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Dear CDNLive 2018 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for CDNLive 2018. This document contains information and order forms for many of the services we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend you place your order as soon as possible in order to take advantage of the advance order discounts.

T3 Expo has a customer service department ready to assist with your exhibiting needs. Please contact help@t3expo.com, 1-888-698-3397 x 309.

Thank you for your business,
From all of us at T3 Expo
IMPORTANT DATES & DEADLINES CHECKLIST

☐ Friday, March 9, 2018  Receiving at Advance Warehouse Begins
☐ Monday, March 19, 2018  Electrical Services Advanced Discount Deadline
☐ Wednesday, March 21, 2018  T3 Service Orders Advanced Discount Deadline
☐ Wednesday, March 21, 2018  T3 Turnkey & Custom Booth Package Artwork Deadline
☐ Wednesday, March 21, 2018  T3 Third Party Authorization Payment Form Deadline
☐ Wednesday, March 21, 2018  Exhibitor Appointed Contractor Form Deadline
☐ Sunday, March 25, 2018  Telecommunications Services Advanced Discount Deadline
☐ Wednesday, April 4, 2018  Last Day for Advanced Shipments to Arrive Without Surcharges
☐ Monday, April 9, 2018  Show Site Shipments May Begin Arriving After 10:00 am
☐ Monday, April 9, 2018  All Exhibits Must Be Set By 5:00 pm
☐ Wednesday, April 11, 2018  All Carriers Must Check in By 3:00 pm
SHOW INFORMATION

Location:  Santa Clara Convention Center
           Mission City Ballroom
           5001 Great America Parkway
           Santa Clara, CA 95054

Turnkey Booth Package:

* Please see pages 15-19 for the details on your booth package.
Each includes:

  1 - Stool
  1 - Wastebasket

Show Schedule:

Exhibitor Move In:

  Monday, April 9
  3:00 pm - 5:00 pm

Exhibit Hours:

  Tuesday, April 10
  12:00 pm - 1:30 pm  Designer Expo & Lunch
  5:00 pm - 6:30 pm  Designer Expo & Evening Reception

  Wednesday, April 11
  12:00 pm - 1:30 pm  Designer Expo & Lunch

Dismantle and Move Out:

  Wednesday, April 11
  1:30 pm - 3:30 pm

Carrier Check - In:

  Wednesday, April 11
  By 3:00 pm

* Please note that hours are subject to change
CHECKLIST - PRE - SHOW

☐ 1. Review this entire service kit
   Please note that payment is required with all orders.

☐ 2. Read the event terms and conditions (see pages 25-26)

☐ 3. Arrange in-bound freight/material handling
   If you, or any other vendor, are shipping materials to your booth, be sure to:
   1. Choose Advance or Direct Shipping:
      - **Advance Shipping:**
      - If you ship to the Advance Warehouse your freight will be guaranteed to be in your booth for the first day of set up.*
        • Make sure you look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
        • The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, ons and pallets are acceptable.
      - **Direct Shipping:**
      - If you ship Direct to Show Site, pay attention to the dates that shipments can be received. Shipments arriving before these dates may be refused.
        • Please note: any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
   2. Check the show timing to gauge which shipping option meets your scheduling parameters.
      • Please make note of handling surcharges (overtime, off target, late/early to warehouse etc.)
   3. Fill out the Material Handling Agreement in the service kit to estimate your costs and submit with payment.
   4. Label your freight correctly with your company name, booth number, show name and address listed in the service kit.
      • Shipping label forms are provided in the service kit.
   5. Bring all copies of shipping documents with tracking numbers with you to show site.

*Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge.
Please refer to the Material Handling Agreement.

☐ 4. If applicable order rental booth structure and/or option
   • Please choose the appropriate option and/or configuration of your booth structure.

☐ 5. Order graphics/signage and submit artwork
   • See the Artwork Submission Guidelines pages in this kit for format information and submission details.
   • You will receive instructions via email on how to submit artwork after your order and payment forms are received.

☐ 6. Order booth furnishings/accessories
   • There are forms in this kit with many options to enhance the look of your exhibit.
   • Discount price deadlines are noted on the forms.

☐ 7. Order T3 installation & dismantle labor, and/or submit EAC forms with proof of insurance
   • Venues have different union regulations; review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
   • If you are using a firm other than the official service contractor you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

☐ 8. Order additional/ancillary services
   • There are forms in this kit for other services such as cleaning, accessible storage, sign hanging, electricity, audio visual, internet, lead retrieval, specialty furnishings, floral or catering.
   • Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors.
   • Please make note of ordering discount deadlines.

☐ 9. Submit your order with payment (REQUIRED)
   This will ensure all booth options, graphics, furnishings and accessories are reserved for your event.
   • Orders received without payment cannot be processed.
   • We accept Mastercard, Visa, American Express, company check, money order or wire transfer. There is a processing fee on wire transfers.

☐ 10. Arrange out-bound freight
    • Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling Agreement.
    • No Material Handling Agreement will be distributed unless the account is paid in full.
    • There will be a show carrier providing air and/or ground shipping options.
    • If you are using your own carrier, you will need to schedule them on your own for a pickup.
    • Please note the carrier check-in time on the Show Information page.
    • If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.
CHECKLIST - ON - SITE

☐ 1. Check all freight when you arrive
   • Verify that all your shipments have arrived in your booth space; check against your shipping documentation before unpacking any freight.
   • If the piece count does not match your documents, or something is damaged or does not belong to you, report to the service desk immediately for assistance.

☐ 2. Booth set up
   • If using booth labor, you must check-in at the T3 Service Desk to inform us that you are ready for your labor.
   • Installation/dismantle labor start time is only guaranteed when ordered for 8:00 am start.
   • Once your Booth structure is set up, please tag your empty boxes with empty stickers. Empty stickers can be picked up at the T3 Service Desk.

☐ 3. Arrange out-bound freight
   • Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling Agreement.
   • No Material Handling Agreement will be distributed unless the account is paid in full.
   • There will be a show carrier providing air and/or ground shipping options.
   • If you are using your own carrier, you will need to schedule them on your own for a pickup.
   • Please note the carrier check-in time on the Show Information page.
   • If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

☐ 4. Booth structure packed to ship out
   • Once your freight is packed and labeled to ship out, please turn in a Material Handling Agreement to the T3 Service Desk.
   • Do not leave your Material Handling Agreement in your booth space/on your freight.
   • If you do not turn your Material Handling Agreement in at the T3 Service Desk, your shipment may be delayed and/or re-routed on a show carrier.
SHIPPING INFORMATION
MATERIAL HANDLING

Choosing Your Carrier

- Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier’s policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

- POV (Privately Owned Vehicle) - Material Handling charges will apply. If you are delivering your materials to show site in your own vehicle, there may be Material Handling Charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

- Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces. Shipping crates, fibers, cartons and pallets are ok.

- Small Package - A shipment of any number of pieces with a combined weight of 1 - 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May Be Applicable

- Late to Warehouse Fee: Shipments arriving after Tuesday, April 3, 2018 will be charged an additional 30%.

- Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime/Double Time

- Overtime is before 8:00 a.m. and after 4:30 p.m., Monday - Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.

- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:

  - Shipments are received on overtime.

  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo’s control, is moved into show site on overtime.

  - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling Agreement MUST be filled out for any shipment leaving the expo hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.

- Once you have filled out the Material Handling Agreement and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk.

- DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.

- Carrier check in: All carriers must be checked in no later than 3:00 p.m. on Wednesday, April 11, 2018. If prior arrangements have not been made, the official show carrier will be on site to coordinate or re-route shipments.

- UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

  Please note: there may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, March 9, 2018. Shipments arriving prior to Friday, March 9, 2018 may be refused.

Crated

Shipment Weight …………………. x $0.96/lb.  =  $ _________

Small Package Shipment

Total Shipment Weight 50 lbs or Less …  x $58.00 ea.  =  $ _________

Direct Shipments to Show Site

Direct shipments will be received starting on Monday, April 9, 2018 at 10:00 am. Shipments that arrive prior to Monday, April 9, 2018 may be refused by the facility as T3 Expo will not have staff present prior to this date and time.

Shipment Weight …………………. x $1.07/lb.  =  $ _________

Small Package Shipment

Total Shipment Weight 50 lbs or Less …  x $59.00 ea.  =  $ _________

ESTIMATE TOTAL
MATERIAL HANDLING …….. $ ______________
SHIPPING ADDRESSES

Advance Shipments to T3 Expo Warehouse

Address
To:  (exhibiting company name and booth #)
For:  CDNLive Silicon Valley 2018

C/O:  T3 Expo
      YRC
      499 Valley Drive
      Brisbane, CA  94005

Information
Advance shipments will be accepted beginning on Friday, March 9, 2018 through Tuesday, April 3, 2018 between the hours of 8:00 am – 3:00 pm.

Any shipment after Tuesday, April 3, 2018 will be charged an additional 30% per pound.

Direct Shipments to Show Site

Address
To:  (exhibiting company name and booth #)
For:  CDNLive Silicon Valley 2018

C/O:  T3 Expo
      Santa Clara Convention Center
      5001 Great America Parkway
      Santa Clara, CA 95054

Information
Direct shipments are accepted on Monday, April 9, 2018 from 10:00 am - 4:00 pm.
Advance shipments accepted beginning, Friday, March 9, 2018 from 8:00 am – 4:00 pm.

To: ____________________________________________
   Exhibitor Name

c/o: T3 Expo
     YRC
     499 Valley Drive
     Brisbane, CA  94005

Event: CDNLIVE SILICON VALLEY 2018
Booth #: ______________________________
Piece #: __________ of: _________________ pieces

Advance shipments accepted beginning, Friday, March 9, 2018 from 8:00 am – 4:00 pm.

To: ____________________________________________
   Exhibitor Name

c/o: T3 Expo
     YRC
     499 Valley Drive
     Brisbane, CA  94005

Event: CDNLIVE SILICON VALLEY 2018
Booth #: ______________________________
Piece #: __________ of: _________________ pieces
Advance shipments accepted beginning Friday, March 9, 2018 from 8:00 am – 4:00 pm.

Direct shipments accepted beginning Monday, April 9, 2018 starting at 10:00 am through published event hours.

DIRECT SHIPMENT

To: _____________________________

Exhibitor Name

c/o: T3 Expo
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Event: CDN LIVE SILICON VALLEY 2018
Booth #: ___________________________
Piece #: ______________ of: _______________ pieces

DIRECT SHIPMENT

To: _____________________________

Exhibitor Name

c/o: T3 Expo
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

Event: CDN LIVE SILICON VALLEY 2018
Booth #: ___________________________
Piece #: ______________ of: _______________ pieces
DON’T HASSLE WITH MULTIPLE CARRIERS
T3 EXPO WILL TAKE CARE OF YOUR SHIPPING NEEDS

Do you have questions about shipping to and from an event? No time to shop rates with multiple carriers? **T3 Shipping™** is a streamlined solution for your shipping needs. We know this industry forward and back, and we’re committed to getting you the resources you need at the right time and for the best value.

Meet your **T3 Shipping™** Representative at the Service Desk. We’ll provide you with your own on-site shipping staff, dedicated to overseeing that your outbound freight gets shipped where you need it to go, straight from the show floor.

**SHIPPING INFORMATION**

Booth #: ___________ Exhibiting Company Name: ____________________________

To Destination / Event: ____________________________

Address: ____________________________________________

City, State, Zip: ____________________________________________

**CONTACT INFORMATION**

Contact Name: ____________________________________________

Cell Phone #: ____________________________________________

Email: ____________________________________________

**LEVEL OF SERVICE**

# of pieces ______  # of labels ______  Estimated weight of shipment: ________ *

* shipments will be re-weighed for accuracy

Are there multiple destinations? Y / N  If yes, how many? _________

☐ Ground  ☐ 2nd Day Air  ☐ Overnight  Must arrive by date: ____________

Please check all that apply: ☐ Inside Delivery  ☐ Liftgate Needed  ☐ Convention Delivery

**FOR INTERNAL USE ONLY:**

Please fill out form and return it to the T3 Expo Service Desk
T3 SERVICE
INFORMATION & FORMS
EXHIBITOR KIOSK PACKAGE

1. Company Name ___________________________
   Contact Name ___________________________
   Email Address ___________________________
   Booth Number ___________________________

2. Indicate Graphic Panel Instructions
   - I’m sending artwork (see pgs. 19-20 for guidelines)
   - I’m sending my logo (see pgs. 19-20 for guidelines)
   - Please lay out my copy (email word document)
     “If you would like T3 Expo to lay out the artwork for your graphic, there will be a fee of $150.00 each graphic.”

3. Submit Form
   Fax or email this completed form to:
   [800-846-6030]
   [help@t3expo.com]

4. Submitting Artwork
   Please see pages 19-20

At Cadence request, you are asked to focus your signage and demonstrations on your integration with Cadence products. Signage will need to be reviewed and approved by Cadence prior to going into production. A Cadence representative will contact you to schedule a time to review your show demonstrations on the show floor either prior to or during the first exhibit time slot.

ARTWORK FILES REQUIRED:
- (1) 30” w x 12” h Color Logo Header
- (1) 30” w x 40” h Graphic Panel

Exhibitor Kiosk Package
This package will include 8’ high hardwall back panels, (1) demo/reception counter, (1) color logo header 30” x 12” (exhibitor must provide logo), (1) 5 amp outlet with powerstrip, (1) stool, (1) wastebasket, (1) 24” monitor, keyboard, mouse, (1) lead retrieval, booth cleaning, (1) 30” x 40” graphic area (exhibitor must provide artwork, graphic production included in booth rental package).
SILVER KIOSK PACKAGE

1. Company Name _____________________________________________
   Contact Name ______________________________________________
   Email Address ______________________________________________
   Booth Number _______________________________________________

2. Indicate Graphic Panel Instructions
   I’m sending artwork (see pgs. 19-20 for guidelines)
   I’m sending my logo (see pgs. 19-20 for guidelines)
   Please lay out my copy (email word document)
   *If you would like T3 Expo to lay out the artwork for your graphic, there will be a fee of $150.00 each graphic.

3. Submit Form
   Fax or email this completed form to:
   [800-846-6030]
   [help@t3expo.com]

4. Submitting Artwork
   Please see pages 19-20

Silver Kiosk Package
This package will include 8’ high hardwall back panels, (1) demo/reception counter, (1) color logo header (exhibitor must provide logo), (1) 5 amp outlet with powerstrip, (1) stool, (1) wastebasket, (1) 24” monitor, keyboard, mouse, (1) lead retrieval, booth cleaning, (2) 30” x 40” graphic area (exhibitor must provide artwork, graphic production included in booth rental package).

At Cadence request, you are asked to focus your signage and demonstrations on your integration with Cadence products. Signage will be need to be reviewed and approved by Cadence prior to going into production. A Cadence representative will contact you to schedule a time to review your show demonstrations on the show floor either prior to or during the first exhibit time slot.

ARTWORK FILES REQUIRED:
• (1) 66” w x 12” h Color Logo Header
• (2) 30” w x 40” h Graphic Panels
GOLD KIOSK PACKAGE

1. Company Name______________________________
   Contact Name______________________________
   Email Address______________________________
   Booth Number ______________________________

2. Indicate Graphic Panel Instructions
   I’m sending artwork (see pgs. 19-20 for guidelines)
   I’m sending my logo (see pgs. 19-20 for guidelines)
   Please lay out my copy (email word document)
   “If you would like T3 Expo to lay out the artwork for
   your graphic, there will be a fee of $150.00 each
   graphic.

3. Submit Form
   Fax or email this completed form to:
   [800-846-6030]
   [help@t3expo.com]

4. Submitting Artwork
   Please see pages 19-20

Gold Kiosk Package
This package will include 8’ high hardwall back
panels, (1) demo/reception counter, (1) color logo
header (exhibitor must provide logo), (1) 5 amp
outlet with powerstrip, (1) stool, (1) wastebasket, (1)
24” monitor, keyboard, mouse, (1) info counter with
logo, (1) lead retrieval, booth cleaning, (2) 30” x 40”
graphic area (exhibitor must provide artwork, graphic
production included in booth rental package).

ARTWORK FILES REQUIRED:
• (1) 96” w x 12” h Color Logo Header
• (2) 30” w x 40” h Graphic Panels
• (1) 46.5” w x 34.5” h Demo/Reception Counter

At Cadence request, you are asked to focus your signage and demonstrations on your
integration with Cadence products. Signage will be need to be reviewed and approved
by Cadence prior to going into production. A Cadence representative will contact you to
schedule a time to review your show demonstrations on the show floor either prior to or
during the first exhibit time slot.
PLATINUM KIOSK PACKAGE

1. Company Name ____________________________  
   Contact Name ____________________________  
   Email Address ____________________________  
   Booth Number ____________________________

2. Indicate Graphic Panel Instructions
   - I'm sending artwork (see pgs. 19-20 for guidelines)
   - I'm sending my logo (see pgs. 19-20 for guidelines)
   - Please lay out my copy (email word document)
   - *If you would like T3 Expo to lay out the artwork for your graphic, there will be a fee of $150.00 each graphic.

3. Submit Form
   Fax or email this completed form to:  
   [800-846-6030]  
   [help@t3expo.com]

4. Submitting Artwork
   Please see pages 19-20

Platinum Kiosk Package

This package will include 8' high hardwall back panels, (1) demo/reception counter, (1) color logo header (exhibitor must provide logo), (1) 5 amp outlet with powerstrip, (1) stool, (1) wastebasket, (1) 24" monitor, keyboard, mouse, (1) info counter with logo, (1) lead retrieval, booth cleaning, (4) 30" x 40" graphic area (exhibitor must provide artwork, graphic production included in booth rental package).

ARTWORK FILES REQUIRED:
- (1) 96" w x 12" h Color Logo Header
- (4) 30" w x 40" h Graphic Panels
- (1) 46.5" w x 34.5" h Demo/Reception Counter

At Cadence request, you are asked to focus your signage and demonstrations on your integration with Cadence products. Signage will be need to be reviewed and approved by Cadence prior to going into production. A Cadence representative will contact you to schedule a time to review your show demonstrations on the show floor either prior to or during the first exhibit time slot.
ARTWORK SUBMISSION GUIDELINES

GENERAL FILE SET UP

Please provide artwork in native formats whenever possible:

- Adobe Illustrator and Adobe InDesign are preferred

When creating multiple-panel signs/structure graphics (booth backwalls, etc.):

- Use Adobe Illustrator for layout
- Create artwork using one artboard for entire graphic. Don’t use separate artboards for artwork spanning more than one panel.
- Include 2” bleeds on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- Use Adobe Illustrator or InDesign for layout
- Include 1” bleeds on all sides
- Convert fonts to outlines
- Embed or package all linked images

PREFERRED FILE FORMATS

- Adobe Illustrator: (AI or EPS) outline fonts and embed all links
- Adobe InDesign: package all fonts and links
- Adobe Photoshop: (PSD, TIF or JPG) for image files

CHECKLIST

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

IMAGES

Rasterized pixel-based images such as PSD, TIF or JPEGs should be high resolution (150 - 200 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48” x 96” Graphics and larger

Recommended resolution for your graphic at full size dimensions:

- Viewing distance of 1-4 feet ....... 200 dpi at full size
- Viewing distance of 5-9 feet ....... 150 dpi at full size

Minimum resolution for your graphic at full size dimensions:

- Viewing distance of 1-4 feet ....... 150 dpi at full size
- Viewing distance of 5-9 feet ....... 100 dpi at full size

Graphics smaller than 48” x 96”

- Viewing distance of 1-4 feet ....... 100 dpi at full size

SUBMITTING ARTWORK

UPLOADING ARTWORK

You will receive an invitation from Box.com to the private folder to upload your booth graphics. Below are the instructions on how to create account by signing up.

1. Click “accept invitation” button
2. This link will take you to Box.com
3. Enter your name and create a password
   *Please Note: This will be your log-in information for your upload folder*
4. Click OK
5. Download the graphic spec sheet or/and the artwork submission guidelines.
6. Drag your artwork files to the folder
7. You will receive a proof via email prior to your artwork moving into production.

QUESTIONS?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
exhibitorgraphics@t3expo.com

Include event name, company name, booth number and contact information in all inquiries
MISCELLANEOUS INFORMATION & FORMS
## PAYMENT INFORMATION

### Services Ordered

<table>
<thead>
<tr>
<th>Service</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling</td>
<td>$</td>
</tr>
<tr>
<td>Artwork Layout Fees</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

### Partner Profile

- **Company Name:**
- **Booth #:**
- **Street Address:**
- **City:**
- **State:**
- **Zip:**
- **Country:**
- **Contact Name:**
- **Telephone:**
- **Fax:**
- **Email Address:**

### Method of Payment

- **Company Check**
  - (Checks must be in U.S. Funds)
- **Money Order**
- **Wire Transfer**
  - Domestic $15.00
  - International $35.00
- **Credit Card**

### Credit Card Information

- **Exhibiting Company:**
- **Booth #:**
- **Cardholder Name:**
- **Email Address:**
- **Account Number:**
- **Card Type:**
- **Expiration Date:**
- **Signature:**
- **CCID#:**
- **Cardholder Billing Address:**
- **City/State/Zip:**

---

Please Note: There is a 50% cancellation fee of any items cancelled after delivery to the booth.

Important Information

- If paying by check, money order or wire, we will need a credit card as well to hold the order.
- Credit card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event. Please review show timing.
- Wire Bank fees:
  - Domestic $15.00
  - International $35.00

*Wire details will be sent to the contact email address upon receipt of this form.

Credit Cards T3 Expo Accepts:

- Visa
- Master Card
- American Express

We will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.
TERMS & CONDITIONS

The terms and conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR’S MATERIALS ARE DELIVERED BY A CARRIER TO T3’S WAREHOUSE OR TO A SHOW/EXPOSITIONSITE FOR WHICH T3 IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

1. DEFINITIONS.
For purposes of this contract, “T3” means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor (“EAC”).

2. PACKAGING AND CRATES.
T3 shall not be responsible for damage to loose uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS.
Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:
• Error in the above procedures
• Removal of containers with old labels & without T3 labels
• Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS.
Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

5. OUTBOUND SHIPMENTS.
Consistent with trade show industry practices there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. T3 highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to T3 and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING.
T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR’S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS.
In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR’s shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier’s terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these terms and conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. T3’S RESPONSIBILITIES.
T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3’s direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3’s reasonable control nor for ordinary wear & tear in the handling of materials.
TERMS & CONDITIONS (CONTINUED)

9. INSURANCE.
It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS.
EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the ‘conclusion’ of the show shall be construed as the time when EXHIBITOR’S materials are delivered to the carrier for transportation from the show site or from T3’s warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3 if found liable for any loss. T3’s sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to T3 for material handling services during the show or exposition under this contract.

c. BREACH OF CONTRACT AND/OR NEGLIGENCE. T3’s liability shall be limited to any loss or damage which results solely from T3’s NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR’S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortuous conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR’S failure to perform EXHIBITOR’S responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

11. JURISDICTION.
THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

12. INDEMNIFICATION.
EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

• EXHIBITOR’S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).

• EXHIBITOR’S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR’S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3’s equipment.

• EXHIBITOR’S violation of Federal State, County or Local ordinances.

• EXHIBITOR’S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

13. WAIVER AND RELEASE.
EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

14. MISCELLANEOUS.
EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.
UNITED STATES FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3) Use or storage of inflammable liquids and dangerous chemicals.
4) Display any internal combustion engine (special requirements available upon request).
5) Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.
SANTA CLARA LABOR GUIDELINES

For Exhibits, Exhibitions, Displays and Trade Shows Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Exhibit Installation And Dismantling - Full time employees of the exhibiting companies may set their own exhibit. If you prefer for T3 Expo to set your booth, labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk. Proof of full time employment status may be requested by T3 Expo of any personnel working in your booth. Exhibitors must provide proof of insurance.

Material Handling - Exhibitors may hand-carry their own small items such as laptops into the exhibit facility in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move- in/out. No Exhibitors will be permitted to hand carry items via the loading dock. For liability reasons, only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

Tipping - T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a T3 Expo representative at the service desk.

Safety - Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor order form and the necessary ladders and tools will be provided.
ANCILLARY INFORMATION & FORMS

*PLEASE SUBMIT ORDER FORMS AND PAYMENT DIRECTLY TO INDIVIDUAL VENDORS.
## ORDER INSTRUCTIONS

### INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

### ISLAND BOOTH DELIVERY

- **ONE LOCATION**
  - Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

- **MULTIPLE LOCATIONS**
  - Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen’s payment policy and the terms and conditions of the contract.

---

## ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

<table>
<thead>
<tr>
<th>QTY Show Hours</th>
<th>QTY 24hrs/day Double rate</th>
<th>ADVANCE PAYMENT PRICE</th>
<th>REGULAR PAYMENT PRICE</th>
<th>TOTAL COST</th>
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<tbody>
<tr>
<td><strong>120 VOLT</strong></td>
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<tr>
<td>500 WATTS (5 AMPS)</td>
<td>125.00</td>
<td>188.00</td>
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<tr>
<td>1000 WATTS (10 AMPS)</td>
<td>208.00</td>
<td>312.00</td>
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<tr>
<td>2000 WATTS (20 AMPS)</td>
<td>297.00</td>
<td>446.00</td>
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<tr>
<td><strong>MISC. REQUIREMENTS</strong></td>
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Please call for information on any services you require that are not listed here.

### 120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

<table>
<thead>
<tr>
<th>QTY</th>
<th>15’ EXTENSION CORD</th>
<th>26.00</th>
<th>26.00</th>
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<tbody>
<tr>
<td></td>
<td>POWER STRIP</td>
<td>26.00</td>
<td>26.00</td>
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## TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM

<table>
<thead>
<tr>
<th>PRINT NAME:</th>
<th>EMAIL:</th>
<th>PHONE:</th>
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120V.V1.SF.08.17_PG 1
**FACILITY:**
Santa Clara Convention Center

**DATES:**
April 9-11, 2018

**EVENT #**
048025SF

**FINANCIALLY RESPONSIBLE COMPANY**

<table>
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<tr>
<th>COMPANY NAME</th>
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<th>COUNTRY</th>
<th>CELL #</th>
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**METHOD OF PAYMENT**

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

- **ACH ELECTRONIC PAYMENT TRANSFER**
  - Wells Fargo ABA# 121000248 Acct: 4122636046
  - 3800 Howard Hughes Parkway, Las Vegas, NV 89169
  - Phone: 800.289.3557
  - Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

- **BANK WIRE TRANSFER INFORMATION** *
  - Bank transfer to Wells Fargo
  - Wire Transfer: ABA#: 121000248 Acct: 4122636046
  - International Wire Transfer: Swift Code: WFBIUS6S Acct: 4122636046
  - * $50 processing fee MUST be included with transfer.

- **CREDIT CARD**
  - For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing.
  - A copy of final charges will be sent to the email address provided in the payment information section.

- **CHECK AND CREDIT CARD INFORMATION**
  - COMPANY NAME:
  - CHECK #:
  - CREDIT CARD NUMBER:
  - CARD HOLDER SIGN:
  - EMAIL: THIRD PARTY PAYMENT? YES or NO

- **CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE**
  - ADDRESS: CITY: ST: ZIP:

<table>
<thead>
<tr>
<th>SERVICE TOTALS</th>
<th>SERVICE TOTALS</th>
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<table>
<thead>
<tr>
<th>1. BANK WIRE TRANSFER PROCESSING FEE</th>
<th>2. ELECTRICAL ORDER</th>
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<tr>
<th>3. ESTIMATED LABOR</th>
<th>4. LIGHTING ORDER</th>
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<th>5. PLUMBING ORDER</th>
<th>TOTAL DUE</th>
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**AUTHORIZATION**

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.
TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.

2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.

3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.

4. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations, regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.

5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.

6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.

8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.

9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.

10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.

11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.

13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.

14. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.

15. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.

16. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.

17. All Exhibitors’ cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.

18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.

19. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.

20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.

21. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen’s control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.

22. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.

23. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM
ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the “Labor Estimate” Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:
   A. The electrical layout must indicate each power outlet and its location with exact measurements.
   B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
   C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
   D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?
   A. Date: _____________________ Time: _____________________

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
   A. Describe flooring: ____________________________
   B. Estimated date and time flooring installation will begin. Date: ______________ Time: ______________

4. Show site supervisor:
   Name ___________________________________________ Cell # _______________________
   Email ___________________________________________ Company _______________________

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it’s available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

<table>
<thead>
<tr>
<th>LABOR RATES AND HOURS</th>
<th>DISTRIBUTION LABOR ESTIMATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor</strong> Minimums</td>
<td><strong>MAN HRS</strong></td>
</tr>
<tr>
<td><strong>Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.</strong></td>
<td><strong>RATE</strong></td>
</tr>
<tr>
<td><strong>ST</strong> $128.00</td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>OT</strong> $255.00</td>
<td><strong>LIFT RENTAL</strong></td>
</tr>
<tr>
<td><strong>HOURS</strong></td>
<td><strong>RATE</strong></td>
</tr>
<tr>
<td><strong>$130.00</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZED

PRINT NAME: _____________________ DATE: _____________________
Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

<table>
<thead>
<tr>
<th>INDICATE BOOTH TYPE</th>
<th>INDICATE SCALE &amp; TOTAL SQ FT</th>
<th>OUTLET LEGEND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Island</td>
<td>Example: 1 Square = 1 Foot</td>
<td>X = Main Distribution Point</td>
</tr>
<tr>
<td>Inline</td>
<td>_____ Square = _____ Ft</td>
<td>▲ = 5amp/500 watt</td>
</tr>
<tr>
<td>Peninsula</td>
<td>Total Square Footage = _______</td>
<td>◆ = 10amp/1000 watt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>★ = 15amp/1500 watt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☼ = 20amp/2000 watt</td>
</tr>
</tbody>
</table>

Adjacent Booth or Aisle # ____________
CDN Live
April 10th – April 11th, 2018
Order 14 days prior to the 1st day of the show move-in for incentive rate.
Incentive deadline for the above event is March 25th, 2018

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