



July 28, 2010

Dear Exhibitor,

On behalf of Expo LTD, we welcome you to the 11th Annual Home & Garden Expo *Presented* by FirstLight Federal Credit Union. We would like to recognize and thank our sponsors: FirstLight Federal Credit Union, KTSM News Channel 9, KDBC Channel 4, GECU, Time Warner Cable and Clear Channel Radio. The shows continued success is due to these great sponsors and our loyal exhibitors.

We are excited to announce that we will continue with some of our previous free and discounted admission programs that are designed to help drive attendance to the show.

- Reduced admission prices – Adults: \$ 5.00; Military & Sr. \$ 3.00; children FREE
- Over 30,000 FREE tickets to the event being distributed in over 100 area retail establishments as well through email and website campaigns.

The Exhibitor Information packet includes **NEW INFORMATION-PLEASE READ CAREFULLY**. This year we are having our early exhibitor check-in on Thursday, August 5th at FirstLight Federal Credit Union. The open house will be from 3pm until 5pm (come and go as you like) however a new exhibitor presentation will begin at 4pm that will last approximately 15 minutes at 9983 Kenworthy Drive - *Directions: Patriot Freeway/Hwy 54 towards Alamogordo; Exit 29 Woodrow Bean Trans Mountain Road – turn right; Kenworthy Drive – turn right; FirstLight on right- direction questions 361-882-2071.*

If you have any questions regarding the show or how to set up your exhibit space, it is important that you or a representative attend the meeting, as essential information and tips will be given. Show posters and free passes will be distributed for you to display and distribute at your place of business once your balances are paid in full.

If you have a balance due, please take care of it today! We will no longer accept credit card or check payments on show site. Please make arrangements to bring cash, cashier's check or money order for payment of any balances or services at the show.

We look forward to seeing each of you at the show. If you have any questions or concerns, please contact us at our corporate office, 361-882-2071.

Sincerely,
Diane Curry Asper



Exhibitor Information

- LOCATION:** El Paso Convention Center
1 Civic Center, Plaza, El Paso, Texas
- EXPO DATES:** August 27, 28 & 29, 2010
- EXPO HOURS:**
- | | | |
|-----------------|--------|--------------------|
| Friday | (8/27) | 10:00 am – 8:00 pm |
| Saturday | (8/28) | 10:00 am – 8:00 pm |
| Sunday | (8/29) | 11:00 am – 6:00 pm |
- *Booths must be manned during all show hours***
- SET UP HOURS:**
- | | |
|-----------------------|---|
| Wed. (08/25) | Large Exhibitors, Landscapes, Vignettes |
| Thurs. (08/26) | 8:00 am - 8:00 pm |
| Friday (08/27) | 8:00 am - 9:00 am |

Large exhibits, landscapes & exhibits with vignette walls, please inquire regarding additional set-up time. Vignette walls will be ready for paint on Thursday – please consult Expo, Ltd. office for time.

- **NO VEHICLES WILL BE ALLOWED ON THE CONVENTION CENTER FLOOR AFTER 6 PM, THURSDAY, AUGUST 26TH & ALL EXHIBIT SPACES MUST BE COMPLETELY SET UP BY 9:00 AM ON FRIDAY, AUGUST 27TH.**

EARLY EXHIBITOR CHECK-IN:

Thursday, August 5th, 2010
Open House: 3:00 p.m. to 5:00 p.m.
FirstLight Federal Credit Union – Administration Bldg.
(located directly behind the FirstLight bank)
9983 Kenworthy Drive, El Paso

Directions: Patriot Freeway/Hwy 54 towards Alamogordo; Exit 29 Woodrow Bean Trans Mountain Road – turn right; Kenworthy Drive – turn right; FirstLight on right.

Exhibitor badges, free passes and posters for retail locations will be distributed at the Early Exhibitor Check-in. *Balances must be cleared.*

PO Box 23052, Corpus Christi, Texas 78403
361.882.2071 Fax: 361.882.2073



BREAK DOWN:

Convention Security will not allow breakdown of any exhibit prior to 6:15pm Sunday evening. Drive in will be allowed for loading following the removal of aisle carpet:

Sunday (8/27) 6:15 pm – 9:00 pm

Monday (8/28) 8:00 am – Noon

BALANCES DUE:

All balances for exhibit space are **due 60 days prior to EXPO**. Any balances paid after August 1, 2010 must be made by cashier's check, money order or cash. Balances must be paid before being cleared for setup. **NO EXCEPTIONS!!**

REGISTRATION & EXHIBITOR BADGES:

Onsite Registration: Upon arriving for setup, please register at the Exhibition Registration Booth located at the rear of the exhibit hall. Exhibitor badges will be given out at that time and issued according to booth size – see quantity below. Please plan to rotate your allotted badges among those working in your booth. Badges may also be picked up at the "Will Call" desk during the Expo. Extra badges can be purchased for \$5.00 each.

10x10 – 4 Badges

10x20 – 6 Badges

20x20 – 10 Badges

Balances must be paid in full prior to receiving exhibitor badges – no exceptions.

BOOTH & DISPLAY REQUIRMENTS:

Exhibit booth flooring is required; i.e., (carpet, tile, brick, wood floor, rug, etc.). Folding tables must be fully draped and/or tastefully covered. **All booths & displays are subject to approval and Exhibitors may be asked to improve or alter the appearance of their exhibit.** Although not a requirement, we encourage you to bring display furnishings, as an alternate to the standard draped table. This will bring a unique and inviting atmosphere to your exhibit.

FLOORING AND TABLES ARE THE RESPONSIBILTY OF EXHIBITOR

All inline exhibits are restricted from "blocking" your neighbor. The back 4 ft. of the side of your exhibit may be 8 ft. in height with the front 6 ft. a maximum of 4 ft. high only. Any display using soil, stone work, water, and a variety of other landscape or exterior materials, must first cover the facility floor with heavy plastic or another appropriate soil proof floor covering prior to setup. The exhibitor takes full responsibility for any property damage. Booth numbers 313, 413, 513, 613, 913, 1013, 1113 and 1213 have some height restrictions. If your company is exhibiting in one of those spaces and you are NOT aware of these restrictions, please contact the Expo office at 361-882-2071.

All material used in the construction of your booth display must be of "limited" combustible material or be properly treated with a fire retardant. Any cooking devices used may not have an open flame, and may not be gas or propane fueled; and requires the Exhibitor to keep a 20lb BC Fire Extinguisher on hand at all times.

Tips and ideas on how to set-up your exhibit space and suggestions to help you plan your booth:

1. Plan your booth arrangements now. Actually draw out what you plan to put in the booth.
2. Will you need signs made for your display?
3. Do you have enough pass-out literature, business cards, samples and give-aways for the three days?
4. Have you contacted all manufacture's representatives etc. for help in staffing your booth? (Many times they have co-op money available for advertising)
5. Will you have working displays, give-aways or something different to slow down those people visiting your booth?

6. Are you planning to run ads or send out letters to your customers to invite them to your particular booth? Are signs up now in your place of business?
7. Have you tagged your participation in the Expo with your usual advertising schedule (radio, print, television, etc)?
8. Don't forget to order any booth items (carpet, tables, chairs, etc.) and electrical early to receive the early bird discounts offered from the show decorator and the convention center. (Additional information contained within.)

BANNERS:

Banners are to be of a professional quality and may not be hung or mounted on the facility walls. If you plan to have your banner hung above your exhibit space from the ceiling, the banner width may not exceed 50% of your booth width. Anyone who has a banner to be hung overhead must have the banner at the El Paso Convention Center at 1 Civic Center Plaza, El Paso, Texas 79901, no later than Wednesday, August 25, by 12:00 pm. The cost of having a standard banner hung is \$100.00. Oversized banners will incur additional costs. **Full payment** and hanging arrangements can be arranged with your Expo LTD representative or directly with the El Paso Convention Center. Payment will be made directly to the El Paso Convention Center. **You will be responsible for picking up your banner at the Convention Center by Monday, August 30, 2010 no later than noon.**

EXPO DECORATOR:

The Show will be using a new decorator for the event – Conventions & Expo Management Services (CEMS); Phone: 956-702-4926 fax 956-688-8339. The Expo Decorator provides the availability of a variety of exhibit display materials including draped tables, carpet and much more. Ordering and payment will be made directly through CEMS. The decorator offers early bird pricing for orders placed by August 17th by 5:00 p.m. A complete exhibitor manual will be emailed to you directly from the decorator, CEMS.

ELECTRICAL & WATER:

All Electrical & Water needs must be contracted directly with the El Paso Convention Center 800-351-6024 or 915-534-0611 forms are attached for your convenience. Increased charges apply to near set-up date and on-site orders. **DISCOUNT DEADLINE IS AUGUST 17** see attached forms for your convenience.

TELECOMMUNICATIONS/ INTERNET:

Telephone Line (s) and Internet Connections must be contracted directly with the El Paso Convention Center 800-351-6024 or 915-534-0611 forms are attached for your convenience. Increased charges apply to near set-up date and on-site orders.

EXHIBITOR PARKING PASSES:

Parking Passes must be contracted directly with the El Paso Convention Center 800-351-6024 or 915-534-0611. In addition, the Convention Center will have exhibitor parking passes on sale at Exhibitor Check-in, Wednesday and Thursday during normal business hours.

BALLOONS: We recommend no balloons. If you decide to include balloons in your display, you will be responsible for the recovery fee of \$ 200 per balloon if the convention center has to retrieve your balloon from the ceiling of the facility.



CLEANING: Show Management will arrange for sweeping and cleaning of the aisles, but exhibitors will be responsible for keeping their booth clean or you may contract with the decorator for additional services.

FREIGHT:

Freight shipments may be received beginning Tuesday, August 24 as follows: El Paso Convention Center, Attention Home & Garden Expo, Exhibit Hall loading dock, 1 Civic Center Plaza, El Paso, Texas 79901. Additional fees may apply if a fork-lift is necessary.

PAGING:

There will be no paging during Show hours. (We only page for emergencies and lost small children.)

SECURITY & INSURANCE:

Security will be on-site during show set-up hours and during the show. However, please take normal precautions to secure your items. You are responsible to keep your booth manned during all open hours. Exhibitors must have liability insurance. Please have your Certificate of Insurance for this expo or accept the responsibility of "Self Insurance" from set up through breakdown. Expo, LTD. accepts no liability for missing products or incidents, which occur prior to, during, or following this Expo.

SUBCONTRACTOR DOCUMENTATION:

Subcontractors need to make sure they check each employee's I-9 documentation to ensure that all persons working at the site are legal to work in the USA.

COMPLIANCE WITH TEXAS LAWS & WAIVER:

Expo LTD shall not be responsible for any damage or injury that may happen to the exhibitor or its agent, employees or property from any cause whatsoever except the gross negligence of willful misconduct of Expo LTD or its employees, arising out of Expo LTD's duties and responsibilities under the exhibitor agreement. A certificate of insurance certifying a general liability policy must be in effect, providing coverage for personal injury, product liability and property damage, must be submitted to Expo LTD prior to set-up. Exhibitor expressly releases Expo LTD, its directors, officers, agents and employees from any such loss, damage or injury. To the fullest extent permitted by law, exhibitor agrees to protect, defend, indemnify and hold Expo LTD and all of its officers, agents, and employees harmless from and against any and all claims, demands, causes of action, suits, or other litigation (including all cost thereof and attorney's fees) of any kind and character arising in favor of exhibitor, or any other third party (including, but not limited to, personnel furnished by exhibitor, its suppliers and subcontractors of any tier) on account of bodily injury, death, any economic loss or consequential damages in any way occurring, incident to, arising out of, or in connection with exhibitor's activities, the Spring Home & Garden Expo or otherwise occurring, incident to, or arising out of any negligent act and/ or omissions, irrespective of whether such damage or loss is caused in whole or in part by the fault or negligence of Expo LTD, its officers, directors, employees or agents of any party. Exhibitor will also defend any and all claims or suits which may be brought or threatened against Expo LTD its officers, directors, employees or agents of any party in connections with such claims and will pay amounts due and owing on behalf of Expo LTD in connection with such claims and will further pay on behalf of Expo LTD any expenses which Expo LTD incurs by reason of such claims (including but not limited to, court costs and reasonable attorney's fees incurred in defending or investigating such claims or actions). Included in this indemnity shall be claims and losses and liability for personal injuries, death, property damage, and pecuniary loss of any and every kind of nature. The duty to defend, hereunder, is independent of and separate from the duty to indemnify and the duty to defend exists regardless of any ultimate liability of exhibitor. Exhibitor's obligations to defend and indemnify Expo LTD, its officers, directors, employees or agents of any party shall survive the termination of this agreement.

OSHA REQUIREMENTS:

Exhibitor agrees to comply with all state, federal, and local statutes, ordinances, rules, and regulation. By way of example and not limitation, Exhibitor agrees to carry out its responsibilities as an independent employer

under Occupational Safety and Health Act of 1970, 29 U.S.C. 651, et seq. (“OSHA”), and regulations promulgated there under, including specifically, the Hazard Communication standard at 29 C.F. R. 1926.59. Exhibitor shall ensure that all subcontractors at each Job Location have a written safety program in place for their company in accordance with OSHA regulation and shall keep a copy of same at Job Location. By way of further example, and not limitation, Exhibitor agrees to carry out its obligations as an independent employer under federal and state employment laws and regulations, including the federal civil Rights Act and the Immigration Reform and Control Act. By way of further example, and not limitation, Exhibitor agrees to comply with all applicable environmental statutes and regulations, including Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Exhibitor further agrees to indemnify Expo LTD its officers, directors, employees or agents of any party and hold harmless from any fines or expenses levied against it as a result of Exhibitor’s failure to comply with all laws, ordinances, rules and regulations. Exhibitor’s display must be flameproof and subject to Fire Inspector’s approval and must not violate any applicable fire code.

MUSIC AT THE EXPO:

Due to licensing demand made by ASCAP, Exhibitors are not allowed to use any Copyrighted material [i.e including, but not limited to, stage production, performance via mechanical mean or live], unless the Exhibitor is holding Prior Written Permission form the Copyrighted Owner (or Copyright Owner’s Designee such as ASCAP, BMU, etc.) for such use. Any Exhibitor ignoring the Licensing of Copyrighted material and the imposed requirements will be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations for date reporting and assessed payment of Royalty Fees.

FOOD SAMPLING TO EXPO ATTENDEES:

No food or beverage may be brought into the Convention Center for the purpose of personal consumption. Sampling of food products in an exhibit is allowed; however, arrangement/payment for the El Paso City Health Department’s temporary food handling license must be completed directly and filed three days prior to event with the El Paso Health Department. If this is not done a late registration fee of \$150.00 will be applied to the health permit fee of \$95.00 for exposed food and \$75.00 for unexposed food: El Paso City- Health Department 222 S. Campbell -Room 200, El Paso, Texas 79901, Main Phone # 915-541-4000.

SALES TAX PERMIT

If you as an Exhibitor are going to be selling products at the expo, you must have Sales Tax Permit from the State of Texas. If you do not, please call 1-800-252-5555 or apply online at www.window.state.tx.us

RENEWALS:

See your account representative and renew your space today for the 12th Annual Home & Garden Expo, scheduled for March 4-6, 2011.

Renew your space with a signed contract and a minimum 50% deposit by September 15, 2010 and receive special pricing.





EL PASO CONVENTION &
PERFORMING ARTS CENTER

9934

**ELECTRICAL ORDER FORM
MAIL OR FAX WITH PAYMENT**

1 CIVIC CENTER PLAZA
EL PASO, TEXAS 79901

PHONE (915) 534-0611 : FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card show below.

SHOW NAME: HOME SHOW			LOCATION: HALL ABC			SHOW DATES: AUGUST 24-30, 2010							
COMPANY NAME:						BOOTH NUMBER:							
STREET ADDRESS			CITY			STATE			ZIP CODE				
ORDERED BY: (SIGNATURE)				PLEASE PRINT NAME					PHONE NUMBER				
CREDIT CARD INFORMATION ___MC ___VISA ___AmEx ___DISCOVER ___CHECK MAKE CHECKS PAYABLE TO EL PASO CONVENTION CENTER		ACCOUNT NO. PRINT LEGIBLY								EXP. DATE		FAX NO	
CARDHOLDER'S SIGNATURE						CARDHOLDER'S NAME PLEASE PRINT							
ELECTRICAL OUTLETS Maximum of 2 outlets per power order						DISCOUNT DEADLINE DATE: AUGUST 17, 2010							
1 2 0 V O L T	QTY	DESCRIPTION	DISCOUNT PRICE	2 WEEKS PRIOR TO EVENT	FLOOR RATE	SUBTOTAL	IMPORATANT 24 Hour Power & Dedicated Circuits Available. <ul style="list-style-type: none"> To receive discount prices, we must receive your order and full payment by the deadline date. No credits will be issued on any Order once installed, even though not used. Electricity will be turned on within 30 minutes of show opening and off within 30 Minutes after show closing. 						
		UP TO 1000 WATTS	\$ 55.00	\$ 75.00	\$ 110.00								
		UP TO 2000 WATTS	\$ 70.00	\$ 90.00	\$ 132.00								
POWER OUTLETS FOR MOTORS & EQUIPMENT (Maximum of 1 outlet per power order) Exhibitors must provide female connector to match their male connector. Please submit a description of equipment that will be used for proper power distribution and charges.													
2 0 8 V O L T	QTY	DESCRIPTION	DISCOUNT PRICE	2 WEEKS PRIOR TO EVENT	FLOOR RATE	SUBTOTAL	<ul style="list-style-type: none"> There is a minimum labor charge of One hour for installation of Island Booths & 208 volts or Higher Service. ELECTRICAL LABOR STRAIGHT TIME- Mon-Fri. 8 a.m. To 5 p.m. \$ 33.00 SPECIAL REQUIREMENTS <ul style="list-style-type: none"> Dedicated Circuits-20A Minimum Island Booths must provide A scaled floor plan including Booth orientation showing Location of electrical outlets, Connections and lighting Equipment. 480 volt available upon request. 						
		10 AMPS SINGLE PHASE	\$ 57.00	\$ 90.00	\$ 132.50								
		20 AMPS SINGLE PHASE	\$ 103.00	\$ 140.00	\$ 207.50								
		30 AMPS SINGLE PHASE	\$ 146.00	\$ 190.00	\$ 282.50								
		60 AMPS SINGLE PHASE	\$ 260.00	\$ 315.00	\$ 470.00								
		100 AMPS SINGLE PHASE	\$ 338.00	\$ 410.00	\$ 612.50								
		150 AMPS SINGLE PHASE	\$ 512.00	\$ 613.00	\$ 917.00								
		200 AMPS SINGLE PHASE	\$ 681.00	\$ 816.00	\$ 1221.50								
		10 AMPS THREE PHASE	\$ 74.00	\$ 118.00	\$ 174.50								
		20 AMPS THREE PHASE	\$ 135.00	\$ 185.00	\$ 275.00								
		30 AMPS THREE PHASE	\$ 192.00	\$ 251.00	\$ 374.00								
		60 AMPS THREE PHASE	\$ 345.00	\$ 418.00	\$ 624.50								
		100 AMPS THREE PHASE	\$ 603.00	\$ 722.00	\$ 1080.50								
		150 AMPS THREE PHASE	\$ 902.00	\$ 1081.00	\$ 1619.00								
	200 AMPS THREE PHASE	\$ 1201.00	\$ 1440.00	\$ 2157.50									
MISCELLANEOUS													
	QUANTITY	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	Floor Rate								
		50' EXTENSION CORD		\$ 15.00									
	AMPS	Transformer to boost 208V to 230V in addition to electrical service		\$ 1.00 per AMP	\$ 1.50 per AMP								
SUBTOTAL FOR SERVICE ORDERS					\$								
TAX (8.25%)					\$								
LABOR CHARGE TOTAL					\$								

TOTAL OF ORDER	\$
DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	\$
RECEIVED BY	

**VERY IMPORTANT
TERMS AND CONDITIONS**

1. Order (with payments), must be received a minimum of fourteen (14) days prior to scheduled event opening for advance payment rates. Orders received less than fourteen (14) days prior to scheduled event opening will be charged at the regular rate.
2. Conditions for processing orders forms:
 - A. Payment for service in full must accompany service order.
 - B. Incomplete information may delay processing.
 - C. Booth number(s) must be identified on the face of the form along with the show name.
3. A separate outlet must be ordered for each location where electricity is needed (500-watt minimum).
4. Rates listed for all connections included bringing the service to booth in the most convenient manner for the Convention Center and **DO NOT INCLUDE** connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island Booth outlets may be brought to (1) one location at our discretion. If no information is provided, distribution from that location is on a time and material basis.
5. Labor rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during operations of the show. A minimum charge of one (1) hour labor for installation and one-half (1/2) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time would result in a one- (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations. Payment must be rendered in **FULL** when billed during the event. Service may be interrupted, if payment is not received.
7. All equipment regardless of source of power must comply with Federal, State, and local codes. The El Paso Convention Center reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. The El Paso Convention Center is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless the electrical services have been ordered.
9. All electrical equipment must be tagged and wired with complete information as to the type or current required for operation, voltage, phase, cycle, horsepower, etc. Power must be ordered according to the peak amperage ratings.
10. All exhibitors' cord must be a minimum of 14 gauge 3 wire with ground. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$ 25.00 service charge will be assessed for all returned checks.
12. Material and equipment furnished by the El Paso Convention Center for this service order is furnished on a rental basis and remains the property of the El Paso Convention Center and shall be removed **ONLY** by Convention Center employees.
13. Convention Center Employees are authorized to cut floor coverings when essential for installation of service unless otherwise directed.
14. Claims will not be considered or adjustments made unless filed in writing by exhibitor prior to close of event.
15. Credit will not be given for service(s) installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay the El Paso Convention Center its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of the invoice.
18. Exhibitor holds the El Paso Convention Center harmless for any and all losses or fluctuations of power beyond the Convention Center's control including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. Exhibitor agrees to reimburse the Convention Center for all applicable rental taxes.
20. For your convenience, we will use your Credit Card Authorization to charge any additional amounts incurred as a result of showsite orders placed by you or your representatives. These charges may include labor and material handling.



**EL PASO CONVENTION &
PERFORMING ARTS CENTER
PAYMENT**

9934

MAIL OR FAX WITH

1 CIVIC CENTER PLAZA
EL PASO, TEXAS 79901
PHONE (915) 534-0611 : FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card show below and accepts responsibility for any and all long distance calls made on this line for the duration of the event for which it was ordered.

SHOW NAME: HOME SHOW		LOCATION: HALL ABC		SHOW DATES: AUGUST 24-30, 2010	
COMPANY NAME:				BOOTH NUMBER:	
STREET ADDRESS		CITY		STATE	
				ZIP CODE	
ORDERED BY: (SIGNATURE)		PLEASE PRINT NAME		PHONE NUMBER	
CREDIT CARD INFORMATION ___MC ___VISA ___AmEx ___DISCOVER ___CHECK MAKE CHECKS PAYABLE TO LEISURE MANAGEMENT INTERNATIONAL		ACCOUNT NO. PRINT LEGIBLY		EXP. DATE	
				FAX NO	
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME PLEASE PRINT			

DISCOUNT DEADLINE DATE: AUGUST 17, 2010

TELEPHONE SRVICE	QUANTITY	ADVANCE RATE 2-weeks prior to event	FLOOR RATE	TOTAL
Telephone Line Charge (Local 800)		\$ 100.00	\$ 150.00	
Telephone Line Charge (Long Distance) * additional deposit required if paying by check		\$ 100.00	\$ 150.00	
Line Access		\$100.00	NA	
Dedicated T-1 Line(Separate connection up to T1 (1.54 Mbps) bandwidth. 32 IP address block. Cat 6 line to Fiber Optic backbone, RJ45 connector to booth.		\$ 2400.00	\$ 4000.00	
ETHERNET IP ADDRESS TO SHARED T-1 (SINGLE IP ADDRESS)		\$ 200.00	\$ 315.00	
ADDITIONAL IP ADDRESS		\$ 75.00	\$ 125.00	
WIRELESS ACCESS (PER COMPUTER)		\$ 75.00	\$ 100.00	
WIRED CONNECTION (INCLUDES CABLE)		\$ 100.00	\$ 125.00	
8 PORT HUB RENTAL		\$ 75.00	\$ 100.00	
24 PORT HUB RENTAL		\$ 150.00	\$ 175.00	
25' COMPUTER PATCH CABLE		\$ 15.00	\$ 20.00	
LABOR/FLOOR WORK FEE PER HOUR	HR.	\$ 75.00		

TOTAL PAYMENT MUST ACCOMPANY ORDER. CREDIT CARD USERS MAY FAX ORDER TO 915-532-2963.

NOTES:

- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
- The El Paso Convention Center accepts payment in US dollars, Checks drawn on a US bank or the following credit cards (AMEX, VISA, MC)
- Installations are due 24 hours prior to show opening.
- Customer provided/ordered circuits must be installed and operational two (2) days prior to show move-in.
- Attach any required additional floor plans/diagrams.
- Rates listed include a single IP address, brining the service to the booth in the most convenient manner and does not include computer equipment, nic card, TCP/IP software or power to booth.
- Due to the nature of the Internet, the El Paso Convention Center cannot guarantee any level of performance or accessibility beyond our gateway.
- The choice of the Internet Service Provider (ISP) is at the sole discretion of the El Paso Convention Center.
- 10 Mbps and less service are provided on 10 Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.

SUBTOTAL	\$
TAX (8.25%)	\$
TOTAL OF ORDER	\$

FOR OFFICE USE ONLY

DATE ORDER RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY	

EFFECTIVE SEPT. 30, 2009



EL PASO CONVENTION &
PERFORMING ARTS CENTER

9934

EL PASO CONVENTION AND PERFORMING ARTS CENTER
Request For Water Service

Civic Center Plaza
El Paso, Texas 79901
915-534-0611
Fax: 915-541-3715

EVENT NAME: HOME SHOW		EVENT DATE: AUGUST 24-30, 2010	
COMPANY NAME:		BOOTH NUMBER	
ADDRESS		TELEPHONE	FAX
CITY	STATE	ZIP	CONTACT PERSON
METHOD OF PAYMENT (in US dollars only) NO OTHER METHODS OF PAYMENT ARE ACCEPTED <input type="checkbox"/> Money Order Credit Card Number _____ Expiration Date _____ <input type="checkbox"/> Check made payable to El Paso Convention Center VISA, Mastercard, American Express, Discover (Include Drivers License number and expiration date)			
CARDHOLDER NAME		CARDHOLDER SIGNATURE	

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card shown above and accepts responsibility for payment of water service requested.

DISCOUNT DEADLINE DATE: AUGUST 10, 2010

	QUANTITY	DISCOUNT RATE 2 weeks prior to event	REGULAR RATE		COST
Water Connection no drain service		\$ 60.00 each	\$ 80.00 each		
One Time Fill and Drain up to 750 gallons		\$ 105.00 each	\$ 125.00 each		
				SUB TOTAL	
				TAX (8.25%)	
				TOTAL	

IF YOU SHOULD REQUIRE ADDITIONAL WATER ABOVE THE 750 GALLONS PLEASE CALL FOR QUOTE.

Client must provide all hoses and connectors to equipment

LICENSSEE

DATE

EFFECTIVE SEPT. 30, 2009

FOR OFFICE USE ONLY

DATE RECEIVED:	RECEIVED BY:
AMOUNT RECEIVED:	



9934

EL PASO CONVENTION AND PERFORMING ARTS CENTER

FORKLIFT ORDER FORM

MAIL OR FAX WITH PAYMENT
 1 CIVIC CENTER PLAZA
 EL PASO, TEXAS 79901
 PHONE (915) 534-0611 : FAX (915) 541-3715

Cardholder signature authorizes the El Paso Convention & Performing Arts Center to charge any unpaid balance to the credit card shown below.

SHOW NAME: HOME SHOW		LOCATION: HALL ABC		SHOW DATE(S): AUGUST 24-30, 2010	
COMPANY NAME:			BOOTH NUMBER:		
STREET ADDRESS		CITY		STATE	
				ZIP	
CREDIT CARD INFORMATION <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> CHECK (MAKE PAYABLE TO EL PASO CONVENTION CENTER (Include Drivers License # and expiration date))		ACCOUNT NO PRINT LEGIBLY		EXP. DATE	
CARDHOLDER'S SIGNATURE			CARDHOLDER'S NAME PLEASE PRINT		
DEADLINE DATE: AUGUST 10, 2010					

LABOR:

DESCRIPTION	Number Of Hours	Rate Per 1/2 hour	Rate Per Hour	TOTAL DUE
Forklift with operator		\$ 40.00	\$ 75.00	
Banners (This includes hanging and removing banner)		\$ 65.00	\$ 100.00	

SUB TOTAL: _____

TAX 8.25 %: _____

TOTAL DUE: _____

FOR OFFICE USE ONLY

DATE RECEIVED	
METHOD OF PAYMENT	
AMOUNT RECEIVED	
RECEIVED BY	

Effective SEPT. 30, 2009

EL PASO CONVENTION AND PERFORMING ARTS CENTER
1 Civic Center Plaza
El Paso, Texas 79901
PHONE: (915) 534-0611 FAX: (915) 541-3715

9934

EXHIBITOR PARKING ORDER FORM

Cardholder signature authorizes the El Paso Convention Center to charge any unpaid balance to the credit card shown below. **West Lot is reserved for trailers and oversized trucks. Cars and small trucks will be sent to UPTT Garage across from the Convention Center.**

SHOW NAME: HOME SHOW		LOCATION: HALL ABC		SHOW DATE(S): AUGUST 24-30, 2010	
COMPANY NAME:			BOOTH NUMBER:		
STREET ADDRESS:		CITY		STATE	
TELEPHONE NUMBER:		FAX NUMBER:			
CREDIT CARD INFORMATION	ACCOUNT #				
	PRINT LEGIBLY				
CARDHOLDER'S SIGNATURE:			CARDHOLDER'S NAME (Please print)		

QTY.	DESCRIPTION	LICENSE PLATE #	COST	TOTAL COST
	1-5 EVENT DAYS		\$ 15.00 EACH PASS (THIS PRICE INCLUDES TAX)	
	TOUR BUS PER DAY (OVER NIGHT PARKING)		\$ 21.65 EACH (THIS PRICE INCLUDES TAX)	
	R.V. PER DAY (OVER NIGHT PARKING)		\$ 16.24 EACH (THIS PRICE INCLUDES TAX)	
	STORAGE TRAILER PER DAY (16' OR LESS)		\$ 6.50 EACH (THIS PRICE INCLUDES TAX)	

208 Volt For RV Connection

QTY	DESCRIPTION	DISCOUNT PRICE	2 WEEKS PRIOR TO EVENT	FLOOR RATE	SUBTOTAL	
	10 AMPS SINGLE PHASE	\$ 57.00	\$ 90.00	\$ 132.50		<ul style="list-style-type: none"> There is a minimum labor charge of One hour for installation of Island Booths & 208 volts or Higher Service. <p>ELECTRICAL LABOR STRAIGHT TIME- Mon-Fri. 8 a.m. To 5 p.m. \$ 33.00</p>
	20 AMPS SINGLE PHASE	\$ 103.00	\$ 140.00	\$ 207.50		
	30 AMPS SINGLE PHASE	\$ 146.00	\$ 190.00	\$ 282.50		

WATER CONNECTION FOR RV

	QUANTITY	DISCOUNT RATE 2 weeks prior to event	REGULAR RATE		COST
Water Connection no drain service		\$ 60.00 each	\$ 80.00 each		

FOR CONVENTION CENTER USE:	
TOTAL ORDER:	
DATE ORDER RECEIVED:	
METHOD OF PAYMENT:	
AMOUNT RECEIVED:	
RECEIVED BY:	

THIS PASS PROVIDES UNLIMITED ACCESS IN AND OUT. DUE TO LIMITED PARKING UNDERGROUND, THERE WILL BE A POSSIBILITY OF OFF SITE PARKING .

ALL TRAILERS MUST BE PARKED IN THE WEST LOT. NO TRAILERS ARE PERMITTED TO PARK UNDERGROUND. VENDORS WILL BE REQUIRED TO PURCHASE A PARKING PASS FOR TRAILER AND VEHICLE.

ELECTRICAL AND WATER SERVICE IS NOT INCLUDED IN THE RV PER DAY RATE.

RV PARKING IS RESERVED ON A FIRST COME FIRST SERVE BASIS. SPACES ARE LIMITED IN THE WEST LOT.



EL PASO CONVENTION &
PERFORMING ARTS CENTER

El Paso Convention & Performing Arts Centers Credit Card Authorization

SMG dba EL PASO CONVENTION & PERFORMING ARTS CENTERS

DATE: _____

Credit card authorization for charges from services/supplies rendered.

NAME: _____

ADDRESS: _____

VISA/MC/AMEX/DISCOVER: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

AUTHORIZED PERSON/CARD HOLDER: _____

Print name here

SERVICES RENDERED: DESCRIPTION OF SERVICES/SUPPLY RENDERED:

AMOUNT OF CREDIT CARD CHARGE:

*SIGNATURE

A 5% service charge is assessed to any credit card charge over \$500.00

PLEASE FAX COMPLETED FORM TO (915) 541-3715

*Signature indicates approval for the amount of the credit card charge.