

**EAST COAST  
BOWLING CENTERS  
CONVENTION**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
NOVEMBER 3-4, 2009



6804 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**BOOTH PACKAGE  
AND EXHIBIT  
TIMES**

TUE., NOV 3 - 2:00 PM - 6:00 PM  
WED., NOV 4 - 12:00 NOON - 4:00 PM

Dear Exhibitor:

Vista Convention Services is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations, and event schedules should be directed to:

EAST COAST BOWLING CENTERS CONVENTION  
BPAA  
PO Box 5802  
Arlington, TX 76005  
Tel: (817) 649-5105  
Fax: (817) 248-2940  
Website: [www.bpaa.com](http://www.bpaa.com)

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service  
VISTA CONVENTION SERVICES  
6804 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232-0036  
Tel: (609) 485-2421  
Fax: (609) 485-2392  
email: [info@vistacs.com](mailto:info@vistacs.com)

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please analyze and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

**Vista Providing:** 8' high backdrape - burgundy / white      1 - 6' draped table - white  
3' high siderails - burgundy      2 - side chairs  
7"x44" ID Sign

**Hotel Providing:** 1 - electrical outlet - 12 amp. 110 volt ac

**NOTE: EXHIBIT FLOOR IS CARPETED.**

# **EAST COAST BOWLING CENTERS CONVENTION**

## **EXHIBIT AREA INSTALLATION AND DISMANTLE**

### **Set-Up Dates & Times**

MONDAY	NOVEMBER 2, 2009 - 1:00 PM - 6:00 PM
TUESDAY	NOVEMBER 3, 2009 - 8:00 AM - 2:00 PM

### **Exhibit Dates & Times**

TUESDAY	NOVEMBER 3, 2009 - 2:00 PM - 6:00 PM
WEDNESDAY	NOVEMBER 4, 2009 - 12:00 NOON - 4:00 PM

### **Dismantle Dates & Times**

WEDNESDAY	NOVEMBER 4, 2009 - 4:00 PM - 9:00 PM
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**\*\*Any display not removed by the exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\*\***

Thank you,  
Vista Convention Services  
Customer Service

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## PAYMENT & CREDIT CARD AUTHORIZATION FORM

**DEADLINE DATE:  
OCTOBER 16, 2009**

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with Vista Convention Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

### ORDER RECAP

Standard Booth Furnishings & Carpet Order Form.....	\$ _____
Perfboard Order Form .....	\$ _____
Grid Walls Order Form .....	\$ _____
VCS Modular Rental Unit Order Form .....	\$ _____
Estimated Labor Order Form .....	\$ _____
Estimated Material Handling Order Form.....	\$ _____
	SUB TOTAL \$ _____
	*ADD 7% NJ SALES TAX \$ _____
	NET AMOUNT DUE VISTA \$ _____

**\* Note: All Services are Taxable in the State of NJ.**

**INDICATE PAYMENT METHOD:**

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to:  MasterCard  VISA  American Express

Indicate:  Personal Credit Card  Company Credit Card

Account # 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date 

--	--	--	--	--	--

**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER \_\_\_\_\_**

Cardholder's Name \_\_\_\_\_ (Print or Type)

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON REVERSE SIDE.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**

## **Limits of Liability and Responsibility**

1. Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention 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. Bill-of-lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention 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.
5. Vista Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention 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.
6. Vista Convention Services shall not be liable to any extent whatsoever 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 an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention 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.

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## PAYMENT POLICIES

**DEADLINE DATE:  
OCTOBER 16, 2009**

### PAYMENT OPTIONS

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services in our role as the Official Contractors for this show.

**1. All checks must be in U.S. funds drawn on a U.S. bank**

**2. Advance Payment by Company Check**

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Please make all checks payable to Vista Convention Services.

**3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services (609) 485-2421 or e-mail: info@vistacs.com

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services will charge the following fees:

**Domestic incoming wire transfer fee: \$25.00**

**International incoming wire transfer fee: \$35.00**

**4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services must receive this form by **OCTOBER 16, 2009**.

### SHOW SITE ORDERS

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date. ***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.*** Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### PAYMENT TERMS

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***No telephone orders accepted.***

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**NOTE:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services.

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# STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

**DEADLINE DATE:  
OCTOBER 16, 2009**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>SEATING</b>			
___ Upholstered Arm Chair (black only)	\$.56.00	\$70.00	___
___ Side Chair (black only)	\$.46.00	56.00	___
___ Padded Stool (black only)	\$.60.00	74.00	___

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>ACCESSORIES</b>			
___ Cocktail Table	\$.55.50	70.00	___
___ Round Pedestal Table (30" h x 30" d)	\$.84.00	104.50	___
___ Round Pedestal Table (42" h x 30" d)	\$.101.00	125.50	___
___ Wastebasket	\$.17.50	21.00	___
___ Easel	\$.35.50	42.00	___
___ Chrome Sign Frame (22" x 28")	\$.67.00	84.00	___
___ Bag Holder	\$.84.00	105.00	___
___ 8' Stanchion	\$.25.75	32.50	___
___ Crossbar	\$.25.75	32.50	___
___ Garment Rack	\$.73.00	90.50	___
___ Literature Rack	\$.135.50	156.00	___

### STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

___ 9' x 10'	\$.128.50	156.50	___
___ 9' x 20'	\$.257.00	313.00	___
___ 9' x 30'	\$.385.50	469.50	___
___ 9' x 40'	\$.514.00	626.00	___
___ 9' x 50'	\$.642.50	782.50	___

**Circle color:** Blue Burgundy Gray Teal Red Purple Black Hunter Green

### CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_ft. x \_\_\_ft. (100 sq. ft. minimum) \$2.70 sq. ft. \$4.15 sq. ft. \_\_\_

**Circle color:** Blue Burgundy Gray Teal Red Purple Black Hunter Green

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_ft. x \_\_\_ft. (100 sq. ft. minimum) \$1.25 sq. ft. \$1.45 sq. ft. \_\_\_

QTY.	DISCOUNT RATES	STANDARD AMT. RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>			
Price includes white vinyl top & 3 sides			
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

___ 2' x 4' x 30"	\$.89.50	\$111.50	___
___ 2' x 6' x 30"	\$.105.75	132.25	___
___ 2' x 8' x 30"	\$.124.00	154.75	___

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

**Circle color:** Blue Black Burgundy Purple Gray Red Teal White Hunter Green

___ 2' x 4' x 42"	118.25	142.50	___
___ 2' x 6' x 42"	133.00	162.00	___
___ 2' x 8' x 42"	145.75	182.25	___

### UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30"	41.25	51.00	___
___ 2' x 6' x 30"	48.50	60.00	___
___ 2' x 8' x 30"	58.00	70.00	___

### UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42"	53.00	64.50	___
___ 2' x 6' x 42"	59.50	74.00	___
___ 2' x 8' x 42"	69.00	85.50	___

### DRAPED RISERS

White Vinyl			
___ 4' One Step	39.75	49.25	___
___ 6' One Step	48.25	60.00	___

### MISCELLANEOUS

___ 3' Black Stanchion/Pull out Tape...50.00	65.00	___
(7 1/2 ft. lengths)		

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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NOVEMBER 3-4, 2009



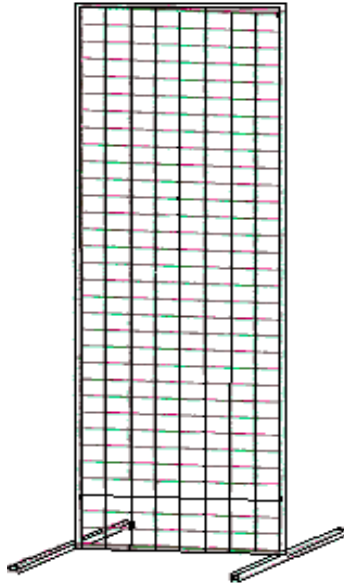
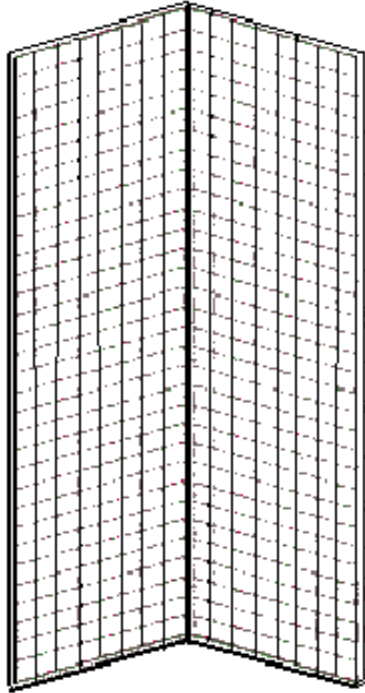
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# GRID WALLS ORDER FORM

**DEADLINE DATE:  
OCTOBER 16, 2009**

Style A: 2' x 8'

Style B: 2' x 6'



**STYLE A:**

2' x 8' ORDER GRID IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.

**STYLE B:**

2' x 6' ORDER GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

**NOTE:** NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

**QUANTITY OF GRIDS REQUIRED:**

	DISCOUNT RATE	STANDARD RATE	AMOUNT
___ Style A 2' x 8' Grid.....	\$54.50	\$67.50	_____
___ Style B 2' x 6' Grid (w/feet).....	64.00	82.00	_____

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the service desk will be invoiced at Standard Rates. Invoices must be settled at the service desk prior to show closing. No telephone orders accepted. All charges payable in U.S. funds only. Check, Cash, Traveler's Check, VISA, MasterCard and American Express are accepted.

**CANCELATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

**UTILITY & TRANSPORTATION  
CONTRACTORS  
ASSOCIATION OF  
NEW JERSEY**



**VCS MODULAR  
RENTAL UNITS**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
NOVEMBER 3-4, 2009

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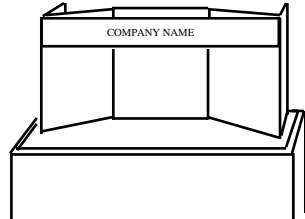
**DEADLINE DATE:  
OCTOBER 16, 2009**

VCS TableTop Unit contains lighted header, 8' draped table

DRAPe COLOR: BLUE BLACK BURGUNDY  
PURPLE GRAY RED TEAL WHITE HUNTER GREEN

\* Check one

- White Panel
- Perf Board
- Blue
- Gray - Velcro Friendly

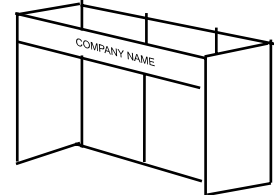


Price \$700.00

VCS A-10 Unit contains 3-shelves, 6-brackets


\* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$2,000.00

**Optional Rental Accessories**

	Qty.	Price	Total
*Side Rail (each)	_____	\$130.00	_____
*Counters colors: (check color)	<input type="checkbox"/> white <input type="checkbox"/> blue <input type="checkbox"/> Gray		
 40"L x 42"H x 18"W	_____	365.00	_____
80"L x 30"H x 22"W	_____	420.00	_____

\* Extra Shelves

1 - Shelf & 2 - Brackets \_\_\_\_\_ 52.00 \_\_\_\_\_

**All units include:**

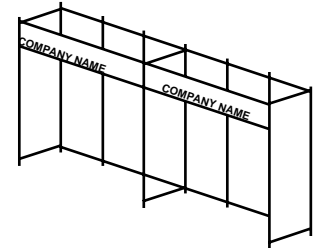
- \*Standard Header Copy
- \*Lights (Does Not Include Outlet)

**Custom units available. Please call for pricing.**

VCS B-20 Unit contains 6-shelves, 12-brackets

\* Check one

- White panel
- Perf Board
- Blue
- Gray - Velcro Friendly

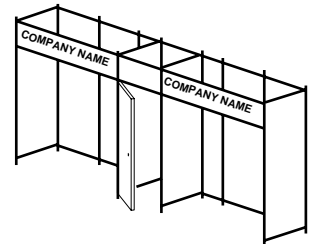


Price \$3,900.00

VCS C-20 Unit contains 4-shelves, 8-brackets

\* Check one

- White Panel
- PerfBoard
- Blue
- Gray - Velcro Friendly



Price \$4,100.00

**HEADER COPY:**

**PAYMENT POLICY:** Payment in full including applicable tax, must accompany your order.  
SUBJECT TO NJ SALES TAX (7%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTALS

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE





## IMPORTANT NOTICE

### TO EXHIBITORS AND CONVENTION ATTENDEES

The Trump Taj Mahal has no facilities for the storage of exhibits and/or exhibit materials. All materials must be shipped directly to the drayage company for the transport to the Trump Taj Mahal on the day of load-in.

Shipments that arrive at the Hotel prior to the show will be refused and returned to the sender. Packages that arrive directly to the Hotel on the day of the show will be directed to the drayage company and will be subjected to the prevailing rate of the drayage company plus a hotel handling fee.

In the event that you are shipping boxes from the Hotel in conjunction with a trade show, arrangements for shipping may be made with the drayage company by visiting their service booth.

If you shipping an envelope or single small package in conjunction with a trade show or meeting, our Guest Services will assist you with any arrangements. It is your responsibility to have shipping labels completed and attached to your packages, as well as to contact your carrier to make arrangements and to handle follow-up. **The Hotel is not responsible for packages that are not picked up.** A fee will be charged.

Thank you.

# EAST COAST BOWLING CENTERS CONVENTION



# MATERIAL HANDLING ORDER FORM

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NOVEMBER 3-4, 2009

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DEADLINE DATE:  
SEE #3

## RATES AND SHIPPING INSTRUCTIONS

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN FRIDAY, OCTOBER 23, 2009. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 25% SURCHARGE. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN MONDAY, NOVEMBER 2, 2009 AT 1:00 PM.**
4. **WHERE TO SHIP:**

Address all shipments consigned to SHOWSITE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_  
**EAST COAST BOWLING CENTERS CONVENTION**  
c/o Vista Convention Services  
Trump Taj Mahal Casino Resort  
Grand Ballroom  
Pennsylvania Ave. & the Boardwalk  
Atlantic City, NJ 08401

Address all shipments consigned to WAREHOUSE to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_  
**EAST COAST BOWLING CENTERS CONVENTION**  
c/o Vista Convention Services  
6634 Delilah Road  
Egg Harbor Township, NJ 08234

### 5. RATE SCHEDULE:

Warehouse Inquiries: (609) 383-6020

#### A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

**ST Rate: \$74.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*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 outbound carrier.
- \*Shipments of loose or uncrated materials will not be received at warehouse.

#### B. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS

**ST Rate: \$74.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

#### C. DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS

**ST Rate: \$94.00 per cwt. - 200# Minimum**

The above rate includes the following:

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)



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NOVEMBER 3-4, 2009



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**MATERIAL  
HANDLING  
RECAP**

**WAREHOUSE  
DEADLINE DATE:  
OCTOBER 23, 2009**

**SHIPPING AND MATERIAL HANDLING RECAP**

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

<b>COMPUTATION OF ORDER:</b> When recording weight, round up to the next 100 pounds.		
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>		
<b>Warehouse</b> We will ship _____ lbs. @ \$74.00 per 100 lbs. (200 lb. minimum/\$148.00)		\$ _____
<b>B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>		
<b>Showsite</b> We will ship _____ lbs. @ \$74.00 per 100 lbs. (200 lb. minimum/\$148.00)		\$ _____
<b>C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)</b>		
<b>Showsite</b> We will ship _____ lbs. @ \$94.00 per 100 lbs. (200 lb. minimum/\$188.00)		\$ _____
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, October 23, 2009</b> , and any shipment received at showsite after show opening will be charged 25% in addition to the above rates.		
<b>7% Sales Tax</b>		\$ _____
<b>PAYMENT ENCLOSED</b>		\$ _____

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at show site. If you have any questions about material handling, please contact Vista Convention Services, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

**EAST COAST  
BOWLING CENTERS  
CONVENTION**

TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
ATLANTIC CITY, NEW JERSEY  
NOVEMBER 3-4, 2009



6804 DELILAH ROAD  
PO BOX 3000  
PLEASANTVILLE, NJ 08232  
Tel: (609) 485-2421 Fax: (609) 485-2392  
WWW.VISTACS.COM

**MATERIAL  
HANDLING SPECIAL  
SERVICES**

**EMPTY STORAGE**

Those exhibitors who elect to **bring their own materials** into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: \$10 per carton and \$20 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

**SHIPMENTS RETURNED TO WAREHOUSE**

At the close of show, for re-forwarding or storage, there will be an additional charge of \$16.00 per cwt. on straight time; \$18.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

**UPS & FEDEX SHIPMENTS**

A fee of \$50.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
6634 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
6634 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
6634 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
6634 DELILAH ROAD  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTERS CONVENTION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**EAST COAST BOWLING CENTER CONVENTION  
c/o VISTA CONVENTION SERVICES  
TRUMP TAJ MAHAL CASINO RESORT  
GRAND BALLROOM  
PENNSYLVANIA AVE & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**APPLICATION FOR ELECTRICAL SERVICE**

**BOOTH #** \_\_\_\_\_

**PLEASE RETURN TWO (2) COPIES WITH PAYMENT BY CHECK 30 DAYS PRIOR TO EVENT TO:**  
**TRUMP TAJ MAHAL CASINO RESORT**  
 1000 Boardwalk at Virginia Avenue  
 Atlantic City, NJ 08401  
  
**ATTN: CONVENTION MANAGEMENT**

REGARDLESS OF WHETHER OR NOT YOUR ORGANIZATION REQUIRES ELECTRICAL SERVICE, PLEASE SIGN AND RETURN THIS APPLICATION ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS FOR EXHIBITORS ON THE REVERSE SIDE OF THIS FORM

SIGNATURE: \_\_\_\_\_

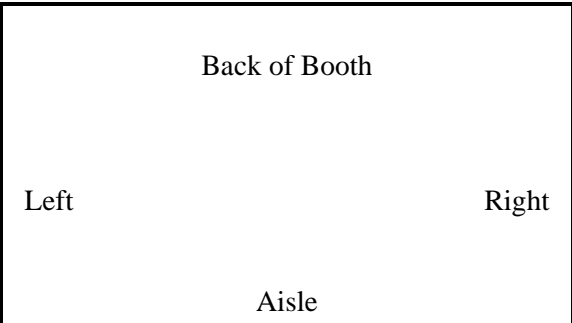
Name of Convention:		Function Dates:
Exhibiting Firm:		
Street:		Phone:
City:	State:	Zip:
Authorized By:	Title:	Date:

**IF PAYING BY CREDIT CARD PLEASE COMPLETE AND FAX TO 609-449-6842**

Name of Credit Card: \_\_\_\_\_ A/C# \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please Print



Please indicate location of equipment, electrical service and any other pertinent information.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

• Do you require 24 hour service?  Yes  No

AVAILABLE SERVICES:	ADVANCE PAYMENT FOR SERVICE + 7% SALES TAX	DAY OF LOAD-IN PAYMENT FOR SERVICE + 7% SALES TAX
120 VAC 500W Maximum Single Receptacle	\$ 60.00 + 4.20 = \$ 64.20	\$120.00+ 8.40 = \$ 128.40
120 VAC 20 Amps 1800W with Quad Box	\$ 70.00 + 4.90 = \$ 74.90	\$140.00+ 9.80 = \$ 149.80
120/208 20 Amps Single Phase	\$ 85.00 + 5.95 = \$ 90.95	\$170.00+ 11.90 = \$ 181.90
120/208 30 Amps Single Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
**120/208 60 Amps Single Phase**	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
120/208 20 Amps Three Phase	\$ 90.00 + 6.30 = \$ 96.30	\$180.00+ 12.60 = \$ 192.60
120/208 30 Amps Three Phase	\$ 95.00 + 6.65 = \$ 101.65	\$190.00+ 13.30 = \$ 203.30
**120/208 60 Amps Three Phase**	\$110.00 + 7.70 = \$ 117.70	\$220.00+ 15.40 = \$ 235.40
**277/480 30 Amps Single Phase**	\$160.00 + 11.20 = \$ 171.20	\$320.00+ 22.40 = \$ 342.40
**277/480 30 Amps Single Phase**	\$185.00 + 12.95 = \$ 197.95	\$370.00+ 25.90 = \$ 395.90
**These services are not available in the Grand Ballroom**		
RENTAL ITEMS:		
10' Extension Cord		\$ 20.00 + 1.20 = \$ 21.20
25' Extension Cord		\$ 30.00 + 1.80 = \$ 31.80
6 Outlet Power Strip		\$ 50.00 + 3.00 = \$ 53.00
6 Outlet Surge Protector		\$ 50.00 + 3.00 = \$ 53.00
Cube Tap		\$ 5.00 + .30 = \$ 5.30
Spot Lights		\$ 35.00 + 2.45 = \$ 37.45
Other Items Available Upon Request		

**Please Note: ANY LABOR ABOVE THE PRIMARY CONNECTION WILL BE CHARGED \$45.00 PER HOUR — MINIMUM ONE (1) HOUR. ANY SERVICE OVER 60 AMPS WILL BE QUOTED ON A PER JOB BASIS.**

These rates include only the bringing in of power lines to the booth and the primary connection of these lines to a piece of equipment which is already wired in the booth. Should wiring or connections beyond the primary connections just mentioned be required to permit operation and demonstration of equipment, such wiring can be completed at a rate based on time and material. It is advisable that all small motors up to 1 HP should be the universal type. Each motor of 1 HP or over must be equipped with a fusible switch. To avoid delay in installation, all equipment should be tagged and wired with full information as to the kind of current, voltage phase, cycle, horsepower, etc. ready for connections.

**IMPORTANT NOTICE TO EXHIBITORS ON THE NEXT PAGE**

## **NOTICE TO EXHIBITORS**

1. Under no circumstances shall anyone other than “TAJ MAHAL ARENA ELECTRICIANS” make electrical connections.
2. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors.
3. All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.
4. Electrical Code requires that any extension cord in a booth have mechanical protection from abrasion. If such protection is not supplied by Exhibitor, it can be provided at an additional charge. In addition, under no circumstances, will any electrical cords be run under carpet.
5. Credit will not be given for electrical service installed and not used.
6. TRUMP TAJ MAHAL reserves the right to refuse hookup of any electrically unsound equipment.
7. Exhibitors requiring telephone service in their booth must contact VERIZON for arrangements.
8. Wireless Internet Access is available in all Exhibit and Meeting Space.

## **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON-FLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballroom or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey, and the City of Atlantic City. Exhibitors having said materials MUST have available for inspection a “Certificate of Flame-proofing” while attending the trade show. Electrical wiring and equipment installation must conform to the National Electrical Code and the Electrical Code of Atlantic City. Material not conforming with such regulations will be removed immediately at the Exhibitor’s expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Manager at the Hotel.

**RIGGING:** Any hanging of signs, banners or other materials which require attachment to the Building, must be done by TAJ MAHAL personnel. Since requirements will vary, please call the Entertainment Department at (609)449-5125 or (609)449-5930 to discuss your needs and the associated costs.

**FOOD AND BEVERAGE GIVEAWAYS:** The TRUMP TAJ MAHAL must be notified of any food or beverage dispensed or given away at individual exhibit booths. Food and beverage may be purchased directly from the Catering Department with advance notice.

**SPECIAL NOTICES:** No nails or bracing wires used in erection of displays may be attached to the building without the written consent of the Convention Manager at the Hotel. All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor’s expense.

**MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances, will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.

**LIABILITY:** The Hotel will not be responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor’s employees or property; or to any other person, prior, during, or subsequent to the period covered by the exhibit contract; provided said injury, loss or damage is not caused by the willful negligence or wrongful act of any employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

**INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

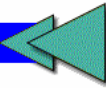
**STORAGE:** The Hotel has no facilities for the storage of exhibits. All shipments for an exhibit must be shipped directly to the official drayage company for transportation to the TRUMP TAJ MAHAL. Shipments that arrive prior to the show will be directed to the official drayer’s warehouse for storage and delivery to the Exhibitor’s Booth at show time.

**ALL BOOTH FURNITURE — (I.E.) CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.**

**THE HOTEL RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE REGULATIONS.**



The Company With Vision



SmartSource

COMPUTER & AUDIO VISUAL RENTALS

### OFFICIAL AV & COMPUTER RENTAL ORDER FORM

FOR MORE INFORMATION PLEASE CALL – Keith Shane (610) 940-9500 Ext. 203

**\*\*NOTE: ALL PRICING IS FOR ENTIRE LENGTH OF SHOW\*\***

Qty	Equipment	Event Rate	Total
<b>PLASMA FLAT PANEL MONITORS</b>			
	42" Plasma Monitor – SVGA, 800 X 600, Desk Stand & Speakers Included	\$795.00	
	37" Plasma Monitor – XGA, 1024 X 768, Desk Stand, Speakers built-in	\$995.00	
	50" Plasma Monitor – SXGA, 1280 X 1024, Desk Stand & Speakers Included	\$1395.00	
	Dual Post Floor Stand for above Plasmas	\$145.00	
	Wall Mounting Bracket for above Plasmas	Included	Included
<b>LCD FLAT PANEL MONITORS</b>			
	17" LCD Monitor – 1280x1024 Max Resolution	\$195.00	
	20" LCD Monitor – 1600x1200 Max Resolution	\$295.00	
	32" LCD Monitor – 1600x1200 Max Resolution	\$595.00	
	Wall Mount for above Flat Panel LCD Monitors	\$25.00	
<b>DESKTOP COMPUTERS – 17" CRT Monitor, NIC, Keyboard, Mouse, Windows XP, MS Office XP</b>			
	P4 1.7GHz, 256MB RAM, 20GB HD, CD	\$160.00	
	P4 2.6GHz, 1GB RAM, 40GB HD, DVD/CDRW	\$175.00	
	P4 3GHz, 1GB RAM, 80GB HD, DVD/CDRW	\$195.00	
	Upgrade Monitor with PC Rental to 17" LCD	\$45.00	
	Upgrade Monitor with PC Rental to 20" LCD	\$145.00	
<b>LAPTOPS – Windows XP, MS Office XP</b>			
	P4 1.8GHz, 512MB RAM, 40GB HD, DVD, 10/100 NIC, Wi-Fi	\$250.00	
	Centrino 1.5GHz, 512MB RAM, 40GB HD, DVD/CDRW, 10/100 NIC, Wi-Fi	\$295.00	
<b>PRINTERS, FAXES &amp; COPIERS</b>			
	HP 4100N LaserJet Printer	\$195.00	
	HP 4500N or 4600N Color LaserJet Printer	\$595.00	
	Plain Paper Laser Fax Machine	\$195.00	
<b>PRESENTATION EQUIPMENT</b>			
	DVD Player or VCR Player w/ Auto Repeat (circle choice)	\$95.00	
	20" Video Monitor	\$125.00	
	27" Video Monitor	\$175.00	
	XGA 2000 Lumen LCD Projector	\$495.00	
	XGA 3000 Lumen LCD Projector	\$995.00	
	6' or 8' Tripod Projection Screen	\$95.00	
	54" Draped Cart	\$75.00	
<b>AUDIO EQUIPMENT</b>			
	Booth Sound System – 2 Anchor Amplified Speakers w/ Stands, 1 Wired Handheld Mic, 1 Wireless Handheld or Lavalier Mic, Mixer.	\$395.00	
	JBL 150Watt Amplified Speaker w/ Stand	\$150.00	
	Wireless Microphone – Circle One (Lavalier or Handheld or Headset)	\$195.00	
	Wired Handheld Microphone	\$75.00	
	Audio Mixer	\$75.00	
<b>HUBS, SWITCHES, D/As &amp; CABLES</b>			
	16 Port 10/100 Network Hub	\$75.00	
	RJ45 Network Cable	\$1 per foot	
	RGB or VGA (choose) Distribution Amp - 1 Input, 6 Output w/ 25' RGB Cable	\$195.00	
	RGB or VGA (choose) Switch Box - 1 Input, 6 Output w/ 25' VGA Cable	\$195.00	
	25' VGA or RGB Cable	\$25.00	
<b>RENTAL EQUIPMENT TOTAL</b>			

**ORDERS RECEIVED WITHIN 1 WEEK OF SHOW ARE SUBJECT TO A 20% RUSH SURCHARGE**



## ORDERS RECEIVED WITHIN 1 WEEK OF SHOW ARE SUBJECT TO A 20% RUSH SURCHARGE

<p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DELIVERY/PICKUP:</b> A representative from your organization must be in the booth at the time of delivery to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge. DRAYAGE/UNION HANDLING FEES ARE NOT INCLUDED AND ARE THE CUSTOMERS RESPONSIBILITY.</p> <p><b>DELIVERY/PICK-UP CHARGES:</b> Delivery charge is equal to 10% of equipment subtotal (minimum \$75).</p> <p><b>ADDITIONAL LABOR CHARGES:</b> Add \$75 for Delivery/Pickup of Plasmas. Add \$75 for outside the hours of 8-5. Add \$75 for a delivery on Saturday or Sunday. Add \$75 for a pickup on Saturday or Sunday.</p> <p><b>PAYMENT:</b> SmartSource requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p><b>DAMAGE WAIVER:</b> Covers damage to equipment while on show site. Does not cover lost or stolen equipment.</p> <p><b>CREDIT CARD:</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource or charges we incur on your behalf.</p> <p><b>CANCELLATION:</b> Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p><b>RESPONSIBILITY:</b> Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource standard terms and conditions.</p>	<b>RENTAL EQUIPMENT TOTAL FROM PAGE 1</b>	
	<b>OPTIONAL - DAMAGE WAIVER INSURANCE - 3% OF RENTAL TOTAL</b>	
	<b>DELIVERY/PICK-UP 10% OF SUB-TOTAL \$75 MINIMUM</b>	
	<b>ADDITIONAL LABOR CHARGES (IF NECESSARY, SEE TO LEFT FOR DETAILS)</b>	
	<b>SUB TOTAL</b>	
	<b>SALES TAX – APPLIED AT LOCAL RATE OF EVENT</b>	
	<b>TOTAL*</b>	

**FAX TO: 610-940-9501**  
**OR MAIL TO:**  
**SmartSource 4110 Butler Pike, Suite A100, Plymouth**  
**Meeting, PA, 19462**

**FOR MORE INFORMATION**  
**CALL: (610) 940-9500**  
**Keith Shane – EXT 203**

**PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE**

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Company Name (On booth)	Booth # & Hall/Room Name	Company Name	
Show Site Contact	Show Site Contact Cell Phone #	Billing Address	
/ / 8-12 or 1-5 Setup Date & Time(circle one)	/ / 8-12 or 1-5 Pick-up Date & Time(circle one)	City	State ZIP
Venue Address		Credit Card Number	Exp. Date
City	State ZIP	Authorized Signature	
Your Phone #	Your Fax #	Print Name	
Ordered By		Email Address	
Show / Event Name:		<b>CREDIT CARD TYPE</b>	
		<input type="checkbox"/> 	<input type="checkbox"/> 
<b>ORDER COMMENTS / INSTRUCTIONS</b>			



**THE SECRET GARDEN**

2 CENTRAL SQUARE  
LINWOOD, NJ 08221  
Phone (609) 926-8999  
Fax (609) 926-1356

[www.secretgardenlinwood.com](http://www.secretgardenlinwood.com)

**EXHIBITOR**

**PRICE and ORDER FORM**

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FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement 12 - 14" High	50.00		
Fresh Floral Arrangement 15 - 18" High	65.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Arrangement 24" High	100.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums __ yellow __ white __ lavender	16.50		
Azaleas __ pink __ red __ white	28.00		
Seasonal Flowering Plant - Cyclamen	35.00		
Green Table Plant	20.00		
Medium __ fern __ ivy __ pothos	25.00		
Large Fern	30.00		
3 Foot Green Foliage Plant	35.00		
4 Foot Green Foliage Plant	45.00		
5 Foot Green Foliage Plant	60.00		
6 Foot Green Foliage Plant	85.00		

ADVANCE ORDER SPECIAL	130.00		
1 Fresh Floral Arrangement 15 - 18" High		SUBTOTAL	
1 Green Table Plant		7% SALES TAX	
2 - 3 Foot Green Foliage Plants		TOTAL	

ON SITE ORDERS SUBJECT TO AVAILABILITY

**PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW**

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

**HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS**

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

**RETURN THIS ORDER FORM WITH PAYMENT TO THE SECRET GARDEN**

Company _____	Phone _____
Address _____	Fax _____
City _____ State ____ Zip Code _____	Email _____
Contact _____	BOOTH # _____

**PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE**

Enclose your check or credit card information as indicated below. Make checks payable to: **THE SECRET GARDEN**

- American Express (15 digits)     Visa (13 or 16 digits)     MasterCard (16 digits)     Check

Credit Card Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Expiration Date

□ □    □ □

M M    Y Y

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name on Card



WAYPORT

## Wayport Connection Guide

### Wi-Fi Internet Access

1. Turn your Wi-Fi enabled computer on and launch your Web browser.
2. You should see the Wayport Welcome Page. Select a connection option.
3. You are connected! Now launch your VPN, email or other Web software.

### Connection Tips:

If the Wayport Welcome Page does not appear when you launch your browser:

- Wireless users may need to configure the SSID or Network Name to “[Wayport\\_Access](#)”.
- Disable any VPN, proxy or firewall software that may be running.
- Go to a public Web site such as [www.msn.com](http://www.msn.com) that you do not normally visit.

Please see the Wayport Welcome Page for details on the duration of your connection period.

Some corporate email access policies may require you to change the SMTP server to “[mail.wayport.net](mailto:mail.wayport.net)” to send email. To return to the Wayport Welcome Page at any time, enter [www.wayport.net/www](http://www.wayport.net/www).

\*Cost per connection is \$125 and static IP cost of \$350.

For 24x7 technical support please call:  
**877-Wayport** (1-877-929-7678).