

2007 National Conference on Community Preparedness
Hilton Alexandria Mark Center
Alexandria, VA
June 10 – 12, 2007

Dear Exhibitor:

U-NEEK EXPO is pleased to have been selected as the official exhibit service contractor for the 2007 National Conference on Community Preparedness.

We have enclosed order forms for materials and services you may require. By returning the completed forms to the appropriate office with payment, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the correct person.

ASSISTANCE IN PLANNING: Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please call our office. We will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and handsome showcase for your presentation.

PLEASE NOTE: All forms are to be returned to the address found at the top of each form.

BASIC INFORMATION: Listed below is information that might be helpful in planning a successful exhibit:

Booths: Exhibit booths are **8'x10'** and draped in **blue/gold**. Furnished with your booth is a one-line 7"x44" I.D. sign, which includes your company name and booth number, (1) 6'x30" high blue skirted table, (2) folding chairs, and (1) wastebasket. The exhibit area, including your booth space **is carpeted**.

Installation: Exhibitors are allowed into the exhibit area on **June 10, 2007** from **Noon – 4:00 p.m.**

<u>Show Hours:</u>	June 10, 2007	4:00 p.m. – 6:00 p.m.
	June 11, 2007	7:30 a.m. - 5:00 p.m..
	June 12, 2007	7:30 a.m. – 5:00 p.m.

Show Closes: **June 12, 2007** **5:00 p.m.**

Dismantle: IMPORTANT: Exhibitors can move out on **June 12, 2007** at **5:00 p.m.** Exhibit hall must be cleared by **June 12, 2007** at **6:30 p.m.**

PLEASE NOTE: Freight being picked up by an outside carrier at the show's closing **MUST** be picked up by **6:30 p.m.** on **June 12, 2007.**

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SAVE! PLACE YOUR ORDER EARLY: Furniture rental orders must be received with payment, by **June 1, 2007**, to receive the discount pricing. Orders received after **June 1, 2007** will be charged the floor price (no exceptions). Orders without payment **WILL NOT** be processed. Credit card orders may be faxed, however, orders with check payments must be mailed. No phone orders accepted. All show site orders are C.O.D.

IMPORTANT: The convention facility has no provisions for storing and receiving shipments. All required shipping information is enclosed. For shipments received after **June 1, 2007** an additional **25%** late fee will be assessed in addition to the normal material handling rate. Please refer to our Material Handling Form for specific information. Material handling as well as open balances must be paid at the U-NEEK EXPO Service Center prior to the opening of the show. For your convenience, we accept NOVUS/DISCOVER, MASTERCARD, VISA, AMERICAN EXPRESS, CHECKS, or CASH.

QUESTIONS AND ADJUSTMENTS: Any discrepancy in items ordered and items received, any complaints or questions concerning service, etc., must be reported to the U-NEEK EXPO Service Center at the show immediately upon noting same. Your problems will be resolved and/or any valid adjustments to your account will be made at that time and approved by the U-NEEK EXPO supervisor in charge. Credits and adjustments **WILL NOT** be made based on such information received after post-show invoicing.

CANCELLATION POLICY: Items canceled before U-NEEK EXPO's show move-in begins will be charged 50% of the original price. Items canceled after installation will be charged at 100% of the original price.

NOTE: ALL FORMS ARE TO BE RETURNED TO THE ADDRESS FOUND AT THE TOP OF EACH FORM.

SALES TAX: Due to unexpected sales tax increases, U-NEEK EXPO reserves the right to adjust the sales tax rate accordingly.

We look forward to being of service to you and if any additional information is needed, please contact our Exhibitor Services Department.

Sincerely,
THE STAFF OF U-NEEK EXPO



U-NEEK EXPO

2801 W. Patapsco Avenue, Suite C
Baltimore, Maryland 21230

IMPORTANT NOTICE:

This Authorization Form **MUST** be filled out completely, signed, and accompany your orders. Otherwise, your orders **WILL NOT** be processed.

PAYMENT POLICY & AUTHORIZATION FORM

PAYMENT POLICY: 100% of all charges including applicable tax are due with your order! To benefit from our discounted Advance prices, full payment must accompany your order by the cut-off date. All orders placed after the cut-off date or at show site will be charged the Floor Prices. If full payment is not received, and if your credit card number is not provided, your order **will not** be processed. All show site orders are C.O.D.

Your show site representative must be made aware of our payment policy. It is the responsibility of the exhibitor to advise the U-NEEK EXPO Service Center Representatives of any problems with their order, and to check their invoice for accuracy before paying at show site. **ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER THE SHOW'S CLOSING.**

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must forward a copy of the exemption certificate for the state in which services are to be rendered. Resale certificates are not valid unless you are billing these charges to your customer.

UNPAID BALANCES: If a credit card is supplied, unpaid balances will be charged to your credit card. If a credit card is not supplied and prior arrangements have not been made, an additional 25% will be added to any unpaid balances after the close of the show. Terms will be net, due and payable upon receipt of the invoice. Effective 10 days after the invoice date, any unpaid balance will incur a FINANCE CHARGE at the lesser of either the maximum rate allowed by applicable law, or 1.5% per month which is an ANNUAL PERCENTAGE RATE OF 18%. Any future orders will be on a prepayment basis only. If any finance charge herein exceeds the maximum rate allowed by the applicable law, the finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charges received by U-Neek Expo shall either be applied to reduce the unpaid principal balance or refunded to the exhibitor. This agreement shall be governed by and construed in accordance with the laws of the state in which the show is held.

CANCELLATION POLICY: Items canceled before U-Neek Expo's show move-in begins will be charged at 50% of the original price. Items canceled after installation will be charged at 100% of the original price.

PAYMENT METHOD: Payment may be made by cash (show site only), check from U.S. Bank drawn on U.S. Funds Account only (all foreign checks will be charged a \$55.00 service fee), American Express, MasterCard, Visa, or Discover/NOVUS. Purchase orders are not considered payment. **ALL PAYMENTS MUST REFERENCE THE SHOW NAME, COMPANY NAME, AND BOOTH NUMBER.**

CHECK MADE PAYABLE TO U-NEEK EXPO. \$55.00 bank fee for ALL FOREIGN CHECKS. \$35.00 fee for all RETURNED CHECKS.

AMERICAN EXPRESS

VISA

MASTERCARD

DISCOVER/NOVUS

ACCOUNT NUMBER: _____ **EXPIRATION DATE:** _____

Cardholder's Name (Please print or type.)

Cardholder's Signature (Required to process your order!)

Name of Event: _____ **2007 National Conference on Community Preparedness**

Company: _____ Booth #: _____

Address: _____

City/State/Zip _____ Phone: _____

Name/E-Mail: _____

Signature/Date: _____

THIRD PARTY BILLING

The exhibiting firm is ultimately responsible for the payment of all charges. If you have arranged for an exhibit house or other party to handle your display and pay for all services, the third party must have satisfactory credit rating with U-Neek Expo to receive direct billing status. Both firms must sign the following statement; otherwise, services will not be provided.

We understand and agree that we, the Exhibiting Company, are ultimately responsible for the payment of all services rendered. *If the named Third Party does not pay within 30 days of the receipt of the invoice(s), all charges will be paid by the Exhibiting Company on demand by U-Neek Expo.*

Display House/3rd Party: _____

Address: _____

City/State/Zip: _____ **Phone:** _____

Name/Title: _____

Signature/Date: _____



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FURNITURE RENTAL ORDER FORM

Exhibit booths are **8'x10'**, draped in **blue/gold** and include (1) 7"x44" I.D. sign, (1) 6'x30" high blue skirted table, (2) folding chairs and (1) wastebasket. The exhibit hall, including your booth space is carpeted.

IMPORTANT: ALL ORDERS AND PAYMENT MUST BE RECEIVED BY: JUNE 1, 2007.

Qty.	Item	Discount Price	Floor Price	Qty.	Item	Discount Price	Floor Price
	Chairs				IMPORTANT: If you order a draped table and do not select a color, one will be chosen for you.		
_____	Deluxe Upholstered Side Chair _____	44.00	66.00				
_____	Upholstered Stool _____	81.50	122.25				
	Formica Tables				Risers		
_____	Rnd. Pedestal Table 36"x30"H _____	115.50	173.25	_____	Covered with White Vinyl		
_____	Rnd. Pedestal Table 36"x42"H _____	118.50	177.00	_____	12"x12"x48" _____	59.00	88.50
	Miscellaneous			_____	12"x12"x72" _____	71.00	106.50
_____	Wastebasket _____	15.50	23.25		30" High Display Tables		
_____	Easel _____	26.25	39.50	_____	2'x4' UNDRAPED _____	39.25	59.00
_____	Velour Rope, per ft. _____	5.25	8.00	_____	2'x6' UNDRAPED _____	61.00	91.50
_____	Chrome Stanchion _____	39.50	59.25	_____	2'x8' UNDRAPED _____	82.50	123.75
_____	4'x8' horizontal Pegboard w/Stand _____	121.75	182.75	_____	2'x4' DRAPED _____	85.75	128.75
_____	4'x8' horizontal Bulletin Board _____	121.75	182.75	_____	2'x6' DRAPED* _____	105.75	159.00
_____	Coat Tree _____	30.25	45.50	_____	2'x8' DRAPED* _____	126.75	190.25
_____	Refrigerator 2.5 cu. ft. _____	140.50	210.75		42" High Display Tables		
_____	Chrome Bag Stand _____	51.00	76.50	_____	2'x4' UNDRAPED _____	77.50	116.25
_____	46" H x 9" W 6 Pocket Black Literature Stand _____	99.00	148.50	_____	2'x6' UNDRAPED _____	99.00	148.50
_____	6'Wx18"Dx40"H Full View Deluxe Lighted Showcase with 2 shelves _____	502.50	N/A	_____	2'x8' UNDRAPED* _____	105.50	158.25
	Exhibit Rental			_____	2'x4' DRAPED _____	98.25	147.50
_____	Portable Exhibit A _____	226.75	Advance Orders Only	_____	2'x6' DRAPED* _____	122.75	184.25
_____	Portable Exhibit B _____	404.50		_____	2'x8' DRAPED* _____	144.75	217.25
_____	Portable Exhibit C _____	551.25			Please Circle Drape Color:		
_____	Pop-Up Exhibit D _____	970.50			Blue Teal Green		
	Exhibit Rental prices include delivery, material handling, installation, and removal charges.				Burgundy Grey Plum		
					White Red Black		
					*Draped on 3 Sides Only		
				_____	4th Side Draping 30" high table _____	48.25	72.50
				_____	4th Side Draping 42" high table _____	54.75	82.25
				_____	3' high drape (4 ft. minimum) _____	10.00/ft.	15.00
				_____	8' high drape (4 ft. minimum) _____	12.50/ft.	18.75
				_____	Base Plate with Upright _____	15.50	20.00
				_____	Adjustable drape Rod _____	10.00	13.00

Company: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Phone: _____ Ordered By: _____

E-Mail: _____

Total Your Order Here
Sub-total \$ _____
5% VA State Tax _____
TOTAL DUE \$ _____

Please return with Order Recap and Payment Policy & Authorization Forms.



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CARPET ORDER FORM

Standard Exhibit Booth Carpet

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. Standard booth carpet is designed for use in standard size exhibit booths. This carpet is *not* designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see section below labeled complete exhibit area or custom plush.

QUANTITY	SELECT SIZE	DISCOUNT PRICE	FLOOR PRICE
	9 ft x 10 ft	\$132.50	\$198.75
	9 ft x 20 ft	\$265.00	\$397.50
	9 ft x 30 ft	\$397.50	\$596.25

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

Black Blue Grey Green Red Teal Burgundy

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes rental, installation, trimming, seaming, wastage, edge taping, and removal for carpet specifically cut to your exact measurements.

<input type="checkbox"/> Complete Area Size _____ ft x _____ ft = _____ sq ft	DISCOUNT PRICE	FLOOR PRICE	TOTAL
	\$3.00/sq. ft.	\$3.25/sq. ft.	= \$ _____

CHECK COLOR DESIRED FOR STANDARD EXHIBIT BOOTH CARPET:

Black Blue Grey Green Red Teal Burgundy

Custom Decorators Plush Carpet

Custom Carpet is an upgraded 34 oz. carpet in 12 decorator colors. Swatches will be sent to you upon your request. Order must be received in our office 4 weeks prior to show.

<input type="checkbox"/> Complete Area Size _____ ft x _____ ft = _____ sq ft	DISCOUNT PRICE	FLOOR PRICE	TOTAL
	\$3.75/sq. ft.	N/A	= \$ _____

CHECK COLOR DESIRED FOR CUSTOM CARPET:

<input type="checkbox"/> Cherry Red	<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Forest Green	<input type="checkbox"/> Ebony Black
<input type="checkbox"/> Burgundy	<input type="checkbox"/> Sky Blue	<input type="checkbox"/> Misty Green	<input type="checkbox"/> Ivory White
<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Gunmetal Grey	<input type="checkbox"/> Sandstone Beige

Padding – Plastic Covering

RATES INCLUDE INSTALLATION AND REMOVAL

<input type="checkbox"/> Padding Area Size _____ ft X _____ ft = _____ sq ft @ \$.95/sq. ft. = \$ _____
<input type="checkbox"/> Plastic Covering _____ ft X _____ ft = _____ sq ft @ \$.65/sq. ft. = \$ _____

THE EXHIBIT HALL, INCLUDING YOU BOOTH SPACE IS CARPETED.
IF CARPET IS ORDERED AND A COLOR IS NOT SPECIFIED, ONE WILL BE CHOSEN FOR YOU.

PLEASE NOTE: All rental carpets are delivered in clean condition. Any additional cleaning can be ordered from U-NEEK EXPO.

CANCELLATION POLICY: Items canceled before U-NEEK EXPO's show move-in begins will be charged at 50% of the original price. Items canceled after installation will be charged at **100%** of the original price.

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your advance order by **June 1, 2007** to qualify for **DISCOUNT PRICES**. For your convenience, we accept DISCOVER, MC/VISA, AMERICAN EXPRESS, or CHECKS. Orders without payment **WILL NOT** be processed. Late orders or orders placed at the show site will be billed at **FLOOR PRICES**. Charges are due and payable upon presentation of invoice at show. **NO TELEPHONE ORDERS WILL BE ACCEPTED.**

Please Complete the Following:

Company Name: _____

Address: _____

City _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Ordered By: _____ E-Mail: _____

Total Your Order Here	
Subtotal \$	_____
5% VA State Tax \$	_____
Total Due \$	_____

Please return with Order Recap and Payment Policy & Authorization Forms.



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WASHINGTON UNION REGULATIONS

To assist you in planning for your participation in your Washington, DC show, 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 applicable jurisdictions, we ask that you read the following:

CARPENTERS UNION:

The installation and dismantling of prefabricated displays comes under the jurisdiction of Carpenters District Council-Local 491; however, full-time employees of exhibiting companies may erect and dismantle their own displays provided that the work to be performed does not involve more than two full-time employees, that the work to be done does not require more than one hour for each employee, and that all work is performed within the confines of the exhibitor's booth area. Labor can be ordered in advance by returning the Labor Order Form, or on show site at the U-Neek Expo Service Center.

PLEASE NOTE: All work must be performed within the confines of the exhibitor's booth area without the use of power tools. Labor can be ordered in advance by returning the Labor Order Form, or on show site at the U-Neek Expo Service Center.

MATERIAL HANDLING:

The Teamsters Union Local 491 has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment, no wheels. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. U-Neek Expo cannot be responsible for injuries or falls caused by improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

IN GENERAL:

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a U-Neek Expo management representative.

TIPPING:

U-Neek Expo requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all U-Neek Expo's Employees.



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INDEPENDENT CONTRACTOR FORM
REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of union labor. U-Neek Expo, the official contractor, will have skilled craftsmen available to assist exhibitors. Arrangements for labor should be made through U-Neek Expo, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the exhibitor and received by U-Neek Expo no later than **June 1, 2007**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by management in any contact with service contractors of its lease with the **Hilton Alexandria Mark Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by management will be used.

All agents representing the exhibitor must be fully identified by the official management badge. All agents or representatives who are performing services other than the exhibitor's own employees must provide U-Neek Expo with a **Certificate of Insurance** naming U-Neek Expo as insured at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law. **PLEASE BE SURE TO HAVE THE INFORMATION LISTED BELOW INCLUDED ON YOUR CERTIFICATE OF INSURANCE.**

Exhibitors wishing to use a contractor other than U-Neek Expo to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the Certificate of Insurance from the non-official contractor are not received by June 1, 2007 your non-official contractor will be allowed to supervise only. All labor must then be hired from U-Neek Expo for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

NAME OF EXHIBITING COMPANY _____ BOOTH # _____

CONTRACTING COMPANY _____

CONTRACTING COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

AUTHORIZED BY _____ E-MAIL _____



RELIABILITY... GUARANTEED!

Now every exhibit shipment is guaranteed at no additional charge!

You can't run a very effective tradeshow without your booth or other materials, right? Roadway understands better than anyone, which is why we now offer a FREE GUARANTEE. We are the FIRST and ONLY carrier to take care of our customers this way.

We know how important your tradeshow shipment is to your business. And being sure your booth arrives on time should be the least of your worries. With our 99.6% on-time performance (for 7 years running), you will never have to worry again.

No more worries....guaranteed

- > 99.6% on-time performance for 7 years running.
- > Good on every inbound shipment to a show / advance warehouse... you don't have to ask for it.
- > Available to any destination in the U.S. or Canada.
- > First and only carrier with the performance to back up this no-upcharge guarantee.

Easy to use...guaranteed

- > Just write your show name and booth number on the bill of lading.
- > No stickers, quote ID's or special phone numbers to call.

RELIABILITY...GUARANTEED!

99.6%

 on-time performance
for 7 years running


Guaranteed delivery offer is available only on LTL ground shipments inbound to a show or from one show to another. Air and van line service not included. For no additional charges, Roadway guarantees to deliver the qualifying shipment no later than the scheduled delivery day based on Roadway's standard transit schedule. All other specialized services take precedence over the guarantee.



1-800-531-EXPO (3976)

ROADWAY[®] Express

roadway.com



"Roadway never fails
when it comes to delivering
my **tradeshow materials.**
Peace of mind...now it's
guaranteed."

Additional service options available

- > Customer service exhibit specialists available 24 hours a day, every day
- > On-site trained professionals at most major shows in North America
- > A wide variety of service options available including next day, air, expedited, and guaranteed
- > Air ride, van line, and warehousing services available
- > Protective services to eliminate theft and damage-sealed trailer and sealed divider available
- > My.roadway.com allows you to manage the flow of information regarding your shipment

roadway.com

ROADWAY
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IMPORTANT MATERIAL HANDLING INFORMATION PLEASE READ CAREFULLY!!	In and Out Per 100 lbs.	Minimum Charge
ADVANCE SHIPMENTS will be received from carriers prior to the move-in date with free storage up to 30 days prior to the show. Material will be delivered to your booth, and at the end of the show, material will be delivered from your booth to the designated carrier at the loading dock of the exhibit area. This is a round trip rate based on incoming weight. Rates include the storage and return of empty containers.* All outbound shipments must have a U-Neek Expo Bill of Lading completed and returned to the U-Neek Expo Service Center after the shipment is completely packed.	\$88.00	200 lbs.
SITE SHIPMENTS received at the exhibit facility will be unloaded and delivered to your booth. At the end of the show, material will be taken from the booth and loaded on a designated carrier. This is a round trip rate based on incoming weight. Rates include the storage and return of empty containers.* All outbound shipments must have a U-Neek Expo Bill of Lading completed and returned to the U-Neek Expo Service Center after the shipment is completely packed.	\$88.00	200 lbs.

EMPTY STORAGE: U-Neek Expo will not be responsible for any items left in containers marked empty.

LATE SHIPMENTS: Shipments received at the warehouse after June 1, 2007 will have a **25%** surcharge added to the rates above.

OUTBOUND HANDLING ONLY: Inbound shipments not handled by U-Neek Expo but handled outbound will be charged at 50% of the above rates.

RATES APPLY per 100 lbs. or fraction thereof and are based on the actual or estimated **INBOUND** weight. No allowance will be made for attrition during the convention. Each shipment is considered separate. **NO** cumulative weights will be allowed on minimums, split shipments, or free astray items. It is incumbent on the exhibitor to provide written and accurate weight information on each shipment.

SPECIAL HANDLING will be subject to a **25%** surcharge on the above rates. This classification shall be applied to, but not limited to van shipments or shipments which are packed in such a manner as to require unloading by hand (i.e., loose display parts, uncrated equipment not delivered on a flatbed truck.). If any part of the shipment is uncrated, loose, or pad wrapped, the total shipment will be charged at special handling rates. **FEDERAL EXPRESS** and **UPS** shipments are included in this category due to handling and extra check-in expenses. Price per cwt. does not include rigging or the use of heavy equipment other than a forklift.

SPECIAL SERVICES AND RATES: Steel banding for the packaging of displays and equipment is available at the U-Neek Expo Service Center for \$1.00 per linear ft. plus labor at prevailing rates. Forklifts and drivers are available for spotting equipment in the booth at prevailing rates for equipment and labor. A spotting fee of \$150.00 per vehicle will be charged for each vehicle.

INBOUND AND OUTBOUND TRAFFIC SCHEDULES are the responsibility of U-Neek Expo. To ensure orderly and expeditious handling of exhibit material into and out of the exhibit hall, we suggest that exhibitors, including local companies, coordinate all movement of exhibit materials through U-Neek Expo. Our responsibilities include coordinating all pickups and deliveries. We can minimize congestion and maximize organization, if all shipments are channeled through U-Neek Expo, even for local companies.

OUTBOUND SHIPPING INSTRUCTIONS should be given to U-Neek Expo at the Service Center during the exposition or immediately after its close. If outbound shipping information is available prior to show commencement, please forward the instructions to U-Neek Expo. All Bills of Lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Materials remaining on the exhibit floor without proper instructions for disposition will be removed by U-Neek Expo and shipped with the information available at that time. Under no circumstances will U-Neek Expo be liable for shipping errors subsequent to the convention.

DAMAGE TO EXHIBITS while they are being loaded, unloaded, or conveyed to the various booths or common carrier by U-Neek Expo will be U-Neek's responsibility. U-Neek Expo **WILL NOT** be responsible for damage to material improperly packed, concealed damage, loss or theft of exhibitor's materials after the same have been delivered to the booth, or before materials have been picked up for loading out of the booth. In any case, the liability of U-Neek Expo is limited to 10¢ per pound, per article with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. The shipper is encourage to make arrangements with their insurance carrier if values of articles or shipments are in excess of those state above. Plasma screens are a high theft item! U-Neek Expo strongly recommends that you insure plasma screens, as **NO** liability for thefts is assumed by show management, the facility, or U-Neek Expo, Inc. We also recommend that shipping containers are not marked "PLASMA SCREEN". Please note that plasma screens tend to incur concealed damage through normal shipping and handling procedures. U-Neek Expo is not responsible for concealed damage on any shipment received. As a precaution, please consider renting plasma screens as in alternative to shipping them.

NOTE: Payment for all material handling charges is due at the show site.



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MATERIAL HANDLING SERVICE FORM

Please complete and return this form to U-Neek Expo at the address above so your materials can be handled appropriately.

IMPORTANT: The warehouse will receive shipments until **June 1, 2007**. Shipments received after this date are subject to additional handling and delivery charges.

INSTRUCTIONS: All shipments by whatever means of transportation **MUST BE PREPAID! COLLECT SHIPMENTS WILL NOT BE ACCEPTED.** All shipments should be addressed as shown on the Shipping Address Form included in your kit.

INBOUND SHIPMENTS: To anticipate the arrival of your materials, we must have the following information:

Shipped from (City): _____ Carrier: _____
Date Shipped: _____ Approx. Arrival Date: _____
of Shipments: _____ Total # of Pieces: _____ Total Weight of Shipments: _____
Company: _____ Booth #: _____
Show Representative: _____ Phone: _____

Will your shipment require special handling? Yes No

OUTBOUND SHIPMENTS: All materials will be shipped common carrier, collect at the close of the show. If you want to ship your materials by any other means, it will be your responsibility to make all arrangements. Whether you are shipping by common carrier or by other means, **you must complete a Bill of Lading Form and return it to the U-NEEK EXPO Service Center.** Please have all materials properly secured and **labeled**. Materials being handled by an outside carrier **MUST BE** picked up no later than **June 12, 2007 by 6:30 p.m.** We reserve the right to re-route if outside carriers fail to pick up by the above date and time, or when necessary to expedite the move out due to conflicts in scheduling. No liability will be assumed as a result of such re-routing. Please make sure all shipments are picked-up from show site.

OUTBOUND SHIPPING ADDRESS: (Important: This section must be completed)

Company Name: _____ Attn: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Phone Number: _____ E-Mail: _____
Type: Air Freight Ground



U-NEEK EXPO

2801 W. Patapsco Avenue, Suite C
Baltimore, Maryland 21230

2007 National Conference on Community
Preparedness
Hilton Alexandria Mark Center
Alexandria, VA
June 10 – 12, 2007

FOR ADVANCE SHIPMENTS:

The following information should appear on each shipping label for freight sent in advance to our warehouse.

EXHIBITORS: *Please confirm with your carrier that your shipment has been delivered to the advance warehouse before calling U-Neek Expo.*

U-NEEK EXPO C/O Roadway 5101 Washington Blvd. Baltimore, MD 21227
NAME OF EVENT: <u>2007 National Conference on Community Preparedness</u>
COMPANY: _____
BOOTH #: _____

IMPORTANT: For shipments received after **June 1, 2007**, an additional **25%** late fee will be assessed in addition to the normal material handling rate.

FOR SHOW SITE SHIPMENTS:

The following information should appear on each shipping label for freight **sent directly to the show site.**

U-NEEK EXPO c/o Hilton Alexandria Mark Center 5000 Seminary Road Alexandria, VA 22311
NAME OF EVENT: <u>2007 National Conference on Community Preparedness</u>
COMPANY: _____
BOOTH #: _____

IMPORTANT: Shipments sent directly to the show site will be received only on **June 10, 2007**, from **Noon – 4:00 p.m.**, the day of exhibitor set-up. Shipments sent to the show site prior to exhibitor set-up will be refused.



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LABOR ORDER FORM

On the day and time that you require labor, you must go to the U-NEEK EXPO SERVICE CENTER to pick up and sign in your labor crew. The labor crew WILL NOT be sent to your booth without being signed in unless the appropriate boxes have been marked below. Upon completion of their work you MUST return the laborers to the U-NEEK EXPO SERVICE CENTER and sign them out. **All exhibitors ordering labor will be billed a one hour minimum for each person ordered unless a written cancellation order is received 24 hours in advance.**

WORK SCHEDULE REQUESTED

Installation Labor:

Number of Laborers	Date	Time	Estimated Hours Per Laborer

Dismantle Labor:

Number of Laborers	Date	Time	Estimated Hours Per Laborer

- Do not proceed without an exhibitor's representative who will come to the U-Neek Expo Service Center at _____ (Please indicate date and time, AM/PM).
- U-Neek Expo is authorized to set-up our exhibit without an exhibitor's representative present. There will be a 35% additional charge added to the total set-up labor charges (\$50.00 minimum). This charge is for our supervision.
- U-Neek Expo is authorized to dismantle our exhibit without an exhibitor's representative present. There will be a 35% additional charge added to the total dismantling labor charges (\$50.00 minimum). This charge is for our supervision. **You are responsible for making outbound shipping arrangements as well as providing U-Neek Expo with a completed Bill-of-Lading prior to the close of the show.**

Outbound Shipping Information:

Company: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone Number: _____

LABOR RATES: Straight Time: **\$75.00** Per man hour. One hour per man minimum.
 Overtime: **\$125.00** Per man hour. One hour per man minimum.
 Straight time: 8:00 a.m. – 4:00 p.m., Monday through Friday.
 All other hours are overtime. Time is rounded off to the next half hour.

Company: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Show Representative: _____

Ordered By: _____ E-Mail: _____

Please return with Order Recap and Payment Policy & Authorization Forms.



U-NEEK EXPO

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Baltimore, Maryland 21230

2007 National Conference on Community Preparedness
Hilton Alexandria Mark Center
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June 10 – 12, 2007

SIGN ORDER FORM

NOTES:

1. The prices below are for 10 words or less with black copy on a white background. Additional words are \$2.75 per word. Special graphics or color requirements including emblems, trademarks, and logos are extra and will be priced accordingly.
2. Orders received less than 7 days prior to the show's opening are considered late and are an additional 50%. Prices are doubled after 3:30 p.m. on weekdays, all day on Saturday, Sunday, holidays, and at show site.
3. **Total remittance must accompany order!**

Quantity	Size	Price	Horizontal or Vertical	Copy Color	Sign Color	Easelback (Y or N)	Subtotal
	7" x 11"	\$33.00					
	7" x 44"	\$37.75					
	11" x 14"	\$41.00					
	14" x 22"	\$48.25					
	22" x 28"	\$75.00					
	28" x 44"	\$113.50					
	Banners	Call for quote					
	Colored Copy	\$5.75 per sign					
	Colored Signboard	\$6.00 per sign					
	Easelbacks	\$4.75 per sign					

COPY REQUESTED: (Type copy exactly as you wish it to appear. Attach additional sheets if needed.)

Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 Ordered By: _____
 E-Mail: _____

Total Your Order Here	
Subtotal \$	_____
5% VA State Tax \$	_____
Total Due \$	_____

Please return with Order Recap and Payment Policy & Authorization Forms.



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BOOTH CLEANING FORM

U-NEEK EXPO is the official cleaning contractor for your show and will handle all vacuuming services on the exhibit floor. Non-official contractors will not be permitted to vacuum exhibitor booth/island space.

Please Note:

1. Booth Cleaning is not included with the rental of your exhibit space, unless you have ordered an Expand Rental Unit.
2. Our charges are based on actual services provided, not on the estimated totals below.
3. Please complete this form if you wish to order any type of cleaning service.

VACUUM SERVICE	JANITOR/PORTER SERVICE
<input type="checkbox"/> Provide One Day service before the initial opening of the show. \$.32 per square foot, per day. Booth Size: _____ x _____ = _____ sq. ft. <ul style="list-style-type: none"> • Includes emptying of wastebaskets. • Price is based on booth size. 	We will remove refuse and/or wipe down your exhibit booth as requested. NOTE: One hour minimum charge. <input type="checkbox"/> 8:00 a.m. – 4:00 p.m. weekdays, except holidays at \$36.00 per hour. <input type="checkbox"/> After 4:00 p.m. weekdays, Saturday, Sunday, and holidays at \$58.00 per hour. DATE(S): _____ TIME REQUIRED: _____ DATE(S): _____ TIME REQUIRED: _____

Company: _____ Booth #: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-Mail: _____

Total Your Order Here
Vacuum Service \$ _____
Janitor Service \$ _____
TOTAL DUE \$ _____

Please return with Order Recap and Payment Policy & Authorization Forms.

RENTAL EXHIBITS

A. TABLE TOP EXHIBIT

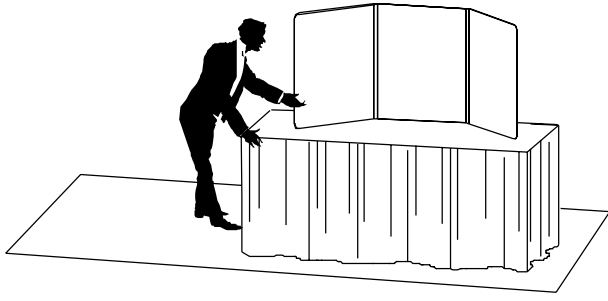


Exhibit panels are 27.5" wide x 35.5" high
(Table not included)

B. TABLE TOP EXHIBIT

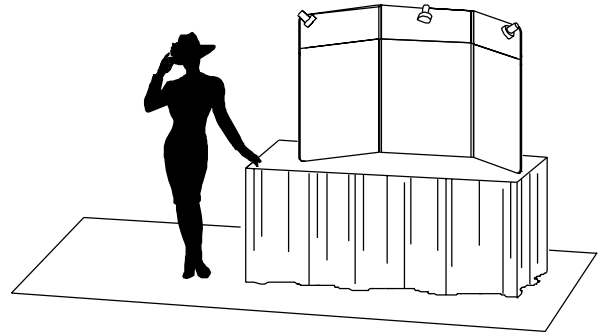


Exhibit panels are 27.5" wide x 35.5" high
Header panels are 27.5" wide x 12" high
(3) Lights (Table not included)

C. FREE STANDING EXHIBIT

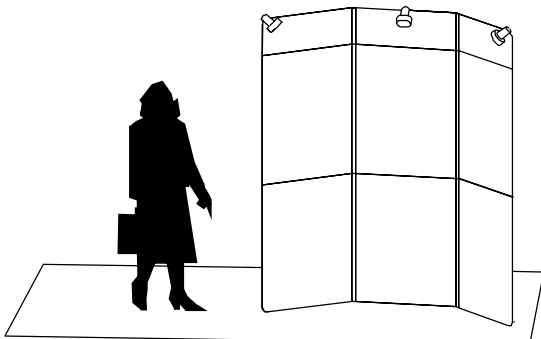


Exhibit panels are 27.5" wide x 35.5" high
Header panels are 27.5" wide x 12" high
(3) Lights

D. 10' POP-UP EXHIBIT

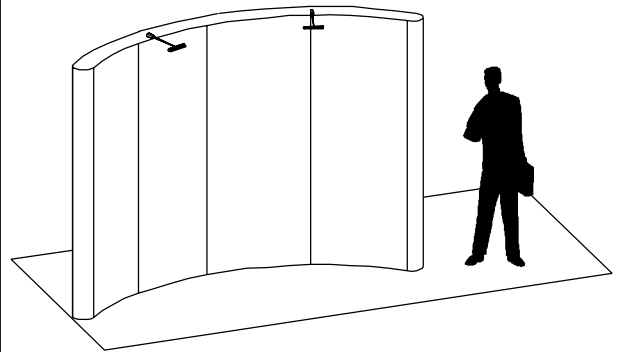


Exhibit panels are 29 3/8" wide x 93 1/2" high
Approximately: 10' wide x 8" high
Color: Black (2) Halogen Lights

- * Reversible silver and black panels on Exhibits A, B & C only.
- * All surfaces are velcro compatible.
- * Larger systems and purchase programs are available.
- * Rental prices include delivery, material handling charges, installation and removal.
- * Electricity not included.
- * Confirm order in writing. To guarantee availability, orders must be received 3 weeks prior to show.
- * All orders payable in advance. Orders without payment will not be processed.



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RECAP OF ORDERS

This form along with the Payment Policy & Authorization Form must be completed and sent to U-NEEK EXPO with your order. **Full payment must accompany all orders or they will not be processed.** To benefit from our Discount Pricing, *orders must be received by June 1, 2007.* All orders placed after the cut-off date or at show site will be charged the Floor Prices. All show site orders are **C.O.D.**

PLEASE TOTAL ORDER BELOW.

Furniture Rental Order Form	* \$
Carpet Order Form	* \$
Freight/Material Handling Form	\$
Labor Order Form	\$
Booth Cleaning Form	\$
Sign Order Form	* \$
5% VA State Tax	* \$
TOTAL DUE	\$

*Taxable Items.

NOTES:

- Cancellation or Changes:** Items canceled before U-NEEK EXPO's show move-in begins will be charged at 50% of the original price. Items canceled after installation will be charged at 100% of the original price. Items ordered but subsequently exchanged at the show will be charged 50% of the original price.
- Forms for additional services not provided by U-NEEK EXPO** such as electrical, telephone, floral, audio visual, and computer rental should be mailed with payment to the address on that order form.

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____ PHONE: _____

ORDERED BY: _____ E-MAIL: _____

Please return with Payment Policy & Authorization Form and all U-Neek Expo order forms.

Hilton Alexandria Mark Center
5000 Seminary Road
Alexandria, VA 22311
ELECTRICAL & MECHANICAL
SERVICE ORDER FORM

Please return form back to your
**Meetings and Conventions/
 Catering Manager**
FAX: 703-845-2610

Installation Date:	Day:	Time:	Meeting Room:
Removal Date:	Day:	Time:	BEO Number:
Group:			
Client Contact:			
Meetings and Conventions/Catering Manager:			
Address:			
City:	State:	Zip Code:	
Phone Number:	E-Mail Address:		
Master Account:			
Credit Card Holder:	Type:		
Card Number:	Expiration Date:		

ADDITIONAL COMMENTS:

SERVICES	QTY	ADVANCED ORDER	FLOOR ORDER	TOTAL COST
General Power Access \$50.00 per day, per plug				
Electrical QUAD BOX \$70.00 (each) 120 V 20 AMP \$120.00 Floor Order				
120 Volt 60 Cycle 20 AMPS: \$100.00 (each) \$150.00 Floor Order				
208 Volt Single phase 20 AMPS: \$175.00 (each) \$225.00 Floor Order				
208 Volt, Three phase 20 AMPS: \$200.00 (each) \$250.00 Floor Order				
208 Volt, Single phase 30 AMPS: \$250.00 (each) \$300.00 Floor Order				
208 Volt, Three phase 30 AMPS: \$325.00 (each) \$375.00 Floor Order				
Power Pack with 8 Duplex Recep 120 Volt, 60 AMPS Single phase \$225.00 (each)				
<u>POWER PACK</u> Power Pack with 8 Duplex \$225.00				
<u>EQUIPMENT</u> Surge protectors \$25.00 (each)				
<u>BANNERS/FLAGS</u> Linear feet \$5.00 Minimum charge: \$50.00				
All banners outside of the meeting rooms need approval form the Hotel General Manager.				
Hilton Corporate policy does not allow the client to use any hotel equipment for hanging banners.				
<u>ADDITIONAL CHARGES</u>			Sub Total:	\$
			Add 5% VA Tax:	\$
			GRAND TOTAL:	\$

Ordered By: _____
Routed From Meetings & Conventions to
 _____ Accounting _____ Property Operations

Meetings & Conventions/Catering Manager
Date _____
 _____ Conventions/Catering

Floor Order From Property Operations to
 _____ Meetings & Conventions/Catering

Date _____
 _____ Accounting

Hilton Alexandria Mark Center
5000 Seminary Road
Alexandria, VA 22311
TEMPORARY TELEPHONE SERVICE AND
HIGH-SPEED INTERNET SERVICE REQUEST FORM

Please return form back to your
Meetings and Conventions/
Catering Manager
FAX: 703-845-2610

Group Name:	
Event Name:	C/L#:
Contact Name:	Contact Number:
Date(s) of Event:	From: To:

SERVICE	DESCRIPTION	UNIT CHARGE
In-House	Line restricted to incoming and internal calls only (Limit to one per conference)	Complimentary
Dial 9 phone line	VOICE DIAL 9/MODEM (Standard Telephone Service) Allows client to call outside of the hotel Out-going conference call	\$70.00 per day plus call charges
DID	Direct Inbound Dial for FAX/MODEM Also used for In-Coming Conference Call (equipment rental not included) Speaker Phones must be ordered thru Presentation Services at \$125.00++	\$125.00 per day plus call charges
High Speed Internet Access (HSIA)	Data line for high speed internet access	\$200.00 per computer connection

Service	#Units	Installation Date	Removal Date	Location	Extension Number	Charges
TOTAL CHARGES:						
5% VA TAX:						
TOTAL INVOICE AMOUNT:						

Return this form to the catering or convention service manager you are working with.

Credit Card Number: _____ Expiration Date: _____
 Name of Individual Placing Order: _____
 Company Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____
 E-Mail: _____

In order to secure your order your request must be completed and returned THREE WEEKS prior to the day of use.

I authorize the charges to be applied to my credit card OR if Direct Billing has been established, I authorize the charges to be billed to my master account.

 Signature Date

Routed From Meetings and Conventions/Catering to PDX/Banquets Date: _____