERS, INC.

## FREIGHT SERVICE FORM

**\* LABEL YOUR SHIPMENTS: COMPANY NAME/SHOW NAME \*  
\* FAX OR MAIL THIS FORM BACK TO CONVENTION MAKERS \***

EVENT NAME/LOC. \_\_\_\_\_

YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SHOW DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

ORDERED BY \_\_\_\_\_  
PRINT

ORDERED BY \_\_\_\_\_  
SIGNATURE

**SHIP FREIGHT TO:** CONVENTION MAKERS, INC.  
5702-B SOUTH KINGS HWY., MYRTLE BEACH, SC 29578

**MAIL PAPERWORK:** CONVENTION MAKERS, INC.  
POST OFFICE BOX 988, MYRTLE BEACH, SC 29578

PHONE: (843) 828-0828 FAX: (843) 828-4232

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( ) VISA ( ) MC

CARD # \_\_\_\_\_

EXPIRATION \_\_\_\_ / \_\_\_\_

### INBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER \_\_\_\_\_

PHONE # \_\_\_\_\_

APPROXIMATE # of PIECES \_\_\_\_\_

APPROXIMATE WEIGHT \_\_\_\_\_

BOL #, OR PRO # \_\_\_\_\_

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250 lbs

LATE / OFF TARGET = \$30 Per Shipment

Weekend Delivery / Special Handling Fee= \$75 Per Shipment

Early storage fee \$50

### OUTBOUND FREIGHT

Preferred Carriers FX, UPS, YELLOW, Roadway, Agent

CARRIER \_\_\_\_\_

PHONE # \_\_\_\_\_

# OF PIECES / WEIGHT \_\_\_\_\_ / \_\_\_\_\_ lbs.

ACCOUNT # \_\_\_\_\_

COST= \$75.00/first 250 lbs. Add \$0.30 per pound over 250lbs  
Freight will be cleared from showsite and forced  
From warehouse address next working day.

Additional Charges:

Taping \$10, labeling \$10, shrinkwrap \$10, banding \$15 per pallet  
Hold over storage fee \$50

### OUTBOUND SHIP-TO ADDRESS

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

SHIP-TO \_\_\_\_\_

### Forklift Pricing

CONVENTION MAKERS RESERVES THE RIGHT TO UTILIZE A FORKLIFT TO SAFELY HANDLE FREIGHT.

Warehouse IN \$45.00 OUT \$45.00

Showsite IN \$150.00 OUT \$150.00

Forklift service is available please call to schedule.

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials are properly packed and labeled, with accompanying waybill, and **INSURED** prior to shipping or removal from show floor. Please ship freight to arrive at Convention Makers receiving facility **3 to 10 working days prior** to decorator set up, or submit in writing the expected arrival date if this is not possible. Please be aware that your company may incur various charges to ensure proper acceptance or delivery of your show materials, these charges may include use of a forklift (SEE PRICING), taping(\$10), Labeling(\$10) shrinkwrap(\$10), or banding (\$15 per Pallet). All invoices are due in 30 days. All credit cards will be run after show is finished and receipts will be mailed. Thank You.

**RUSH: EXHIBIT MATERIALS**  
**\*\*FOR ADVANCED WAREHOUSE ONLY\*\***

**MUST RECEIVE BY:** June 9, 2005

**FROM:** \_\_\_\_\_

**ADVANCED WAREHOUSE ADDRESS:**  
**TO:**

**CONVENTION MAKERS, INC.**  
**5702-B SOUTH KINGS HWY.**  
**MYRTLE BEACH, SC 29575**

**SHOW NAME:** Techno Security 05

**COMPANY** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**NUMBER OF PIECES** \_\_\_\_\_

**RUSH: EXHIBIT MATERIALS**  
**\*\*FOR ADVANCED WAREHOUSE ONLY\*\***

**MUST RECEIVE BY:** June 9, 2005

**FROM:** \_\_\_\_\_

**ADVANCED WAREHOUSE ADDRESS:**  
**TO:**

**CONVENTION MAKERS, INC.**  
**5702-B SOUTH KINGS HWY.**  
**MYRTLE BEACH, SC 29575**

**SHOW NAME:** Techno Security 05

**COMPANY** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**NUMBER OF PIECES** \_\_\_\_\_

**RUSH: EXHIBIT MATERIALS**  
**\*\*FOR ADVANCED WAREHOUSE ONLY\*\***

**MUST RECEIVE BY:** June 9, 2005

**FROM:** \_\_\_\_\_

**ADVANCED WAREHOUSE ADDRESS:**  
**TO:**

**CONVENTION MAKERS, INC.**  
**5702-B SOUTH KINGS HWY.**  
**MYRTLE BEACH, SC 29575**

**SHOW NAME:** Techno Security 05

**COMPANY** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**NUMBER OF PIECES** \_\_\_\_\_

**RUSH: EXHIBIT MATERIALS**  
**\*\*FOR ADVANCED WAREHOUSE ONLY\*\***

**MUST RECEIVE BY:** June 9, 2005

**FROM:** \_\_\_\_\_

**ADVANCED WAREHOUSE ADDRESS:**  
**TO:**

**CONVENTION MAKERS, INC.**  
**5702-B SOUTH KINGS HWY.**  
**MYRTLE BEACH, SC 29575**

**SHOW NAME:** Techno Security 05

**COMPANY** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**NUMBER OF PIECES** \_\_\_\_\_

# CONVENTION MAKERS INC.

## LABOR ORDER FORM

IF YOUR COMPANY REQUIRES ADDITIONAL LABOR TO INSTALL OR DISMANTLE YOUR DISPLAY,  
PLEASE COMPLETE THIS FORM AND FAX OR MAIL TO CONVENTION MAKERS INC.

EVENT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

SHOW DATE: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ PHONE: \_\_\_\_\_ Fax: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

PRINT

SIGNATURE

### INSTALLATION LABOR (2 hour min.)

NUMBER OF PEOPLE REQUESTED: \_\_\_\_\_

WILL THERE BE A REPRESENTATIVE PRESENT: \_\_\_\_\_

APPROX. HOURS: \_\_\_\_\_ START TIME: \_\_\_\_\_

### LABOR CHARGES

\$40.00 PER MAN HOUR (STRAIGHT TIME)

\$50.00 PER MAN HOUR (OVERTIME)

OVERTIME=HOLIDAYS + TIMES

OTHER THAN (MON-FRI) 8am to 5pm

### DISMANTLE LABOR (2 hour min.)

NUMBER OF PEOPLE REQUESTED: \_\_\_\_\_

WILL THERE BE A REPRESENTATIVE PRESENT: \_\_\_\_\_

APPROX. HOURS: \_\_\_\_\_

### LABOR CHARGES

\$40.00 PER MAN HOUR (STRAIGHT TIME)

\$50.00 PER MAN HOUR (OVERTIME)

OVERTIME=HOLIDAYS + TIMES

OTHER THAN (MON-FRI) 8am to 5pm

### SHIP FREIGHT TO

**CONVENTION MAKERS  
5702-B South Kings Hwy  
MYRTLE BEACH, SC 29577**

### MAIL PAPERWORK TO: CONVENTION MAKERS INC.

**P.O. BOX 988  
MYRTLE BEACH, SC 29578  
PHONE: (843) 828-0828  
FAX: (843) 828-4232**

### AUTHORIZED PAYMENT WITH CREDITCARD

CARD TYPE: ( ) VISA ( ) MC ( ) AMEX

ACCT # \_\_\_\_\_

EXPIRATION DATE: / \_\_\_\_

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.