



JANUARY 9-12, 2012 | OMNI MANDALAY | IRVING, TX

OWNED AND SPONSORED BY:



Exhibitor Kit

www.esiforumonline.com

Welcome

Dear 2012 ESI Forum Exhibitor:

T3 Expo is proud to have been selected as the official service contractor for The 2012 ESI Forum. This document contains information and order forms for many of the services we offer. Please take a few minutes to review and read this material carefully. We recommend that you place your order as soon as possible in order to take advantage of the advance order discounts, our goal is to help make your participation at this event a success.

T3 Expo has provided a direct contact to assist with your exhibiting needs. Please feel free to reach out directly to Akiko Osborne via email at aosborne@T3expo.com, or by phone 1-888-698-3397 x. 309.

Thank you for your business,
from all of us at T3 Expo.

Exhibit Profile

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Contact Name		Email Address	
Telephone ()		Fax ()	

Please fill out the above information and send this page with all orders. Fax to: 888-846-6030 E-mail to: help@t3expo.com

Show Information

Show Colors

Drape: Orange, Light Blue & White
Aisle Carpet: Multi Colored

Booth Equipment

Each 10' x 10' exhibitor will receive:

- 8' high back drape
- 8' high side rail
- (1) Identification Sign (7" x 44")
- (1) Wastebasket
- (1) 30" Round Table
- (3) Side Chairs

Discount Price Deadline Date

To receive the advance order discount, we must receive your order and payment by December 23, 2011.



Show Schedule

Exhibitor Move In

Monday	January 9, 2012	1:00 p.m. - 5:00 p.m.
Tuesday	January 10, 2012	8:00 a.m. - 2:00 p.m.

Exhibit Hours

Tuesday	January 10, 2012	4:00 p.m. - 6:30 p.m.
Wednesday	January 11, 2012	9:30 a.m. - 11:45 a.m.

Dismantle and Move Out

Wednesday	January 11, 2012	12:00 p.m. - 6:00 p.m.
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Material Handling - Notice

No Hotel Shipping and Storage for Exhibits

The Omni Mandalay Hotel at Las Colinas cannot accept and store exhibitor shipments in advance of the 2012 ESI Forum. Any advanced shipment made to the facility may be refused and returned to sender and/or subject to additional charges to the Hotel. Additionally, the hotel is not set up to store empty crates, fiber cartons and boxes. All empties will need to be stored with T3 Expo.

T3 Expo will receive and store exhibitor shipments and deliver them directly to the exhibit hall on set-up day. Direct shipments may be made to the facility but only starting on the first day of exhibitor set up as outlined. All advance and direct exhibitor shipments need to be shipped to the appropriate address as provided per the shipping labels in this packet to avoid any unnecessary hotel charges.

Material Handling

Rate Classifications

- Crated - Material that is skidded or in any type of shipping container or box that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. Uncrated shipments will NOT be accepted at the Advance Warehouse.
- Small Package - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Late to Warehouse Fee: Shipments arriving after Wednesday, January 4, 2012 will be charged an additional 25% per pound.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 25% per pound. Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

Based upon the freight handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:

- Shipments are received on overtime.
- Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into showsite on overtime.
- Shipments are loaded out on overtime.

Advance Shipments to Warehouse

Advance shipments will begin to be received on Monday, December 5, 2011. Shipments that arrive prior to this date may be refused.

Crated

Shipment Weight _____ x \$0.89 / lb. = \$ _____

Small Packages (Under 50 lbs.)

Number of Pkgs. _____ x \$44.00 ea = \$ _____

Direct Shipments to Show Site

Direct shipments will begin to be received on Monday, January 9, 2012 at 1:00 p.m. Shipments that arrive prior to this date and time may be refused by the facility as T3 Expo will not have staff present prior to this date and time.

Crated or Uncrated

Shipment Weight _____ x \$.87 / lb. = \$ _____

Small Packages (Under 50 lbs.)

Number of Pkgs _____ x \$44.00 ea = \$ _____

Total Estimated Floor Material Handling \$ _____

Please include the **Exhibit Profile** page with all orders

Shipping Addresses

Advance Shipments to Warehouse

Address

To: (exhibiting company name and booth #)

For: 2012 ESI Forum

YRC
c/o: T3 Expo
200 N Beltline Road
Irving, TX 75061

Information

- Advance shipments are accepted from December 5, 2011 to January 4, 2012.
- Any shipment arriving after January 4, 2012 will be charged an additional 25% per pound.

Direct Shipments to Show Site

Address

To: (exhibiting company name and booth #)

For: 2012 ESI Forum

Omni Mandalay Hotel at Las Colinas
c/o: T3 Expo
221 East Las Colinas Blvd
Irving, TX 75039

Information

- The first day direct shipments will be accepted is January 9, 2012 at 1:00 p.m.

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Advance Shipment

2012 ESI Forum

To: T3 Expo
c/o: YRC
200 N Beltline Road
Irving, TX 75061



Exhibitor: _____
Booth #: _____
Piece #: _____ of: _____ pieces

Advance Shipment

2012 ESI Forum

To: T3 Expo
c/o: YRC
200 N Beltline Road
Irving, TX 75061



Exhibitor: _____
Booth #: _____
Piece #: _____ of: _____ pieces

These labels are provided for your convenience, please affix to each piece shipped to ensure proper delivery.

Direct Shipment

2012 ESI Forum

To: T3 Expo
c/o: Omni Mandalay Hotel at Las Colinas
221 East Las Colinas Blvd
Irving, TX 75039

Exhibitor: _____
Booth #: _____
Piece #: _____ of: _____ pieces

Direct Shipment

2012 ESI Forum

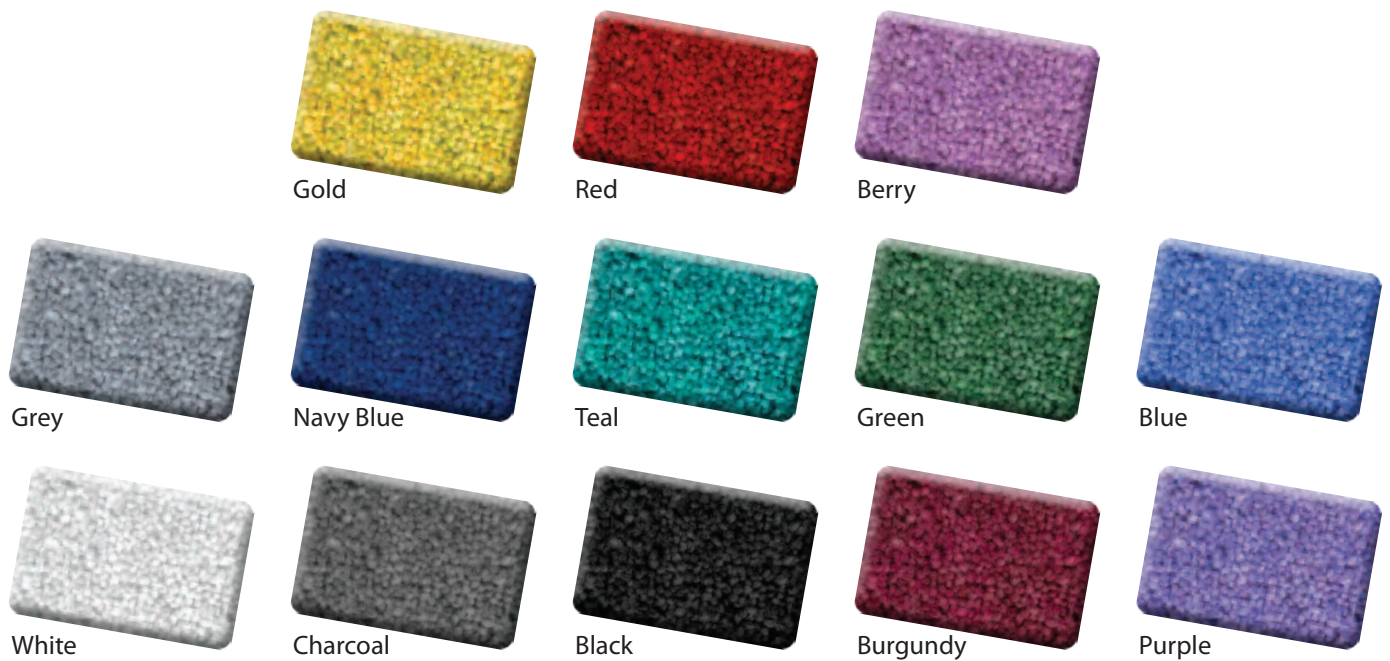
To: T3 Expo
c/o: Omni Mandalay Hotel at Las Colinas
221 East Las Colinas Blvd
Irving, TX 75039

Exhibitor: _____
Booth #: _____
Piece #: _____ of: _____ pieces

Floor Covering

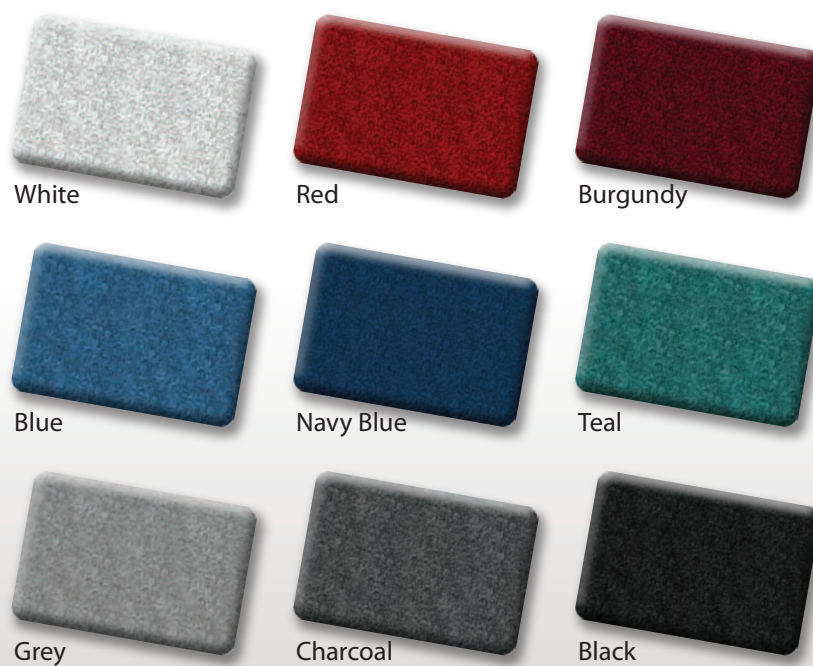
Upgraded Carpet

30oz. medium grade nylon carpet.



Standard Carpet

16oz. nylon carpet.



Floor Covering

Upgraded Carpet

30 oz. premium carpet which is high-quality 100% nylon carpet.

	Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size	<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.		X \$3.75	\$4.75	= \$ <input type="text"/>
Carpet Color (check one)	<input type="checkbox"/> Gold <input type="checkbox"/> Red <input type="checkbox"/> Berry <input type="checkbox"/> Grey <input type="checkbox"/> Navy Blue <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Charcoal <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Purple				

Standard Carpet

9' carpet will cover the exposed surface of a 10' in-line / linear booth. Custom size is required for larger, island or peninsula booths.

Standard Sizes

Carpet Size	Discount	Standard	Extended
<input type="checkbox"/> 9' x 10'	\$112.50	\$144.00	\$ <input type="text"/>
<input type="checkbox"/> 9' x 20'	\$218.00	\$279.00	\$ <input type="text"/>
<input type="checkbox"/> 9' x 30'	\$327.50	\$418.50	\$ <input type="text"/>
<input type="checkbox"/> 9' x 40'	\$431.00	\$558.00	\$ <input type="text"/>

Custom Size

Booth Dimensions	Total Area	Discount	Standard	Extended
<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.		X \$2.35	\$4.10	= \$ <input type="text"/>

Carpet Color
(check one) White Red Burgundy Blue Navy Blue
 Teal Grey Charcoal Black

Additional Items

	Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
1/2" Foam Padding ..	<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.		X \$0.55	\$0.99	= \$ <input type="text"/>
1" Foam Padding	<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.		X \$1.75	\$2.25	= \$ <input type="text"/>
Visqueen	<input type="text"/> x <input type="text"/> = <input type="text"/> sq. ft.		X \$0.50	\$0.75	= \$ <input type="text"/>
Sub-Total:					\$ <input type="text"/>

Order Discount Deadline December 23, 2011

Total Estimated Floor Covering \$

Please include the **Exhibit Profile** page with all orders

Furniture

Premium Chairs

- A. Premium padded arm chair
- B. Premium black bar stool



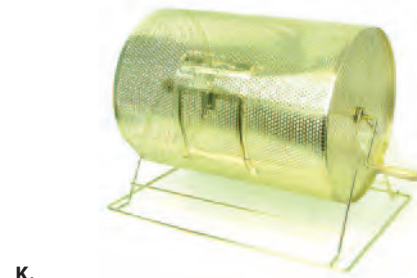
Standard Chairs

- C. Side chair, grey
- D. Bar stool, grey
- E. Arm chair, grey



Accessories

- F.** Chrome Bag Stand
- G.** Chrome Sign Stand (22x28)
- H.** Display Board 4'x8'
- I.** 6' Full view glass showcase
- J.** Literature stand
- K.** Raffle Drum
- L.** Stanchion (includes 7' retractable cord)
- M.** Tripod Easel
- N.** Brochure Holder (velcro adhesive)
- O.** Wastebasket



Furnishings & Accessories

Furniture

	Quantity		Discount Price		Standard Price		Extended
Side Chair, Grey	<input type="text"/>	x	\$ 43.00	or	\$ 61.00	=	\$ <input type="text"/>
Arm Chair, Grey	<input type="text"/>	x	\$ 50.50	or	\$ 71.00	=	\$ <input type="text"/>
Bar Stool, Grey	<input type="text"/>	x	\$ 54.50	or	\$ 76.00	=	\$ <input type="text"/>
Premium Padded Arm Chair.....	<input type="text"/>	x	\$ 74.00	or	\$104.00	=	\$ <input type="text"/>
Premium Black Bar Stool	<input type="text"/>	x	\$ 98.00	or	\$138.00	=	\$ <input type="text"/>

Accessories

Chrome Bag Stand	<input type="text"/>	x	\$ 56.00	or	\$ 78.00	=	\$ <input type="text"/>
Chrome Sign Stand (22" x 28").....	<input type="text"/>	x	\$ 77.50	or	\$108.50	=	\$ <input type="text"/>
Display Board (4' x 8').....	<input type="text"/>	x	\$120.75	or	\$169.00	=	\$ <input type="text"/>
6' Full View Glass Showcase	<input type="text"/>	x	\$325.00	or	\$395.00	=	\$ <input type="text"/>
Literature Stand.....	<input type="text"/>	x	\$ 85.00	or	\$120.00	=	\$ <input type="text"/>
Raffle Drum	<input type="text"/>	x	\$ 70.50	or	\$100.75	=	\$ <input type="text"/>
Stanchion (includes 7' retractable cord).....	<input type="text"/>	x	\$ 45.00	or	\$ 59.00	=	\$ <input type="text"/>
Tripod Easel	<input type="text"/>	x	\$ 22.75	or	\$ 30.25	=	\$ <input type="text"/>
Brochure Holder (velcro™ adhesive).....	<input type="text"/>	x	\$ 15.50	or	\$ 18.75	=	\$ <input type="text"/>
Additional Wastebasket.....	<input type="text"/>	x	\$ 14.75	or	\$ 21.75	=	\$ <input type="text"/>

Order Discount Deadline December 23, 2011

Total Estimated Furnishings & Accessories | \$

Please include the **Exhibit Profile** page with all orders

Display Tables

Skirted Tables

- 48" L x 24" D x 30" H
- 72" L x 24" D x 30" H
- 96" L x 24" D x 30" H
- 48" L x 24" D x 40" H
- 72" L x 24" D x 40" H
- 96" L x 24" D x 40" H

Skirted tables include white vinyl top and pleated skirt on three sides. Fourth side skirting is available at an additional cost.



Standard Tables

- 48" L x 24" D x 30" H
- 72" L x 24" D x 30" H
- 96" L x 24" D x 30" H
- 48" L x 24" D x 40" H
- 72" L x 24" D x 40" H
- 96" L x 24" D x 40" H



Round Tables

- 30" D x 30" H
- 30" D x 40" H



Display Tables

30" High Skirted (on 3 sides)

	Quantity	Discount Price	Standard Price	Extended
4' x 2'	<input type="text"/>	x \$ 72.00 or	\$ 97.00 =	\$ <input type="text"/>
6' x 2'	<input type="text"/>	x \$ 90.00 or	\$121.75 =	\$ <input type="text"/>
8' x 2'	<input type="text"/>	x \$103.00 or	\$138.00 =	\$ <input type="text"/>
4th Side Skirting	<input type="text"/>	x \$ 35.00 or	\$ 45.00 =	\$ <input type="text"/>

40" High Skirted (on 3 sides)

4' x 2'	<input type="text"/>	x \$ 89.00 or	\$119.50 =	\$ <input type="text"/>
6' x 2'	<input type="text"/>	x \$108.00 or	\$144.05 =	\$ <input type="text"/>
8' x 2'	<input type="text"/>	x \$121.00 or	\$162.75 =	\$ <input type="text"/>
4th Side Skirting	<input type="text"/>	x \$ 43.00 or	\$ 57.00 =	\$ <input type="text"/>

Skirting Color (check one) Red Blue Gold Teal Orange Purple
 Burgundy Berry Plum White Gray Black

30" High Unskirted

	Quantity	Discount Price	Standard Price	Extended
4' x 2'	<input type="text"/>	x \$ 36.00 or	\$ 48.75 =	\$ <input type="text"/>
6' x 2'	<input type="text"/>	x \$ 45.00 or	\$ 61.25 =	\$ <input type="text"/>
8' x 2'	<input type="text"/>	x \$ 51.50 or	\$ 69.50 =	\$ <input type="text"/>

40" High Unskirted

4' x 2'	<input type="text"/>	x \$ 44.50 or	\$ 60.00 =	\$ <input type="text"/>
6' x 2'	<input type="text"/>	x \$ 54.00 or	\$ 72.25 =	\$ <input type="text"/>
8' x 2'	<input type="text"/>	x \$ 60.50 or	\$ 81.50 =	\$ <input type="text"/>

Round Tables

30" x 30"h <input type="checkbox"/> White <input type="checkbox"/> Black	<input type="text"/>	x \$ 44.00 or	\$ 61.00 =	\$ <input type="text"/>
30" x 40"h <input type="checkbox"/> White <input type="checkbox"/> Black	<input type="text"/>	x \$ 52.00 or	\$ 72.00 =	\$ <input type="text"/>

Order Discount Deadline December 23, 2011

Total Estimated Display Tables \$

Please include the **Exhibit Profile** page with all orders

Labor

Important Information

- Straight Time - 8:00 a.m. to 4:30 p.m., Monday through Friday.
- Overtime - Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays.
- Show site labor orders: Add 25% to hourly rates.
- T3 Expo bills in ½ hour increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift & operator.
- Determination of crew size is at the discretion of the official service contractor.
- Starting time is to be confirmed with T3 Expo. Once confirmed, labor is guaranteed for that time.
- Exhibitor must check in at the T3 Expo service desk when ready for labor, and check out at the T3 Expo service desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor

Straight Time

Overtime

Additional laborer

\$ 61.00

\$ 103.70

	Date & Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	<input type="text"/>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= \$ <input type="text"/>
Dismantle	<input type="text"/>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= \$ <input type="text"/>
	<input type="text"/>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= \$ <input type="text"/>

Labor Supervision - Supervision of all labor is required (check one)

Exhibitor Supervision

REPRESENTATIVE NAME/COMPANY _____

REPRESENTATIVE CELL PHONE _____

() _____

T3 Expo Supervision

Our fee for this service is 30% of the exhibitor's total labor bill.

In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.

Exhibitor must also include outbound shipping instructions with this labor order form.

Total Estimated Labor \$

Please include the **Exhibit Profile** page with all orders

Ancillary Services

All signage needs to be ordered by December 10th to ensure timely production.

- Minimum order per graphic 9 sq. ft.
- Double sq. ft. for double sided graphics.
- Round sq. ft. to next whole increment.
- File conversion, retouching, or color correction may incur additional charges.
- Discount deadline is:
December 9, 2011

- Exhibitor must sign up for accessible storage at the Service Desk
- Accessible storage is unsecured.

Signage

Standard Size Signs

	Quantity	Discount Price	Standard Price	Extended
<input type="checkbox"/> 8½" x 10"	<input type="text"/>	x \$51.00	\$62.50	= \$ <input type="text"/>
<input type="checkbox"/> 7" x 44"	<input type="text"/>	x \$43.75	\$53.50	= \$ <input type="text"/>
<input type="checkbox"/> 14" x 22"	<input type="text"/>	x \$44.50	\$54.25	= \$ <input type="text"/>
<input type="checkbox"/> 22" x 28"	<input type="text"/>	x \$90.00	\$110.00	= \$ <input type="text"/>
<input type="checkbox"/> 28" x 44"	<input type="text"/>	x \$133.00	\$163.00	= \$ <input type="text"/>

Custom Size Banner (in feet)

Width x Height = Area x \$14.40 \$19.45 = \$

Double Sided x 2

Sub-Total: \$

Cleaning

	Area	Price	# Days	Extended
<input type="checkbox"/> Vacuuming	<input type="text"/>	x \$ 0.45 per sq. ft.	<input type="text"/>	= \$ <input type="text"/>
<input type="checkbox"/> Porter Service		\$ 95.00	x <input type="text"/>	= \$ <input type="text"/>

Storage Fee

Based upon square footage required for storage.

Up to 25 square feet	\$ 75.00 per day
26 to 50 square feet	\$125.50 per day
51 to 100 square feet	\$175.00 per day
101 to 150 square feet	\$225.50 per day
151 to 200 square feet	\$327.00 per day

Sub-Total: \$

Unique Request: *Let us know if there is anything else you'd like.*

Order Discount Deadline **December 9, 2011**

Total Estimated Ancillary Services \$

*Please include the **Exhibit Profile** page with all orders*



Estimated Totals

Below is a summary of your order. Please also fill out and provide a method of payment.

Services Ordered

	Totals
Material Handling	= \$ <input type="text"/>
Floor Covering	= \$ <input type="text"/>
Furnishings & Accessories	= \$ <input type="text"/>
Standard Tables	= \$ <input type="text"/>
Labor	= \$ <input type="text"/>
Ancillary Services	= \$ <input type="text"/>

Total: \$

Method of Payment

Company Check

Please make check payable to T3 Expo (Checks must be in U.S. Funds)

Mail to:
T3 Expo, LLC.
22 Industrial Blvd. Suite B
Hanson, MA 02341

Credit Card

Account Number:	Expiration Date:	CCID #
Cardholder Name:		Card Type:
Signature:		
Cardholder Billing Address:		
City/State/Zip:		

Credit Cards T3 Expo Accepts:

- Visa
- Master Card
- American Express

We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

*Please include the **Exhibit Profile** page with all orders*



Notification Of Intent To Use EAC

This form must be received 30 days prior to the first day of exhibitor move in.

Important Information

Inform your Exhibitor Appointed Contractor that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or fax to the address listed below.

Please return to: Michelle Misite
AE Ventures
272 Chauncy Street
Suite 9A
Mansfield, MA 02048
Fax: 866-447-7395

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
Exhibitor Name:	
Signature:	Date:

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Phone:	Fax:
Type of Service to be Performed:	

Third Party Authorization

In order to authorize T3 Expo to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it by January 3, 2011.

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

Credit Cards T3 Expo Accepts:

- Visa
- Master Card
- American Express

We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
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Exhibitor Signature:

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth Number:
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Exhibiting Company Address:

City/State/Zip:

Phone:	Fax:
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Contact's E-Mail:

THIRD PARTY COMPANY INFORMATION

Third Party Company Name:	Contact Name:
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Third Party Billing Address:

City/State/Zip:

Phone:	Fax:
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Contact's E-Mail:

THIRD PARTY CREDIT CARD AUTHORIZATION

Account Number:	Expiration Date:	CCID #
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Cardholder Name:	Card Type:
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Authorized Signature:

Card Holder Billing Address:

City/State/Zip:

Terms and Conditions

The terms and conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO T3'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH T3 IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

1. DEFINITIONS.

For purposes of this contract, "T3" means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC").

2. PACKAGING AND CRATES.

T3 shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS.

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels & without T3 labels
- Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS.

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. T3 recommends the securing of security services from Facility or Show Management.

5. OUTBOUND SHIPMENTS.

Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR

RELOADING AT THE CONCLUSION OF THE EVENT. T3 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to T3 and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING.

T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS.

In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these terms and conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. T3'S RESPONSIBILITIES.

T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3's direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3's reasonable control nor for ordinary wear & tear in the handling of materials.

Terms and Conditions (cont.)

9. INSURANCE.

It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS.

EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from T3's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

b. **MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3** if found liable for any loss. T3's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to T3 for material handling services during the show or exposition under this contract.

c. **BREACH OF CONTRACT AND/OR NEGLIGENCE.** T3's liability shall be limited to any loss or damage which results solely from T3's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

11. JURISDICTION.

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

12. INDEMNIFICATION.

EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3's equipment.
- EXHIBITOR'S violation of Federal State, County or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. WAIVER AND RELEASE. EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

14. MISCELLANEOUS.

EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

Irving, Texas Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Exhibit Labor:

T3 Expo labor has jurisdiction for erecting, touch-up painting, dismantling, and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erecting of platforms used for exhibit purposes. This does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products. You may choose to utilize your own personnel or subcontract exhibit labor through an approved 3rd party contractor other than T3 Expo. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. To secure labor, please utilize the labor forms enclosed.

Freight Handling:

T3 Expo Labor has jurisdiction for loading and unloading trucks, trailers and common and contract carriers as well as the handling of empty crates and operating material handling equipment. It also has the jurisdiction of all unloading, uncrating, unskidding, leveling, painting and assembling of machinery and equipment as well as the reverse process. T3 Expo has the responsibility of receiving and handling all the exhibit materials and empty crates. It is T3 Expo's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. T3 Expo will not be responsible for any material it does not handle. Exhibitors may "hand carry" material. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. and is completed in one trip. T3 Expo Labor claims jurisdiction under all other circumstances.

Gratuities:

T3 Expo requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and midafternoon when T3 Expo employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of T3 Expo. T3 Expo employees are paid an excellent wage, and tipping is not an accepted company policy.

In General:

Craftsmen at all levels have been instructed to refrain from expressing any grievances to, or directly challenging the practices of, any exhibitor.

EVENT PRODUCTION GUIDELINES:
FOR EXHIBIT DECORATING, PRODUCTION AND
AUDIO VISUAL COMPANIES AT THE OMNI MANDALAY
HOTEL, IRVING, TEXAS.

The wide spectrum of CONVENTIONS, TRADE SHOWS, EXHIBITS and other activities which are staged in the Omni Mandalay Hotel in Irving, Texas require the establishment of certain guidelines relative to coordination of services, liability and safety.

These guidelines apply to all Decorating, Production & Audio Visual companies working in The Omni Mandalay Hotel in Irving, Texas meeting and function area whether the event is open or closed to the public. Please: read the entire document, forward all required 'proof of insurance', sign the last page and return via fax as described at least 10 days prior to load-in.

Thank you for your cooperation. We look forward to a successful show.

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1. OPERATING SPECIFICATIONS

An outside Production or AV Company can work within **The Omni Mandalay Hotel in Irving, Texas** under the following circumstances:

- 1.1. Current CERTIFICATE OF INSURANCE on file with Hotel Event Management, 972-869-5572, fax 972-869-9053:
 - 1.1.1. Minimum \$2,000,000.00
 - 1.1.2. The Omni Mandalay Hotel in Irving, Texas named as an additional insured.
 - 1.1.3. The Omni Mandalay Hotel in Irving, Texas named as an additional loss Payee.
 - 1.1.4. The certificate must provide coverage for all risks including workers compensation.
- 1.2. "RELEASE AND INDEMNIFICATION" from the Production or AV Company is on file absolving the **The Omni Mandalay Hotel in Irving, Texas** from any claim of damages resulting from equipment used or labor provided by the Production or AV Company.
- 1.3. A copy of the "Event Production Acknowledgement" signed and on file with Hotel Conference Services Management, 972-869-5572, fax 972-869-9053.
- 1.4. All Local, State, Federal and the Omni Mandalay Hotel in Irving, Texas codes and regulations are followed.
- 1.5. All connections to the building's power sources are handled by the Omni Mandalay Hotel in Irving, Texas personnel OR our exclusive in-house electrical contractor. The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's power sources. This is not a complimentary service of the hotel.
- 1.6. All ceiling hanging (structural steel or rigging points) must be conducted by the Omni Mandalay Hotel in Irving, Texas personnel OR our exclusive in-house rigging contractor AVT Event Technologies. Points are charged at \$125.00 per point, per day. The Production or AV Company is responsible for all charges. This is not a complimentary service of the hotel.
- 1.7. The Omni Mandalay Hotel in Irving, Texas has no storage facilities for equipment. This is the responsibility of the Production or AV Company to remove all carts, road cases, etc. during the event(s).
- 1.8. All connections to the house sound system must be conducted by the Omni Mandalay Hotel in Irving, Texas 's in-house Audio Visual department (AVT Event Technologies). The Production or AV Company is responsible for all charges for connecting to and usage of the hotel's sound system. Rates are available from your AVT Event Production Manager upon request.
- 1.9. Sound levels and any hired live music are to be appropriate for the contracted space and are not to interfere with activities of any other group. Actual meetings in progress take precedence over any sound check or rehearsal. Please respect any request regarding sound levels you may receive from Omni Management. The Omni reserves the right to immediately terminate any event in the case of inappropriate sound level
- 1.10. The Production or AV Company is encouraged to provide a walkie-talkie or direct in-house phone extension to Hotel Audio Visual & Production and Conference Services Manager in order to establish direct link communications in the event that a problem arises with the Production Company's equipment or personnel.

- 1.11. Pyrotechnics either indoor or outdoor are not permitted.
- 1.12. When using water, chemical or dry ice fog/haze machines, the Production or AV Company is required to contact the Conference Services Manager department with exact dates and times that such equipment will be used. This must be done to insure that the fire alarm and sprinkler system is not accidentally enabled. The Production or AV Company is responsible for all costs of hotel personnel required to perform a fire watch.
- 1.13. The Production or AV Company accepts responsibility for any costs assessed to inspect or replace sprinkler heads or smoke sensors that have been discharged in the course of an event. The Production or AV Company will be held responsible for any costs or fines assessed by the fire department for a false alarm resulting from the unscheduled discharge of pyrotechnics or smoke.
- 1.14. The Production or AV Company must adhere to all codes, rules and guidelines set forth by the Irving, Texas Fire Marshal.
- 1.15. A Material Safety Data Sheet (MSDS) is required for any chemicals utilized by a Production or AV Company.
- 1.16. The Production or AV Company accepts responsibility for producing all necessary diagrams outlining the event setup. All diagrams must be submitted to the CS Manager for approval no less than 30 days in advance of the Event.
- 1.17. The Production or AV Company accepts responsibility for obtaining a Fire Marshal approved diagram of all General Sessions, Exhibit Halls and any other Event deemed necessary by either the Irving, Texas Fire Marshal or the Omni Mandalay Hotel in Irving, Texas .
 - 1.17.1. A copy of the approved diagram must be provided to the CS Manager prior to submission to the Fire Marshal's office. The hotel will review and make suggestions of any items it may find as challenges.
 - 1.17.2. A copy of the approved diagram must be provided to the CS Manager prior to Event Load-In. Please contact the Irving, Texas Fire Marshal's office for specific instructions on how to obtain this approval.
 - 1.17.3. All costs associated with this process are the responsibility of the Production or AV Company and the Client.
- 1.18. The Omni Mandalay Hotel in Irving, Texas has the final say in the decision of whether an outside company may be utilized for a given program.

2. LOAD-IN/LOAD-OUT - INSTALLATION/DISMANTLING

- 2.1. The Production or AV Company will work with Omni's Conference Services Manager to outline the exact days, times and hotel access areas for both load-in and load-out. These times and areas must be adhered to.
- 2.2. A Technical Supervisor (T.S.) will be assigned to your Production Company during the load in, set-up, teardown and load out of your event. The T.S. assigned to you by AVT Event Technologies, will also do a walkthrough of the facility and note any existing damage in the room prior to load in. At the conclusion of load out, the T.S will do a follow-up walkthrough and note any additional damage to the facility. See Damages (section 11) for more details. A Technical Supervisor will also be responsible for assisting said Production Company with questions or concerns regarding the facility. Technical Supervisor will be billed at a 4 hour minimum. Billing will be calculated according to the published rate schedule below and charged to the client's folio:

LABOR RATE SCHEDULE			
Load In/ Load Out Supervisor	MONDAY-FRIDAY	SATURDAY-SUNDAY	HOLIDAYS
<i>(4 Hour Minimum)</i>			
7:00am – 5:00pm	\$50.00 per hour	\$75.00 per hour	\$75.00 per hour
5:00pm- 12:00 Midnight	\$75.00 per hour	\$105.00 per hour	\$105.00 per hour
12:00 Midnight – 7:00am	\$105.00 per hour	\$125.00 per hour	\$125.00 per hour

- 2.3. Before unloading/loading product into any ballroom - visqueen must be placed on floor.
- 2.4. The installation and construction of wooden stages may not be done unless visqueen is installed under the entire area that the stage is going to encompass. No nails or bracing wires used in production set-ups may be attached to the building. No painting, mixing of chemicals or explosive materials is allowed inside the hotel. No sawing or cutting of materials with any power tool is allowed within the hotel.
- 2.5. The schedule of times and number of vehicles used for load-in/out, productions or entertainment events must be submitted in writing, to the Convention Operations Manager a minimum of ten (10) days prior to move-in.
- 2.6. All cabling that is in public view must be properly "managed"; out of view whenever possible. All extension cords will be properly taped to the carpet. Any tape applied to, floors, carpets, etc., must be approved by management in advance. For aesthetics and safety reasons, all cabling must use a bridge if tape cannot properly cover multiple cable runs. Hotel property must be returned to the condition in which the Production or AV Company received it. This includes the removal of all residues. All charges for cleaning and repair will be the responsibility of the Production or AV Company. The use of packaging tape is prohibited on floor surfaces or walls. All outside contractors hired by the Production or AV Company will adhere to all applicable rules and regulations. Any damage incurred in their specific work areas will be the responsibility of the Production or AV Company.
- 2.7. The Production or AV Company is responsible for the traffic control of vehicles scheduled by them for load in/out. Parking of trucks or trailers overnight at the loading docks or on Hotel property is prohibited without prior consent of the Conference

- Services Manager. Unless a trailer is being loaded or unloaded, it must be removed from hotel property. The hotel is not responsible for tickets.
- 2.8. All production equipment delivered to meeting rooms will be transported through service corridors. Equipment or road boxes are not to be transported through the public areas.
 - 2.9. The Production or AV Company shall not access the Omni Mandalay Hotel and meeting rooms through public elevators and public passageways utilized by guests of the Omni. The Third-Party Supplier must use freight and service elevators, and service corridors and service hallways for all operations on Omni premises including, load-in/load-out. The Production or AV Company will not have exclusive use of the service elevators as they are also used by housekeeping and room service. At no time, will the banquet elevators be authorized for load in/ load out use.
 - 2.10. To protect the integrity of our guest rooms any audio visual equipment to be used in any guest room must be delivered, set-up, and operated by the Omni Mandalay Hotel in Irving, Texas personnel or our in-house audio-visual supplier, AVT Event Technologies. The Production or AV Company is responsible for labor costs that may result. This is not a complimentary service of the hotel.
 - 2.11. No equipment is allowed in the foyer areas without consent from the Conference Services Manager.

3. PERSONNEL

- 3.1. The Production or AV Company is responsible to hire competent personnel to set up, operate and remove their equipment. The Production or AV Company is responsible for the actions of any personnel attached to or associated with their staff.
- 3.2. All labor employed by a Production or AV Company, regardless of their craft, must wear a uniform shirt identifying the company that they are working for. T-shirts are (not)acceptable. Service contractor employee's clothing will be neat, reflecting an overall tidy appearance to conform to Omni's image. Nametags for all management are advised.
- 3.3. Production crew/staff are not allowed in the Employee cafeteria. Crews shall not break or lounge in public corridors or other public space of the Hotel.
- 3.4. Smoking, eating or drinking is prohibited within the ballrooms at all times. Room service or catered meals are allowed, per the client's request, at a cost. This is not a complimentary service of the hotel.
- 3.5. Beverages will be restricted to non-alcoholic during set-up and tear-down. Food and beverages staged or stored in Hotel service corridors is Omni property and is not to be touched by Production or AV Companies.
- 3.6. Theft, attempted theft, misappropriation of property or the aiding of such acts will result in immediate removal and possible criminal prosecution.
- 3.7. The possession or use of intoxicants on Omni property or job sites is prohibited. Possession or use of illegal drugs is prohibited, other than medicine prescribed by the employee's physician. Violation will result in immediate removal of the individual from the premises and possible legal action.
- 3.8. The possession of guns, explosives or weapons of any kind is prohibited. Fighting, physical violence, creating a disturbance, horseplay, disorderly conduct or the use of

abusive language is a violation of Hotel policy and will result in immediate removal of the individual from the premises and possible legal action.

3.9. Gambling is not permitted within the Hotel.

4. RIGGING

- 4.1. All connections to the ceiling or roof supporting structure of the hotel will be made by Audio Visual Technologies (AVT) the exclusive rigging contractor for the Omni Mandalay Hotel in Irving, Texas. AVT is responsible for the advance approval & installation of everything that is suspended overhead.
- 4.2. All rigging labor will consist of a minimum of 2 riggers (1 high, 1 low) at a 4 hour minimum. Rates are available from AVT Event Technologies at 972-869-5538.
- 4.3. Hotel Rigging Point drawings can be supplied upon request from AVT Event Technologies. Production Company is responsible for sending all diagram requests to AVT Event Technologies within thirty (30) days of show load In for approval.
- 4.4. All flown or ground supported lighting trusses will include black truss drape teasers. Lighting cables will be managed appropriately. Trusses utilized for set design will be reviewed with the meeting planner to ensure the final look of the room meets with our brand standards.
- 4.5. Unless specified by the hotel, all rigging should be black or silver. All cords and lights installed onto the truss should match the color of the rigging.

5. SIGNAGE

- 5.1. All requests for the placement of group direction and informational signs should be forwarded to your Conference Services Manager, in advance, for approval. Signage is permitted in the meeting and conference room areas only. Omni does not permit signage in the Hotel lobby or on guestroom floors. We request that all materials be professionally printed and framed. A limited number of hotel easels may be available through your Conference Services Manager for use.
- 5.2. The placement of signs, placards, banners, announcements or distribution of any periodicals is prohibited without consent of the Omni Mandalay Hotel in Irving, Texas.
- 5.3. Signs may not be taped, velcroed or pinned to any wall or podium surface. **This includes Signs on podiums. Please contact AVT Event Technologies for more information.**

6. BANNERS

- 6.1. All requests for the placement of banners should be forwarded to your Conference Services Manager, in advance, for approval and pricing.
- 6.2. All lightweight banners intended to be attached to the ceiling or roof structure of the Hotel must be attached and removed by The Omni Mandalay Hotel Engineering Department 972-869-5562. This is not a complimentary service of the hotel.
- 6.3. All banners and signs that are flown or hung overhead in a common area of the hotel need to be constructed of vinyl or cloth fabric. Hard material of any kind cannot be suspended overhead in any public area of the hotel. This applies to the surface

material, top or bottom battens or rods, or any stiffening device. Hotel rigging staff will attach soft wooden battens to the top of the banner or sign using short staples for hanging purposes.

- 6.4. Velcro is not acceptable as a means of attaching a banner to any structure or to other flown material.
- 6.5. Hanging banners outside of the building is strongly discouraged because of unpredictable winds. Requests for outside rigging will be carefully evaluated case by case. (Must be approved by Hotel management)
- 6.6. The Omni Mandalay Hotel in Irving, Texas will make every effort to place and position banners and signs as designated by the meeting planner. Safety is a dominating concern for anything that is suspended overhead. Omni Rigging Supervisors are responsible for the final approval of banner construction, configuration and placement.

7. ELECTRICAL SERVICES

- 7.1. All electrical service must be coordinated through Omni Electrical Services OR our exclusive in-house electrical contractor.
- 7.2. It is the responsibility of the Production or AV Company to provide the Omni Mandalay Hotel in Irving, Texas a detailed listing of all power requirements two weeks prior to the show. There is a charge for electrical hook -up and service. This is not a complimentary service of the hotel.

8. MOTORIZED VEHICLES

- 8.1. Definition: Motorized vehicles are defined as any vehicle which is propelled by an internal combustion engine using Class-I or Class-II fuel, such as, but not limited to automobile, trucks, motorcycles, aircraft and watercraft.
- 8.2. All motorized vehicles which are displayed shall have the battery/batteries disconnected at the "HOT" lead. The lead shall be safely secured.
- 8.3. Fuel tanks in vehicles on display must be less one-half (½) full or completely empty and purged of all fumes.
- 8.4. All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to prevent inspection by viewers. Tractors, chain saws, generators and other such fuel powered equipment shall be safeguarded in a similar manner.
- 8.5. Fueling or de-fueling of vehicles shall be prohibited on hotel property
- 8.6. A special permit is required for any vehicles displayed on stage or in any area inside the hotel. Permit application must be made by the Production or AV Company to the Irving, Texas Fire/Rescue Division, Fire Loss Management Department, twenty one (21) days in advance of the show. A copy of the permit must be on file with the Omni Mandalay Hotel in Irving, Texas.
- 8.7. Vehicles must be positioned in a manner that does not affect means of egress. Vehicles shall not be moved during show hours.
- 8.8. Prior to entering the building, the Production Manager must contact the Director of Convention Operations or Convention Floor Manager for a visual inspection and Omni's Loss Prevention department must be notified that a vehicle is being driven in the Hotel.

- 8.9. Upon entering, visqueen must be laid under the place where the vehicle is to be located. The visqueen must remain under the vehicle during the time it stays in the hotel.

9. SECURITY

- 9.1. The Production or AV Company is responsible for the security of its own equipment at all times. When contracting outside security firms, that firm must have the approval of the Conference Services Manager prior to their work beginning.
- 9.2. The Omni Mandalay Hotel in Irving, Texas requires on file:
 - 9.2.1. Certificate of Insurance
 - 9.2.2. Hold Harmless agreement
- 9.3. All security personnel in uniform with acceptable grooming standards
- 9.4. No smoking or eating in public areas
- 9.5. No firearms are permitted in the Hotel
- 9.6. No sitting when visible in public areas
- 9.7. All meal breaks are to be taken in designated areas

10. CLEANING AND CUSTODIAL SERVICES

- 10.1. It is the responsibility of the Production or AV Company to clean any area that they use and to remove any tape residue, used tape or large stains. A walk-through at the end of the show will be done by a Convention Operations Floor Manager.
- 10.2. The Omni Mandalay Hotel in Irving, Texas does not provide cleaning materials, supplies, vacuums, or janitorial services for the meeting room areas. Trash removal is the responsibility of the Production or AV Company.
- 10.3. At the conclusion of the convention, the ballroom, meeting space and loading docks used by a Production or AV Company must be presentable for the next day's business prior to leaving the property.

11. DAMAGES

- 11.1. An inspection of the ballroom is to be made prior to installation and upon completion of the load-out by the Production or AV Company. All vendors, Production Companies, and groups are responsible to leave the hotel in the same condition it was found.
- 11.2. Damages to the furniture, fixtures and equipment in the ballrooms are the responsibility of the Production or AV Company.
- 11.3. An acknowledgment of damages, if any, will be presented to the Production Manager at the end of the show.
- 11.4. All claims for damages will be submitted to the Production or AV Company in writing within ten (10) business days following the final walk-through.
- 11.5. To prevent damage, furniture will not be removed from public areas for meeting room purposes.

12. HOTEL CONTACT INFORMATION

Hotel Main Number	972-556-0800
AVT Event Technologies	972-869-5538
Hotel Engineering	972-869-5562

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