

**TechNet Asia-Pacific 2018**

HILTON HAWAIIAN VILLAGE  
NOVEMBER 13-15, 2018

**Advance Order Deadline: Oct 26, 2018**

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



1004 MAKEPONO STREET  
HONOLULU, HI 96819  
PH (808) 832-2430  
FAX (808) 832-2431  
helpdesk@icshawaii.net

**PAYMENT & CALCULATION FORM**

*Please complete order forms and calculation sheet and return with payment in full. I.C.S. requires your credit card authorization to be on file with us. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all I.C.S., or any charges which I.C.S. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:*

<b>Electrical</b>	\$
<b>Electrical Labor</b>	\$
<b>Custom Furniture</b>	\$
<b>Plants &amp; Floral</b>	\$
<b>Audio Visual &amp; Computer Rental Order Form*</b>	\$
<b>TOTAL AMT. DUE:</b>	\$

**NOTE: Advance Order Deadline for AV and Computer is October 19, 2018**

**CARDHOLDER'S BILLING ADDRESS INFORMATION:**

COMPANY NAME			ORDERED BY:		
STREET ADDRESS		CITY	STATE	ZIP CODE	
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		

**SHOW REPRESENTATIVE INFORMATION:**

COMPANY NAME			ORDERED BY:		BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE	
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

**NO REFUNDS OR CREDITS WILL BE ISSUED ON ANY ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE. I.C.S. WILL NOT ADJUST ANY INVOICES AFTER THE CLOSE OF THE SHOW.**

**METHOD OF PAYMENT:**

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER			
Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)
Name of Cardholder:		Signature	



**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** The terms and conditions set forth below become a part of the Contract between I.C.S. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Method of Payment Form is signed; or
- An order for labor, service and/or rental equipment is placed by exhibitor with I.C.S.; or
- Work is performed on behalf of exhibitor by I.C.S.

**Definitions:**

For purpose of this Contract, I.C.S. means International Convention Services Inc. and its respective employees, directors, agents, assigns, affiliated companies, and related entities including but not limited, to any subcontractors I.C.S. may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

**PAYMENT TERMS:**

- 1) Full payment, including any applicable tax, is due in advance or at show site for all service orders. All payments must be U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will be charged at floor rate.
- 2) All materials and equipment are on a rental basis for the duration of the show or event and remain the property of I.C.S. except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth.
- 3) Credits or refunds will not be given for services cancelled after the advance order deadline date, installed or not used.
- 4) If the Show or Event is cancelled because of reasons beyond I.C.S. control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.
- 5) I.C.S. will not issue refunds to Exhibitors of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the I.C.S. Service Desk Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event.
- 6) If Exhibitor is exempt from payment of Hawaii Excise Tax, I.C.S. requires a copy of your Tax Exemption Certificate issued by the State.
- 7) For International Exhibitor's, I.C.S. requires 100% pre-payment of advance orders, and any other order or services placed at show site must be paid at the show.
- 8) For any pre-approved unpaid balance after the close of the show, terms will be net due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge 1.5% per month. Future orders will be on a prepaid basis only.
- 9) If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Hawaii. In the event of any dispute between the Exhibitor and I.C.S. relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or partial payment, due to I.C.S. for its services, as an offset against the amount of any alleged loss or damage. Any claims against I.C.S. shall be considered a separate transaction, and shall be resolved on its own merits. I.C.S. reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and its actual charges incurred by Exhibitor, or for any charges that I.C.S. may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, I.C.S. hereby provides notice that it reserves the right, and Exhibitor authorizes I.C.S., to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- 10) I.C.S. will not be held responsible for any orders not received due to transmittal problems.
- 11) Third Party Billing is available upon request. Please contact our Help Desk for assistance with this service form.
- 12) A \$25.00 handling charge will assessed for returned checks due to insufficient funds.
- 13) If you're submitting payment via Bank Wire, please include a \$25.00 service charged to your total amount due.

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CUSTOM FURNITURE



LOVESEAT SOFA



ARMCHAIR



SAVANA CLUB  
CHAIR



COFFEE TABLE

DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
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**CUSTOM FURNITURE**

NOTE: LIMITED QUANTITIES ARE AVAILABLE. FIRST COME FIRST SERVED

Loveseat Sofa - Black	\$472.50	\$614.25		
Armchair/Lounge Chair - Black	\$367.50	\$477.75		
Savana Club Chair - Blue Velour	\$367.50	\$477.75		
Coffee Table - Black	\$183.75	\$236.25		

**CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.**

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
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**I.C.S. HAS JURISDICTION OVER THE FOLLOWING:**

- Electrical distribution under carpet.
- Electrical distribution overhead, out of floor boxes and/or connections to dimmers, disconnects or sound and projection equipment. \*
- Installation of lighting fixtures, tracklight and power tracks including theatrical lights used as spots or floods.
- All data cable (fiber optic or copper) and co-axial cable.
- Distribution from outlets to equipment.
- Electrical apparatus or equipment wiring or repairs.
- Booth to Booth cable runs.
- Video Antenna Feed\*
- Wiring of overhead electrical signs
- Connection of electrical motors or controls including any line wiring to machinery.
- All special and static lighting for displaying of products, booths or areas having sales demonstrations and all presentations, regardless of location. In the case of production or stages, I.C.S. will furnish power source to dimmer boards or disconnect and energize.\* I.C.S. will then be responsible for obtaining power and the maintenance of all power.

**THE ABOVE SERVICES ARE DONE ON A TIME & MATERIAL BASIS. IT CANNOT BE PERFORMED BY OTHER ELECTRICAL CONTRACTORS, I & D HOUSES OR EXHIBITORS.**

**\* ALL LABOR USED IN THE EXHIBIT AREA OF THE FACILITY WILL BE SUPPLIED THROUGH I.C.S.**



## Save Time and Money!! Read Before You Order!

I.C.S., a provider of electrical services to trade shows and conventions, is committed to customer service. With that in mind, we are providing you with the following information sheets to help you order your electrical service. If you have any questions about your order, please call a Customer service Representative at (808) 832-2430.

### ELECTRICAL ORDER CHECKLIST

#### Complete your Electrical Rental Order Form


- Do you require additional lighting?
- Check the rating plates on your electrical equipment for wattage or amps, horsepower for motors, voltage and phase.
- Order 24-hour power if needed. Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
- Indicate your electrical labor requirements on the order form. See attached sheet for further information about the electrical contractor's areas of responsibility.
- Include a booth floorplan. You may use the attached form to make a scaled drawing, indicating service and lighting locations as well as the adjacent aisle and booth numbers.
- ENCLOSE PAYMENT. Include a check or complete credit card information on the Payment & Calculation Form that is enclosed in the Exhibitors Service Kit.
- Review the Electrical Code Requirements on the Regulations and General Information Form. Bring only the electrical equipment that you can use at showsite.
- Contact a Customer Service Representative with any questions you may have. They may be reached at (808) 832-2430 or via email at helpdesk@icshawaii.net.

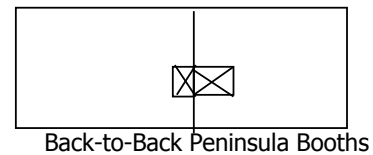
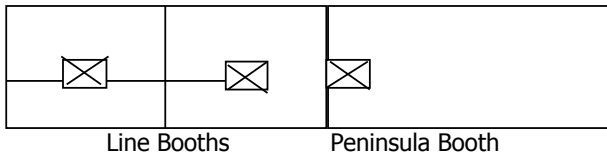


**Where will my outlet be located?**

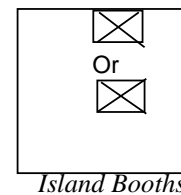


There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths and Island Booths.

Each type of booth has its own method of installation. In the following diagrams, the symbol  represents the approximate location of power outlets.



*One Drop within booth when power Source is meeting or one location on perimeter when power source is in the floor.*



**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line.

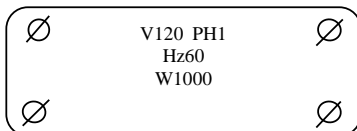
**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.



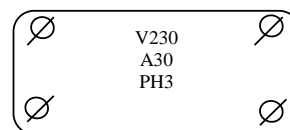
How much power do I need?



Calculate your lighting needs by adding wattage in each location. For other equipment, read the Ratings from the metal plates attached to each unit.



120 Volt Single Phase , 60 Cycle, 1000 Watts



230 Volts, 30 Amps, 3 Phase



### REGULATIONS AND GENERAL INFORMATION

1. I.C.S. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on all electrical installations and connections. All electrical service must be made by an I.C.S. electrician. I.C.S. will not be responsible for any damage or loss to property, equipment, components, computer hardware or software and/or any damage or injury to any person caused by the installation, connection, plugging into or modification to any electrical outlet by any person other than an I.C.S. electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the list price.
4. Dedicated power (20 AMP min) is double the listed price, and can only be activated before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located in the back of the booth. There will be electrical labor charges incurred for the placement of your electrical line. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement in your booth, please contact us via the following: Phone (808) 832-2430, Fax (808) 832-2431 or Email us at [helpdesk@icshawaii.net](mailto:helpdesk@icshawaii.net).
7. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
8. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitor equipment that is pre-wired to plug into our system.

### ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

#### ELECTRICAL CODE

##### Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or floor lighting is a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.

Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!





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**ELECTRICAL LABOR SUPERVISION SERVICES – Indicate service desired**

**I.C.S. ELECTRICIAN SUPERVISED (OK To Proceed)**

I.C.S. will supervise electrical labor:

- ➔ Install electrical distribution under carpet or in booth structure, install coaxial, fiber optics or data cable per attached floor plan
- ➔ Dismantle all electrical distribution installed prior to event opening.  
*A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.*

**EXHIBITOR SUPERVISED (Do Not Proceed)**

Exhibitor will supervise:

- ➔ Installation of electrical distribution, coaxial, fiber optics or data cable.  
Exhibitor will need workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_
- ➔ Dismantling of all electrical distribution, coaxial, fiber optics or data cable installed prior to event opening.  
Exhibitor will need workers on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM for (hours) \_\_\_\_\_

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the I.C.S. Service Desk one-half (1/2) hour before time requested. Labor canceled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

<b>ELECT. LABOR RATES</b>			
<b>(Rates based upon per man per hr)</b>		<b>ADVANCE</b>	<b>FLOOR</b>
<b>Straight Time</b>	<i>Monday - Friday between 8:00 AM and 4:30 PM</i>	\$110.30	\$143.80
<b>Overtime</b>	<i>All other hours &amp; holidays</i>	\$165.45	\$215.70

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	<b># of Workers</b>	<b># of Hour(s) per Worker</b>	<b>Total hrs</b>	<b>Rate</b>	<b>Total</b>
Installation					
Dismantling					
<b>TOTAL SERVICES ORDERED</b>					
<b>ADD 25% (\$50.00 MIN.) FOR I.C.S. SUPERVISION</b>					
<b>4.712% EXCISE TAX</b>					
<b>GRAND TOTAL</b>					

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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**ELECTRICAL SERVICE ORDER FORM**

**IMPORTANT**

- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
- IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) RATE WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELOW.
- TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
- PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TO TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THAT ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN THE BACK OF BOOTHS.
- **NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
- FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

DESCRIPTION	Advance Rate	Floor Rate	Quantity	24 Hr Power 2X rate	Total
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**STANDARD ELECTRICAL SERVICE**

(120 VOLTS - PER SINGLE RECEPTACLE)

10 Amps (Approx. 1000 watts)	\$246.75	\$320.25			
15 Amps (Approx. 1500 watts)	\$288.75	\$385.25			
20 Amps (Approx. 2400 watts)	\$319.25	\$414.75			
30 Amps (Approx. 3000 watts)	\$419.00	\$544.00			

**MOTOR/MACHINERY & DIST. SVC.**

(208 Volt) - LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.

10 Amps (Single Phase)	\$331.75	\$431.50			
20 Amps (Single Phase)	\$435.75	\$565.00			
30 Amps (Single Phase)	\$530.25	\$689.75			
40 Amps (Single Phase)	\$803.25	\$1,044.75			
10 Amps (Three Phase)	\$298.25	\$388.50			
20 Amps (Three Phase)	\$428.50	\$557.50			
30 Amps (Three Phase)	\$477.75	\$621.50			
60 Amps (Three Phase)	\$766.50	\$995.50			

**SERVICE ACCESSORIES**

15' Extension Cord	\$35.25	\$50.50			
25' Extension Cord	\$46.25	\$66.25			
50' Extension Cord	\$72.50	\$103.00			
Power Strip	\$32.75	\$47.25			

**ALL ELECTRICAL PLACEMENT OTHER THAN BACK OF IN-LINE BOOTHS OR ANY 208V SERVICES MUST INCLUDE ELECTRICAL LABOR ORDER FORM AND BOOTH LAYOUT. PLEASE**

SUB-TOTAL  
4.712% EXCISE TAX  
GRAND TOTAL

COMPANY NAME			ORDERED BY:	BOOTH #:	
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**ICS**  
INTERNATIONAL CONVENTION SERVICES

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To ensure that your outlets and lighting are properly placed, a Booth Floorplan must be submitted with your Electrical Rental Order Form. If you do not have a plan, please use the grid on this page and submit it with your electrical order.

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 2 feet) or indicate the dimensions of your booth
- Mark the adjacent booth numbers or aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in amps and voltage in each location.
- Mark main power location.
- Please send this sheet with your prepaid Electrical Rental Order Form.

Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_


Adjacent Booth or Aisle Number: \_\_\_\_\_



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<b>TROPICAL POTTED PLANTS (RENTAL ONLY)*</b>		<b>ADVANCE PRICES</b>		<b>FLOOR PRICES (each)</b>				
* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY		Size (HT)	QTY	Without Basket	With Basket	Without Basket	With Basket	Total
		4'		\$84.00	\$99.00	\$126.00	\$146.00	
		6'		\$105.00	\$120.00	\$157.50	\$177.50	
		8'		\$147.00	\$162.00	\$215.25	\$235.25	

<b>GREEN &amp; BLOOMING PLANTS (RENTAL)*</b>			<b>ADVANCE PRICES</b>	<b>FLOOR PRICES (each)</b>	<b>Total</b>
* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY		QTY			
	MUMS		CALL FOR RATES	CALL FOR RATES	
	BROMELIADS		CALL FOR RATES	CALL FOR RATES	
	FERNS 6" POTS		CALL FOR RATES	CALL FOR RATES	
	FERNS 8" POTS		CALL FOR RATES	CALL FOR RATES	

PLEASE NOTE: IF PLANT(S) ARE NOT IN YOUR BOOTH AT THE END OF THE SHOW, ADD'L CHARGES WILL BE INCURRED

**CANCELLATION POLICY: No credit or refund will be issued for all above items cancelled after the advance order**

<b>FLORAL TABLE ARRANGEMENTS - SPRING</b>				<b>ADVANCE PRICES (each)</b>		<b>FLOOR PRICES (each)</b>		
	Size	QTY	One-sided	Round	One-sided	Round	Total	
	SMALL		\$95.25	\$103.50	\$135.75	\$146.25		
	MED		\$120.50	\$154.75	\$172.25	\$168.75		
	LG		\$172.25	\$206.50	\$246.50	\$280.75		

<b>FLORAL TABLE ARRANGEMENTS - TROPICAL</b>				<b>ADVANCE PRICES (each)</b>		<b>FLOOR PRICES (each)</b>		
	Size	QTY	One-sided	Round	One-sided	Round	Total	
	SMALL		\$117.50	\$153.50	\$168.25	\$219.75		
	MED		\$141.25	\$177.25	\$201.25	\$253.25		
	LG		\$235.25	\$294.75	\$325.00	\$421.00		

<b>SPECIALTY ARRANGEMENTS - CALL FOR INFO</b>				<b>ADVANCE PRICES (each)</b>		<b>FLOOR PRICES (each)</b>		
	Size	QTY	One-sided	Round	One-sided	Round	Total	
	SMALL		CALL	CALL	CALL	CALL		
	MED		CALL	CALL	CALL	CALL		
	LG		CALL	CALL	CALL	CALL		

**FLORAL CANCELLATION POLICY:**  
CANCELLATIONS MADE AFTER THE ADVANCE ORDER DEADLINE FOR ALL FLORAL ORDERS WILL RECEIVE NO REFUNDS.

SUB-TOTAL	\$
4.712% EXCISE TAX	\$
<b>GRAND TOTAL</b>	<b>\$</b>

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.



(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE  
WILL BE FILLED UPON AVAILABILITY)

**\*PLEASE NOTE THAT ADVANCE ORDER DEADLINE FOR AV & COMPUTER SERVICES IS OCTOBER 19th\***

**AUDIO VISUAL & COMPUTER SERVICE FORM**

DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
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**ACCESSORIES** (Please call for additional equipment, services & rates)

DVD Player	\$75.00	\$108.00		
Monitor Floor Stand (Single Pole)	\$150.00	\$215.00		
Monitor Floor Stand (Dual Pole)	\$250.00	\$360.00		
Cable : HDMI / VGA / DVI	\$30.00	\$42.00		
Wall Mount (In most cases equipment requires installation at an additional charge)	CALL	CALL		

**DISPLAY MONITORS** (Please call for additional equipment, services & rates)

32" Flat Panel Monitor 1280x1024 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$450.00	\$642.00		
40"-46" Flat Panel Monitor 1024x768 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$595.00	\$850.00		
50" Flat Panel Monitor 1365x768 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$795.00	\$1,135.00		

**COMPUTERS** (Please call for additional equipment, services & rates)

Dell Laptop windows7, office 2010, 4gb ram	\$275.00	\$392.00		
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**COMPUTER LABOR**

Quick Set Up—Our friendly and knowledgeable technicians are highly trained and more than willing to help. For a simple flat fee, we can set-up all of your equipment and test it out so that you can present with confidence. Media required 10 days prior to delivery.	\$183.75 (per hour)	\$262.50 (per hour)		
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- TECHNICAL SUPPORT AVAILABLE @ ADDITIONAL COST. PLEASE CALL FOR PRICING.
- Delivery/Pickup (REQUIRED) Min. Charge for. Delivery is \$125.00
- Setup (REQUIRED) Min. Charge for setup is \$150.00 (hourly charge)

EQUIP TOT	\$	
PER ORDER DEL.CHG.	\$	125.00
MIN. SETUP CHG. PER HR	\$	150.00
SUB-TOTAL	\$	
4.712% EXCISE TAX	\$	
GRAND TOTAL	\$	

**CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.**

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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