



PRESENTS:

Cambridge Healthtech Institute's Seventh Annual
Bio-IT World
CONFERENCE & EXPO '09

April 27 – 29, 2009 • World Trade Center • Boston, MA



Enabling Technology. Leveraging Data. Transforming Medicine.

MAYUM EXPO SERVICES

PLEASE MAIL OR FAX ORDERS TO:

**417 North Blackhorse Pike
Mt Ephraim, NJ, 08059 USA
Phone: 856.933.2081
Fax: 856.933.2083**

www.maxumexpo.com

Exhibitor Order Forms



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



The World Trade Center Boston
Boston, MA
April 27 - 29, 2009

Dear Exhibitor:

This Exhibitor Services Manual provides you with general information with shipping instructions to the conference, and includes forms for booth rentals and furnishings, plus services that you may require for your exhibit. There are several different vendors providing services for *CHI's Bio-It World 2009*

Please read each order form carefully, and submit your orders to proper vendors.

All questions regarding the policies, space assignments, display limitations, and event schedules, should be directed to CHI.

Elaine Eskedal

*Cambridge Healthtech Institute
250 First Ave, Suite 300
Needham, MA 02494*

Phone: 781-972-5430

Fax: 781-972-5425

Email: eeskedal@healthtech.com

All questions regarding shipping, storage, furniture, booth cleaning, carpet, labor, electric, flowers, photography, telephone service, audio visual/computer equipment in your booth, should be directed to the appropriate support contractors shown within or:

*MAXUM Expo Services
PO Box 54
Mt. Ephraim, NJ 08059*

Phone: 856-933-2081

Fax: 856-933-2083

Email: pcusack@maxumexpo.com

The MAXUM Expo Service (MES) order forms are to be returned to our office and the others to the specific contractor who is providing the service.

PLEASE NOTE: To order MES services and products, please follow these steps:

- * Look through the forms in this manual to find the products that best meet your needs. MES offers a hard wall modular exhibit system that you can customize to fit your exhibition requirements. You will find prices for these rental products on the **Rental Exhibit Order Form**.
- * Locate the **Labor and Freight Order Form** to compute charges for Material Handling (drayage) and labor.
- * **All Exhibitors must complete the Payment Policies and Credit Card Information section of the Order Form.**

Complete all order forms for the services you order. Compute your total charges on the **Order Recap Form** and submit that form along with your order to our Exhibitor Service Department for processing. Please be sure to complete and return the Order Confirmation section of the Order Form so that we can confirm receipt of your order.

Please review our payment policy carefully. MAXUM Expo Services requires payment in full at the time you place your order. For your convenience, we accept credit card orders via fax (856-933-2083). If you wish to pay by check, please mail your order, along with payment, in plenty of time to take advantage of discount prices. Discount prices apply only to those orders received and paid for in full by **Monday, April 13, 2009** the Discount Deadline Date.

*Sincerely,
Exhibitor Service Department
MAXUM Expo Services*

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



For **ALL** Order forms, the Discount Deadline Date is: **Monday, April 13, 2009**

Order Forms are Highlighted in **RED**

Introduction Letter From MAXUM Expo Service

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Visit us at www.maxumexpo.com



Cambridge Healthtech Institute's (CHI)

GENERAL INFORMATION & CONTACT LIST

General Booth Questions

Shipping, storage, furniture, booth rentals, booth cleaning, carpet, labor

Customer Service

Maxum Expo Services

Phone: 856-933-2081

maxumexpo@verizon.net, or joemaxwell8@aol.com

Exhibitor Registration Questions- Elaine Eskedal,

781-972-5430 eeskedal@healthtech.com

Mailing List Agreement- Elaine Eskedal,

781-972-5430 eeskedal@healthtech.com

Telephone, audio visual, and computer equipment please contact the service provider noted on the contract form.

ORDER FORMS

Please send your orders with payment information directly to the supplier by the deadline date given. Late fees will apply to orders submitted after the deadline date on each form.

SHIPPING POLICIES

Your booth number must be noted on all crates/packages and shipping orders you ship to the venue. Ensure to have shipping plans in place for the pick up/dismantle of your booth and its belongings prior to the conference date.

Please review the shipping documents carefully and do not hesitate to contact Maxum Expo Services with any questions.

BIO IT WORLD Conference & Expo 2009

**World Trade Center ~ Boston, MA
Commonwealth Complex**

Conference & Exhibits: April 27 – 29, 2009

Monday, April 27

12:00pm - 5:00pm

5:00pm - 7:00pm

Exhibit Move-In

Opening Reception in Exhibit Hall

**Drop off a business card at the CHI Resign Sales Booth# 4 for a chance to win 1 of 2 iPods ®! Drawing at 6:45pm at the Vendor Theatre

Tuesday, April 28

9:30am - 10:50am

Coffee Break, Exhibit and Poster Viewing

**Start to play our "Game Card" for a chance to win 1 of 4 iPods®. Drop off completed game card at CHI's Sales Booth

3:15pm - 3:45pm

Refreshment Break, Exhibit and Poster Viewing

**Continue to play the Game Card!

5:15pm – 6:15pm

2009 Best of Show Awards/Reception in Exhibit Hall

Wednesday, April 29

9:45am - 10:50am

Coffee Break, Exhibit and Poster Viewing

**Continue to play the Game Card!

12:30pm - 2:00pm

Luncheon in the Exhibit Hall

**Last chance to play the Game Card, turn in your Game Card at the CHI Resign Sales Booth# 4 ~ 4 iPods® will be raffled! ~ Drawing at 1:30pm at the Vendor Theatre.

2:00pm - 6:00pm

Exhibit Dismantle

*****Exhibit hours are subject to change.*****

For safety and in consideration to visitors, staff, and other exhibitors, early dismantling is not allowed.

Apple® is not a sponsor or participant in this program.



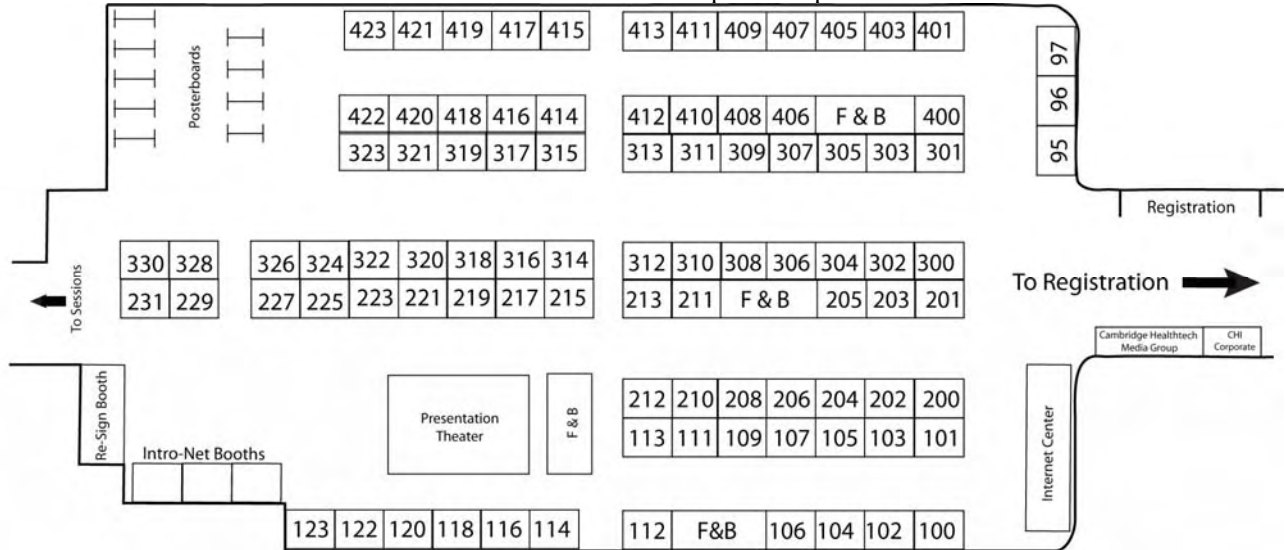
Bio IT World Conference & Expo

Conference April 27-29, 2009

Commonwealth Complex ~World Trade Center ~ Boston, MA

(10' x 10' Booth Space) *Floor plan Subject to Change

*Shaded Booths Reserved for Sponsorship



COMPANY	Booth#
Accelrys	326 & 324
Active Motif Inc	302
Advanced Micro Devices, Inc.(AMD)	112
Alma Bioinformatics SL	111
Almac Group	204
Amazon Web Services LLC	229
Ariana Pharmaceuticals	116
Artus Labs Inc	414
Aspera Inc.	122
BioTeam	113
BioWisdom Inc	418
Blue Arc	212
Brocade	105
caBIG	400
Cambridge Computer Services	106 & 104
CambridgeSoft Corporation	309
Cardinal Intellectual Property	225
ChemAxon	312
Chemical Computing Group	411
CLC Bio	215
Cmed Research	206
Core Informatics	202
CRG West	409
Cycle Computing	231
DataDirect Networks	407
Denodo Technologies	114
DNAStar	307
General Dynamics	101
Genomics	314 & 316
GenomeQuest	300
Genostar Bioinformatics Solutions	208
Good Products	318
Hewlett-Packard	200
IMC	410
Indigo Bio Systems	109
Infinite Peripherals Inc	123
InforSense Ltd	211
Infosys	420
Ingenuity	201
Interactive Supercomputing	102

International Society for Computational Biology	120
IO Informatics	406
IP.Com, Inc.	210
Isilon Systems	323
JMP Software	415
KineMatik Inc	103
Labvantage	213
Linguamatics	315
Mass High Tech	419
MaxisIT	219
Medidata	100
Microsoft	311 & 313
Nextbio	330
Ocarina Networks	401
Ocimum Biosolutions	310
Omixon	221
Openeye	217
PBS GridWorks	416
Phase Forward	205
Please Tech Ltd	321
Plectix BioSystems	320
Progeny Software	304
Quosa	322
Rescentris Inc	308
ResultWorks, LLC	317
SELVITA sp.z.o.o.	421
Simulations Plus Inc	405
Sophic Systems Alliance Inc	306
Stacs DNA	412
Strand Life Sciences	319
Symyx	301 & 303
Synaptic Science LLC	408
Tata Consultancy Services	227
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Trilink Biotechnologies, Inc.	223
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BIO IT WORLD 2009

Conference & Exhibits: April 27-29, 2009

World Trade Center ~ Boston, MA



Sponsor/Exhibit Registration Form – Deadline: Monday April 13, 2009

Sponsor/Exhibitors please use this form to register participants. Please photocopy as needed.

BIT 920

Exhibitor/Sponsor Company Name: _____ **Booth Number** _____

Delegate Information: New Update Substituting for _____

Complimentary Full Conference Registration (Does NOT include Workshops)REQUIRED: Please select the conferences you will attend:**

****REQUIRED: Please Choose the conference you will be attending**

___Track 1: IT Infrastructure & Operations ___Track 2: Informatics for Genomic Medicine

___Track 3: Predictive and *in silico* Science ___Track 4: Computational Chemistry

___Track 5: Clinical and Medical Informatics ___Track 6: eHealth Solutions

Complimentary Registration Booth Only

\$250. Additional Registration Booth Only Personnel (limited to one)

\$675 MAIN CONFERENCE Additional Full Registration -

****REQUIRED: Please Choose the conference you will be attending**

___Track 1: IT Infrastructure & Operations ___Track 2: Informatics for Genomic Medicine

___Track 3: Predictive and *in silico* Science ___Track 4: Computational Chemistry

___Track 5: Clinical and Medical Informatics ___Track 6: eHealth Solutions

*****Pre-Conference Workshops (NOT included in main conference pricing)**

\$295 1 Half Day Workshop

\$495 2 Half Day Workshops or 1 All Day Workshop (check one box only)

Half Day Workshops

___(W1) Application of Wikis by Lifescience Organizations (Afternoon) ___(W2) Advances in Drug Safety Informatics (Afternoon)

___(W3) Visualization (Morning) ___(W4) Recent Advances in Molecular Dynamics: Target Elucidation and Ligand Docking (Afternoon)

All Day Workshop ___(W5) High Performance Computing: Trends and Applications

___**\$105 Bio-IT World's Best Practices Awards Dinner** (April 28, 2009)

Mr. Ms. Mrs. Dr. Prof.

First Name: _____ Last Name: _____

Title: _____ Div/Dept: _____

Address: _____

City/State/Postal Code: _____ Country: _____

Telephone: _____

E-mail: _____

How would you prefer to receive notices from CHI? **EMAIL:** Yes No **FAX:** Yes No

If you are registering as a FULL CONFERENCE DELEGATE you will receive one (1) complimentary CD.

ADDITIONAL CD ORDERING & TOTALS. CDs cost \$70 per CD. Please pre-order. Supplies onsite are limited.

PLEASE NOTE: Additional shipping charges will be added for all orders.

(Massachusetts deliveries will include 5% sales tax)

Yes, I'd like to order additional CDs. Quantity: _____ @ \$70.00 each = \$ _____

ORDER TOTALS:	Additional Registration Fees	\$ _____
	Additional CD Order	\$ _____
	Total Due	\$ _____

Enclosed is check or money order payable to Cambridge Healthtech Institute, drawn on a U.S. bank, in U.S. currency.

Please charge \$ _____ to credit card: Visa MC AMEX

Cardholders Name: _____ Signature: _____

Card #: _____ Expiration Date: _____

CANCELLATION POLICY: Cancellations will only be accepted up to 2 weeks prior to the conference. To cancel a registration, you may: *Transfer your registration to a colleague within your organization, *Credit your registration to another Cambridge Healthtech Institute program, *Request a refund minus a \$100 processing fee per conference or *Request a refund minus the cost (\$750) of ordering a copy of the documentation CD.

**PLEASE RETURN TO: Cambridge Healthtech Institute
250 First Ave, Suite 300, Needham, MA 02494 Fax: (781) 972-5425**

BIO IT WORLD 2009
Conference & Exhibits: April 27-29, 2009
World Trade Center ~ Boston, MA
2009 Hotel & Travel Information

Conference Venue:

Seaport World Trade Center
200 Seaport Boulevard
Boston, MA 02210
T: 617-385-5049

Hotel Information:

Host Hotel:

Seaport Hotel (located directly across the street)
One Seaport Lane
Boston, MA 02210
T: 617-385-4000
F: 617-385-4001

Discounted Room Rate: \$249 s/d

Discounted Room Rate Cut-off Date: April 8, 2009

Go to www.seaportboston.com to reserve a hotel room

On the right hand side there is an online reservation box. The group code is BIOIT9.

You may also call the hotel directly to reserve your sleeping accommodations. Identify yourself as a Cambridge Healthtech Institute conference attendee to receive the discounted room rate. Reservations made after the cut-off date or after the group room block has been filled (whichever comes first) will be accepted on a space-and-rate-availability basis. Rooms are limited, so please book early.

Airline Discounts:

Flight Discounts:

To receive a 5% or greater discount on all American Airline flights please use one of the following methods:

- Call 1-800-433-1790 (authorization code A4819SS).
- Go online at www.aa.com (enter A4819SS in promotion discount box).
- Contact our designated travel agent, Wendy Levine, at 1-800-336-5248 ext. 137.

Car Rental Discounts:



Special discount rentals have been established with AVIS for this conference. **Please [click here](#) to book your car reservations online.** Or call AVIS directly at 800-331-1600 and you must reference your Avis Worldwide Discount (AWD) Number J868190.

Visiting Boston and New England

Boston boasts a wealth of historic landmarks in a dynamic cultural setting. The Freedom Trail, Old North Church, Paul Revere's House, and Faneuil Hall Marketplace are just a few examples of this city's rich and varied history. For information on sightseeing activities and organized tours of Boston and the New England area, please contact the Boston Convention and Visitors Bureau at 1-888-SEE-BOSTON or visit www.bostonusa.com.

BIO IT WORLD 2009

Conference & Exhibits: April 27-29, 2009
World Trade Center ~ Boston, MA

Cambridge Healthtech Institute/Attn:
Elaine Eskedal, 250 First Ave., Suite 300, Needham, MA 02494
Tel: (781) 972-5400 Fax: (781) 972-5425
Email: eeskedal@healthtech.com

Deadline: March 17, 2009

Advertisement Registration Form

Place an Advertisement in the Program Guide & Event Directory
Handed out to All Attendees On Site!!

BIT 920

Company Name: _____ Web site: _____
Contact Name: _____ Dr. Mr. Mrs. Ms
Title: _____ Division: _____
Address: _____
City/Prov/Zip: _____ Country: _____
Tel: _____ Fax: _____ Email: _____

EXHIBITOR AND SPONSOR RATES BELOW (Already Discounted) –NON Exhibit/Sponsor rates are on the AD SPECS form:

BLACK AND WHITE			
Full Page (8.5" x 11")	<input type="checkbox"/> \$700	1/2 Page Horizontal (8.5" x 5.5")	<input type="checkbox"/> \$550
COLOR PREMIUM			
1/2 Page Horizontal (8.5" x 5.5")	<input type="checkbox"/> \$650		
COLOR PREMIUM (8.5 x 11")			
Full Page	<input type="checkbox"/> \$900	Inside Back Cover	<input type="checkbox"/> \$2,400
Inside Front Cover	<input type="checkbox"/> \$2,400	Outside Back Cover	<input type="checkbox"/> \$2,800
		Advertisement Total:	\$ _____

Payment Method

Enclosed is a check or money order payable to Cambridge Healthtech Institute drawn on an U.S. Bank in U.S. Currency.

Charge to credit card (check one): Visa MasterCard American Express

Card Holders Name: _____ Signature: _____
Card #: _____ Exp. Date: _____

Payment Terms

This contract is subject to the following terms and conditions:

- 1.) Full payment within 30 days of contract date.
- 2.) Once signed, it is agreed that this is a binding contract with a 100% cancellation fee.

Signature required: I, (print name) _____, reviewed and agree to the payment terms stated above. I understand that this contract is legally binding between CHI and my company. I am authorized to approve the terms of this contract.

Authorized Signature: _____ Date: _____

Print Name: _____

BIO IT WORLD 2009

CONFERENCE & EXHIBITS: APRIL 27-29, 2009

WORLD TRADE CENTER ~ BOSTON, MA

2009 ADVERTISEMENT SPECIFICATIONS FOR PROGRAM GUIDE AND EVENT DIRECTORY

In order to meet our binding deadlines, we must receive your advertisement by **March 17, 2009**

The following are the specifics on the advertisement:

	Live Area Dimensions (width x length)	Non-Exhib/Spns Rates	Exhib/Spns Rates
BLACK AND WHITE			
Full Page <i>Live area</i>	8.5" x 11" 8 x 10.5	\$1,400	\$700
1/2 Page Horizontal <i>Live area</i>	8.5" x 5.5" 8 x 5	\$1,100	\$550
COLOR PREMIUM			
1/2 Page Horizontal <i>Live area</i>	8.5" x 5.5" 8 x 5	\$1,200	\$650
COLOR PREMIUM			
Full Page	8.5" x 11"	\$1,800	\$900
Inside Front Cover	8.5" x 11"	\$4,800	\$2,400
Inside Back Cover	8.5" x 11"	\$4,800	\$2,400
Outside Back Cover	8.5" x 11"	\$5,600	\$2,800
Live area	8 x 10.5		
<i>Note: Bleeds only accepted on cover advertisements.</i>			
Acceptable File Type:	Adobe Acrobat "High Resolution" pdf. BEFORE creating the pdf make sure that all images are 300 dpi and use the CMYK Color Mode.		

If sending artwork by CD-rom please burn CD at 8x (speed). For questions regarding these specifications please email Ann Handy at ahandy@healthtech.com

Please send questions or send electronic submissions to:

Subject: AD for BIO IT WORLD Conference 2009(company name)

Attention: Elaine Eskedal

Cambridge Healthtech Institute, 250 First Ave., Suite 300, Needham, MA 02494

Tel: 781-972-5430 * Fax: 781-972-5425 * E-mail: eeskedal@healthtech.com



Cambridge Healthtech Institute

Please Return to:
Cambridge Healthtech Institute
Attn: Elaine Eskedal
250 First Avenue
Suite 300
Needham, MA 02494
Fax: 781-972-5425

Mailing List Agreement

Please note: Any Exhibit benefits not listed on this contract must be attached and signed by exhibiting company and sales representative in order for this contract to be valid.

1. Within three (3) weeks after the conference, Cambridge Healthtech Institute (CHI) will furnish (1) one list of names of delegates and speakers who attended the Conference (the "List") to the Exhibitor, Sponsor or Third Party Mail House depending on event. For larger conferences, CHI reserves the right to send the list strictly to Third Party Mail House. CHI makes no representation on warranty concerning the accuracy of its Lists. The list is for mailing purposes only and will not include delegates' contact information.
2. Restrictive Use: Exhibitor, Sponsor or Third Party Mail House acknowledges that CHI's Lists are being provided *for one-time use only per set and are not being sold to* Exhibitor, Sponsor or Third Party Mail House, and agrees to use the Lists on or within on (1) year of the Conference. If Exhibitor, Sponsor or Third Party Mail House has not used the List within one (1) year of the conference, Exhibitor, Sponsor or Third Party Mail House cannot use the List at all, and agrees to return the List to CHI. Exhibitor, Sponsor or Third Party Mail House agrees that no portion of the List will be used to communicate any information promoting or marketing any conference, seminar, tradeshow, meeting or workshop. CHI's Lists contain seed names to detect unauthorized use. Exhibitor, Sponsor or Third Party Mail House agrees that using seed names is a legitimate means to detect unauthorized use of the Lists. The Lists are CHI's privileged and proprietary business information and are and shall at all times remain CHI's property. Exhibitor, Sponsor or Third Party Mail House agrees not to duplicate or reproduce any portion of the lists and will not enter any portion of the List into any computer system or database. Exhibitor, Sponsor or Third Party Mail House will not sell, transfer or assign the Lists nor will it allow any individual or entity outside of its organization to use, inspect, review, copy or examine the Lists.
3. Default: Exhibitor, Sponsor or Third Party Mail House agrees that it is impossible to retrieve materials impermissibly distributed or to undo communications wrongfully made and that any violation of this Agreement will cause irreparable harm to CHI. CHI therefore shall have the right to seek injunctive relief, including specific performance of the terms of this Agreement. In partial compensation for such irreparable harm, Exhibitor, Sponsor or Third Party Mail House agrees to pay Cambridge Healthtech Institute (CHI) \$100,000.00USD in Liquidated Damages for such violation and acknowledges that actual damages for impermissibly disseminating or distributing the List cannot be ascertained with certainty. Exhibitor, Sponsor or Third Party Mail House agrees to pay all court costs and expenses, including attorneys' fees, incurred by CHI to enforce this agreement and will indemnify and hold CHI harmless for all expenses, damages or liability it sustains as a result of Exhibitor's, Sponsor's or Third Party Mail House's actions.
4. Massachusetts Law and Severability: Massachusetts' law will govern this agreement. If any term of this agreement is deemed invalid, the remainder of the agreement will not be affected and shall remain fully enforceable.

Signature: _____ **Date:** _____

Print name: _____ **Title:** _____

Company name: _____ **Tel:** _____

Mailing Address: _____ **Fax:** _____

City, State, Zip: _____ **Email:** _____

Conference Title: **BIO IT WORLD 2009**



Cambridge Healthtech Institute

Please Return to:
Cambridge Healthtech Institute
Attn: Elaine Eskedal
250 First Avenue
Suite 300
Needham, MA 02494
Fax: 781-972-5425

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2. Restrictive Use: Exhibitor, Sponsor or Third Party Mail House acknowledges that CHI's Lists are being provided *for one-time use only per set and are not being sold to* Exhibitor, Sponsor or Third Party Mail House, and agrees to use the Lists on or within on (1) year of the Conference. If Exhibitor, Sponsor or Third Party Mail House has not used the List within one (1) year of the conference, Exhibitor, Sponsor or Third Party Mail House cannot use the List at all, and agrees to return the List to CHI. Exhibitor, Sponsor or Third Party Mail House agrees that no portion of the List will be used to communicate any information promoting or marketing any conference, seminar, tradeshow, meeting or workshop. CHI's Lists contain seed names to detect unauthorized use. Exhibitor, Sponsor or Third Party Mail House agrees that using seed names is a legitimate means to detect unauthorized use of the Lists. The Lists are CHI's privileged and proprietary business information and are and shall at all times remain CHI's property. Exhibitor, Sponsor or Third Party Mail House agrees not to duplicate or reproduce any portion of the lists and will not enter any portion of the List into any computer system or database. Exhibitor, Sponsor or Third Party Mail House will not sell, transfer or assign the Lists nor will it allow any individual or entity outside of its organization to use, inspect, review, copy or examine the Lists.
3. Default: Exhibitor, Sponsor or Third Party Mail House agrees that it is impossible to retrieve materials impermissibly distributed or to undo communications wrongfully made and that any violation of this Agreement will cause irreparable harm to CHI. CHI therefore shall have the right to seek injunctive relief, including specific performance of the terms of this Agreement. In partial compensation for such irreparable harm, Exhibitor, Sponsor or Third Party Mail House agrees to pay Cambridge Healthtech Institute (CHI) \$100,000.00USD in Liquidated Damages for such violation and acknowledges that actual damages for impermissibly disseminating or distributing the List cannot be ascertained with certainty. Exhibitor, Sponsor or Third Party Mail House agrees to pay all court costs and expenses, including attorneys' fees, incurred by CHI to enforce this agreement and will indemnify and hold CHI harmless for all expenses, damages or liability it sustains as a result of Exhibitor's, Sponsor's or Third Party Mail House's actions.
4. Massachusetts Law and Severability: Massachusetts' law will govern this agreement. If any term of this agreement is deemed invalid, the remainder of the agreement will not be affected and shall remain fully enforceable.

Signature: _____ **Date:** _____

Print name: _____ **Title:** _____

Company name: _____ **Tel:** _____

Mailing Address: _____ **Fax:** _____

City, State, Zip: _____ **Email:** _____

Conference Title: **BIO IT WORLD 2009**

BIO IT WORLD Conference & Expo 2009

World Trade Center ~ Boston, MA
Commonwealth Complex

Conference & Exhibits: April 27 – 29, 2009

As a Sponsor/Exhibitor of the upcoming **BIO IT WORLD 2009** you are entitled to a one time Pre Show and Post-Show mailing. **For this mailing, there are only two options: you may use our third party mailhouse Jet Mail or you may use your own bonded mailhouse that your company uses(cannot be in-house).**

1. If you choose to use Jet Mail, CHI will need to approve your mail piece. For approval please email the mail piece to me. Once approved, we inform Hillary at Jet Mail that you have been approved. You can then send over all your copies, envelopes to Hillary and she will send out the mailing. We let you know how many names are on the list. CHI sends Hillary the list directly. You are responsible for all costs i.e copies of mailer, envelopes, postage and any processing fees from Jet Mail. To get pricing information, please contact Hillary directly at hfairban@jet-mail.com or 978-567-6730. Please see attached Jetmail information.

2. If you wish to use your own mail house, you will have to sign our mailing list agreement. We will then send the list directly to your mailhouse for the one time mailing and you incur your normal charges from your mailhouse. Please send me the contact information for your mail house as well. CHI will need to approve your mail piece. Please Complete CHI Mailing agreement and send your mailhouse contact information.

If you have any questions please don't hesitate to contact me.

Thanks.

Sincerely, Elaine Eskedal



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



The Order Form for services provided by MAXUM Expo Services consists of several forms. Please complete the parts of each section that apply to your order, and return the completed pages to MAXUM Expo Services for processing. It is not necessary to return pages for services you did not order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with MAXUM Expo Services prior to move in to cover any additional charges incurred at show site. Orders will not be processed without this information.

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

Orders cancelled prior to move-in will be refunded at 100%. Cancellations after move-in begins are invoiced at 50% of original price

No adjustments will be made after the close of the show..

BOOTH FURNISHING

Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.

All prices are in U.S. dollars (\$).

All rental items are subject to applicable taxes.

All rental items remain the property of MAXUM Expo Services.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, MES is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

ORDER RECAP AND CONFIRMATION

The Order Recap Form gives you the opportunity to double check your order proactive planning can save you valuable time and money on the show floor.

Our Exhibitor Service Representatives will gladly confirm your order be sure to complete the Order Confirmation Request Form and return it to MAXUM Expo Services along with your order.

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Discount Deadline:
Monday, April 13, 2009

Booth Number: _____



A. 3 Panel Hardwall
Price: \$895.00

Includes:
Carpet
1 - 6' 30" Skirted Table
2 Side Chairs

Please select your panel color: **White** **Black**

Please Circle skirt color:
Black Blue Grey Green Red White

Please Circle Carpet color:
Black Blue Grey Green Red

QTY



B. 10 x 10 Rental Unit
Price: \$1,500.00

Includes:
Carpet to fit booth space
1 - 6' 30" Skirted Table
2 - Side Chairs
2 - Clip on light fixtures
1 - Header with Company Name in
Block Letters

Please select your panel color: **White** **Black**

Please Circle skirt color:
Black Blue Grey Green Red White

Please Circle Carpet color:
Black Blue Grey Green Red

Header Copy: _____ QTY



C. Rectangular Counter
Price: \$295.00

Includes:
Interior shelving

NON-LOCKING

Please select your panel color: **White** **Black**

QTY



D. Curved Counter
Price: \$395.00

Includes:
Interior Shelving

NON-LOCKING

Please select your panel color: **White** **Black**

QTY



E. 10'W x 8'H Cloth Banner
Price: \$895.00

Includes:
1 - 6' x 30" Skirted Table
2 - Side Chairs

You own the banner once complete
*Call for pricing for reuse on other MAXUM Events

Artwork needed in Adobe Photoshop
or Adobe Illustrator .eps format
Text converted to curves
Minimal 2 week lead time

QTY

Orders for all items on THIS page, are subject to a 15% processing fee for orders placed AFTER the deadline date.

All rental units pricing includes installation and dismantle labor

Rental Booth Order Form



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Discount Deadline: Monday, April 13, 2009

**RENTAL PRICE INCLUDES DELIVERY TO &
REMOVAL FROM BOOTH.**

Booth Number: _____

Company Name: _____

Authorized by: _____

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
	N71085	Forestdale Chair	86.95	113.05	_____
	N71088	Black Diamond Stool	156.45	203.40	_____
	N71089	Black Diamond Side Chair	99.75	129.70	_____
	N71090	Black Diamond Arm Chair	128.10	166.55	_____
	C115103	Studio Black Cocktail Table	69.55	90.40	_____
	C115104	Studio Black End Table	69.55	90.40	_____
	N75079	Orion Computer Kiosk	262.35	341.05	_____

Display Cylinders

	N75020	Black Display Cylinder/Low	145.60	189.30	_____
	N75021	Black Display Cylinder/Med....	145.60	189.30	_____
	N75022	Black Display Cylinder/Lg	145.60	189.30	_____

	C210105	Opal Side Chair	59.80	77.75	_____
	C210101	Carson Arm Chair	80.35	104.45	_____

Black Blue Gray

	C210112	Casey Padded Stool	96.10	124.95	_____
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Black Gray

Pedestal Tables - SoHo Series

	N72066	Black-top Mini 18"W x 18"H	112.40	146.10	_____
	N72069	Black-top Cafe 24"W x 30"H ...	140.20	182.25	_____
	N72070	Black-top Bistro 24"W x 42"H ..	140.20	182.25	_____
	N72067	Black-top Café Table 36"x30"	140.20	182.25	_____
	N72068	Black-top Bistro Table 36"x42"	140.20	182.25	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

	N72063	Café Table 30"W x 30"H	140.20	182.25	_____
	N72064	Café Table 36"W x 30"H	140.20	182.25	_____
	N720163	Bistro Table 30"W x 42"H	140.20	182.25	_____
	N720164	Bistro Table 36"W x 42"H	140.20	182.25	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
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Draped Tables - Tables are 24" wide

Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

	C130330	Draped Table 3'L x 30"H	N/A	N/A	_____
	C130430	Draped Table 4'L x 30"H	118.65	154.25	_____
	C130630	Draped Table 6'L x 30"H	148.35	192.85	_____
	C130830	Draped Table 8'L x 30"H	165.40	215.00	_____
	C12404630	4th Side Drape 6'L x 30"H	29.40	38.20	_____
	C12404830	4th Side Drape 8'L x 30"H	29.40	38.20	_____
	C130342	Draped Counter 3'L x 42"H ...	N/A	N/A	_____
	C130442	Draped Counter 4'L x 42"H ...	150.15	195.20	_____
	C130642	Draped Counter 6'L x 42"H ...	178.55	232.10	_____
	C130842	Draped Counter 8'L x 42"H ...	196.50	255.45	_____
	C12404642	4th Side Drape 6'L x 42"H ..	41.10	53.45	_____
	C12404842	4th Side Drape 8'L x 42"H ..	41.10	53.45	_____

Undraped Tables - Tables are 24" wide

	C131330	Undraped Table 3'L x 30"H ..	N/A	N/A	_____
	C131430	Undraped Table 4'L x 30"H ..	50.05	65.05	_____
	C131630	Undraped Table 6'L x 30"H ..	61.35	79.75	_____
	C131830	Undraped Table 8'L x 30"H ..	77.25	100.45	_____
	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	_____
	C131442	Undraped Counter 4'Lx42"H	67.95	88.35	_____
	C131642	Undraped Counter 6'Lx42"H	79.35	103.15	_____
	C131842	Undraped Counter 8'Lx42"H	96.00	124.80	_____
	C220134	Chrome Easel	34.65	45.05	_____
	220107	Wastebasket	17.95	23.35	_____

Special Drape

Black Blue Burgundy Dark Green Gold
 Gray Plum Red Teal White

	12103	Special Drape 3'H (per ft.) ...	11.70	15.20	_____
	12108	Special Drape 8'H (per ft.) ...	16.05	20.85	_____

Visit us at www.maxumexpo.com



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Discount Deadline: Monday, May 13, 2009

**RENTAL PRICE INCLUDES DELIVERY TO &
REMOVAL FROM BOOTH.**

Booth Number: _____

Company Name: _____

Authorized by: _____

SEATING
Pages 1 & 2

Qty	Part #	Description	Discount Price	Standard Price	Total
Lisbon Group - Black Leather					
___	8302	Sofa	612.45	796.20	_____
___	8303	Loveseat	551.55	717.00	_____
___	81011	Chair	410.40	533.50	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Chairs					
___	8102	Barcelona - Black Leather...	671.95	873.55	_____
___	810816	Barcelona - White Leather...	667.40	867.60	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Newport Group - Charcoal Leather					
___	8308	Loveseat	558.05	725.45	_____
___	8109	Armless Chair	317.20	412.35	_____
___	81010	Corner Chair	370.30	481.40	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
South Beach Group - Platinum Suede					
___	8301	Sofa	537.30	698.50	_____
___	8151	Ottoman	234.35	304.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Key West Group - Black					
___	8306	Sofa	484.25	629.55	_____
___	8307	Loveseat	532.60	692.40	_____

SEATING
Pages 3 & 4

Qty	Part #	Description	Discount Price	Standard Price	Total
Astro Group - Beige Suede					
___	83063	Sofa	566.20	736.05	_____
___	810809	Chair	380.25	494.35	_____
___	82052	Sydney Cocktail Table-Black	241.30	313.70	_____
___	82054	Sydney End Table-Black	200.10	260.15	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Rio Group - Blue Suede					
___	8305	Sofa	497.20	646.35	_____
___	81014	Chair	356.05	462.85	_____
___	82022	Inspiration Table	262.85	341.70	_____
___	82023	Inspiration End Table	248.60	323.20	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Marrakesh Group - Beige					
___	83062	Sofa	508.50	661.05	_____
___	810808	Chair	361.35	469.75	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Memphis Group - Black					
___	83064	Sofa	516.75	671.80	_____
___	810812	Chair	370.75	482.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Chairs					
___	8101	T-Vac - Translucent/Chrome	262.85	341.70	_____
___	810819	Globus Occasional - White..	317.25	412.45	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Ottomans					
___	8154	Square - Black Leather	258.95	336.65	_____
___	8152	Square - White Leather	258.95	336.65	_____
___	8155	Bench - Black Leather	322.40	419.10	_____
___	8153	Bench - White Leather	322.40	419.10	_____
___	81513	Half Round - Black Leather...	336.65	437.65	_____
___	81514	Half Round - White Leather...	336.65	437.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Cubes					
___	8156	Chocolate Brown	93.20	121.15	_____
___	8157	Blueberry	93.20	121.15	_____
___	8158	Russet	93.20	121.15	_____
___	8159	Raspberry	93.20	121.15	_____
___	81510	Lemon	93.20	121.15	_____
___	81511	Natural	93.20	121.15	_____
___	81512	Black Leather	93.20	121.15	_____

SEATING
Pages 5 & 6

Qty	Part #	Description	Discount Price	Standard Price	Total
Chairs					
___	8104	Cappuccino Chair	269.35	350.15	_____
___	8105	Stage Chair - Onyx	154.10	200.35	_____
___	8106	Stage Chair - Camel	154.10	200.35	_____
___	8107	Stage Chair - Beige	154.10	200.35	_____
___	8108	Stage Chair - Red	154.10	200.35	_____
___	8103	Tub Chair - Black	336.65	437.65	_____
___	810810	Berlin Stack Chair-Black/White..	91.85	119.40	_____
___	810811	Berlin Stack Chair-Red/White..	91.85	119.40	_____

SEATING (continued)
Pages 5 & 6

Qty	Part #	Description	Discount Price	Standard Price	Total
Chairs (continued)					
___	81017	Panton Chair - White	161.85	210.40	_____
___	810814	ICE Side Chair-Transparent	176.55	229.50	_____
___	81090	New York Chair	159.30	207.10	_____
___	810707	ISO Mesh Pull-up Chair	255.05	331.55	_____
___	810110	Manhattan Chair - Oyster	186.45	242.40	_____

Page 7 & 8

Qty	Part #	Description	Discount Price	Standard Price	Total
Chairs (continued)					
___	81018	Flex Chair w/wheels	132.05	171.65	_____
___	81075	Tilt Executive Chair	262.85	341.70	_____
___	810807	Luxor Executive Chair	356.05	462.85	_____
___	81063	Altura Conf/Guest Chair	269.35	350.15	_____
___	81073	Altura Jr Exec Chair/Mid Back	296.50	385.45	_____
___	810813	Otto Highback Chair	370.75	482.00	_____
___	810702	Jetson Chair - Black	159.30	207.10	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Barstools & Bar					
___	810100	Ohio Barstool - Grey	146.35	190.25	_____
___	810101	Ohio Barstool - Red	146.35	190.25	_____
___	810102	Ohio Barstool - Black	146.35	190.25	_____
___	810103	Banana Barstool - White	160.55	208.70	_____
___	810104	Banana Barstool - Black	160.55	208.70	_____
___	810815	ICE Barstool - Transparent..	188.35	244.85	_____
___	810505	Gin Barstool - Maple	141.15	183.50	_____
___	810706	Jetson Barstool - Black	221.40	287.80	_____
___	810200	Oslo Barstool - Blue	202.00	262.60	_____
___	810201	Oslo Barstool - White	202.00	262.60	_____
___	8501	Martini Bar	1165.25	1514.85	_____

TABLES, LIGHTING & MORE
Pages 9 & 10

Qty	Part #	Description	Discount Price	Standard Price	Total
Tables					
___	82033	Manhattan Table - 29"H	256.40	333.30	_____
___	82015	Silverado End Table - 22"H..	214.95	279.45	_____
___	82014	Silverado Table - 17"H	229.15	297.90	_____
___	82041	Geo Conf Table - Black	315.95	410.75	_____
___	82051	Geo Conf Table - Chrome	315.95	410.75	_____
___	82025	Geo End Table - Black	194.25	252.55	_____
___	82035	Geo End Table - Chrome	194.25	252.55	_____
___	82024	Geo Coffee Table - Black	214.95	279.45	_____
___	82034	Geo Coffee Table - Chrome..	214.95	279.45	_____
___	82054	Sydney End Table-Black	200.10	260.15	_____
___	82055	Sydney End Table-White	200.10	260.15	_____
___	82052	Sydney Cocktail Table-Black	241.30	313.70	_____
___	82053	Sydney Cocktail Table-White	241.30	313.70	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Miscellaneous					
___	850604	Etagere - Black	266.70	346.70	_____
___	850605	Etagere - Pewter	266.70	346.70	_____
___	85078	Locking Door Pedestal	396.20	515.05	_____
___	850300	Refrigerator - White/14 cu ft...	665.50	865.15	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
Lighting					
___	850704	Floor Lamp - Pewter/58"H	132.05	171.65	_____
___	850701	Lumalight Lamp - Red	269.35	350.15	_____
___	850702	Lumalight Lamp - White	269.35	350.15	_____
___	850703	Lumalight Lamp - Orange	269.35	350.15	_____
___	850705	Parisian Lamp - Pewter/28"H..	128.20	166.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N750135	Round Literature Rack	158.20	205.65	_____
___	N750136	Flat Literature Rack	139.95	181.95	_____
___	C220109	Chrome Coat Tree	40.90	53.15	_____
___	C220134	Chrome Easel	34.65	45.05	_____
___	C220110	Chrome Bag Rack	90.10	117.15	_____



FURNISHING essentials

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve your show space requirements.

seating

diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

diva counter stool

17"W 16"L 36"H – N71092
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

diva chair

18"W 16"L 31"H – N71091
A natural complement to modern exhibit designs.



santana armchair

24"W 20"L 31"H – N710102
Modern styling with ergonomic shape; as striking as it is comfortable.



Colors may vary when viewing or printing from a computer.

forestdale chair

21"W 21"L 31"H – N71085
 Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



director stool

17"W 24"L 45"H – N710142

director chair

17"W 24"L 32"H – N71042

custom imprinting

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



Purple



Bright Blue

cherry barrel chair

Cranberry or Taupe
 23"W 22"L 29"H – N71038
 Traditional style in a cherry finish with classic fabric pattern options.



diplomat chair

Black Diamond Fabric
 25"W 28"L 36"H – N710144
 Comfortable, yet compact for office or conference table seating.



gray gaslift stool

24"W 20"L 46"H
With Arms – N71048
No Arms – N71047

gray gaslift chair

26"W 20"L 38"H
With Arms – N71046
No Arms – N71045

Telescoping height
adjustment; five-caster
base rolls with ease.



executive chair

Black Tweed
28"W 25"L 45"H – N71044



Bugle Base Table (page 8)

bugle base chair

Black or Blue Tweed
21"W 20"L 32"H – N71041





black diamond side chair
21"W 23"L 32"H – N71089

black diamond stool ▶
22"W 18"L 46"H – N71088

black diamond armchair
20"W 21"L 33"H – N71090

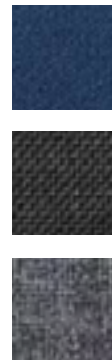


Soho Bistro Table (page 8)

casey padded stool
Black or Gray Fabric
20"W 21.5"L 42.5"H – C210112

carson armchair
Blue, Black or Gray Fabric
21"W 20"L 33"H – C210101

opal side chair
White
20"W 19"L 30"H – C210105





lounge seating

Give your exhibit a casual yet practical look with Freeman superior lounge seating. Pick from a large selection of sofas, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair

Black

33"W 35"L 33"H – N71093



kennedy sectional series

Blue or Black Tweed

Flexible sofa-style seating in a variety of configurations.

sofa, three-piece

31"W 87"L 28"H – N730313

loveseat, two-piece

31"W 62"L 28"H – N730213

corner section

31"W 31"L 28"H – N73013

center section

31"W 25"L 28"H – N73014





glass conference table

Black or Chrome Pedestal

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



cherry cocktail table

19"W 36"L 17"H – N72026

cherry end table

20"W 20"L 20"H – N72027

tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



Milano Table (page 9)

Diplomat Chair (page 2)

Colors may vary when viewing or printing from a computer.

metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



pedestal tables

A range of tabletop sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

bugle base table

White

36"W 27"H – N72065



office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



Cherry Tables (page 7)
Cherry Barrel Chairs (page 2)
Black Table Lamp (page 14)



milano table

42"W 84"L 29"H

Blonde Top with Black Base – N72093

Black Top with Black Base – N72092

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



luna table

36"W 72"L 29"H

Black Top with Black Base – N72094

This contemporary six-foot conference table or writing desk comes with a black laminate top.



hemingway writing table

Black

24"W 49"L 29"H – N720191

office series

Cherry or Oak

five-foot desk

30"W 60"L 30"H

Cherry – N74061

Oak – N74071



credenza

16"W 60"L 30"H

Cherry – N74064

Oak – N74074

bookcase

12"W 36"L 72"H

Cherry – N74065

Oak – N74075



display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.



draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

	3'	4'	6'	8'
tables (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



display counter

Black

24"W 49"L 42"H – N72056



accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135
Revolving black display holds printed materials for easy access from 20 pockets.

d. flat literature rack

10"W 55"H – N750136
Forward-facing black display presents printed materials in six pockets.

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H
Black – N75053
Aluminum – N75054

wastebasket

Wastebasket color may vary.
C220107



Colors may vary when viewing or printing from a computer.



e.



f.



g.



h.

small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081



table lamp*

Black

25"H – N75052



**floor-standing
bulletin board**

48"W 96"L 78"H – C10201484

*Note: Electrical power must be ordered separately.

Colors may vary when viewing or printing from a computer.



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



CARPET	QTY	DISC. RATE	STD. RATE	TOTAL
--------	-----	------------	-----------	-------

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

Checkcolor: **Blue** - **Gray** - **Red** - **Hunter Green** - **Black**



9' x 10'	()	\$181.00	\$234.00	
9' x 20'	()	\$361.00	\$469.00	
9' x 30'	()	\$542.00	\$704.00	
9' x 40'	()	\$722.00	\$939.00	

CUSTOM CARPET	DISC. RATE per sq ft	STD. RATE per sq ft	TOTAL
---------------	----------------------	---------------------	-------

Checkcolor: **Blue** - **Gray** - **Red** - **Hunter Green** - **Black**



BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$2.45 \$3.20
(100 sq ft minimum)

CARPET PADDING	QTY	DISC.	STD.	TOTAL
----------------	-----	-------	------	-------

Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$1.30 \$1.70
(100 sq ft minimum)

VISQUEEN (poly covering)	DISC. RATE	STD. RATE	TOTAL
--------------------------	------------	-----------	-------

Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$1.05 \$1.35
(100 sq ft minimum)

Booth Cleaning	Discount Rate per sq, ft	Standard Rate per sq, ft
Daily Vacuuming	\$0.30	\$0.40
One-Time only before show opening	\$0.40	\$0.45
Shampoo (available upon request)	\$0.40	\$0.50

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq. Ft. _____ X _____ Rate X # of Days _____ = \$ _____

Booth Number: _____
Company Name: _____
Authorized by: _____

Discount Deadline:
Monday, April 13, 2009

Carpet Order And Cleaning Form



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Deadline:

Monday, April 13, 2009

Booth Number: _____

Company Name: _____

Authorized by: _____

Item Description	Quantity	Price	Total
Floor Floral			
2' - 3' Greens (Example: Ferns)		\$60.00	
4' - 5' Greens (Example: Ficus)		\$80.00	
Table Top Arrangements			
Seasonal Vase		\$70.00	
Seasonal Vase (upgraded)		\$90.00	
High Style Modern		\$125.00	
Tropical Flowers		\$125.00	
Holland Bulbs (Seasonal)		\$90.00	
Roses (Dozen)		\$80.00	
PRICE INCLUDES DELIVERY		Sub Total:	

Floral Order Form

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Booth Number: _____

Company Name: _____

Authorized by: _____

LABOR RATES FOR INSTALLATION AND DISMANTLE OF EXHIBITS

EXHIBITOR MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED.

Straight Time - \$109.00 per hour Advanced, \$142.00 On-Site
8:00 AM to 4:30 PM - Monday thru Friday
One hour minimum per worker, thereafter 1/2 hour increments

Overtime - \$179.00 per hour Advanced, \$230.00 On-Site
Before 8:00 AM and after 4:30 PM - Monday thru Friday
All hours on Saturday
One hour minimum per worker, thereafter 1/2 hour increments

Double time - \$218.00 per hour
All hours on Sunday and all Holidays
One hour minimum per worker, thereafter, 1/2 hour increments

**Discount Deadline:
Monday, April 13, 2009**

NOTE: 8:00 AM is the only guaranteed starting time. All other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requesting starting times are subject to a one hour minimum charge per man ordered, unless written cancellation is received 24 hours prior to starting time.

MES shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. MES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

Please check service required:

Exhibitor Supervision:

All work performed must be under the supervision of the, Exhibitor.

	# of Men	Date	Time	Hrs.
SET-UP				
DISMANTLE				

MES Services Supervision:

Hourly rate plus 30% Supervision Charge/Minimum \$30.00

PLEASE INCLUDE SET-UP PLANS WITH ORDER(and keep photo in case!!!)

Display Includes: Carpet MES Rental Carpet Shipped to: Warehouse Show site

Name of Carrier _____ #Crates _____ #Cartons _____ # Skids _____

DISMANTLE DISCLAIMER NON-MES PRODUCTS: Please be advised that MES will NOT be responsible for dismantle of non-MES material (this includes ALL electronic equipment such as computers, televisions, audio-visual components, etc) In the instance that the MES Services is requested to dismantle non material MES Service Contractors will NOT be held responsible for any damage of said material. Since this equipment is not out standard product, there may be additional charges if more time is needed in the set-up or takedown than originally estimated.

Visit us at www.maxumexpo.com

Labor Order Form

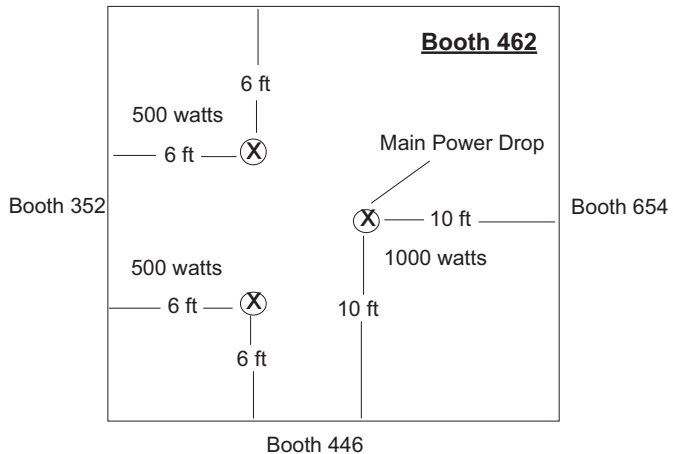
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



BOOTH DIAGRAM





MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Delivery of your bills of lading to MAXUM Expo Services does not signify that MAXUM Expo Services has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your bills of lading to the Exhibitor Service Desk. Do not leave bills of lading in your booth. The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established, which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to the MES Warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area. Multiple trips, multiple people and use of any dollies, bellman or hand carts are strictly prohibited.

The Use of Bellman will result in a minimum material handling charge

How are rates determined? - Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. MAXUM Expo Services is a Union company and therefore must use Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money - Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? All drivers should attain certified weight tickets for materials prior to arriving at the dock either at the warehouse or at show site. MAXUM Expo Services reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where MAXUM Expo Services weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. - Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to MES, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. - In general it is best to ship your materials in advance to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem it can be solved prior to the show. When shipping direct, if there is a problem there is seldom time to solve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Booth Number: _____

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description or merchandise. For trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

RATE SCHEDULE:

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$103.50 per 100 lbs- 200 lbs Minimum _____ lbs. x \$103.500 = \$ _____

The above rate includes the following: transfer this amount to **ORDER RECAP FORM**

- Receive crated shipments only at our warehouse 30 days prior to show.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier
- Shipments of loose or uncrated materials will not be received at warehouse.

B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS

ST Rate: \$90.45 per 100 lbs. - 200 lbs Minimum _____ lbs. X \$90.45 = \$ _____

The above rate includes the following: transfer this amount to **ORDER RECAP FORM**

- Receive crated shipments at show site on move-in dates.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier

C. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - UNCRATED AND LOOSE MATERIALS

Add 35% to regular per cwt. charge – 200 lbs minimum

The above rate includes the following:

- Receive shipments at show site on move-in dates.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier

D. OVERTIME RATE: Add 25% if handled IN or OUT on overtime

All shipments handled on Saturday, Sunday, and Holidays and before 8:00 AM or checked in after 4:00 PM on weekdays are charged at the overtime rate.

E. OFF TARGET CHARGE: Freight received after the deadline date- add 25% off target charge

F. SURCHARGE: Freight left in booth without Bill of Lading will be charged \$7.00 per cwt surcharge

Description	# of Pieces	Weight	CWT	Unit Price	Estimated Total Cost
SAMPLE	6	1223	1223 ÷ 100 = 13 <i>Round up to nearest Hundred</i>	\$103.50	\$1345.50
				Sub-Total	

There is a 200 lb minimum charge for shipments totalling under 200 lbs

Freight - Rates and Shipping Info

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
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PHONE: 856-933-2081 FAX: 856-933-2083



Booth Number: _____

FREIGHT - RATES AND SHIPPING INSTRUCTIONS

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. MES assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack and label their exhibit material, turn in bill-of lading for each shipment at the Service Desk before leaving the Show. MES will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, MES reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by MES.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. MES Expo Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- B. MES Expo Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. MES Expo Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. The Bill-of-lading covering outgoing shipments, which are furnished by MES Expo Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. MES Expo Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. MES Expo Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event MES Expo Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. MES Expo Services shall not be liable to any extent what so ever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to MES Expo Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Freight - Rates and Shipping Instructions

Visit us at www.maxumexpo.com



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Advance Warehouse Shipping Information

Advance shipping begins: **Monday, April 13, 2009 at 8:00 AM**
ends: **Thursday, April 23, 2009 at 3:00 PM**

DISCOUNT ORDER DEADLINE

Shipping Instructions

Target delivery dates have been assigned with the help of MAXUM Expo Services. The schedule has been established in the best interest of all exhibitors and should be both efficient and manageable. If, however, changes are necessary due to any situation that arises within the hotel, you will be notified directly by either CHI Exhibit Management or MES.

Sample Label:

**MAXUM Expo Services
C/o YRC
95 Concord Street
North Reading, MA 01864**

BioIt World 2009

BOOTH NUMBER:

COMPANY NAME:

Visit us at www.maxumexpo.com

Advance Warehouse Shipping Info



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Showsite Direct Shipping Info

Direct shipping on:

Monday, April 27, 2009 from 9:00 AM - 11:00 AM ONLY

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area. Multiple trips, multiple people and use of any dollies, bellman or hand carts are strictly prohibited.

The Use of Bellman will result in a minimum material handling charge

Please be advised that **ALL** shipments sent to the facility **PRIOR** to the showsiteshipping date **WILL BE REFUSED**, also, **there WILL be additional hotel handling fees.**

Sample Label:

**MAXUM Expo Services
C/o World Trade Center Boston
200 Seaport Blvd
Boston, MA 02210**

Bio-It World 2009

BOOTH NUMBER:

COMPANY NAME:

Showsite Direct Shipping Info

Visit us at www.maxumexpo.com

MAXUM Expo Services

NOT RESPONSIBLE FOR THIRD PARTY SHIPMENTS
STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

THIS ORDER MUST BE COMPLETED IN INK
AND RETAINED BY THE AGENT.
COMPLETE SHADED AREAS

OUTBOUND SHIPMENT ONLY

BOOTH#:
SHOW NAME:
EXHIBITOR NAME:
CARRIER:

Show Location:
Date:

Third Party Billing Only:			
Company Name:			
Address:			
City:	State:	Zip:	
Attention:	Phone:		

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- ___ BACK TO WAREHOUSE(exhibitor's expense)
- ___ RE ROUTE VIA DESIGNATED SHOW CARRIER

Signature of Representative _____

Company Name _____ Date _____

MUST BE DELIVERED ON OR BEFORE:

MAXUM Expo Services assumes no responsibility for shipments left in booths by exhibitor by accepting this bill of lading. We will count and ship pieces as we find shipment in the booth when we remove it from the exhibit hall

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this bill of lading.

CARRIER: COMMON VAN LINE AIR OTHER

CONSIGNEE TO:	ATTENTION:		
ADDRESS:			
CITY:	STATE:	ZIP:	PHONE:
DESTINATION SHOW NAME:		BOOTH #:	
SPECIAL INSTRUCTIONS:			

# Of Pieces	Description	Weight	Class	Check
	Crates			
	Fiber Cases			
	Cartons			
	Carpets			
	Trunks			
	Misc.			
UPS/Fed Ex # of Pcs	Tracking Numbers			
	Convention Material			

Subject to Section 7 of Conditions of Applicable Bill of Lading. If this shipment is to be delivered to the consignee without the recourse on the consignor, the consignor shall sign the following statement.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges

MAXUM Expo Services

Consignee

Freight Charges to be

- Third Party
 Collect

Checkers Box:

Number of Pieces:

Date:

Time:

Name:

Signature:

RECEIVE, subject to the classification and tariffs on the date of issue of this Shipping Order, the property described above, in apparent good order, except as marked (contents and condition of contents of packages unknown), marked, cosigned, and destined as indicated above, which said carrier (the word carrier being understood throughout the contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route otherwise to deliver to another carrier on the route of said destination. It is mutually agreed as to each carrier of all or any of said property over all or any of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill Of Lading set forth(1) in Official Southern, Western and Illinois freight Classification in effect on the date hereof if this is a rail or rail water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment

Shipper, Per:

Agent, Per:

#of Pieces:

MAXUM Expo Services

NOT RESPONSIBLE FOR THIRD PARTY SHIPMENTS
STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

THIS ORDER MUST BE COMPLETED IN INK
AND RETAINED BY THE AGENT.
COMPLETE SHADED AREAS

OUTBOUND SHIPMENT ONLY

BOOTH#:	Your Booth Number
SHOW NAME:	Current Show Name
EXHIBITOR NAME:	Your Company Name
CARRIER:	Your Carrier

Show Location:	Hotel/Venue of Event
Date:	Move Out Date

Third Party Billing Only:	
Company Name:	Your Company Name
Address:	Your Company Address
City:	State: Zip:
Attention:	Phone:

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE OUT DAY, PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

- ___ BACK TO WAREHOUSE(exhibitor's expense)
- ___ RE ROUTE VIA DESIGNATED SHOW CARRIER

Sign Here and Check Your Option

Signature of Representative _____

Company Name _____ Date _____

MUST BE DELIVERED ON OR BEFORE:

MAXUM Expo Services assumes no responsibility for shipments left in booths by exhibitor by accepting this bill of lading. We will count and ship pieces as we find shipment in the booth when we remove it from the exhibit hall

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this bill of lading.

CARRIER: COMMON VAN LINE AIR OTHER

CONSIGNEE TO:	ATTENTION:
ADDRESS:	
CITY:	STATE: ZIP: PHONE:
DESTINATION SHOW NAME:	BOOTH #:
SPECIAL INSTRUCTIONS:	

Final Destination Address in this Area

# Of Pieces	Description	Weight	Class	Check
	Crates			
	Fiber Cases			
	Cartons			
	Carpets			
	Trunks			
	Misc.			
UPS/Fed Ex # of Pcs	Tracking Numbers			
	Convention Material			

**Number of Pieces and
Description of Materials Here**

Fill in YOUR FedEx / UPS Tracking Numbers Here

Subject to Section 7 of Conditions of Applicable Bill of Lading. If this shipment is to be delivered to the consignee without the recourse on the consignor, the consignor shall sign the following statement.

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges

MAXUM Expo Services

Consignee

Freight Charges to be

- Third Party
 Collect

Checkers Box:

Number of Pieces:

Date:

Time:

Name:

Signature:

RECEIVE, subject to the classification and tariffs on the date of issue of this Shipping Order, the property described above, in apparent good order, except as marked (contents and condition of contents of packages unknown), marked, cosigned, and destined as indicated above, which said carrier (the word carrier being understood throughout the contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route otherwise to deliver to another carrier on the route of said destination. It is mutually agreed as to each carrier of all or any of said property over all or any of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill Of Lading set forth(1) in Official Southern, Western and Illinois freight Classification in effect on the date hereof if this is a rail or rail water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment

Shipper, Per:

Agent, Per:

#of Pieces:



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Booth Number: _____

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. **MAXUM Expo Services**, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through **MAXUM Expo Services**, 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 MAXUM Expo Services no later than **Monday, April 13, 2009**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **The World Trade Center Boston**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exceptions 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 MAXUM Expo Services with **Certificates of Insurance naming MAXUM Expo Services, Show Management and The World Trade Center Boston as additional insured's** 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.

Exhibitors wishing to use a contractor other than MAXUM Expo Services 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 original certificate of insurance from the non-official contractor are not received by Monday, April 13, 2009, your non-official contractor will be allowed to supervise only. All labor must then be hired from MAXUM Expo Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

ORIGINAL CERTIFICATES ONLY PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

EVENT OR SHOW: _____
NAME OF EXHIBITING COMPANY: _____
CONTRACTING COMPANY _____
CONTRACTING COMPANY ADDRESS: _____
CITY: _____ STATE _____ ZIP _____ TEL NO: _____ FAX: _____
ESTIMATE ARRIVAL AT SHOW # OF WORKERS: _____
AUTHORIZED BY: _____ TITLE: _____

Visit us at www.maxumexpo.com

Exhibitor Appointed Contractor (EAC)



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Form in this 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 them, the exhibiting company. All invoices are due and payable upon receipt, by either party. By completing this form or allowing your third party to complete it, you are agreeing to all terms mentioned.

THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY:

- ALL SERVICES
- BOOTH CLEANING
- FURNITURE/CARPET
- LABOR: (I&D Forklift Hanging Sign)
- MATERIAL HANDLING (ROUND TRIP)
- SIGNS

Exhibiting Company Name: _____

Third-Party Name: _____

Street Address	City	State	Zip
----------------	------	-------	-----

Third-Party Contact: _____

(No P.O. Boxes, Please)

Phone ()	Fax ()	Email
--------------	------------	-------

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank) Visa, MasterCard and American Express. Tax-exempt If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.

THIRD PARTY PAYMENT - CREDIT CARD AUTHORIZATION

- Visa MasterCard American Express

Credit Card Number: **

	Exp.
--	-------------

Cardholder's Billing Address: For purposes of bank validation, please provide the cardholder's complete billing address, if different from the above address:

Number and Street

City, State and Zip Code

Cardholder:

PRINT NAME

SIGNATURE

**** FOR YOUR CONVENIENCE MAXUM EXPO SERVICES WILL APPLY ALL CHARGES INCURRED AT SHOW SITE TO THIS CARD.**

Order Payment Method:

- Check # _____ Dated ___/___/___ Enclosed *OR* Charge the above listed credit card.

PLEASE COMPLETE THE INFORMATION REQUESTED AND RETURN THIS FORM WITH YOUR ORDERS. YOU MAY CHOOSE TO PAY BY CREDIT CARD, CHECK, CASH, MONEY ORDER OR TRAVELERS CHECKS, HOWEVER, **WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH MES.**

Visit us at www.maxumexpo.com

Third Party Billing Agreement

Exhibitions Electrical Co., Inc.

200 Seaport Boulevard, Suite 602

Boston, MA 02210

phone (617) 439-5425

fax (617) 439-5433



ORDER FORM

Name of Show _____ Show Dates _____ Booth# _____

Company Name _____

Company Address _____

Street City State Zip

Contact Person _____ Telephone# _____

please print

Fax # _____

QTY.	120 VOLT SERVICE	Discount RATE	Floor RATE	Overhead RATE + \$50	COST
_____	Outlet to 500 watts	\$105	\$130	\$ _____	\$ _____
_____	Outlet to 1000 watts	\$125	\$160	\$ _____	\$ _____
_____	Outlet to 2000 watts	\$150	\$185	\$ _____	\$ _____
	All outlets are installed on the floor at rear of in-line and peninsula booths. Add \$50 for each overhead drop.				
	208 VOLT SERVICE				
	(20 amp minimum each)				
_____	Single Phase \$10.00 per amp x _____ amp =		+25%	\$ _____	\$ _____
_____	Three Phase \$12.00 per amp x _____ amp =		+25%	\$ _____	\$ _____
	480 VOLT SERVICE				
	(20 amp minimum each)				
_____	\$20.00 per amp x _____ amp =		+25%	\$ _____	\$ _____
	LIGHTING SERVICE				
	Prices below include 120 volt power for our lighting service only.				
_____	1000 watt flood light.....	\$200	\$250		\$ _____
_____	575 watt par or leko theatrical fixture.....	\$250	\$300		\$ _____
_____	One- 300 watt flood light (with 8' ceiling support pole)	\$150	\$188		\$ _____
_____	Two- 300 watt flood lights (with 8' ceiling support pole)	\$190	\$237		\$ _____
_____	Three- 300 watt flood lights (with 8' ceiling support pole)	\$230	\$288		\$ _____
	* Flood lights are secured to 8' poles extending floods down from ceiling.				
	Total				\$ _____

- 1.) Electrical power for all booths will be turned on 1/2 hour before show opening and turned off at the close of the show.
- 2.) Orders for 24-hour service add 100%. Please mark payment as 24 hr power.
- 3.) Please enclose sketch or NEMA number of 208 volt power outlets. Equipment without cord caps require a one hour labor charge. Call customer service for labor quote
- 4.) All orders not received 14 days before show opening will be considered floor rate.
- 5.) All outlets are installed on the floor at rear of in-line and peninsula booths. Add **\$50** for each over head drop.

Please makes checks payable to Exhibitions Electrical Co., Inc. and mail to the address above.

_____ American Express _____ MasterCard _____ VISA

Card Number _____ EXP Date _____

Card Holder's Name _____

Card Holder's Billing Address _____
(if different from above)

Signature _____

(please sign order to authorize charge to credit card provided)



Video & Data Display Equipment

Video & Data Projectors

LCD Projector (3400 Lumens)	\$550
LCD Projector (5000 Lumens)	\$750
LCD Projector (7000 Lumens)	\$900
DLP Projector (7000 Lumens)	\$1,200
LCD Projector (10,000 Lumens)	\$1,600
Barco SLM R12+ DLP (12,000 Lumens)	\$2,300

Other Barco, Sony, and Panasonic
Projectors *Call*
(room size will determine appropriate projector and lensing)

Video Players & Recorders

½" VHS Video player/recorder	\$75
DVD Player	\$85
DVD Recorder	\$225
Betacam SP Video Player	\$350
Betacam SP Video Recorder	\$500
DVcam Player/Recorder	\$225

Video & Data Accessories

D'San Wireless Perfect Cue	\$60
RF Wireless PC Mouse	\$55
RGB HV Switcher	\$125
RGB HV Distribution Amp	\$125
VGA Active Switcher	\$80
VGA Distribution Amp	\$45
Video Switcher	\$95
Video Distribution Amp	\$50
Video Humbucker	\$55
Folsom PresentationPro Switcher	\$350
Folsom ImagePro	\$350
Folsom ScreenPro Switcher	\$650
Folsom ScreenPro+ Matrix Switcher	<i>Call</i>

Flat Panel Displays

17" LCD Flat Panel Monitor	\$75
<i>data only</i>	
21" LCD Flat Panel Monitor	\$125
<i>data only</i>	
24" LCD Flat Panel HDTV Monitor	\$350
42" Plasma Screen	\$550
50" Plasma Screen	\$650
60" Plasma Screen	<i>Call</i>

Video Monitors

8" Preview Monitor	\$40
20" Video Monitor	\$60
27" Monitor & VCR combo	\$165

Video Camera Equipment

VHS Camcorder	\$180
Professional Sony 3 Chip Camera	\$750
Sony Studio Lens Configuration	\$150
Professional Multi-Camera	
Switching Package	\$1850
Sport lens	<i>Call</i>
Spider Pod Video Riser	\$175

Video Lighting

Leko Podium Lighting	\$450
Stage Lighting	<i>Call</i>
Décor Lighting	<i>Call</i>
PAR floor light with colored gel	<i>Call</i>
Glass or Metal Gobo	<i>Call</i>

Projection Equipment

Projection Screens

Tripod Screen	
5'x 5' 6'x 6' 7'x 7'	\$45
8'x 8' Deluxe Fastfold Screen	\$70
6'x 8' Deluxe Fastfold Screen	\$130
7.5'x 10' Deluxe Fastfold Screen	\$175
9' x 12' Truss Screen	\$200
10.5'x 14' Truss Screen	\$250
Rear Fabric for Truss/FF Screen	\$35
<i>Black Velour Drape Kit included with Fastfold and Truss Screens</i>	
Black Pipe and Drape (per linear foot)	\$10
<i>Larger Format Screens Available Upon Request</i>	

Slide Projectors

Kodak Ektagraph Britelite Projector	
with zoom lens	\$70
750w Zenon Slide Projector	\$250

Microphones & Audio Systems

Microphones

Shure Dynamic Microphone	\$35
Wired Lavalier Mic	\$55
Professional Podium Pencil Mic	\$40
Wired Headset Microphone	\$65
UHF Wireless Microphone	
(lavalier or hand held)	\$140
UHF Wireless Headset Microphone	\$160
Brahler Conference Mic System	Call

Mixers

6-Channel Microphone Mixer	\$45
Professional 8-Channel Mixer	\$85
Professional 24-Channel Mixer	\$225
Mult Box – Press Feed	\$150
<i>Larger Professional Mixers Available Upon Request</i>	

Playback

Multi Disk CD Player	\$65
CD or MP3 Recorder	\$150

Overhead Projectors

Transparency Projector	
with Dual Lamp	\$50
High Intensity Overhead Projector	\$130

Projection Carts & Stands

34" or 54" Cart with Skirt	\$35
56" Safelock Stand	\$35
LCD Support Package	
Cart/VGA/AC/Powerstrip	\$60

Presentation Accessories

Laser Pointer	\$35
3-Light Speaker Timer (small format)	\$45
3-Light Speaker Timer (large format)	\$125
Hardback Flipchart w/Post-it Pad	
and Markers	\$40
Additional Post-it Pad	\$30
White Board 3'x 5'	\$45
White Board 4'x 6'	\$125

Speakers & Sound Systems

Full-Range Self Powered Speaker	\$80
Full-Range Extension Speaker	\$45
EAW JF 100 Sound System	
Speakers, Amp, Mixer, EQ	\$600
Dynacord Cobra 4way Line Array	Call
<i>Additional Larger High-quality Systems Available</i>	

Communications Equipment

Wired ClearCom InterCom Base	\$75
ClearCom Beltpack & Headset	\$45
Wireless ClearCom InterCom Base	\$150
Wireless Beltpack & Headset	\$75
Walkie Talkie	\$35
Walkie Talkie Headset or Sur Mic	\$7
Telos Telephone Audio Interface	\$150
Fiber Optic Mod/De-Mod Interface	\$500

Computers, Printers & Peripherals

PC Computers

All systems come with Windows XP and MS Office. Please call for specific configurations.

Desktop Pentium 4, 3Ghz, 1GB RAM, 17" LCD Monitor	\$325 per week/\$200 per day
Laptop Pentium, 1.8GB RAM, 15" LCD Display	\$375 per week/\$275 per day

Macintosh Computers

Please call with your specifications.

Computer Monitors

17" LCD Flat Panel Monitor	\$75
21" LCD Flat Panel Monitor	\$125

Printers

HP Laser Jet 4200N	\$250
HP Laser Jet 5100N	\$400
Color Laser Printer	<i>Call</i>

Peripherals

8 Port Ethernet Hub 10/100	\$30
24 Port Ethernet Hub 10/100	\$50
D'San Wireless Perfect Cue	\$60
Wireless USB Mouse	\$55
CPU Speakers (Pair)	\$35
CPU Speakers with Subwoofer	\$55
CPU Keyboard with mouse	\$25

Labor

	Audio-Visual Set/Strike	Video/Audio/Computer Operator
7AM – 6PM – Monday – Friday	\$60/hr	\$75/hr
6PM – 12AM – Monday – Friday and All Day Saturday and Sunday	\$90/hr	\$112/hr
12AM – 7AM Daily and All Day Holidays	\$120/hr	\$150/hr
10 Hour Day Rates for Operator Labor	<i>Call</i>	<i>Call</i>

SET/STRIKE LABOR (1) Hour Minimum
OPERATOR LABOR (4) Hour Minimum

- * All Rentals are on a per room per day basis *
- * Use of Amphitheater AV systems exclusive to Projection and require Professional Operators *
- * Any equipment canceled within one business day of function start will be billed at full price *
- * Any labor canceled within three business days of function start will be billed at full price *
- * All rentals are subject to a 5% Massachusetts Sales Tax *
- * Prices subject to change without notice due to availability and market conditions *

CTE LEAD RETRIEVAL ORDER FORM FOR:

BioIT World Conference and Expo
Seaport World Trade Center
Boston, MA
04/28/2009 - 04/29/2009

Fax order to: 847-228-1840
Mail order to: CTE Inc.
981 Busse Road
Elk Grove Village, IL 60007
Questions? Call 847-759-4242
Place order in advance to guarantee order

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Invoice Email:		
Lead Data Email:		

Rental Terms and Conditions
****NO REFUNDS AFTER 04/10/2009****
A charge of \$2,500 will be made for any unit lost or damaged. \$50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund. Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a \$100 fee. Unreturned units will be billed at \$100 per day until the replacement fee of \$2,500 is accrued.

Order Online at <http://www.cteusa.com/lg/CHI26>

Rover System

A hand-held portable system with scanner and LCD display. No electrical needed.

Price Per Unit Before 04/10/2009: \$285.00 After 04/10/2009: \$310.00

Qty: _____

Add-On Wired Printer for Rover Scanning Unit

****NOTE: This Printer REQUIRES 110V Electrical Outlet**

Price: \$75.00

Qty: _____

Custom Follow Up Codes

Price: \$60.00

Qty: _____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.

Card Number:

Exp. Date:

Cardholder Signature:

VISA: [] MasterCard: [] American Express: [] Check Payable to: CTE Lead Retrieval: []

BioIT World Conference and Expo

Fax or mail order to: CTE

981 Busse Road, Elk Grove Village, Illinois 60007

Fax: 847-228-1840 Phone: 847-759-4242

View package descriptions and pictures at www.cteusa.com/rover

To order on line go to (<http://www.cteusa.com/lg/CHI26>)

PACKAGE DESCRIPTION and INFORMATION

Your show management has chosen to produce a 2D bar code on each name badge for this event. This will allow you, as an exhibitor, immediate access to valuable data on your potential customers. The 2D bar code provides access to demographic information as provided by the attendee (and approved by show sponsor).

Rover: A handheld portable data collection system with LCD display. No electrical needed. Unit will be downloaded and the data will be emailed in Excel format at the end of show (The data will also be available in other formats on a web site which will be on the return receipt). The exhibitor simply scans the attendee 2D Barcode and the Rover reads and stores all of your sales leads and displays them on the LCD screen.

*No electrical needed.



Pick up your equipment at the LEAD RETRIEVAL BOOTH and bring it back at the end of the show. Our staff will instruct and show you how to use the equipment.

Create a custom response. Designate up to 20 standard single item responses (E.G. "Send Literature", "Call", etc.) Indicate appropriate follow-up with the attendee. See custom code response sheet.

BioIT World Conference and Expo

20 Standard Scan Codes Are Provided With All Lead Retrieval Packages

CTE will provide you with a standard scan code sheet onsite when you obtain your lead retrieval package.

How do we use it?

When a prospect enters your booth, first you scan the prospect's badge. Then, you take the standard scan code sheet which has the 20 bar codes organized on one sheet of paper and scan however many of the 20 standard codes that apply to actions for your prospect.

How is the information captured?

The scan codes will be printed out on thermal paper and/or captured on the diskette in an ASCII comma delimited format depending on the unit selected.

The 20 standard codes are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase in 30 Days
16. Purchase in 3 Months
17. Purchase in 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

You may also have 20 codes customized for your company's use. Each customized code can be 24 characters in length. There is a \$60.00 fee for the creation of each customized code sheet of 20 codes. To order customized codes, please complete the Scan Customization Sheet on next page.

BioIT World Conference and Expo

CTE Scan Customization Order Form

For the creation of custom lead codes, complete this form and submit it with your Lead Retrieval Order Form.

You may have up to 20 customized codes.

Each code can be up to 24 characters in length.

Single response items only, no multiple choice or fill in the blank.

The fee per customized code sheet is \$60.00 USD

Exhibitor Name:	
Exhibitor Contact:	
Phone Number:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



EXHIBITOR SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. MAXUM Expo Services cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the MES Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to fire marshall jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. MAXUM Expo Services, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.

Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.

Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. MES strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility or MAXUM Expo Services. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.

Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.

Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.

Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.

Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.

Never store items in containers marked "Empty".

Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by MAXUM Expo Services, Show Management, or their agents.

INSURE YOUR BOOTH! Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

Visit us at www.maxumexpo.com

Exhibitor Safety And Security



MAXUM EXPO SERVICES

FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

PHONE: 856-933-2081 FAX: 856-933-2083



Trade show labor is completely unionized. Practically all the building trades -- carpenters, riggers, plumbers, electricians, stagehands, teamsters and others, serve it. The general contractors and all sub-contractors must work under union contracts. Therefore, union labor is required for all work in the exhibit area. Failure to recognize this relationship in every phase of exhibit planning can be irritating and expensive to exhibitors.

Union jurisdictions change from time to time, but in most cases the following applies:

- Position and leveling of all machinery and equipment - Teamsters
- Un-skidding/re-skidding and re-banding of machinery - Carpenters
- Un-crating and re-crating of machinery - Carpenters
- Display erection, dismantling and floor covering - Carpenters
- Draping and cloth installation - Carpenters
- Plumbing installation - Plumbers
- Material handling in and out of the building - Teamsters operate fork lifts for unloading and reloading of all display material, machinery and equipment
- Sweeping, cleaning, dusting - Porters
- Electrical installation – Electricians

It will be necessary for all exhibitors to use qualified union carpenters for exhibit work if the exhibit contains materials, which are subject to the jurisdiction of the carpenters. Carpenter labor has jurisdiction over the following:

- Erection and dismantling of exhibits, including simple fold-open displays requiring more than one (1) man, one (1) hour or two (2) men, one (1) hour total to set-up and/or dismantle.
- Installation and removal of floor covering, including carpet.
- Crating and re-crating of exhibit materials.

EXHIBITOR RIGHTS

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature.

One (1) or two (2) full-time employees of the exhibiting company may work up to a total of one (1) hour erecting and/or dismantling their company's exhibit without the use of power tools. If this cannot be done in that amount of time, union labor must be used.

Any exhibitor may move material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s). This means that if you cannot hand-carry your materials and must use the loading dock, you will be charged the specified material handling rates to have your vehicle unloaded and the materials delivered to your booth.

If you choose this option, the fee that you pay will cover your materials round-trip, and they will be delivered to the loading dock and loaded into your vehicle at the close of the show.

Generally, if an exhibitor's employees are members of the appropriate union, they are permitted to perform specified duties at the show; however, they must first register for permission with the local headquarters having jurisdiction in the New Jersey area. Secure clearances well in advance.

Visit us at www.maxumexpo.com

Union Rules And Regulations