



1040 22nd Avenue ■ info@rossiexpo.com
Oakland, CA. 94606 ■ www.rossiexpo.com
510.436.7500 ■ FAX 510.217.9622

The Power Behind The Scenes

MEMO TO EXHIBITORS

Event: **TiEcon 2011 Silicon Valley**
Location: **Santa Clara Convention Center**
Date: **May 13th and 14th 2011**

Dear Exhibitor,

We are pleased to advise you that Rossi Expositions, Inc. has been selected as the "Official Service Contractor" for the **TiE Silicon Valley 2011** event. We will accommodate all exhibitors to the best of our ability to ensure a successful presentation.

Enclosed are forms that will be useful to you. If you require any inbound/outbound freight assistance or additional furnishings for your booth, please fill out and return the appropriate forms no later than **THURSDAY, MAY 5TH, 2011**. If the order forms do not cover your needs, be assured that if you call us we will be glad to assist you. Orders can be taken on an "as available" basis on show site at the Exhibitor Services desk at additional cost.

Payment in full must accompany your order. Payment may be made by company check or credit card authorization. For your convenience, Rossi Expositions, Inc. accepts Master Card, Visa and American Express. All invoices are due prior to the show date. Your show site representative must be made aware of this policy and have means of payment at the show for any outstanding or additional show site orders. All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

Each complete 8'd x 10'w booth package will include:

- 8' high draped back wall (blue/white)
- 3' high draped side rails (blue/white)
- One (1) 6'x 30" skirted table
- Two (2) padded chairs
- One (1) 7"x44" Exhibitor ID Sign

Each complete 8'd x 20'w booth package will include:

- 8' high draped back wall (blue/white)
- 3' high draped side rails (blue/white)
- Two (2) 6'x 30" skirted tables
- Four (4) padded chairs
- One (1) 7"x44" Exhibitor ID Sign

PACKAGE "C" – Each complete 5'd x 8'w booth package will include:

- 8' high draped back wall (blue/white)
- One (1) 6'x 30" skirted table
- Two (2) padded chairs
- One (1) 7"x44" Exhibitor ID Sign

PACKAGE "D" – Each complete 16'd x 20'w booth package will include:

- 8' high draped back wall (blue/white)
- 3' high draped side rails (blue/white)
- Four (4) 6'x 30" skirted tables
- Eight (8) padded chairs
- One (1) 7"x44" Exhibitor ID Sign

HALLS A & B WILL BE CARPETED IN BLACK

IMPORTANT DEADLINES & SHOW TIMES

Advance Order Deadline	Thursday, May 5 th , 2011
Advance Warehouse Deadline	Monday, May 8 th , 2011
Shipments to SCCC ONLY:	Must arrive by May 12 th , 2011
Exhibitor Move-In:	Thursday May 12th - 2:30 PM until 6:00 PM Friday May 13th - 7:00 AM until 9:30 AM.

Note: All booths need to be set-up by 9:30 am Friday May 13th.

Expo Hours:	Friday May 13th - 10:00 AM until 7:00 PM Saturday May 14th - 10:00 AM until 5:00 PM
Dismantle Begins:	Saturday May 14th - 5:15 PM

As the "Official Service Contractor" we are responsible for all freight-related services. We will provide advanced dock to dock material handling, including, receiving shipments at our warehouse, storage (up to 30 days prior to install date), and transportation of shipments to show site, delivery to exhibitor's booth, pick-up and outbound freight handling. (Exhibitors are responsible for inbound and outbound shipping charges). All orders are governed by Rossi Expositions, Inc. Payment Policy and the Limits of Liability and Responsibility.

Advance Freight (to Rossi Expo):

To ensure the proper handling of your shipments, please direct all advanced inbound packages to the following address:

**TO: Rossi Expositions, Inc.
1040 22nd Ave
Oakland CA 94606**

TO ARRIVE BY: MAY 9, 2011

Onsite Freight (to SCCC):

To ensure the proper handling of your shipments, please direct all inbound packages to the following address:

**TO: Santa Clara Convention Center: Hall A
Attn: TiE Silicon Valley 2011/ Your Company Name & Booth #
5001 Great America Parkway
Santa Clara, CA 95054**

TO ARRIVE ON: MAY 12, 2011

DEADLINES:

****All advance shipments must be received by *MONDAY, MAY 9TH, 2011 BY 4PM.* (Please note, no weekend deliveries are accepted.)**

****Onsite deliveries must occur on *THURSDAY, MAY 12TH 2011* to Santa Clara Convention Center between the hours of 8AM-5PM. Please note this is the ONLY day for onsite deliveries.**

**** All orders forms must be received and paid for no later than Monday, *THURSDAY, MAY 5TH, 2011.***
If you need assistance or additional information regarding the forms or your shipments, please call 510-436-7500.

Outbound Freight:

All outbound packaged freight, handled by Rossi Expositions, Inc., must have your carriers label(s) with your prepaid account number. Labels should be fully and correctly addressed in the following manner:

<p>FROM: <i>Your Company Name</i> <i>c/o Rossi Expositions</i> 1040 22nd Avenue Oakland, CA 94606</p>

Decorator Union Information:

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the exhibitor.

Insurance:

Neither Show Management, nor any Show Management Contractor or the facility assumes responsibility for any merchandise or display material that may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

<p>All orders, including labor, electrical and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.</p>

<p>No Credits Will Be Issued After Event Opens!</p>
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During the show, the staff at our Service Desk on the show floor will be happy to answer any questions you may have and to help with any problems that may arise concerning services or freight.

We look forward to working with you.

Sincerely,

Rossi Expositions, Inc.



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The Power Behind The Scenes

FURNITURE, DRAPES, & CARPET

Event: TiEcon 2011 Silicon Valley
 Location: Santa Clara Convention Center
 Date: May 13th and 14th 2011

YOUR BOOTH DRAPE COLOR IS: BLUE/WHITE

TABLES (24" Wide x 30" High)					CARPET				
Qty	Description	Advance	Late	Total	Qty	Standard Sizes	Advance	Late	Total
	4' Long table - Draped	75.00	93.75	\$		9' x 10'	112.50	141.00	\$
	4' Long Undraped table	37.50	47.00	\$		9' x 20'	200.00	250.00	\$
	6' Long table - Draped	95.00	118.75	\$		9' x 30'	300.00	375.00	\$
	6' Long Undraped table	47.50	60.00	\$		9' x 40'	375.00	469.00	\$
	8' Long table - Draped	115.00	143.75	\$		For longer lengths, add \$60 per each 10' increment			\$
	8' Long Undraped table	57.50	72.00	\$	CARPET COLORS (circle one):				
	Drape 4th side - 4', 6', 8'	20.00	25.00	\$	Blue Black Red Gray				
COUNTERS (24" Wide x 42" High)					CARPET PADDING				
	4' Long counter - Draped	85.00	106.25	\$		9' x 10'	50.00	62.50	\$
	4' Long Undraped counter	42.50	53.50	\$		9' x 20'	100.00	125.00	\$
	6' Long counter - Draped	105.00	132.00	\$		9' x 30'	150.00	187.50	\$
	6' Long Undraped counter	52.50	66.00	\$		9' x 40'	200.00	250.00	\$
	8' Long counter - Draped	125.00	156.25	\$		For longer lengths, add \$50 per each 10' increment			\$
	8' Long Undraped counter	62.50	78.50	\$	CARPET cont'd - CUSTOM CUTS				
	Drape 4th side - 4', 6', 8'	20.00	25.00	\$	Specify size of cut to fit carpet				
24" Wide TABLE & COUNTER - SKIRT COLORS (circle one):						_____ x _____ = _____ sq. ft. x	4.50/sq. ft.		\$
SHOW COLOR IS: _____									
Blue Black White Gold Red Silver Burgundy Teal									
DRAPED ROUND TABLES (with Black Linens ONLY)									
	30" diam. X 30" high	85.00	106.25	\$					
	30" diam. X 42" high	90.00	112.50	\$					
	72" diam. X 30" high	135.00	168.75	\$					
ADDITIONAL FURNISHINGS									
	Padded Side Chair	25.00	31.25	\$					
	Padded Arm Chair	25.00	31.25	\$					
	Padded High Stool w/back	30.00	37.50	\$					
	Folding Chair	12.00	15.00	\$					
	Waste Basket	10.00	12.50	\$					
	Easel (Chrome)	22.00	27.50	\$					
	Bag Stand	50.00	62.50	\$					
	Literature Rack - 5 pocket	45.00	56.25	\$					
	Rolling Garment Rack	50.00	62.50	\$					
SPECIALTY ITEMS									
	Glass Bubble Bowl	22.00	27.50	\$					
	Wood Bookcase								
	6' high X 2.5' wide X 11" deep	110.00	137.50	\$					
	4' x 8' Tack board (circle one):								
	Vertical or Horizontal	70.00	87.50	\$					
	Stanchion w/Rope or Chain per ft.	5.00/ft.	6.25/ft.	\$					
	Stanchion w/Retractable 6' Belt	30.00	37.50	\$					

TOTAL DUE \$

*Late order rates apply for all orders not paid in full by 5/5/11.
 No credit will be issued after event opens!*

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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ELECTRICAL ORDER

Event: TiEcon 2011 Silicon Valley
Location: Santa Clara Convention Center
Date: May 13th and 14th 2011

ELECTRICAL OUTLETS *(Any power used within booth)*

Qty.	120 Volt	Advance Order	Late Order	
_____	Single outlet 500 Watts or Less (One laptop computer or booth lights)	\$98.00	\$147.00	\$ _____
_____	Single outlet up to 1000 Watts (One desktop computer & Printer)	\$179.00	\$269.00	\$ _____
_____	Single outlet up to 2000 Watts	\$241.00	\$362.00	\$ _____
_____	3-Wire 25' extension cord	\$21.00	\$25.00	\$ _____
_____	Multi-outlet strip	\$21.00	\$25.00	\$ _____

FLOODLIGHT *(Electric outlets must be ordered as well for these items)*

Qty.		Advance Order	Late Order	
_____	150 Watt floodlight on 8' stanchion	\$92.00	\$138.00	\$ _____
_____	Double 150 Watt floodlight on 8' stanchion	\$138.00	\$207.00	\$ _____

MOTOR OUTLETS *(See information below regarding electric labor requirements)*

Description	208 Volt, Single Phase			208 Volt, 3 Phase			Total
	Qty.	Advance	Late	Qty.	Advance	Late	
Up to 10 Amp Service		\$290	\$435		\$391	\$587	
15 Amp Service		\$328	\$492		\$451	\$677	
20 Amp Service		\$411	\$617		\$550	\$825	
30 Amp Service		\$501	\$752		\$675	\$1013	
40 Amp Service		\$650	\$975		\$881	\$1,322	
Above 40 Amps		Add \$55 per Amp			Add \$62 per Amp		

_____ Motor Connection cords @ \$50.00 each = \$_____ (Exhibitor must provide female plug if required.)

ELECTRIC LABOR *(All motor outlets are subject to labor charges for installation and dismantle.)*

Electrical labor will be billed at \$90.00 per hour straight time and \$180.00 per hour overtime (overtime applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. There is a one-hour minimum for each worker.

INSTALL _____ workers for _____ hours @ \$_____ per hour = \$_____

DISMANTLE _____ workers for _____ hours @ \$_____ per hour = \$_____

OK TO PROCEED with electrical service installation
DO NOT PROCEED. Exhibitor will call for labor on Date: _____ Time: _____ AM / PM

All outlets will be installed on the floor at the rear of the booth. Connections from outlets to exhibitors' equipment will be billed at time and material. Outlets requiring 24-hour service will be billed at double the above rates. All motors over 1 hp shall have a magnetic starter and manual disconnect switch furnished by the exhibitor. All wiring and other electrical equipment must meet all applicable codes. Local codes allow no more than two connections per outlet box for lighting and one connection for power outlets. **No credits will be issued on any electrical service installed as ordered and not used.**

Total Due \$

Late order rates apply for all orders not paid in full by 5/5/11.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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ELECTRICAL - SPECIAL PLACEMENT ORDER

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

All outlets will be installed on the floor at the rear of the booth. Should you need to have your outlet(s) placed elsewhere within your booth, please utilize this grid to mark where you need your electrical placed. All special electrical placements will be billed at time and material.

ELECTRIC LABOR

(All special electrical placements are subject to labor charges for installation and dismantle.)

Electrical labor will be billed at \$75.00 per hour straight time and \$150.00 per hour overtime (overtime applies to all labor performed other than 8:00 AM to 4:00 PM Monday through Friday). All outlets that require 208 volt service or motor whips will require electrical labor. Work will start as soon as possible unless otherwise specified. **There is a one-hour minimum for each worker.**

INSTALL _____ workers for _____ hours @ \$ _____ per hour = \$ _____
DISMANTLE _____ workers for _____ hours @ \$ _____ per hour = \$ _____
TOTAL \$ _____

10'w x 8'd Booth

1 Square = 1 Foot

BACK

LEFT
SIDE

RIGHT
SIDE

FRONT

Please use the following symbols for marking the above grid:

+ = Main Drop Location
▲ = 1000 watt/10 amp

■ = 500 watt/5 amp
● = 2000 watt/20 amp

Outlets requiring 24-hour service will be billed at double the above rates. **No credits will be issued on any electrical service installed as ordered and not used.**

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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FREIGHT OPTIONS AND RATES

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

Advance Freight Warehouse Address:
 Rossi Expositions, Inc., c/o Yellow Freight ■
 201 Haskins Way, S. San Francisco, CA, 94080

ADVANCE FREIGHT RECEIVING DEADLINE: MONDAY, MAY 9TH, 2011

TRADE SHOW FREIGHT SERVICE OPTIONS AND RATES		Per 100 Lbs. (CWT)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to the booth and returned to loading dock for forwarding via common carrier at close of show per CWT. See Label: Advance Freight. Delivery deadline: May 9, 2011 (200 pound minimum = \$104)		\$52.00
2. Receipt of common freight and crated exhibits at exhibit hall (on May 12, 2011 only), unloading, delivery to booth and return to loading dock for common shipment at close of show per CWT. See Label: Onsite Freight (200 pound minimum = \$120)		\$60.00
3. Shipments consigned to our warehouse which arrive after our published receiving date or which arrive without proper identification or paperwork on file will be assessed an additional surcharge per CWT. (200 pound minimum = \$40)		\$20.00
4. For handling of crated, padded van or specialized equipment, additional surcharge per CWT. (200 pound minimum = \$50)		\$25.00
5. For delivery of abandoned freight at close of show, back to warehouse for loading to outbound carriers per CWT. (200 pound minimum for this service = \$180)		\$90.00
SPECIAL SERVICES (Rates are per hour, with a one-hour minimum)	Straight Time	Overtime
6. Material Handler – One (1) laborer / One (1) hour minimum to assist with unpacking or repacking exhibit material.	\$48.00	\$72.00
7. Vehicle Spotting	\$48.00	\$72.00
8. 3,000 lb. Forklift with Driver (must be ordered in advance)	\$78.00	\$116.00
9. Crate/Pallet/Skid banding and/or shrink wrapping (per hour plus material)	\$48.00	\$72.00
10. Valet Service: Provides one worker and 3'x4' flat cart for round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$110.00 per round trip	
11. P.O.V. (Privately Owned Vehicle) Service: Provides a one-way flat rate for Move-In or Move-Out. Move-In: Exhibitors will unload their vehicle and place exhibit materials onto a 4'x4' pallet in a stable load. We will deliver the material to your booth. Move-Out: Exhibitors will load the 4'x4' pallet in a stable load. We will deliver the material to your vehicle.	\$55.00 one-way	

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used.

For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials require because of excessive weight or size, the above rates will apply. **Rates are per hour, with a one-hour minimum.**

Insurance: Neither show management, any show management contractor nor the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged.

Your must carry your own insurance to protect property.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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ORDER FOR FREIGHT HANDLING SERVICE

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

This Form Due By: THURSDAY, MAY 5, 2011
Advance Freight Receiving Deadline: MONDAY, MAY 9 2011

Advance Freight Warehouse Address:
 Rossi Expositions, Inc., c/o Yellow Freight ■
 201 Haskins Way, S. San Francisco, CA, 94080

Exhibitor:		
Carrier:	Ship Date:	
Total Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number(s):	
Shipped Out By:		
To Arrive At:	<input type="checkbox"/> Advance Freight Warehouse <i>(must be received by 5/9/11)</i> <input type="checkbox"/> Show Site <i>(can only be received on 5/12/11 between 8am-12noon, NO EXCEPTIONS)</i>	
Advance Freight Total Weight: _____ lbs.	@ \$52 per 100lbs (CWT) =\$	Due (\$104 minimum)
Show Site Freight Total Weight: _____ lbs.	@ \$60 per 100 lbs (CWT) =\$	Due (\$120 minimum)
Additional Services:	= \$	Due
Total Due = \$		

Re-Forwarding Instructions at Close of Show: Exhibitor are solely responsible for all outbound freight being properly packaged and labeled with your chosen freight carriers' completed forms including all prepaid account numbers. Exhibitors must also make their own arrangements directly with their carrier(s) for any freight being shipped out directly from the show site. If you would like Rossi Expositions, Inc. to assist you with getting your freight to your chosen freight carrier, you must check in with the Rossi Expositions, Inc. Exhibitors' Service Desk, on-site before you leave the event.

If you fail to check in with Rossi Expositions, Inc. and your freight is left on the show floor upon completion of Rossi Expositions, Inc.'s dismantle, it will be considered Abandoned Freight. Rossi Expositions, Inc. will receive and hold your Abandoned Freight at our warehouse until you contact us. There will be an additional penalty charge of \$90.00 per 100 lbs. (200 lb. minimum = \$180.00) for handling your Abandoned Freight. You will be responsible for carrier charges above and beyond this penalty. We will attempt to contact you to resolve any abandoned freight issues but ultimately it is your sole responsibility.

Payment Policy: Payment in full on all advance and floor orders when order is placed.

Terms: This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and customer designated below. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it supersedes customer's order form, if any.

Authority to Handle

With respect to the property referred to above you are hereby authorized to pick up, deliver, store, ship out and act as shipper's agent in the handling of said property by any other authorized carrier, and to make all contracts as needed for performance, and to perform any additional services as required or necessary for re-forwarding at close of show.

_____ (Initial here)

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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AUDIO VISUAL EQUIPMENT

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

AFTER 5/5/11, ALL ORDERS ARE ON AN "AS AVAILABLE" BASIS

Equipment	1 Day	2 Days	3 Days	4 Days	Subtotal
20" Video monitor	\$60	\$120	\$150	\$180	
VHS Player w/auto repeat	\$40	\$80	\$100	\$120	
DVD Player	\$50	\$100	\$125	\$150	
DVD / VCR Combo	\$85	\$170	\$212	\$255	
Speaker Package (2) w/stands	\$150	\$300	\$375	\$450	
Wired handheld microphone w/stand	\$50	\$100	\$125	\$150	
17" Flat screen monitor w/cable	\$170	\$340	\$425	\$510	
19" Flat screen monitor w/cable	\$200	\$400	\$500	\$600	
27" Computer monitor w/cable	\$235	\$470	\$587	\$705	
32" Computer monitor w/cable	\$435	\$870	\$1087	\$1305	
40" LCD Panel w/table stand	\$610	\$1220	\$1525	\$1830	
Floor Stand for 40" LCD	\$180				
54" Tall AV Cart	\$50	\$100	\$125	\$150	
<i>For your computer needs, please call or email for more information</i>	Equipment Total				\$
	For orders placed after 5/5/11 or for orders placed at show, a 25% late order surcharge applies				
	Delivery & Install Fee				\$ 50.00
	Total Due				\$

No credits will be issued after event opens!

This order for goods/services constitutes a contract of rental (Contract) between Rossi Expositions, Inc. and the customer designated below.

Payment Policy: Payment in full is required on all advance and floor orders when the order is placed. If electricity is not part of your booth package, you must order electrical service for your AV equipment.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
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AUDIO VISUAL EQUIPMENT	
Event:	TiEcon 2011 Silicon Valley
Location:	Santa Clara Convention Center
Date:	May 13 th and 14 th 2011

**ALL PLANTS & FLORAL ORDERS
 ARE ONLY AVAILABLE ON AN ADVANCE ORDER BASIS**

	Unit Price	Quantity	Total
• FLORAL ARRANGEMENTS <input type="checkbox"/> All around <input type="checkbox"/> One-sided <input type="checkbox"/> 10" wide x 12" high \$ 80.00 _____ <input type="checkbox"/> 12" wide x 18" high \$ 110.00 _____ Other sizes, special requests and custom floral arrangements available. Color preferences description:			
• BUBBLE BOWLS (for business cards and giveaways) \$ 20.50 _____ • MUM PLANTS <input type="checkbox"/> White <input type="checkbox"/> Yellow <input type="checkbox"/> Lavender \$ 45.00 _____ • SEASONAL FLOWERING PLANTS (Azalea, Cyclamen, etc.) <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White \$ 45.00 _____ • FERNS or IVIES <input type="checkbox"/> Small \$ 45.00 _____ <input type="checkbox"/> Large \$ 65.00 _____ • GREEN PLANTS <input type="checkbox"/> 2' \$ 65.00 _____ <input type="checkbox"/> 3' \$ 80.00 _____ <input type="checkbox"/> 4' \$ 95.00 _____ <input type="checkbox"/> 5' \$ 110.00 _____ <input type="checkbox"/> 6' \$ 125.00 _____ <input type="checkbox"/> Taller than 6' & Specialty Plants Priced upon request			
	Subtotal for Plants & Flowers		
	For orders placed after 5/5/11 or for orders placed at show, a 50% late order surcharge applies		
	Delivery & Removal Fee		50.00
	Total Due		

*All orders to be paid in full prior to show opening. No credits will be issued after event opens!
 Late order rates apply for all orders not paid in full by 5/5/11.*

Please meet us at our booth for additional design assistance: Date _____ Time _____

- All plants and floral orders are ONLY available on an Advance Order basis!
- Items damaged or missing from exhibitor's booth are the responsibility of the exhibitor and additional charges will apply
 - All rental items (except floral arrangements) will remain the property of Rossi Expositions, Inc..

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	



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AUDIO VISUAL EQUIPMENT

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

SKILLED DISPLAY LABOR for Installation & Dismantling of Exhibits

All labor rates are subject to union contract changes.

- Straight Time Mon. – Fri. 8:00 a.m. – 4:30 p.m. \$80.00 per hour, one hour minimum per person
- Overtime Mon. – Fri. 4:30 p.m. – 10:00 p.m. \$120.00 per hour, one hour minimum per person
- Double Time Mon. – Fri. 10:00 p.m. – 8:00 a.m. \$160.00 per hour, one hour minimum per person
- Other Sat., Sun., Holidays All Hours \$160.00 per hour, one hour minimum per person

HIGH-LIFT RATES (One-Hour Minimum)

High-lift time includes rental of high-lift and two operators: \$280.00 per hour straight time, \$420.00 per hour overtime and \$560.00 per hour double time.

O.K. to Proceed – Exhibitor need not be present; please begin as soon as possible

Rossi Expositions, Inc. will proceed with your display set-up unless instructed otherwise. Every effort will be made to set your display on straight time hours, unless move-in schedule does not permit. Executive supervision is available on request for an additional charge of 25% of the total labor charges.

_____ Plans included with this order; proceed without exhibitor

_____ Plans with exhibit; proceed without exhibitor. Plans in case/crate #: _____

OR

Do Not Proceed – Exhibitor will call for labor and supervise workers

All work is to be performed ONLY under the supervision of the exhibitor representative. A minimum charge of one hour per person will apply. Time will commence in accordance with exhibitor's request.

Representative's name: _____

Exhibitor will check in at the service desk to pick up labor on → _____

Date: _____

Time: _____ a.m./p.m.

To be completed by Rossi Expositions, Inc.:

Number of laborers for Install _____	Number of laborers for Dismantle _____
X Approx. hrs. _____	X Approx. hrs _____
@ \$Rate (Straight/Overtime) \$ _____	@ \$Rate (Straight/Overtime) \$ _____
Subtotal \$ _____	Subtotal \$ _____
Add 25% Supervision (if applicable) \$ _____	Add 25% Supervision (if applicable) \$ _____
Install Labor Total \$ _____	Dismantle Labor Total \$ _____
Approx. hours for High Lift Install _____	Approx. hours for High Lift Dismantle _____
@ \$Rate (Straight/Overtime) \$ _____	@ \$Rate (Straight/Overtime) \$ _____
High-Lift Install Total \$ _____	High-Lift Dismantle Total \$ _____
Total Due \$ _____	

Special Instructions:

No credits will be issued after event opens!

Exhibitor Co. Name	Booth #
Print Name	Phone#
Signature	Email



1040 22nd Avenue ■ info@rossiexpo.com
 Oakland, CA 94606 ■ www.rossiexpo.com
 510.436.7500 ■ FAX 510.217.9622

The Power Behind The Scenes

AUDIO VISUAL EQUIPMENT	
Event:	TiEcon 2011 Silicon Valley
Location:	Santa Clara Convention Center
Date:	May 13 th and 14 th 2011

COMPANY NAME: _____ BOOTH NO.# _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE #: _____ FAX #: _____

ORDERED BY : _____ DATE: _____

VACUUMING OF CARPETS AND EMPTYING OF WASTE BASKET(S). IF YOU WOULD LIKE TO HAVE THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

We will require the following:

PRICE PER DAY PER BOOTH	X	# DAYS	X	# BOOTHS	=	\$ TOTAL
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Vacuum, including emptying waste basket(s).....\$22.00 per order price X _____ X _____ = _____

Vacuum, including emptying waste basket(s).....\$30.00 on site price X _____ X _____ = _____

For one time only specify date: _____ (If no date is specified, booth cleaning will be done before first day of show)

PLEASE NOTE: Remember to multiply the number of days by the number of booths in order to arrive at you total cost.
 If your booth size is larger than 10'x10', calculate the number of 10'x10' spaces included in your booth configuration.

EXAMPLE: Space dimensions are 10'x60'. Multiply the dimensions of your booth: 10 times 60 = 600sq. ft.
 Divide the total square feet by 100 (the square feet in a 10'x10' booth): 600 divided by 100 = 6.
 You have a total of 6 - 10'x10' spaces in your rented area.
 Now multiply the number of days you wish to have your booth cleaned by the number of spaces in your area.

SPECIAL INSTRUCTIONS:

Total Due \$

No credits will be issued after event opens!
 Late order rates apply for all orders not paid in full by 5/5/11.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
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The Power Behind The Scenes

AUDIO VISUAL EQUIPMENT

Event: **TiEcon 2011 Silicon Valley**
 Location: **Santa Clara Convention Center**
 Date: **May 13th and 14th 2011**

COMPRESSED AIR: 90-100lbs.PSI

QTY	SERVICE ITEM	ADVANCE	LATE	
_____	Service charge for first air outlet	367.00 ea.	551.00 ea.	_____
_____	Each additional outlet within Island + Peninsula booths only	183.00 ea.	275.00 ea.	_____
_____	Number of connections – size of connection	82.00 ea.	123.00 ea.	_____
_____	CFM's required (total requirement for all machines)	6.00 ea.	9.00 ea.	_____
_____	24 Service required? <input type="checkbox"/> YES <input type="checkbox"/> NO	300.00 ea.	450.00 ea.	_____

Plumbing contractor is not responsible for moisture, oil, water, or particles in air lines, loss of flow of fluctuation in airline pressure. Exhibitor must supply regulators, filters and driers. **TOTAL** _____

WATER 1/2" AND 3/4"

QTY	SERVICE ITEM	ADVANCE	LATE	
_____	Service charge for first water outlet in booth	378.00 ea.	567.00 ea.	_____
_____	Each additional outlet within island + peninsula booths only	189.00 ea.	275.00 ea.	_____
_____	Number of connections – size of connection _____	82.00 ea.	123.00 ea.	_____

PSI Required _____ GPM Required _____

TOTAL _____

Pressures may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve or booster – pump installed. Plumbing contractor is not responsible for sediment, color or taste of water.

DRAINS 1/2" AND 3/4"

QTY	SERVICE ITEM	ADVANCE	LATE	
_____	Service change for each drain outlet in booth	378.00 ea.	291.00 ea.	_____
_____	Number of connections – size of connection _____	82.00 ea.	123.00 ea.	_____

(Quotes for other sizes available upon request) **TOTAL** _____

FILL AND DRAIN – PLEASE INDICATE AS REQUIRED

QTY	SERVICE ITEM	ADVANCE	LATE	
_____	Fill and Drain 0-199 gallons	194.00 ea.	291.00 ea.	_____
_____	Fill and Drain 200-399 gallons	265.00 ea.	398.00 ea.	_____
_____	Fill and Drain 400 or more gallons	433.00 ea.	649.00 ea.	_____

(Labor (2) two hour minimum) Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, we cannot drain it. **TOTAL** _____

COMPRESSED GAS CYLINDERS

QTY	SERVICE ITEM	ADVANCE	LATE	
_____	Compressed nitrogen cylinders – approx. 5'X7", 235 cu.ft.	71.00 ea.	107.00 ea.	_____
_____	Helium – approx. 5'X7", 235 cu. ft.	160.00 ea.	240.00 ea.	_____
_____	Other cylinders are available upon request	P.O.R.	P.O.R.	_____
_____	Regulators	41.00 ea.	61.00 ea.	_____
_____	1/4" X 25' Air hose for cylinders only	41.00 ea.	61.00 ea.	_____

Cylinders delivered to booth. NO CREDIT FOR UNUSED CYLINDERS **TOTAL** _____

All ramping of utility lines in booth are done at time and material. Laying lines under carpet or floor or spotting from ceiling will be an additional labor charge. Minimum per laying and per removal of lines are (1) one hour each. Please attach a floor plan with order to show location of lines.

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AUDIO VISUAL EQUIPMENT

Event: TiEcon 2011 Silicon Valley
Location: Santa Clara Convention Center
Date: May 13th and 14th 2011

LABOR – Charged in (1) one hour increments (minimum charge: (1) one hour)	
_____ Monday-Friday, 8:00am – 3:30pm (except holidays) -----	\$.65.00 _____
_____ Before 8:00am and after 3:30pm weekdays, Saturday, Sunday and holidays-----	-\$130.00 _____
TOTAL _____	

No credits will be issued after event opens! Late order rates apply for all orders not paid in full by 5/5/11.

IMPORTANT TERMS / CONDITIONS AND REGULATIONS

1. Credit will not be given for utilities installed and not used or for unused cylinders.
2. All material and equipment furnished by Rossi Expositions, Inc. shall remain property and shall be removed ONLY by Rossi Expositions, Inc. at the close of the show. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
3. An outlet and connection needs to be ordered for each piece of equipment in the exhibitor's booth space for air, water and drain. Each piece of equipment requiring an air outlet must also order CFM (Cubic Feet per Minute). Rossi Expositions, Inc. is to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Rossi Expositions, Inc.
4. Island booths outlets will be dropped from ceiling to one location in the booth. If two or more drops are needed, they will be charged as first outlets. Rossi Expositions, Inc. will make every attempt to deliver these services to a location convenient to the exhibitor. When a lift is required to make these drops, labor and lift charges will apply. This applies for Santa Clara, Anaheim and parts of San Diego Convention Center. In most other facilities the utilities come from utility ports in the floor. In -line and peninsula booths will find their outlets located on the floor at the back wall of the booth space.
5. All ramping of utility lines or laying lines under carpet is done on a labor basis. There is a minimum labor charge 1 hour to install and 1 hour to remove. Please read Labor Rates and hours on the front of this form.
6. Air, Water and Drain services located more than 50 feet from the facilities closest distribution point will be charged additional footage on a per footage basis. Exhibitors are encouraged to contact Rossi Expositions, Inc. to discuss any potential additional costs.
7. Service outlet size is determined by the volume required. Airline size is dictated by the CFM requirements. CFM stands for Cubic Feet per Minute. Determine the total amount of CFM for each piece of equipment and provide us with a floor plan indicating location of the equipment and their specific CFM requirement.
8. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should call for quote to have a pressure regulator valve or booster -pump installed. All equipment using water must have inlet and outlet properly tagged. Rossi Expositions, Inc. is not responsible for sediment, color or taste of water.
9. If a pump is required for drain outlet, additional charges will apply. 30 day notice required for special air and water regulators, filters, dryers, ect. Additional charges will apply.
10. Rossi Expositions, Inc. will not be responsible for moisture, oil, water, or particles in air lines. Rossi Expositions, Inc. is not responsible for loss of flow or fluctuation in airline pressure. Exhibitors should supply their own regulators, filters, and dryers.
11. All utilities will be shut off starting a half hour after the closing of the show at plumbers' discretion. If compressed air is required for non-show hours please call for quote.
12. Unless otherwise directed, Rossi Expositions, Inc. personnel are authorized to cut floor coverings to permit installing services (s) ordered.
13. Connections to equipment must be made between 8 a.m. and 3:30 p.m. Monday-Friday (excluding holidays.) All other times and days will be subject to overtime charges.
14. All cylinders must be firmly attached to exhibit. If cylinders must be made secure by Rossi Expositions, Inc. a labor charge may be added. A connection of regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge.
15. Claims will not be considered or adjustments made unless filed by the exhibitor in writing before prior to close of the event, no exceptions. Payment in full for all plumbing services provided must be made in full prior to close of the event. Prices based upon current wage rates and are subject to change without notice.
16. Power to operate any plumbing apparatus is not included. All electrical requirements must be ordered on the electrical form.

Exhibitor Co. Name		Booth #	
Print Name		Phone#	
Signature		Email	