

AM Nuclear / CONTE

Exhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

Please check specific order form for various order dates on Floral, Labor and Material Handling



7101 Presidents Drive, Suite 300
Orlando, Florida 32809
T. 407.240.3348 F. 407.240.8710
info@gobencs.com

Exhibitor Service Kit

AM Nuclear / CONTE

February 6-9, 2011

Hyatt Regency Riverfront

Jacksonville, FL

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exhibitor compass

EXHIBITOR MOVE IN		
Day	Date	Time
Sunday	February 6, 2011	12 noon - 6pm

EXHIBITOR HOURS		
Day	Date	Time
Monday	February 7, 2011	7am - 7pm
Tuesday	February 8, 2011	7am - 7pm
Wednesday	February 9, 2011	7am - 1:30pm

EXHIBIT MOVE OUT		
Day	Date	Time
Wednesday	February 9, 2011	1:30pm

DISMANTLE | MOVE OUT DEADLINE

All exhibitor materials must be removed from the exhibit facility by:

Day	Date	Time
Wednesday	February 9, 2011	4:30pm

See Carrier Check-in time below to ensure that you plan accordingly to the dismantle/move out deadline.

DISMANTLE | CARRIER CHECK-IN

To ensure that all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have your carriers check in by:

Day	Date	Time
Wednesday	February 9, 2011	3pm

IMPORTANT INFORMATION

Schedules listed above are subject to change by show management. Should any freight/materials left at the exhibit venue after the Dismantle & Move Out Deadline, Goblen Convention Services reserves the right to re-route all freight/materials via the preferred carrier of Goblen Convention Services. Any and all shipping and handling charges by the preferred carrier of Goblen Convention Services will be billed and paid by the exhibitor. Goblen Convention Services is not responsible for those shipping charges for freight/materials left after the Move Out Deadline.

BOOTH INFORMATION

Standard Booth Size – 8' x 10' - Pipe & Drape –	
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Back Wall	Burgundy & White
Side walls	Burgundy
Table Skirt	Show colors

Included Booth Package Equipment	Quantity
6'x30" skirted table in show colors	1
booth identification sign	1
Wastebasket with Liner*	1
Padded Chairs	2

There are no substitutions with included booth package equipment. Your preferred alternatives may be ordered through the exhibitor manual.

*Wastebasket with liner does not include porter service/cleaning. Porter service/cleaning may be ordered through the exhibitor manual.

IMPORTANT DATES	
	Mark your Calendar
Shipments can start arriving at Advance Warehouse	January 3, 2011
Discount deadline orders received with confirmed payment.	January 21, 2011
Last Day for Shipment to arrive at warehouse w/o surcharge	January 28, 2011
Last day for shipments to arrive at warehouse	February 4, 2011
Shipments can start arriving at Show Site	February 6, 2011 Strictly Enforced!

VENUE INFORMATION

Hyatt Regency Riverfront
225 East Coastline Dr.
Jacksonville, FL 32202
904.360.8663 phone

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service contractor information & contacts

QUICK CONTACTS

REGISTRATION – BOOTH ASSIGNMENT

Dave Slaninka | American Nuclear Society
T. 708.579.8255 | F. 708.579.8234
E. dslaninka@ans.org

SHIPPING – STORAGE – FURNITURE - PLANTS SIGNS – LABOR – CARPET – CLEANING

Stephanie Dill | Goben Convention Services
T. 407.240.3348 | F. 407.240.8710
E. stephanie@gobencs.com

AUDIO VISUAL

Myra Murray | Goben Convention Services
T. 407.240.3348 | F. 407.240.8710
E. myra@gobencs.com

ELECTRICAL

AVT Event Technologies/Hyatt Regency Jacksonville Riverfront
T. 904.634.4544 | F. 904.634.4508

INTERNET

Cory White | SWISCOM
T. 904.634.4599 | F. 775.257.4960
E. cory.white@swisscom.com

SHIPPING INFORMATION

ADVANCE WAREHOUSE ADDRESS

Shipping Address & Preferred Label Format

****Exhibiting Company Name****

****Exhibiting Booth #****

AM Nuclear / CONTE

UPS Freight

C/O Goben Convention Services

4600 Walgreen Rd.

Jacksonville, Florida 32209

Warehouse materials are accepted at the warehouse

Monday – Friday | 8:30am – 3:00pm

Goben Convention Services will start accepting crates, boxes
and skidded materials beginning:

January 3, 2011

Starting at 8:30am

SHOW SITE ADDRESS

Shipping Address & Preferred Label Format

****Exhibiting Company Name****

****Exhibiting Booth #****

AM Nuclear / CONTE

C/O Goben Convention Services

Hyatt Regency Riverfront

225 East Coastline Dr.

Jacksonville, FL 32202

Shipments arriving before this date and time may be refused
by the facility. Any charges incurred for early freight
accepted by the facility are the responsibility of the exhibitor.
Goben Convention Services will start accepting crates, boxes
and skidded materials beginning:

February 6, 2011

Starting at 9am

Date & Time Strictly Enforced!

Please do not send freight to hotel before this date. The
facility does not have the manpower to handle exhibitor
freight.

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general information

Material Handling

Goben Convention Services has been contracted to handle this event which includes all drayage whether it is received at the warehouse or the show site.

Warehouse receiving hours are 8:30am – 3:00pm, Monday – Friday. You may start sending freight 30 days prior to the start of show at no additional charge. Drayage is defined as the delivery of freight from the advanced warehouse, loading dock or hotel storage room to your booth space and from the booth space to the loading dock. Empty containers and crates will be removed for storage and returned to your booth when the show closes. When planning your dismantle please allow time as when returning empty containers and crates they are not returned in any particular order.

Please note if you send freight to the hotel before the published date listed in this exhibitor service kit your freight may be refused. If it is accepted by the event venue/resort/hotel, you may incur a service charge such as handling/storage etc.. from the event venue and also incur material handling rates from Goben Convention Services. No material handling equipment such as dollies or pallet jacks may be used by anyone other than Goben Convention Services.

Preferred Freight Carrier

Listed below is the information for the official freight carrier of Goben Convention Services. Please mention show name for discounted rates.



UPS FreightSM

CONVENIENT 24 HOUR TRACKING

800.988.9889

www.UPSFreight.com

UPS FORM LOCATED AT THE BACK OF THIS MANUAL
MENTION SHOW NAME FOR DISCOUNTED SHOW RATES

International Shipments

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Labor

Labor is for installation & dismantling of displays, Please refer to the Labor forms included in this manual in order services. TIP: Order early and in advance to guarantee labor services. Exhibitors may setup and dismantle their own displays provided they use their own company employees to do so.

Exhibitor Appointed Contractors

If you are utilizing an outside contractor, Goben Convention Services must be informed two weeks prior to setup. A valid "certificate of insurance" must be submitted to Goben Convention Services by the date illustrated on the Exhibitor Appointed Contractor Notification form included in the exhibitor service kit. Notifications received after the date may not receive approval. Failure to provide Goben Convention Services a certificate of insurance will result in labor hire from the Goben Convention Services staff. The non-official contractor will be able to provide supervision only. Exhibitor Appointed Contractors who subcontract for services other than general contracting are also considered non-official contractors and must follow set procedures; this includes florists, audio visual and computer rental firms.

Security

Exhibitors are responsible for safeguarding their goods, materials, equipment and exhibits at all times. Goben Convention Services is not responsible for any unattended items left in the tradeshow facility or assigned booths.

Equipment Use

Goben Convention Services does not lend out any equipment to exhibitors. If you require help for the setup of your booth, you must fill out the provided labor forms included in this service kit. Please note that request for labor services on show-site is not guaranteed. If you require assistance bringing items to your booth, please note that you are subject to material handling fees and labor charges at the current prevailing cost.

Safety

Standing on chairs, tables or any rental furnishings are prohibited. Goben Convention Services is not responsible for injuries or falls caused by improper use of furnishings. Should a folding chair not accommodate you please advise us and we will substitute that chair with a current in-stock side chair upon availability.

If assistance is required in the installation/dismantle of your booth, please order labor using the enclosed labor form and the necessary ladders, and tools that need to be provided.

Acceptance of General Information

By signing off on any services/order provided by Goben Convention Services automatically indicates that you the client/exhibitor are in acceptance and agreement of our general information section. Any questions about the general information section for Goben Convention Services please contact us at 407.240.3348 or at info@gobencs.com.



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payment terms & conditions

Payments

Full payment, including tax, is due in advance or at show site. Purchase Orders are not considered payment. All orders received without the method of payment form will be charged standard rates. For the convenience of all, we ask that all disputes be questioned prior to show close via calling the office or visiting the on-site service desk for billing questions and concerns. If an exhibitor fails to pay their invoice prior to close of show, the charges will automatically be applied to the credit card on file.

International Exhibitors

We require 100% payment of advance and standard orders. Any orders or services placed with Goben Convention Services on show site, those services must be paid in full. Payment must be made via check in United States fund drawn from a United States Bank.

Should your display require clearance by a United States Customs Office you must make arrangements with a custom broker. Goben Convention Services cannot clear the shipment on behalf of the shipper.

Fees

A \$30.00 charge will apply for charges associated with the following:

~ *Insufficient Funds*

~ *Charge back fees on credit cards*

This fee will be added to your final invoice.

Wire Transfers

If you are using wire-transfers for payment. Please add an additional amount of \$30.00 to the wired amount. This \$30.00 is a processing fee for the wire transfer assessed by Goben Convention Services. Please contact 407.240.3348 for wire transfer information.

Cancellations

Orders cancelled prior to decorator move-in are subject to a 50% cancellation charge.

Orders cancelled after decorator move-in begins are subject to a 100% cancellation charge.

A one-hour "per person" charge will be applied for all labor orders that are not cancelled in writing at least 48 hours prior to the scheduled start time.

Tax Exemption Status

If you claim tax exempt status, you must provide us with a copy of your tax Exempt Certificate issued by a federal government or state in which the event is taking place, simultaneously with the placement of your initial order, otherwise tax will appear on your invoice.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. Goben Convention Services reserves the right to institute a collection action against the exhibitor if the third party does not pay.

Credits

It is the responsibility of the exhibitor/client to check the accuracy of your invoices and report any concerns of your ordered services prior to show close. All concerns reported prior to show close will be considered for credits to your account with Goben Convention Services.

Rentals

All materials and equipment are on a rental basis for the duration of the show and remain the property of Goben Convention Services. All rentals include delivery, installation and removal from your booth.

Unpaid Balances

Should there be any unpaid balance after the close of show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% and future orders will be on a pre-payment basis. If the finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and excess finance charge received by Goben Convention Services shall be either applied to reduce the principal unpaid balance refunded to the payer. Payment terms and conditions shall be governed and construed in accordance with the laws of the state of Florida.

Acceptance of Payment Terms & Conditions

By signing off on any services/order provided by Goben Convention services automatically indicates that you the client/exhibitor are in acceptance and agreement of our Payment Terms and Conditions. Any questions about the Payment Terms and Conditions for Goben Convention Services please contact us at 407.240.3348 or at info@gobencs.com.

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billing authorization

EXHIBITING COMPANY INFORMATION			
Exhibiting Company Name:			
Booth#			
Exhibiting Company Address:			
City/State/Zip:			
Phone :		Fax:	
E-mail:			

Payment Options	
Select One	
Credit Card	
Company Check	
Cash	
Wire Transfers (call for details)	

Goben Convention Services gladly accepts Cash, Company Check, Credit Card and Wire Transfers.

Billing Address (If different from above)	
Address:	
City/State/Zip:	
Phone:	
Fax:	
E-mail:	

EXHIBITOR CREDIT CARD AUTHORIZATION

For your convenience, we will use this credit card billing authorization to charge your credit card account for your advance, standard and on-site orders, along with any additional amounts incurred as a result of show site orders placed by your exhibit booth representative.

☐ **VISA** ☐ **MASTERCARD** ☐ **AMERICAN EXPRESS**

Card Holder Name:			
Credit Card Number:		Expiration Date:	
Goben Convention Services is committed to keeping your provided financial information safe and secure		Validation Code:	
		(3 or 4 Digit Code on the of the Credit Card)	
Printed Name:			
Signature:		Date:	

By signing, you acknowledge you have read, understand and agree to all the term in the payment terms and conditions and have advised our organization of any questions on purchases of services and materials. You also acknowledge and have read, understand and agree to the general information sections of the exhibitor manual. The payment terms & conditions and general information are included in this exhibitor manual.

Third Party Billing

Please call the office at 407.240.3348 for a third party billing authorization form

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exhibitor appointed contractor notification

In the event you are planning to utilize a firm other than GOBEN CONVENTION SERVICES, the Exhibitor must complete and acknowledge the requirements and procedures to have an Exhibitor Appointed Contractor/EAC on-site.

This notification must be turned in by the date of:

January 21, 2011

EXHIBITING COMPANY INFORMATION ~ Please print clearly ~	
Exhibiting Company:	
Booth #:	
Contact Telephone:	
Exhibitor Contact Name:	
Exhibiting Firm's Officers Signature:	

EXHIBITOR APPOINTED CONTRACTOR / EAC "Non-Official Contractor" ~ Please print clearly ~	
Contractor Company Name:	
Contact Telephone:	
Contact E-mail:	

With this form a CERTIFICATE OF INSURANCE showing General Liability and Workman's Compensation valid in the state of where the show is being held, naming GOBEN CONVENTION SERVICES as an additional insured and certificate holder. The CERTIFICATE OF INSURANCE MUST be submitted together with this notification. We will not accept a CERTIFICATE OF INSURANCE on-site on the show floor. This is due by the date listed above, on the top of this page.

The exposition floor, aisles, loading docks, services and storage areas will be under the control of Goblen Convention Services. The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor must coordinate all of its activities with Goblen Convention Services.

The Exhibitor Appointed Contractor (EAC) / Non-Official Contractor will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the Exhibitor Appointed Contractor (EAC) / Non-Official Contractor to remove from the floor all tape installed, any bulk trash from the booth floor and from the exhibit hall (such as skids or crates) will be invoiced accordingly by Goblen Convention Services.

These requirements will be strictly enforced. In the event that these rules are not adhered to, labor must be hired through Goblen Convention Services.

This form along with your Certificate of Insurance can be submitted via these options:

FAX
407.240.8710

MAIL
Goben Convention Services
7101 Presidents Drive, Suite 300
Orlando, Florida 32809

E-MAIL
stephanie@gobencs.com

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furniture & accessories

Exhibiting Company:	
Booth:	

SEATING				
Qty	Description	Discount	Standard	Total
	Side Chair	40.00	50.00	
	Padded Folding Chair	40.00	50.00	
	Upholstered Arm Chair	50.00	62.00	
	Upholstered Counter Stool	54.00	67.00	

ACCESSORIES				
Qty	Description	Discount	Standard	Total
	Chrome Clothes Tree	37.00	46.00	
	Chrome Stanchion	28.00	35.00	
	Velvet Rope (gray/red)	15.00	19.00	
	Wastebasket	12.00	15.00	
	Sign Holder 22"x28"	42.00	53.00	
	Chrome Tripod Easel	28.00	35.00	
	Literature Rack	70.00	88.00	
	Bag Rack	37.00	46.00	
	Fish Bowl	15.00	19.00	
	Refrigerator 34"	125.00	156.00	
	Filing Cabinet (lockable) 28"	70.00	87.00	
	Glass Display Case	Call for Pricing		
	Podium	Call for Pricing		
	Grid Wall 2'x8' sections	60.00	75.00	
	Poster Board 4'x6'	97.00	122.00	
	Poster Board 4'x8'	115.00	144.00	

SPECIAL BOOTH DRAPE				
Qty	Description	Discount	Standard	Total
	White Vinyl Table Cover	12.00	15.00	
	Table Skirt 30"	27.00	34.00	
	Table Skirt 42"	32.00	40.00	
	8' Masking Drape	10.00/lf	12.00/lf	
	3' Masking Drape	7.00/lf	9.00/lf	
	8' Upright	9.00	11.00	
	3' Upright	9.00	11.00	
	Cross Beam	9.00	11.00	

When ordering, please select color below						
	Black		Blue		Burgundy	Gold
	Gray		Red		Teal	White
						Peach
						Mauve

Charges listed include delivery to your booth and removal at the close of show. If you are looking for furnishings that are not listed please give Goblen Convention Services a call for pricing and availability.

All ordered furnishings and accessories are rentals, not considered sales as they must be returned at the end of show.

THIS FORM MUST BE ACCOMPANIED BY:
CREDIT CARD BILLING CARD AUTHORIZATION or the
THIRD PARTY CREDIT CARD BILLING FORM. ORDERS
WITHOUT PAYMENT CANNOT BE PROCESSED.

TABLES				
24" Draped Table				
w/white plastic top and draped on 3 sides				
Qty	Description	Discount	Standard	Total
	4' long 30" high	80.00	100.00	
	4' long 42" high	95.00	119.00	
	6' long 30" high	95.00	119.00	
	6' long 42" high	110.00	137.00	
	8' long 30" high	110.00	137.00	
	8' long 42" high	125.00	156.00	
	To have the 4 th side draped	27.00	34.00	

When ordering, please select a color below						
	Black		Blue		Burgundy	Gold
	Gray		Red		Teal	White
						Peach
						Mauve

24" Undraped Table				
w/white plastic top				
Qty	Description	Discount	Standard	Total
	4' long 30" high	45.00	56.00	
	4' long 42" high	60.00	75.00	
	6' long 30" high	60.00	75.00	
	6' long 42" high	75.00	94.00	
	8' long 30" high	75.00	94.00	
	8' long 42" high	90.00	113.00	

ROUND COCKTAIL TABLES				
(Tables are laminated and do not come with a table skirt. Table skirts are available at an additional charge in the special booth drape)				
Qty	Description	Discount	Standard	Total
	24" Diameter 30" High	55.00	69.00	
	24" Diameter 42" High	60.00	75.00	
	30" Diameter 30" High	70.00	88.00	
	30" Diameter 42" High	75.00	94.00	
	36" Diameter 30" High	85.00	106.00	
	36" Diameter 42" High	90.00	113.00	

TABLE TOP RISERS				
Qty	Description	Discount	Standard	Total
	4' Single Step 12' High	25.00	31.00	
	6' Single Step 12' High	35.00	44.00	
	8' Single Step 12' High	45.00	56.00	

Furnishings	
Subtotal:	
Sales Tax:	
Tax rate is 7%	
Furnishings	
Total:	

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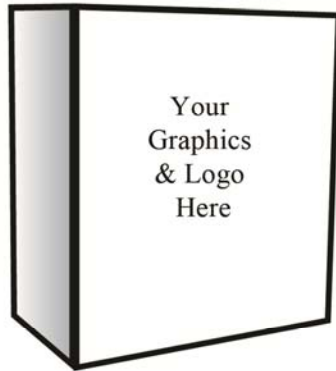
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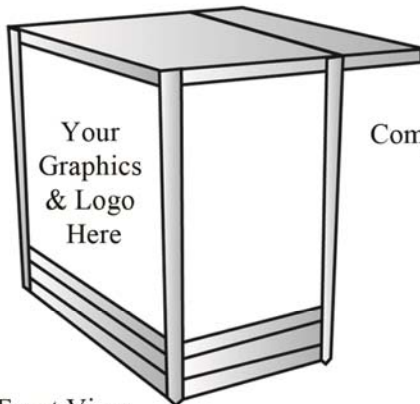
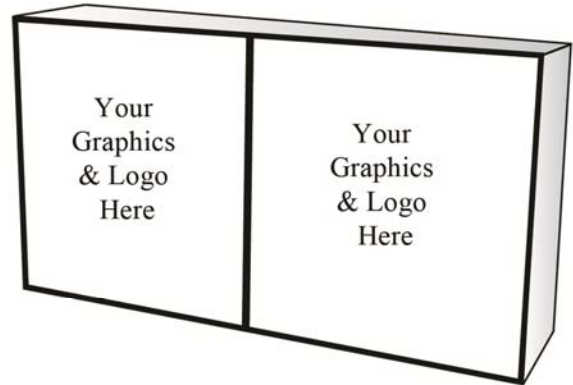
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credenza/computer

Exhibiting Company:	
Booth:	



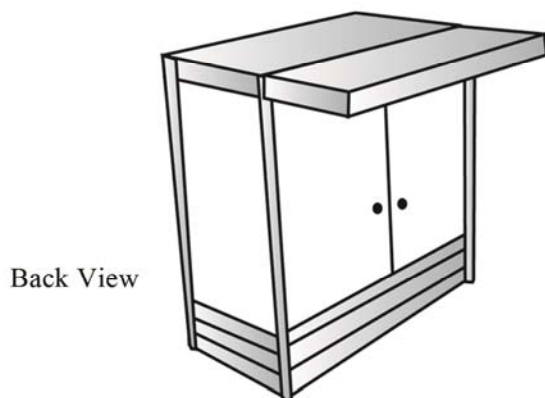
Credenza - Option 1A (1 Meter)
Option 1B (2 Meter)



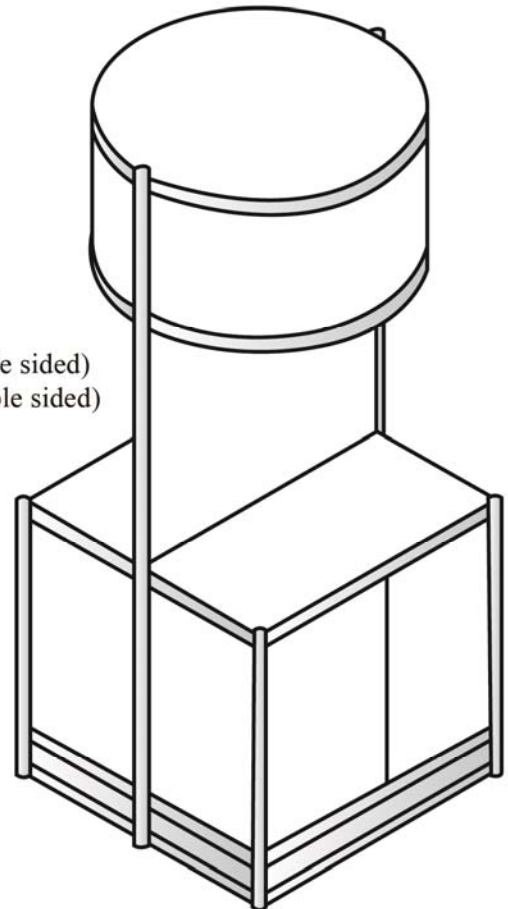
Computer Kiosk - Option 2

Front View

Internet Café - Option 3A (Single sided)
Option 3B (Double sided)



Back View



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custom rental units

Exhibiting Company:	
Booth:	

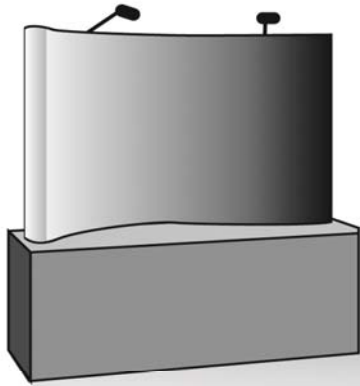
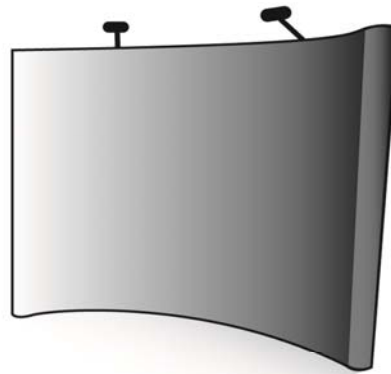


Table Top Display - Option 4



8' Popup Display - Option 5

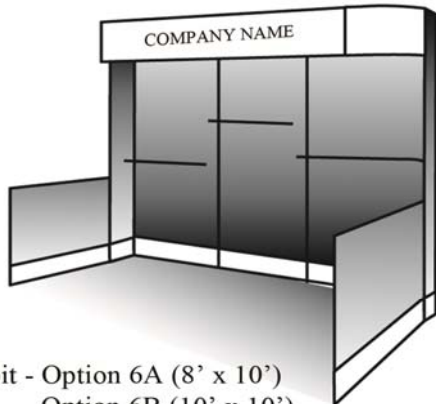


Exhibit - Option 6A (8' x 10')
Option 6B (10' x 10')

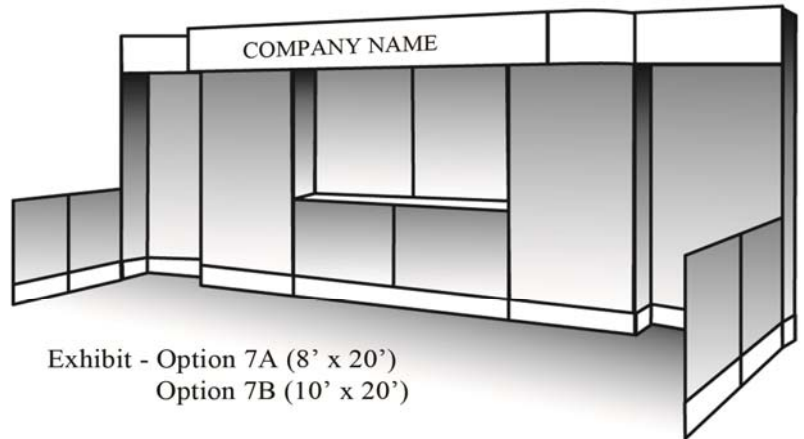
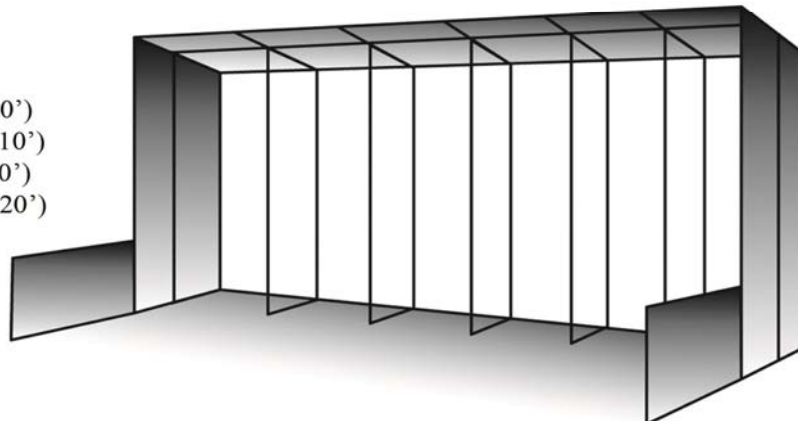


Exhibit - Option 7A (8' x 20')
Option 7B (10' x 20')

Exhibit - Option 8A (8' x 10')
Option 8B (10' x 10')
Option 8C (8' x 20')
Option 8D (10' x 20')



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rental unit order

Exhibiting Company:	
Booth:	

Credenza & Computer kiosk's (white panels)				
Qty	Option	Discount	Standard	Total
	1A	\$298	\$372	
	1B	\$398	\$497	
	2	\$385	\$481	
	3A	\$650	\$810	
	3B	\$975	\$1200	

Additional options available				
Qty	Option	Discount	Standard	Total
	Colored panels	\$110.00	\$137.00	
	Black			
	Gray			
	Blue			
	Lockable Doors	\$25.00	\$31.00	
	Company Logo/Graphics	Call		

Table Top & Pop Up				
Qty	Option	Discount	Standard	Total
	4	\$260	\$325	
	5	\$560	\$700	
	Black			
	Blue			

Step 1 - Custom Rental Exhibit (6 & 7)				
Qty	Option	Discount	Standard	Total
	6A	\$1600	\$2000	
	6B	\$1600	\$2000	
	7A	\$3500	\$4370	
	7B	\$3500	\$4370	

Choose your sintra panel colors				
	White			
	Black			

Step 1 - Custom Rental Exhibit (8)				
Qty	Option	Discount	Standard	Total
	8A	\$2000	\$2500	
	8B	\$2000	\$2500	
	8C	\$3850	\$4800	
	8D	\$3850	\$4800	

Choose your Plexi Glass colors				
	White			
	Blue			
	Blue & White (mix)			

Bring your exhibit to life with our eye catching color panels. Choose from our standard colors & Materials or you may also order designer panels - colors are available upon request.

All orders and accessories are rentals, not considered sales as they must be returned at the end of show.



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Step 2 - Choose your Carpet Color			
	Black		Burgundy
	Gray		Teal
	Blue		Hunter Green
	Red		

Step 3 - Clearly Indicate your Header Copy			

Step 4 - Choose your Letter Coloring			
	Black		Burgundy
	Gray		Teal
	Blue		Hunter Green
	Red		Yellow

If color selection is not indicated the color will be Black.

Step 5 - Choose your Accessories				
Qty	Option	Discount	Standard	Total
	Double sided Velcro	call	call	
	Clip on Spotlights	\$35.00	\$44.00	
	Ground spot lights	\$35.00	\$44.00	
	Power Strip	\$15.00	\$19.00	
	Extension Cord	\$15.00	\$19.00	
	Additional Flat Shelf	\$30.00	\$38.00	
	Literature rack	\$70.00	\$88.00	

Special Artwork or logos will be quoted upon request. Please email samples with this order and comments below				

Charges listed include delivery, set up and removal at the close of show. Lights, Company header and carpet are included with the custom units.

Remember to order the following items as desired. They are NOT included with the units. Furniture, Electrical, Floral & cleaning service.

All packages can be customized or modified, depending on your specific requirements.

Exhibit Rental Unit	
Accessories	
Sales Tax: 7%	
Total:	

AM Nuclear / CONTEExhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

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info@gobencs.com

carpet & padding

Exhibiting Company:	
Booth:	

BOOTH CARPET

Quantity	Size	Discount	Standard	Total
	08' x 10'	\$110.00	\$137.00	
	10' x 10'	\$120.00	\$150.00	
	10' x 20'	\$240.00	\$300.00	
	10' x 30'	\$360.00	\$450.00	

	Black
	Gray
	Blue
	Red

	Burgundy
	Teal
	Hunter Green

Booth carpet includes tape on the front, towards the aisle.

CARPET PADDING & VISQUEEN PADDING

Padding					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	\$0.80	Or	\$1.00	\$

Rates are calculated at Per Square Foot

Visqueen					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	\$0.80	Or	\$1.00	\$

Rates are calculated at Per Square Foot

CARPET TAPE

Lineal Ft.			Rate	
	X		\$1.65	\$

Most facilities require taping of the front edge of carpet for safety purposes.

SPECIAL CUT CARPET

					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	\$2.50	Or	\$3.10	\$

Rates are calculated at Per Square Foot ~ Minimum of 100 square feet

DELUX CARPET

					Discount		Standard	
Booth Size	X	Ft. =	Sq ft.	X	\$3.25	Or	\$4.05	\$

Rates are calculated at Per Square Foot ~ Minimum of 200 square feet

When ordering please select a color below

	Black		Burgundy		Blue
	Red		Teal		Gray

Additional colors available upon request

Listed prices on carpet include delivery, installation and removal. Carpet Ordered in multiples are not guaranteed in a color match. Custom carpet orders after the deadline date are subject to availability.

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Carpet Subtotal:	
Sales Tax: Tax rate is 7%	
Carpet Total:	

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cleaning services

Exhibiting Company:	
Booth:	

ONE TIME BOOTH CLEANING
Cleaning done prior to show opens

Booth Size					Rate	
	X	Ft. =	Sq ft.	X	\$0.32	\$

DAILY BOOTH CLEANING
Cleaning done prior to show open and each morning before show starts

Booth Size					Rate	X # of Days	
	X	Ft. =	Sq ft.	X	\$0.29		\$

PORTER SERVICE
Per 10' booth space
Price includes emptying wastebasket and policing exhibit area at two hour intervals during show up to a maximum of 8 hours straight time

# of 10' sections		Rate	X # of Days	
	X	\$77.00		\$

Vacuuming or sweeping of booths and emptying of wastebaskets are not included in your booth space rental. If you require these services, they must be ordered. All rental carpets are delivered clean to your booth, however during exhibitor setup should the carpet become soiled, we suggest that you order the basic cleaning services prior to show opening at its current prevailing rate. All rates are based on gross square footage of your booth with a 100 square foot minimum per day. When ordering daily cleaning, you must order for every show day.

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Cleaning Subtotal:	
Sales Tax: Tax rate is 7%	
Cleaning Total:	

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labor & forklift services

Exhibiting Company:	
Booth:	

LABOR RATES & DETAILS**LABOR RATES**

Straight Time	\$69.00 p/p/p/h
Overtime	\$90.00 p/p/p/h
Double-Time	\$138.00 p/p/p/h

The current listed hourly rates are listed at a per person, per hour as indicated by p/p/p/h. Work will be done on a straight time basis if possible. However, overtime charges will be involved on all show floor orders.

OVERTIME HOURS

Overtime hours are before 8:00am or after 4:30pm Monday – Friday and all day Saturday. Overtime hours are also applied to labor services ordered on show-site regardless of the time.

DOUBLE-TIME HOURS

Double-time hours are Monday- Saturday 12:00 midnight - 6:00am and all day Sunday and Holidays.

NON-USE OF ORDERED LABOR SERVICES

If an exhibitor fails to pick up labor time as ordered, a 1 (one) hour per worker no show charge will be applied to the clients invoice.

LABOR PLAN A**Supervision by Goblen Convention Services**

Exhibits will be setup prior to exhibitor's arrival under the direction of Goblen Convention Services Personnel.

The supervision charge for this service is 30% of the total labor bill, with a minimum charge of \$40.00.

LABOR PLAN B**Supervision by Exhibiting Personnel**

Supervisor must check in a Service Desk to pick up laborers.

Upon completion of work, supervisor must return to the service desk to release laborers.

Start time only guaranteed where labor is requested at the start of the working day, unless the official setup time is later in the day.

Workers are assigned orders and completion time of their assignments is uncertain. Therefore starting time cannot be guaranteed although every effort will be made to provide labor at requested times

Selection of Labor Plan:
(Select One)

☐	Labor Plan A
☐	Labor Plan B

Upon selection, fill out the details of your labor plan below

	Date	Time	# of Laborers	Hours per Laborer	Hourly Rate	Total Cost
Install						
Dismantle						
Supervision						
Total						

FORKLIFT ORDER – 5000lbs**FORKLIFT LABOR RATES**

Straight Time	\$188.00 per hour
Overtime	\$230.00 per hour
Double-Time	\$326.00 per hour

A forklift operator and crew will be assigned at the following rates per hour. If additional personnel are required to assist, you will be billed at the hourly labor rates. Forklift crews do not need to be ordered if this is part of the material handling process. Orders received after the discount date will incur a 20% surcharge. Order received on-site will incur a 30% surcharge.

	Date	Time	Additional Laborers	Hours Per Laborer	Hourly Rate	Total Cost
Install						
Dismantle						

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Services Subtotal:	
Services Total:	

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info@gobencs.com

signage & graphics

Exhibiting Company:	
Booth:	

SIGN/GRAPHICS CONTACT INFORMATION

Please provide contact information below to contact for questions on your sign order:

Name:	
Phone:	
E-mail:	
Other:	

SIGNAGE DETAILS

Signs are based on one copy, white snow card and 10 words or less per sign. Additional words and logos are extra.

Email your graphics if required to info@gobencs.com and indicate your show name, booth # and contact information.

Show site orders quoted upon request, price may vary due to availability.

Qty	Size	Discount	Standard	Vertical In Inches	Horizontal In Inches	Color	Easel Back	Other	Total
	7" x 11"	33.00	41.25						\$
	7" x 44"	37.00	46.25						\$
	11" x 14"	40.00	50.00						\$
	14" x 22"	48.00	60.00						\$
	22" x 28"	75.00	93.75						\$
	28" x 44"	99.00	123.75						\$
	40" x 60"	140.00	175.00						\$

ADDITIONAL OPTIONS

Over 10 Words, \$1.00 per word

Easel Back \$8.00

Sign Grommets \$2.00 each

Colored Background 25%

Multiple Color of ink will be charged a additional 25% per additional color

Preserve your signs with laminate for \$0.02 per square inch Sign

ADDITIONAL OPTIONS

Choose your style and color

Banners, Specialty Signs, etc, will be quoted upon request

	Banner
	Colored show card
	Foam core
	Special Graphics
	Size not listed above
	Multi color
	Weather protection
	Other list below

Other

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Services Subtotal:	
Sales Tax: Tax rate is 7%	
Services Total:	

AM Nuclear / CONTE

Exhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

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floral & foliage

	A	B	C	D
Option 1				
	Boston Fern	Pothos	Ivy	Orchid
Option 2 Flowering				
	Kalanchoes	Blooming mum	Azalea	Bromeliad
Option 3 2' 3'				
	Ficus Bush	Arboricola	Spathiphyllum	Croton
Option 4 4' 5' 6'				
	Ficus Standard	Cat Palm	Bird of Paradise	Marginata
Option 5 6' 7' & taller Special order				
	Palm	Majesty Palm	Adonidia Double	Ficus Standard

AM Nuclear / CONTE

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floral

Exhibiting Company Name:	
Booth#	

DISCOUNT DEADLINE JAN 21st 2011
Specialty Orders must be received by Jan 28th

Order Details

Goben CS reserves the right to make substitutions if a particular item is not available at the time of show. Goben CS will select at no risk.

All flowering plants are based upon availability.

If you are looking for arrangements that are not listed, please give Goben Convention Services a call for pricing and availability.

FLORAL – FOILAGE – LIVE PLANTS

Option 1				
Qty	Option	Discount	Standard	Total
	A	\$35.00	\$44.00	
	B	\$35.00	\$44.00	
	C	\$35.00	\$44.00	
	D	\$45.00	\$56.00	

Option 5					
Qty	Option	Size	Discount	Standard	Total
	A	6'	\$135.00	\$169.00	
	B	6'	\$135.00	\$169.00	
	C	6'	\$135.00	\$169.00	
	D	6'	\$135.00	\$169.00	
	A,B,C,D	7'	(Call)		

Option 2				
Qty	Option	Discount	Standard	Total
	A	\$35.00	\$44.00	
	B	\$35.00	\$44.00	
	C	\$35.00	\$44.00	
	D	\$35.00	\$44.00	

Floral Arrangements				
Qty	Description	Discount	Standard	Total
	12" Arrangement	\$70.00	\$88.00	
	24" Arrangement	\$91.00	\$114.00	
	12" Tropical Arrangement	\$119.00	\$148.00	
	24" Tropical Arrangement	\$154.00	\$192.00	
	Custom Arrangement	(call)		

Option 3					
Qty	Option	Size	Discount	Standard	Total
	A	2'	\$42.00	\$53.00	
	B	2'	\$42.00	\$53.00	
	C	2"	\$42.00	\$53.00	
	D	2'	\$42.00	\$53.00	
	A	3'	\$51.00	\$64.00	
	B	3'	\$51.00	\$64.00	
	C	3'	\$51.00	\$64.00	
	D	3'	\$51.00	\$64.00	

Color Preference (if available)

Option 4					
Qty	Option	Size	Discount	Standard	Total
	A	4'	\$63.00	\$79.00	
	B	4'	\$63.00	\$79.00	
	C	4'	\$63.00	\$79.00	
	D	4'	\$63.00	\$79.00	
	A	5'	\$79.00	\$99.00	
	B	5'	\$79.00	\$99.00	
	C	5'	\$79.00	\$99.00	
	D	5'	\$79.00	\$99.00	
	A	6'	\$99.00	\$124.00	
	B	6'	\$99.00	\$124.00	
	C	6'	\$99.00	\$124.00	
	D	6'	\$99.00	\$124.00	

SILK ARRANGEMENTS				
Qty	Option	Discount	Standard	Total
	Ivy	\$25.00	\$32.00	
	Floral Arrangement	\$65.00	\$82.00	
	4' Green Plant	\$48.00	\$60.00	
	6' Green Plant	\$74.00	\$93.00	
	9' Green Plant	\$135.00	\$169.00	

Charges listed include delivery to your booth and removal at the close of show.
No credit or refunds will be issued on floral orders cancelled within 5 days of delivery.
All ordered are rentals, not considered sales as they must be returned at the end of show.
Note: Damaged or stolen plants are Exhibitors Responsibility, to be paid for at retail value.

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ORDERS WITHOUT PAYMENT CANNOT BE PROCESSED

Services	
Subtotal:	
Sales Tax:	
Tax rate is 7%	
Services	
Total:	

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audio visual

Exhibiting Company Name:	
Booth#	

Please note pricing is charged on a daily rate, however max charge will be 3 days

Monitors (Flat screen)					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	17" LCD Data Monitor		\$75.00	\$94.00	
	20" LCD Data Monitor		\$100.00	\$125.00	
	21" LCD Data Monitor		\$100.00	\$125.00	
	23" LCD Data Monitor		\$250.00	\$312.00	
	24" LCD Data Monitor		\$250.00	\$312.00	
	32" LCD Data Monitor		\$375.00	\$468.00	
	37" Plasma Monitor		\$400.00	\$500.00	
	42" Plasma Monitor		\$350.00	\$438.00	
	50" Plasma Monitor		\$500.00	\$625.00	
	61" Plasma Monitor		\$850.00	\$1062.00	

Monitor Stands (required for 32" Monitors and up)					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	Table Stand		\$25.00	\$31.25	
	Wall Mount		\$25.00	\$31.25	
	Floor Stand		\$75.00	\$94.00	

CRT Monitors					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	20" Color Video Monitor		\$50.00	\$63.00	
	27" Color Video Monitor		\$75.00	\$94.00	
	27" DVD/VHS Video Monitor		\$100.00	\$125.00	

Computers					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	Desktop Computer		\$125.00	\$156.00	
	Laptop Computer		\$175.00	\$219.00	

Projection Equipment (LCD Projectors)					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	Sanyo (2100 lumen)		\$250.00	\$312.00	
	Sanyo (3300 lumen)		\$325.00	\$406.00	
	Sanyo (5500 lumen)		\$600.00	\$750.00	
	Sanyo (6500 lumen)		\$800.00	\$1000	
	Lenses available		Call		
	6' Tripod Screen		\$30.00	\$37.00	
	8' Tripod Screen		\$35.00	\$44.00	
	10' Cradle Screen		\$75.00	\$94.00	
	6' x 8' Fast Fold Screen				
	Front		\$65.00	\$81.00	
	Rear		\$75.00	\$94.00	
	Trim		\$75.00	\$94.00	

Video Players					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	DVD Player		\$50.00	\$63.00	
	DVD Multi Zone		\$150.00	\$187.00	
	DVD Blue Ray		\$100.00	\$125.00	
	DVD Recorder		\$200.00	\$250.00	

Office Equipments					
Qty	Description	# of Days	Daily Rates		Total
			Discount	Standard	
	HP Laser Printer		\$125.00	\$156.00	
	Fax Machine		\$75.00	\$94.00	
	Table Top Copier		\$125.00	\$156.00	
	Wireless Keyboard/mouse		\$40.00	\$50.00	

A wide range of items are available. If they are not listed please call for pricing and availability.

Rental Procedures:

All equipment will be delivered, installed and tested.
A service fee (delivery & pick up) equal to 20% of the equipment subtotal will be charged on all rentals. (minimum \$50)

Charges listed include delivery to your booth and removal at the close of show.

Cancellation fees of 25% will apply to orders cancelled within 5 days of delivery.

All ordered furnishings and accessories are rentals, not considered sales, they must be returned at the end of show

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Equipment Total	
Sales Tax 7% (Equipment rental only)	
Service fee 20% (Equipment total only)	
Total	



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material handling information

As the official drayage contractor for this show, Goben Convention Services will schedule the moving in and moving out of all exhibit material. All shipments if possible should be received at the advance warehouse prior to the published deadline date. Refer to the material handling service rate form or

When completing your bill of lading and shipping labels, please include the name of the show, c/o Goben Convention Services, your company name and your booth number. For your convenience labels are provided in this manual.

Remember that all shipments must be PREPAID, DO NOT SHIP "COLLECT". All shipments sent "COLLECT" WILL BE REFUSED.

You may confirm receipt of your shipment by calling Goben Convention Services at 407.240.3348.

Material Handling Does NOT Include

- Labor and/or equipment for uncrating, un-skidding, assembling, dismantling, re-crating and re-skidding. These services may be ordered by filling out the labor forms included in this manual.
- Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier UPS Freight.
- As an exhibitor it is your responsibility for providing your carrier with the proper delivery and pick up information.

Material Handling DOES Include

- Receiving and unloading your shipment at our warehouse (30 days free storage prior to show date).
- Reloading on the Goben Convention Services trailer.
- Delivery of shipment to the exhibit hall
- Placement of shipment in your booth space
- Removal of empty containers
- Return of empty containers at close of show (All containers must be empty when stored, Goben Convention Services assumes no liability for material or equipment left inside a container marked as empty).
- Removal of all packed and labeled materials from the exhibit booth.
- Reloading on to an outbound carrier for return shipment (based on shipping information provided on your show Bill of Lading).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely in part, Refer to the material handling services and rates for detailed pricing information.

Weight taken from inbound bill of lading is rounded up to the next hundred pounds. Goben Convention Services will assign a weight to shipments arriving without a bill of lading of certified weight tickets. Shipments received without weight tickets will be charged an additional 30%.

Overtime +25%

A overtime surcharge, per cwt, for each occurrence will apply if:

- Shipments are received on overtime (Monday-Friday, before 8:00am and after 4:30pm and ALL DAY Saturday, Sunday and Holidays).
- A surcharge applies if your shipment is moved to or out of show site on overtime due to scheduling beyond Goben Convention Services control.
- A surcharge will apply if your advanced shipment is received at the warehouse on straight-time, but had to be delivered to show site on overtime due to a scheduling beyond the control of Goben Convention Services.

Special Handling +30%

- Uncrated shipments that must be taken off pallets and hand carried in loose will be charged an additional 30%.
- Van Lines, loose, uncrated or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be charged an additional 30%.

Outbound Instruction at Close of Show

At the close of the show, each exhibitor must include a Goben Convention Services Bill of Lading at the Service Desk. Should the exhibitor fail to provide outbound shipping paperwork is not turned into the exhibitor desk a labor charge will be added to the exhibitors final invoice. Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refuses to take shipment, Goben Convention Services reserves the right to re-route shipment using UPS Freight or return material to our warehouse at the exhibitor's expense. For more information, please see the Move Out information sheet enclosed in this manual.

Return to Goben Convention Services Warehouse

If you wish to have your freight returned to Goben Convention Services Warehouse, prior arrangements must be made with our office staff. Please note that Goben Convention Services warehouse address may NOT be the same as the advanced shipping address.

Short Term / Long Term Storage Options

Storage facilities are available for short and long term, please call for a quote if there is interest for this service.

Misc Material Handling Information

- Goben Convention Services will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip.
- Exhibitors can hand carry their own materials into the exhibit hall, provided they use their personal vehicle and company employees to do so. Freight being delivered to the loading dock in vehicle other than personal must be unloaded and delivered by Goben Convention Services.
- If you have brought in your own materials in and wish to have Goben Convention Services store your empty containers, there will be a charge currently at \$20.00 per item.
- Shrink wrap and banding will incur a one ½ hour labor charge. (Please see the enclosed labor for pricing)



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material handling information (con't)

Limitation of Liability and Responsibility for Material Handling Services

Goben Convention Services shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

Goben Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.

Goben 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. Bills Of Lading covering outgoing shipment, which are furnished by Goben Convention Services to exhibitors will be checked at time of actual pick up from the booth and corrections are made where discrepancies occur.

Goben Convention Services shall not be responsible for loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages made where discrepancies occur.

Goben Convention Services Liability shall be limited to the physical loss of or damage to specific article which is lost or damaged, and in any event Goben Convention Services maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

Claims for loss or damage must be submitted to Goben Convention Services prior to the close of show. No suit or action shall be brought against Goben Convention Services more than one year after the accrual of the cause of action.

INSURANCE – It is understood that Goben Convention Services is not an insurer that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of show.

The consignment or delivery of a shipment to Goben 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.

Empty container labels will be available at the Goben Convention Services Desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or obliterated. Goben Convention Services assumes no responsibility for:

- Error to above procedures
- Removal of Containers with old empty labels and without Goben Convention Services Labels.
- Improper Information on Empty Labels
- Materials stored in container with empty labels.

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material handling service & rates

Exhibiting Company:	
Booth:	

ADVANCE WAREHOUSE ADDRESS

UPS Freight
c/o Goben Convention Services
4600 Walgreen Rd.
Jacksonville, FL 32209

Must be received by February 4, 2011

Please refer to the following documents in regards to details about material handling and services provided by Goben Convention Services.

IMPORTANT MATERIAL HANDLING DATES

	Mark your Calendar
Shipments can start arriving at Advance Warehouse	January 3, 2011
Last Day for Shipment to arrive at warehouse w/o surcharge	January 28, 2011
Last day for shipments to arrive at warehouse	February 4, 2011
Shipments can start arriving at Show Site	February 6, 2011 Strictly Enforced!!

FREIGHT RATES

Rates below include receipt of your freight, delivery to your booth, removal, storage, return empty crates and at the end of the show movement of your freight from the booth to the loading dock and reloading onto the designated truck. Charges for this service will be based on the inbound rate and rounded up to the nearest one hundred weight. A 200lbs minimum per shipment applies (CWT=100lbs)

Overtime: In addition to your plan below please fill out plan C if your shipment is moved in and/or out of show site on overtime.
(Monday-Friday, before 8:00am and/or after 4:30pm, ALL DAY Saturday, Sunday and Holidays).

PLAN	DESCRIPTION	RECEIVED AT	RATE PER CWT
A	Package Shipments Received <i>Jan. 3 - Feb. 4, 2011</i>	Warehouse	\$60.00
B	Late Shipment Surcharge <i>Jan. 31 - Feb. 4, 2011</i>	Warehouse	Additional 25%
C	Overtime in and/or out <i>Move in is on overtime</i>	WH and/or SS	Additional 25%
D	Special Handling		Additional 30%
E	Package Shipments <i>(Scheduled to arrive on Feb. 6th)</i>	Show Site	\$62.00
F	Small Package Shipment Total Shipment of 25lbs	Show Site	\$50.00
G	Returned to Warehouse Prior Arrangements must be made	Min \$16.00/pieces	\$0.16
H	Shrink Wrap + one ½ hour Labor Charge	Per Skid	\$25.00
I	Banding + one ½ hour Labor Charge	Per Linear Foot	\$1.25

FREIGHT PAYMENT COMPUTATION – Please include if applicable the surcharges i.e. late, overtime in/and or out, special handling

	SELECT PLANS (A-I)	# OF PIECES	WEIGHT MIN 200lbs	RATE/CWT	TOTAL
Shipment 1					
Shipment 2					
Shipment 3					
Shipment 4					
Shipment 5					

**Please take note of
ORDER DEADLINE FOR MATERIAL
HANDLING/SHIPMENTS LISTED ON THIS
FORM.**

THIS FORM MUST BE ACCOMPANIED BY:
CREDIT CARD BILLING CARD AUTHORIZATION or the
THIRD PARTY CREDIT CARD BILLING FORM. ORDERS
WITHOUT PAYMENT CANNOT BE PROCESSED.
SUBMITTAL OF ORDER AFFIRMS THAT YOU UNDERSTAND
THE TERMS & CONDITIONS LISTED ON THE MATERIAL
HANDLING SECTION OF THE EXHIBITOR KIT.

Services Subtotal:	
Misc	
Services Total:	

AM Nuclear / CONTEExhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

Please check specific order form for various order dates on Floral, Labor and Material Handling



7101 Presidents Drive, Suite 300
Orlando, Florida 32809
T. 407.240.3348 F. 407.240.8710
info@gobencs.com

exhibitor shipping information

Exhibiting Company:	
Booth:	

The following information is requested so that we may plan in advance and arrange for the proper equipment needed to offer the best possible service to you.

INCOMING SHIPMENTS TO WAREHOUSE

Shipped from (City): _____ Carrier: _____ Tracking/Pro#: _____

Shipping Date: _____ Expecting Arrival Date: _____

No. of Pieces: _____ Weight: _____

Dimensions of Largest Piece: Height _____ Width: _____ Length: _____

Comments/Special Handling Requirements: _____

INCOMING SHIPMENTS TO SHOW SITE

Shipped from (City): _____ Carrier: _____ Tracking/Pro#: _____

Shipping Date: _____ Expecting Arrival Date: _____

No. of Pieces: _____ Weight: _____

Dimensions of Largest Piece: Height _____ Width: _____ Length: _____

Comments/Special Handling Requirements: _____

INSTRUCTIONS FOR OUTGOING SHIPMENTS

AT CLOSE OF SHOW | ATTACH SEPARATE SHEETS FOR MULTIPLE SHIPMENTS IF NECESSARY

Ship To: _____ Prepaid ☐ Collect ☐

Address: _____ Attention: _____

City: _____ State: _____ Zip Code: _____

Description: _____ # of Pieces: _____ Total Weight of Shipment: _____ Lbs

Outbound Carrier: _____ Pro #: _____

Exhibitors must have each piece of outbound freight and prepare the outbound bill of lading prior to departing the show.

Please see the Goblen Convention Service Representative

THIS FORM MUST BE ACCOMPANIED BY:
CREDIT CARD BILLING CARD AUTHORIZATION or the
THIRD PARTY CREDIT CARD BILLING FORM. ORDERS WITHOUT PAYMENT CANNOT BE
PROCESSED.
SUBMITTAL OF ORDER AFFIRMS THAT YOU UNDERSTAND THE TERMS & CONDITIONS
LISTED ON THE MATERIAL HANDLING SECTION OF THE EXHIBITOR KIT.

AM Nuclear / CONTEExhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

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- ADVANCED WAREHOUSE SHIPPING LABEL -

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		AM Nuclear / CONTE		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		AM Nuclear / CONTE		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		AM Nuclear / CONTE		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

ADVANCE WAREHOUSE				
EXHIBITION MATERIAL FROM		TO EXHIBITING COMPANY NAME		
BOOTH #		SHOW NAME		
		AM Nuclear / CONTE		
 UPS Freight C/O Goblen Convention Services 4600 Walgreen Rd Jacksonville, FL 32209				
Number		OF		PIECES
CARRIER				
*				

AM Nuclear / CONTE

Exhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

Please check specific order form for various order dates on Floral, Labor and Material Handling

- SHOW SITE SHIPPING LABEL -

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AM Nuclear / CONTE



Hyatt Regency Riverfront
C/O Goblen Convention Services
225 East Coastline Dr.
Jacksonville, FL 32202

Number		OF		PIECES

CARRIER

*

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AM Nuclear / CONTE



Hyatt Regency Riverfront
C/O Goblen Convention Services
225 East Coastline Dr.
Jacksonville, FL 32202

Number		OF		PIECES

CARRIER

*

MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY - MAKE COPIES AND CUT AS NECESSARY

SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

BOOTH #	SHOW NAME
	AM Nuclear / CONTE



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C/O Goblen Convention Services
225 East Coastline Dr.
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SHOW SITE DELIVERY

EXHIBITION MATERIAL FROM	TO EXHIBITING COMPANY NAME

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CARRIER

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AM Nuclear / CONTE

Exhibitor Service Kit | Discount Price Deadline Date: ****Friday, January 21, 2011****

Please check specific order form for various order dates on Floral, Labor and Material Handling



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Orlando, Florida 32809
T. 407.240.3348 F. 407.240.8710
info@gobencs.com

move out information

On behalf of Goben Convention Services we would like to thank you for letting us assist you during the show. We hope the following information will help assist and expedite your move-out.

EXHIBITOR MOVE-OUT START TIME and CLEAN/CLEAR TIME

Move Out Start Date	Move Out Start Time
Feb. 9, 2011	1:30pm

ALL EXHIBITORS MUST BE OFF THE FLOOR BY

	4:30pm Feb. 9, 2011	
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NO EXCEPTIONS

Beginning the move out time, exhibitors may begin to dismantle their booths. All empty containers will automatically be returned to booths. Please keep all aisles clear to enable Goben Convention Services to complete this process in an expeditious manner. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your works by checking in with the Goben Convention Services; Service Desk.

DRIVER CHECK-IN & BILLS OF LADING DEADLINES

Driver Check In Date	Driver Check In Time
Feb. 9, 2011	3pm

	Freight Force Time
Feb. 9, 2011	3pm

BILLS OF LADING DUE TO GOBEN CONVENTION SERVICES DESK BY

	4:30pm Feb. 9, 2011	
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UPS Freight is the designated show carrier and a representative will be located at the Goben Convention Services; Service Desk.

Your freight carrier MUST be checked in at the Goben Convention Services freight dock no later than the driver check in and bills of lading deadlines listed on this sheet and in the exhibitor manual to guarantee pick-up. In the event that your designated carrier fails to check in, pick up, refuses acceptance or freight disposition is not provided, Goben Convention Services reserves the right to force/re-route such shipments. Exhibitors will be charged accordingly for this service. No liability will be assumed by show management, Goben Convention Services or any subcontractors as a result of such re-routing or handling.

A bill of lading must accompany ALL outbound shipments. This form may be obtained at the Goben Convention Services; Service Desk. All bills of lading must be turned into the services desk when all your shipments are packed, labeled and ready to ship. Failure to complete and turn in a bill of lading will result in a half hour labor charge.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

UPS FreightSM Trade Show Services

Return Shipping Information from your Official Trade Show Carrier

To assist in ensuring that your trade show exhibit materials are returned intact after the show, UPS Freight, the official trade show carrier, is providing the following outbound shipping service. For trade show freight service on this or any show, call **1-800-988-9889**.

Don't Wait! Complete this form and bring it back to the UPS Freight person at the service desk the day the show closes. Small shipments under 150 total pounds can take advantage of the **Small Shipment Rates** detailed below.

Instructions:

1. Prior to the end of the show, pick up a "Bill of lading" form and shipping labels from the exhibitor service desk. Shipments going to multiple destinations require a separate Bill of Lading for each shipment.
2. While at the trade show, see the UPS Freight representative to make arrangements to use the FastTrack shipping process available by using the Official Show Carrier.
3. At the close of the show, apply shipping labels to each piece and leave all freight pieces in your booth area.
4. Complete the Bill of Lading, particularly the Address portion and all shaded fields. Note UPS Freight as your carrier and indicate the delivery date needed.
5. After completing the Bill of Lading, return it to the exhibitor service desk before departing from show site.

The following services are available (check the appropriate box):

- ☐ **Truck / Ground Service: Two to five day service**
☐ **Air Freight / Expedited Service: Guaranteed service for time critical shipments**
☐ **Small Shipment Rates:**

Shipments weighing up to 100 lbs. \$98.00*
Shipments weighing between 100 - 150 lbs. \$118.00*

* Delivered anywhere in the 48 states.
Add \$50 to Manhattan ZIP codes 10001-10299,
fuel surcharge included in these rates. Liability
limited to \$200 per piece.

Take the FastTrack out of this show — Use UPS Freight and bring this completed form, along with your bill of lading, to the service desk.

Booth # _____ **Company Name** _____ **Card Type:** (circle one) **Amex Visa MC**

For your convenience, we will use this authorization to charge your credit card account for shipping and any additional charges that may occur in handling your shipment as required by your Trade Show Representative. I have read the above (initials). _____

Cardholder Name: _____ **Cardholder Phone:** _____

Credit Card Number: _____ **Expiration:** _____

Credit Card Billing

Address: _____

City, State ZIP Code: _____

Customer Signature: _____

By signing the above, you agree to the terms and conditions as described on this payment form.

.....
For UPS Freight Use Only:

PRO # for this shipment: _____ **Date of PRO:** _____

Name of Show: _____ **Authorized Signature:** _____

(Verifying this form is complete.)

Charge Amount: **Date of Transaction:**



EVENT TECHNOLOGIES

Exhibitor Services Order Form

CONTE 2011

ACCOUNT AUTHORIZATION – I hereby agree that all charges incurred for the booth/table I am holding at the Hyatt Regency Jacksonville Riverfront will be charged to my credit card as noted on this form. Full payment by Check or Credit Card, including tax, is due in advance.

Purchase orders not accepted.

Cancellations received less than 24 hours prior to exhibit load-in will be charged a minimum of a one-day rate.

Credit card #	Expiration Date:
Signature:	Card Holder Name:
Company/Exhibitor Name:	Phone:
Address:	Email:
Connect Date/Time:	Event Room:
Disconnect Date/Time:	Booth #:

ELECTRICAL: (please enter quantity required)

20 Amp Quad Box: \$45.00	Quantity:	
5amp Drop \$20		
Power Strips \$15.00		

Per Day Charge, Plus 21% Service Charge and 7% sales tax

Rates quoted include installation of service to booth, current used, proper fusing & removal upon conclusion of conference.

TELECOM: (please enter quantity required)

DID line (analog): \$95.00	Quantity:	
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