



# EXHIBITOR SERVICE MANUAL



## EXHIBITOR DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. **April 21** is the absolute latest that Nexxt Show will offer **discount pricing** on online orders. The dates listed below are the deadlines for ordering online services and products for the show.

All forms are available through Nexxt Show's MarketPlace online exhibitor show service website. When you purchase a booth online at EDTA2014.com, Nexxt Show will email you the login to their MarketPlace website.

We recommend you order all services before the dates listed. Use this page as a reminder to yourself to place your orders with Nexxt Show.

<u>DATE</u>	<u>TASK</u>	<u>COMPLETE</u>
ASAP	Exhibitor Registration Due – book at EDTA2014.com	_____
April 4	Lead Retrieval Device Discount Price Deadline	_____
<b>April 21</b>	<b>NexxtShow Discount Price Deadlines</b>	_____
April 21	Show Guide Profile Updates Due to TenDot	_____
April 21	Advance Shipments: 1 <sup>st</sup> Day Warehouse Accepts Freight	_____
April 28	Housing Reservations Due	_____
May 5	Electrical Service	_____
May 5	Internet Service	_____
May 5	Booth Catering – CenterPlate	_____
May 5	Sign and Banner Hanging	_____
May 5	Telephone Service	_____
May 9	Audio Visual & Computer Rental	_____
May 9	Furnishings & Accessories	_____
May 9	Payment Information	_____
May 9	Signs & Graphics	_____
May 9	Display Labor	_____
May 12	Security Guard	_____
May 12	Advance Shipments: Last Day Warehouse Accepts Freight	_____
May 16	Booth Cleaning	_____
May 19	Direct Shipments	_____
<b>May 19</b>	<b>Exhibit Installation - Begins 8:00am</b>	_____
<b>May 19</b>	<b>Exhibit Installation – Complete 5:00pm</b>	_____
May 19	2014 EDTA Conference & Annual Meeting - Exposition Open	_____
May 21	Exhibit Dismantle – Begins 12:30pm	_____
<b>May 21</b>	<b>Exhibit Dismantle – Complete by 5:00pm</b>	_____

## GENERAL INFORMATION

For questions regarding Exhibitor booths including shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, etc., please contact Nexxt Show at 877-836-3131. Or email Nexxt Show at: [help@nexxtshow.com](mailto:help@nexxtshow.com)

For all other questions regarding Exhibit Booth Sales or booth selection, contact Jeff Eells at TenDot Corporate Travel at 402-435-1011.

For questions regarding 2014 EDTA Exhibitor Conference & Annual Meeting policies, regulations and online registration, contact Jill Frost at TenDot Corporate Travel at 402-435-1011.

## EXHIBIT LOCATION

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Indiana Convention Center / Exhibit Hall C  
100 S Capitol Ave  
Indianapolis, IN 46225  
317-262-3400

## SHOW HOURS

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Monday May 19	5:30pm- 7:30pm
Tuesday May 20	10:00am - 5:00pm
Wednesday May 21	8:00am -11:30am

*(Hours Subject to Change)*

Exhibitor personnel are permitted to enter the hall at 8:00am on the exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

## EXHIBIT INSTALLATION HOURS

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Monday	May 19	8:00am - 5:00pm
<b>Set-up MUST be completed by 5:00pm on May 19</b>		

**Note:** All displays must be in place and display material, cartons and refuse removed from the aisles by 5:00pm, Monday May 19th.

## DISMANTLING

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Wednesday May 21	11:30am - 5:00pm
<b>All materials must be removed by 5:00pm on May 21</b>	

**Note:** All exhibitor materials must be removed from the hall by 5:00pm, Wednesday, May 21, 2014. All signed Bills of Lading must be completed and turned into the NexxtShow Exhibitor Service Center by 4:00pm on Wednesday, May 21. All carriers must check-in. Carriers can start checking in at 10:30am but no later than 3:00pm on Wednesday, May 21 for all outbound shipments. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

**Exhibitors may not begin dismantling any portion of their booth before 11:30am on Wednesday, May 21. All boxes/cartons are to remain out of sight until the exhibit hall has closed.**

#### **BOOTH EQUIPMENT & CARPET**

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Each 10' deep exhibit will receive 8 foot high 3 panel hard wall system and 3 foot high side wall system, as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor.

The exhibit hall for EDTA Annual Meeting 2014 is **NOT** carpeted. Exhibitors may wish to order booth carpeting and cleaning/vacuuming for each night of the show from Nexxt Show.

#### **PARKING**

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Parking for patrons and guests attending EDTA 2014 is available at both public and parking lots immediately surrounding the Indiana Convention Center.

#### **SECURITY**

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Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night. Private guards can be hired from ESG, the official security contractor of the Indiana Convention Center. See section under Official Contractors for contact information.

#### **INSURANCE**

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It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Per the exhibit space contract, exhibitors agree that TenDot Corporate Travel, its agents and employees, EDTA, its agents and employees, and the Indiana Convention Center: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

#### **RIDE, DRIVE & CHARGE**

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A signature event at EDTA events, the Ride, Drive and Charge (RDC) will feature a gathering of battery, hybrid, plug-in hybrid and fuel cell electric cars, trucks and other vehicles for test driving.

Representatives from each RDC exhibitor manufacturer will be on hand to answer questions about their vehicles.

Monday	May 19	12:00 pm - 5:00 pm
Tuesday	May 20	10:00 am - 6:00 pm
Wednesday	May 21	10:00am - 1:00 pm

## **BUSINESS CENTER/ATM**

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A business center is located in the Capitol Avenue Lobby, directly across from Room 116.  
An ATM can be found near Room 116.

## **OFFICIAL CONTRACTORS**

### *Catering (exclusive booth food & beverage service provider)*

Centerplate	Phone: 317-262-3500
100 South Capitol	
Indianapolis, IN 46225	

### *General Service Contractor (material handling, display labor, rentals, cleaning)*

NexxtShow	Phone: 877-836-3131
645 Linn Street	Email: <a href="mailto:help@nexxtshow.com">help@nexxtshow.com</a>
Cincinnati, OH 45203	Web: <a href="http://www.nexxtshow.com">www.nexxtshow.com</a>

### *Internet /Data Services (in-booth internet access rental)*

Smart City	Phone: 888-446-6911
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### *Lead Retrieval (provides systems to capture sales leads)*

High Tech Knowledge Inc.	Phone: 559-432-3811
6083 N. Figarden Ave. #165	Email: <a href="mailto:info@hightechknowledge.com">info@hightechknowledge.com</a>
Fresno, CA 93722	

### *Security (private booth security guard services)*

ESG Security, Inc.	Phone: 317-261-0866
1060 N. Capitol Ave	Email: <a href="mailto:info@esgsecurity.com">info@esgsecurity.com</a>
Indianapolis, IN	

### *Show Management (booth space assignments, operational/regulations issues, questions)*

TenDot Corporate Travel	Contact : Jeff Eells
5831 S. 58 <sup>th</sup> St. Ste B	Phone: 402-435-1011
Lincoln, NE 68516	Fax: 402-435-1023
	Email: <a href="mailto:Jeff.Eells@TenDottravel.com">Jeff.Eells@TenDottravel.com</a>

### *Shipping Services-Van Line/Ground and Air (ground and air services)*

NexxtShow	Phone: 877-836-3131
645 Linn Street	Email: <a href="mailto:help@nexxtshow.com">help@nexxtshow.com</a>
Cincinnati, OH 45203	Web: <a href="http://www.nexxtshow.com">www.nexxtshow.com</a>

## EXHIBITOR REGISTRATION

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow **only** badged personnel within the exhibit area. ***Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.*** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

Booth personnel will be furnished with badges that will admit them into the exhibit hall (including all catered functions in the exhibit hall) during exhibit installation and dismantle and show hours. Badges may be picked up at the registration desk on site.

Exhibitor personnel badge allotment: Two complimentary exhibitor badges per 10' x 10' (100 sq. ft.) exhibit. For each additional contracted 100 sq. ft. you will be allotted one additional complimentary exhibitor personnel badge up to a maximum of 12 complimentary badges. For exhibitors contracting Ride, Drive & Charge space, an additional 2 complimentary exhibitor badges will be allotted. Additional exhibitor personnel badges may be purchased for \$295.00 each up to a maximum of 5 purchased exhibitor badges.

An EDTA 2014 Booth Personnel Registration form is included with this manual. Please complete this form and return it by May 1, 2014. Completed registration forms can be mailed or faxed to EDTA 2014 Booth Personnel Registration, 1250 Eye Street, NW, Suite 902, Washington, DC 20005 OR Fax: (202) 408-7610.

**Your credentials can be picked up on site at the EDTA 2014 Registration.** This form may be duplicated. List **ONLY** those individuals who will be manning your booth. **NOTE: No one under the age of 18 is permitted to enter the exhibit hall during move in and move out hours.**

### Exhibitor Registration Hours

Registration for exhibit booth personnel will be located in the Exhibit Hall C Atrium. You must have a badge at all times to gain access to the exhibit hall.

Monday, May 19	7:00am –6:00pm
Tuesday, May 20	6:00am –6:00pm
Wednesday, May 21	6:00am – 12:00pm

## **HOTEL AND DESTINATION INFORMATION**

### **HOTEL**

The Westin Indianapolis is the headquarters hotel for EDTA 2014. A block of hotel rooms have been reserved on a first-come, first-served basis. EDTA is also holding a block of hotel rooms at the Hyatt Indianapolis and at the Holiday Inn Express Indianapolis.

Room reservations must be made through the EDTA 2014 conference registration website to receive the discounted EDTA rate. Once you have registered for the conference, you will be provided with the link to book your hotel accommodations. With race week gearing up at the same time, rooms are limited and we encourage you to make your reservations as soon as possible.

### **AIR AND GROUND TRANSPORTATION**

All travel arrangements to and from Indianapolis are at your own expense. Transportation from the Indianapolis Airport to all hotels and the Indiana Convention Center is at your own expense. Transportation for the Networking Reception is provided by EDTA.

#### **Shuttle Service**

The Go Green Airport Shuttle is the express Indianapolis Airport shuttle serving Downtown Indianapolis. Popular stops serve Lucas Oil Stadium, The Convention Center, and The Marriott Complex (JW Marriott). The shuttle operates from 8:00 am to 11:00 pm 7 days a week. The cost is \$10.00 one-way, and priority is given to online reservations. We strongly recommend you book a round trip reservation online so you won't have to wait for the next bus. At the airport, Cash and Major Credit Cards are accepted, but walkups may have to wait for the next shuttle. For more information, visit [http://goexpresstravel.com/indy\\_express](http://goexpresstravel.com/indy_express).

#### **Taxi Services**

Taxi service from the Indianapolis International Airport is available at the curb on the lower level of the terminal just outside Baggage Claim. Average fare to downtown is \$30 - \$35.

## RULES AND REGULATIONS

### AGE RESTRICTION

**EXHIBIT HALL:** No one under the age of 18 is permitted in the exhibit hall during move-in and move-out.

### EDTA 2014 EXHIBIT DISPLAY REGULATIONS

Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association for Expositions and Events. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set up. These regulations will ensure all exhibitors regardless of size, an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

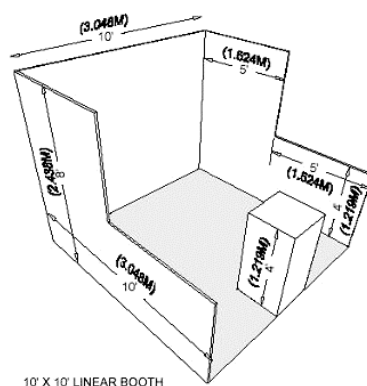
Exhibitors may not begin dismantling their exhibit until the close of the show. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show will incur a loss of priority points.

**In addition to the terms on the exhibit space contract your company signed, these rules are made an integral part of our contract with you.** If you have any questions, or need an explanation of a regulation, please contact Susan Moser at Nexxt Show at 702-807-2010.

### **LINEAR OR IN-LINE BOOTH:**

Linear Booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear Booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. In-line booths have an eight foot (8') back wall height limit.

Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.

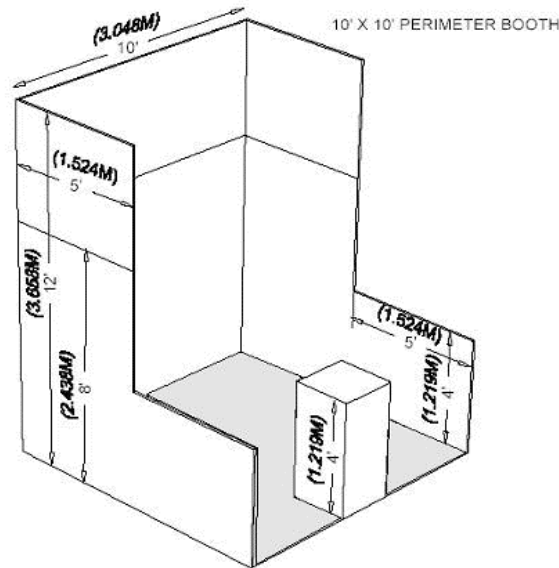




## PERIMETER BOOTH:

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter Booths have a ten-foot (10') maximum height limit.

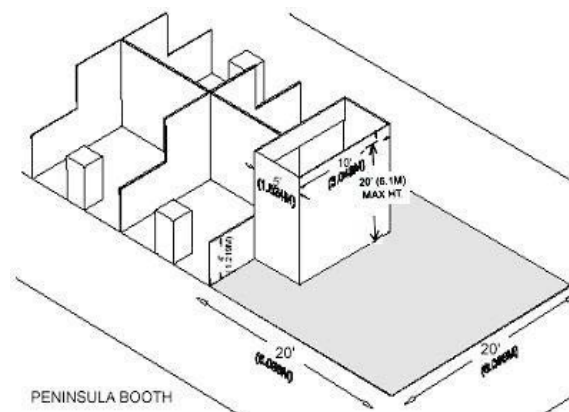
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve (12') feet is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle. Note: When three or more Perimeter Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



## PENINSULA BOOTH:

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger.

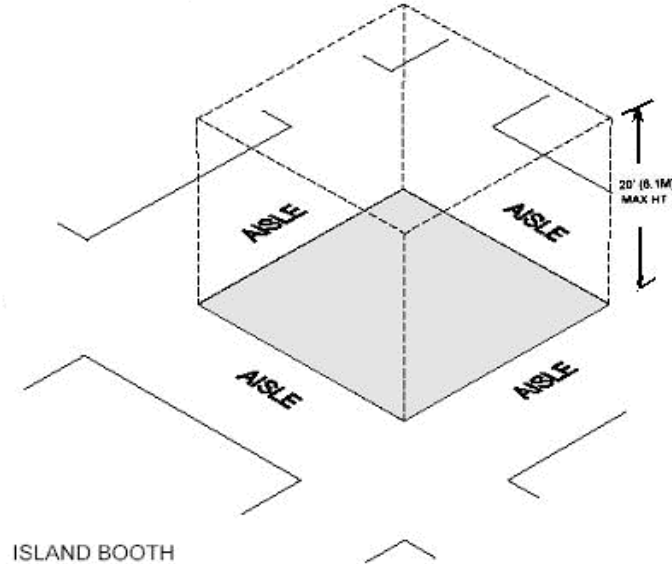
When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Ten (10') feet is the maximum height allowance, including signage for the center portion of the back wall.



### ISLAND BOOTH:

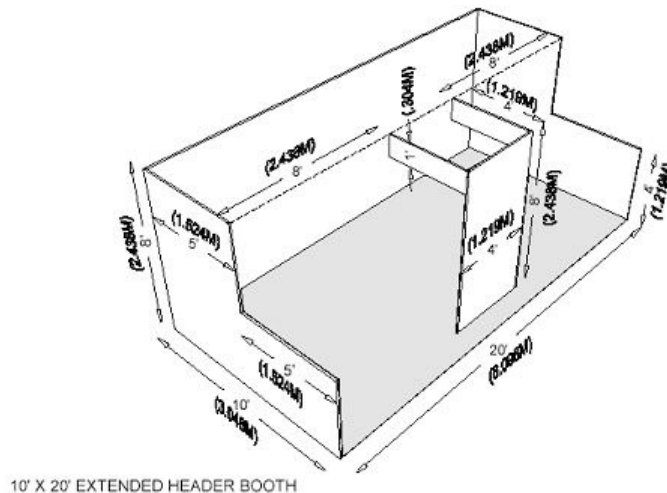
An Island Booth is a booth exposed to aisles on all four sides. An Island Booth is 20'x20' or larger. *Anything less than 20'x20' is not an island and will have an eight foot (8') restriction and no hanging signs will be allowed.*

The entire cubic content of the Island Booth may be used to the maximum allowable height which is ten (10') feet.



### EXTENDED HEADER BOOTH:

An Extended Header Booth is a Linear Booth that is 20 feet or longer with a center extended header. All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8' (2.44m), a maximum width of 20% of the length of the booth, and a maximum depth of 9' (2.7m) from the back wall.



## DISPLAY VEHICLES

Vehicles may be allowed in the Indiana Convention Center for display purposes provided they meet the following requirements:

- For EVs that do not use any type of fuel, Nexxt Show will spot the vehicle at your booth for a fee per axle. Please refer to Nexxt Show's MarketPlace website for more information and pricing.
- For all hybrid vehicles, there must be less than a quarter tank of gas. Nexxt Show will spot the vehicle at your booth for a fee per axle. Please refer to Nexxt Show's MarketPlace website for more information and pricing.
- Batteries shall be disconnected in an approved manner.
- Vehicles shall not be fueled or defueled within the building.
- Fuel in the tank shall not exceed one quarter of the tank capacity or five gallons, whichever is less.
- Fuel systems shall be inspected for leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors.
- Generators are not permitted in the building.

Additionally, plastic must be placed under each vehicle once it is placed for display. Please note, the length of the vehicle(s) multiplied by the width of the vehicle(s) cannot exceed 40% of the total booth space.

**\*It is ultimately the responsibility of the Exhibitor to ensure that these measures are taken to prevent any potential damage or safety hazard.**

## INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

## UNFINISHED AREAS

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

## STORAGE OF CRATES, CARTONS & EXTRA MATERIALS

Storage of any materials in the space behind the booth is PROHIBITED. This area is for the electrical ONLY!

## FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs/tables, dollies, forklifts, vacuums, brooms, etc.

## HANGING SIGNS

Please refer to the Sign and Banner Hanging form at the end of the manual and on Nexxt Show's MarketPlace website for more information.

## **PRODUCT DEMONSTRATIONS**

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

## **LITERATURE DISBURSEMENTS & SURVEYS**

Literature samples and give-aways can be disbursed from within (and all surveys can be done from) your exhibit space ONLY!

## **PEEL-OFF LABELS, STICKERS, TAPE**

The distribution of peel-off labels and decals is prohibited. Tape cannot be used to adhere signs to building walls or pillars, and may not be used to adhere items to any building flooring or other surfaces outside the exhibitor's booth. Removal and repair will be billed to the exhibitor.

## **SELLING (CASH & CARRY POLICY)**

"Cash and Carry" sales are not permitted on the show floor. This regulation will be strictly enforced.

## **PHOTOGRAPHY REGULATIONS**

Any attendee, exhibitor, or media representative who wants to take pictures of displays (other than their own) must **first** obtain permission from any exhibitor whose display will appear in the photograph. Should an exhibitor object to his display being photographed, photographs of that display will be prohibited. No other commercial photographer will be admitted to the exhibits unless special arrangements are made with Show Management.

## **BALLOONS**

Helium balloons may not be used or distributed inside the facility.

## **FOOD & BEVERAGE**

Exhibitors may serve food and beverages from their booths; however they must order it from CenterPlate - the in-house caterer. Phone number is 317-262-3500.

## **GRATUITIES**

Convention center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

## **LIGHTING & SOUND REGULATIONS**

**Lighting** – Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

**Sound** – The following noise abatement policy will be enforced at the 2014 EDTA Conference & Annual Meeting:

- Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

## **ELECTRICAL**

1. All wiring must be three-wire and grounded.
2. Wiring that touches the floor must be "SO" cord (minimum 14 gauge/3 wire) which is insulated to qualify for "extra hard usage."
3. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
4. The use of zip cords, two wire cords, latex cords, plastic cords, lamp cords, open clip sign sockets or two- wire clamp-on fixtures is prohibited. Cube taps are prohibited.
5. Power strips (multi-plug connectors) must be UL approved, with built-in over-load protectors.

## **MUSIC LICENSING**

Exhibitors using music in their booths, either live or mechanical, must provide Nexxt Show with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to Nexxt Show that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold Nexxt Show, TenDot and/or EDTA harmless from any action brought against Nexxt Show, TenDot or EDTA by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

## FIRE SAFETY REGULATIONS

The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the local Fire Code, but it does provide the basic rules governing exhibits in any building open to the public.

1. All decorative and construction materials must be non-combustible or flameproof. Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited in display construction. All material is subject to inspection and flame testing by the Fire Marshal.
2. All exit doors and aisles serving any occupied area of the building must remain unobstructed.
3. Any merchandise or material attached as table skirts must be non-combustible or flameproof.
4. The following items may **NOT** be used without approval by the Fire Marshal:
  - a. Display or storage of LPG.
  - b. Flammable liquid.
  - c. Flammable gas.
  - d. Straw, sawdust, or shavings.
  - e. Welding or cutting equipment for demonstration purposes.
  - f. Gas-fired appliances for demonstration purposes.
  - g. Salamander stoves for demonstration purposes.
  - h. Lit candles and lanterns for demonstration purposes.
  - i. Compressed gas cylinders must be empty.
5. The storage of combustible shipping containers must be confined to the areas approved by the Fire Marshal.
6. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
7. Combustible waste is to be collected as it accumulates and stored in non-combustible covered containers, which are emptied at least once a day.
8. Electrical equipment must be installed, operated, and maintained in a manner which does not create a hazard to life or property.

*These are basic rules and every exhibit **MUST** comply prior to the scheduled opening.*

## AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via [www.usdoj.gov/crt/ada/publicat.htm](http://www.usdoj.gov/crt/ada/publicat.htm), or ordered through the US Department of Justice's ADA Information Line – (800)514-0301.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp.

Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless EDTA, TenDot, NexxtShow, and the Indiana Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

## **BILL OF LADING**

A Bill of Lading will be required to remove any hand-carried equipment from the exhibit hall. This form will be available at the Nexxt Service Center. Security will be instructed not to permit the removal of equipment from the exhibit hall without this form.

## **USE OF EXHIBITOR APPOINTED CONTRACTORS (EAC'S)**

An **Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual that an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies, and anyone hired by the exhibitor who needs access to the exhibit hall. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. **Exhibitors who plan to use Exhibitor Appointed Contractors must read and act on the remaining pages of this section, including the EAC form located in a link this section.**

## **How to Obtain Authorization to Use an EAC**

There are three principal steps for obtaining authorization to use an Exhibitor Appointed Contractor:

1. **Exhibitor MUST make a request in writing:** Exhibitors who wish to use an EAC **MUST** fill out the [Notification of Intent to use an Exhibitor Appointed Contractor](#) form. Please contact Nexxt Show for this form at [help@nexxtshow.com](mailto:help@nexxtshow.com) or call 877-836-3131. Nexxt Show must receive this information no later than the deadline indicated by Nexxt Show. No approvals can be granted after the deadline.
2. **EAC's must provide a Certificate of Insurance:** Copies by email will be accepted. **Every person** needing access to the show floor must be covered insurance. **(Exhibiting companies are required to insure their own personnel.)** is not a direct employee of the exhibiting company, must provide his/her own proof of before being allowed access to an exhibitor's booth on the show floor.
3. **Written acceptance of show rules from the EAC.** Written acceptance on the [Intent to use an Exhibitor Appointed Contractor](#) form, specifying that the EAC will show Rules and Regulations Governing EAC's including those contained herein for designated contractors. This written acceptance must be received by Nexxt Show by later than the deadline indicated.

4. Nexxt Show will authorize the exhibitor to use an EAC to provide services to the exhibiting firm, upon receipt of the following:
  - a. Certificate of Comprehensive General Liability insurance in the amount of \$1,000,000 occurrence/\$2,000,000 aggregate including coverage for Independent Contractors authorized by Show Management to enter the premises of the show site as exhibitor contractors hired by Exhibitor, with Single Limit Bodily Injury and Property Damage each occurrence, Contractual Liability coverage, Products Liability coverage, and with operations coverage included.
  - b. Comprehensive Automobile Liability coverage, including hired and non-owned auto \$500,000.
  - c. Workers' Compensation, Employee and Employers' Liability coverage in full covering clients' employees.
  - d. TenDot Corporate Travel, EDTA, the Indiana Convention Center, and NexxtShow shall be named as additional insured on all policies of insurance coverage, followed statement: "This coverage is primary to all other coverage of the additional, named respect to (Exhibitor's) contract for exhibition space with TenDot/EDTA, and show premises for exhibitions."
  - e. Written notice of cancellation of any coverage must be given to Nexxt Show, and replacement coverage meeting the same conditions as expressed above before premises of the show site.
  - f. Any other coverage as may be required by Nexxt Show from time to time shall be obtained on demand.

Exhibitor utilizing EACs agrees to indemnify and hold harmless EDTA, TenDot Corporate Travel, Indiana Convention Center from any and all liability, including attorney's fees, which may arise due to the third party contractor's (EACs) presence or actions.

Exhibitors will be notified directly only if authorization is **NOT** approved. Therefore, unless the exhibitor is so informed by Nexxt Show, and if the listed conditions are met, approval to use an EAC is implied.

## **RULES & REGULATIONS GOVERNING EAC'S**

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- **ALL** EAC's and their labor must be badged through Nexxt Show by using the form in this section of the manual. No one will be allowed on the show floor without proper identification.
- EAC's will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from building.
- The EAC, under no circumstances, will be allowed to remove floor marking tape until the close of the exposition.



## WAREHOUSE/ADVANCE SHIPMENTS

NexxtShow will receive and warehouse crated exhibits prior to the show installation, **between April 21 and May 12, 2014**. Please see the NexxtShow material handling forms for rate information. Use the shipping labels marked Advance Shipping. Freight received at NexxtShow's warehouse after the above deadline date will be charged a late arrival surcharge based on the provided rates.

Advance Shipments will be delivered on over-time on, Sunday, May 18, due to the contracted dates for the EDTA Conference & Annual Meeting. Freight will be in the booths ready for Exhibitor Set up on Monday, May 19, from 8:00am – 5:00 pm.

## DIRECT SHIPMENTS TO SHOW SITE & INSTALLATION HOURS

Direct Shipments delivered on Sunday, May 18th, to the Indiana Convention Center will be charged overtime rates. Shipments and deliveries will also be accepted during the official installation hours on Monday, May 19 from 8:00am-5:00pm:

When sending freight direct to show-site, please address appropriately:

Indiana Convention Center / Exhibit Hall C

Attn: NexxtShow Expo Services

EDTA Show

(Booth Name and Number)

100 S Capitol Ave

Indianapolis, IN 46225

317-262-3400

## OUTBOUND SHIPMENTS & DISMANTLING HOURS

Exhibitors may begin dismantling exhibits as soon as the show ends at 11:30am on Wednesday, May 21. **Exhibitors may not dismantle for any reason before 11:30am on Wednesday, May 21.**

Outbound shipments may be picked up during the official dismantling hours on Wednesday, May 21 from 12:00pm-5:00pm.

Arrangements for outbound freight and outbound freight carrier check-in must be made at the Exhibitor Service Center by 4:00pm on Wednesday, May 21. NexxtShow customer service representatives will assist in scheduling, filling out bills of lading, and general coordination of all outbound domestic freight activities. Bills of lading, once completed, must be returned to the Exhibitor Service Center freight desk. All shipments being shipped from the exhibit floor require a bill of lading.

We recommend that exhibitors remain in their booth area until their freight is picked up. Please do not leave the exhibit hall without checking that the Exhibitor Service Center has all paperwork for outbound shipments. This will eliminate any delays in obtaining labor and will expedite your shipment to its final destination. Any materials unclaimed or not properly labeled will be removed from the exhibit hall by NexxtShow and stored at the exhibitor's expense until sufficient information for shipment is determined.

***All exhibit materials must be removed from the hall by 5:00pm on Wednesday, May 21.***



## BOOTH PERSONNEL REGISTRATION DEADLINE, May 5, 2014

Booth personnel will be furnished with badges that will admit them into the exhibit hall during exhibit installation and dismantle, show hours, meal functions and allow access to keynote/plenary sessions. Badges may be picked up at the registration desk on site. Any registrations after May 5th should be done at the registration desk on site. **This form may be duplicated.**

COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**BOOTH PERSONNEL ALLOTMENT:** Two complimentary exhibitor badges per 10' x 10' (100 sq. ft.) exhibit. For each additional contracted 100 sq. ft. you will be allotted one additional complimentary exhibitor personnel badge up to a maximum of 12 complimentary badges. For exhibitors contracting Ride, Drive & Charge space, an additional 2 complimentary exhibitor badges will be allotted. Additional exhibitor personnel badges may be purchased for \$295 each up to a maximum of 5 purchased exhibitor badges.

### Register the Following Booth Personnel (First Name, Last Name)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Total number of additional booth personnel registrations; maximum of (5) : \_\_\_\_ X \$295.00 = \_\_\_\_

Indicate Method of Payment: Circle One: MasterCard    Visa    American Express

Card Account No. \_\_\_\_\_ Card Exp.: MO. \_\_\_\_ YR. \_\_\_\_

Card Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Print Name Signature on Card **(required)**

**Please fax completed form to:** (202) 408-7610

**Please mail this form with check payment to:** EDTA 2014 Exhibitor Booth Personnel Registration

1250 Eye Street, NW, Suite 902, Washington, DC 20005.



# CENTERPLATE AT THE INDIANA CONVENTION CENTER BOOTH CATERING FORM

**Phone: (317) 262-3500 Fax: (317) 634-0541**

Show Name: \_\_\_\_\_ Show Date: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_ Fax: \_\_\_\_\_

Call to receive additional menu options. Once complete, fax this order form to 317.634.0541 and a Sales Representative will contact you to confirm and prepare a contract agreement. **Pre-payment is required for all services.** Orders must be placed two weeks in advance of event date. A house charge of 21% and 9% sales tax will be added to all food and beverage items.

*All items are served with disposable cups, plates, napkins and utensils where appropriate.*

QTY	COFFEE SERVICE	PRICE	QTY	COLD HORS D'OEUVRES	PRICE
	Freshly Brewed Hubbard & Cravens Coffee	\$52.00++/gal		International Cheese Display (serves 50)	\$250.00++/platter
	Freshly Brewed Hubbard & Cravens Decaf Coffee	\$52.00++/gal		Crudités Display (serves 50)	\$212.50++/platter
	Freshly Brewed Coffee	\$45.00++/gal		Fresh Fruit Display (serves 50)	\$225.00++/platter
	Freshly Brewed Decaffeinated Coffee	\$45.00++/gal		Chicken & Pesto Pinwheels (100 pieces)	\$240.00++/platter
	Hot Tea	\$45.00++/gal		Jumbo Shrimp Cocktail (50 each)	\$187.50++/order
	Keurig Single Cup Brewing Machine	\$25.00/day		Antipasto Skewer(50 pieces each)	\$187.50++/order
	Keurig Pods (Regular, Decaf, Hazelnut, Tea) 24 Pod minimum first order, 12 Pod Refill	\$1.50++/each		Bruschetta Crostini (50 pieces each)	\$120.00++/order
QTY	COLD BEVERAGES	PRICE	QTY	HOT HORS D'OEUVRES	PRICE
	Canned Soft Drinks	\$3.00++/ ea		Chicken Breast Strips (100 pieces)	\$240.00++order
	Bottled Water	\$3.25++ /ea		Sausage & Cheese Mushroom (100 pieces)	\$425.00++/order
	Bottled Juice	\$3.50++/ ea		Smoked Chicken Quesadilla (100 pieces)	\$325.00++/order
	Iced Tea or Lemonade	\$30.00 ++/gal		Spanikopita (spinach & cheese in phyllo)	\$275.00++/order
	Assorted VitaminWater	\$5.50++/ ea		Beef & Duxelle en Croute (100 pieces)	\$475.00++/order
QTY	BREAKFAST BAKERY	PRICE	QTY	DESSERTS	PRICE
	Assorted Bagels (per dozen)	\$30.00++/doz		Fresh Baked Cookies (per dozen)	\$28.00 ++dozen
	Assorted Muffins (per dozen)	\$30.00++/doz		Chocolate Fudge Brownies (per dozen)	\$29.00++dozen
	Assorted Danish (per dozen)	\$30.00++/doz		Butterscotch Blondie's (per dozen)	\$29.00++dozen
	Breakfast Breads (per loaf)	\$25.00++/doz		Lemon Bars (per dozen)	\$40.00++dozen
QTY	SANDWICHES	PRICE	QTY	SNACK ITEMS	PRICE
	<b>Traditional Boxed Lunch</b> Includes sandwich, chips, cookie & drink	\$17.00++/ ea		Mixed Nuts (pound)	\$16.00++/pound
	<b>Gourmet Wrap Box Lunch</b> Includes sandwich wrap, chips, pasta salad, brownie & drink	\$20.00++/ea		Tortilla Chips w/Salsa & Guacamole	\$3.50++/person
	<b>Gourmet Salad Box Lunch</b> Hoosier Fried Chicken Salad or Grilled Chicken Caesar Salad with chips, brownie and drink	\$23.00++/ea		Potato Chips and Caramelized Onion Dip	\$3.25++/person
	Whole Fresh Fruit (each)	\$2.25 ++/ea		Snack Mix-Traditional or Spicy (per pound)	\$16.00++/pound
	BAR SERVICE (State Law Requires a Centerplate Bartender-included if \$350 minimum is met or \$120.00 for 3 hours)	PRICE	QTY	EQUIPMENT RENTAL (does not include electrical hookup)	PRICE
	Hosted Premium Mixed Drinks	\$6.25++/drink		Water Cooler	\$50.00/day
	Hosted Deluxe Wine/Premium Wine	\$5.75/\$6.00++/drink		Water Jug (5 gallon)	\$50.00+/each
	Hosted Domestic Bottle Beer/Imported Beer	\$4.75/\$5.00++/drink		Popcorn Machine	\$100.00/day
	Domestic & Import Keg Beer	Ask for Quote		Popcorn Packets (36/case)	\$80.00++/case
	ICE by the pound (25 pound minimum)	\$1.00+/pound		Attendant for Machine (4 hour minimum)	\$120.00/4 hrs

PAYMENT: CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# Exhibitor Security Order Form

## Booth/Display Security

ESG Security, Inc.  
1060 North Capitol Ave. Ste. E210  
Indianapolis, IN 46204  
Ph: (317) 261-0833 Fax: (317) 261-0955

Name			
Company			
Billing Address			
Booth No.			
Phone No.		Fax No.	
Contact Name		Hotel Phone	
Hotel Name		Room No.	

### Security Personnel Rates

The security services below are for security personnel whose presence is intended for the purpose of reducing the risk of loss/theft or damage to property contained within the booth or display area.

- Security Guard Services with 72 hour notice or more \$15.00 per hr.
- Security Guard services with less than 72 hour notice \$17.00 per hr.
- Security Guard services with less than 24 hour notice \$22.50 per hr.
- All rates are for unarmed security personnel only
- Call for armed security rates
- All invoices are due prior to event or upon report time

### Security Requirements (Be as specific as possible)

Date	Time	# of Guards	Location

Use reverse side of form if necessary.

Make all checks payable to ESG Security Inc.  
Only Visa and Mastercard are accepted.

<b>Credit Card Information:</b> Card Number	Card Type	Exp Date
---------------------------------------------	-----------	----------

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 2014 Electrical Service Order

**FAX** with complete credit card information or purchase order to **317-262-3419**

**OR** Mail completed form with check, credit card information, or purchase order to:  
Indiana Convention Center & Lucas Oil Stadium– Utility Department  
100 S. Capitol Ave. Indianapolis, IN 46225

**OR** order online at <http://www.icclos.com>

**Utility Department**  
**317-262-3467**  
**utilities@icclos.com**

**PAYMENT MUST ACCOMPANY ORDER**

**Please TYPE or PRINT legibly**

ELECTRICAL SERVICE – Includes set-up and disconnect at rear of booth. See Rule #4 on back for placement policies. **Note: All booth power is connected from the floor.**

120 volts	Qty	Advance	Standard	TOTAL
5 amp (550 watts)		\$ 92.00	\$ 131.00	\$
10 amp (1100 watts)		\$ 119.00	\$ 168.00	\$
15 amp (1650 watts)		\$ 146.00	\$207.00	\$
20 amp (2200 watts)		\$159.00	\$225.00	\$
If 24 hr service, is required - Add 50% to original connection chg	5A	\$ 46.00	\$ 65.50	\$
	10A	\$ 59.50	\$ 84.00	\$
	15A	\$ 73.00	\$ 103.50	\$
	20A	\$ 78.00	\$ 112.50	\$

**Labor Charge for Requested Placement**

**Location** of ANY electrical (per hour) **\$ 91.00**

**\*\*NOTE:** For requested placement – attach diagram with location measurements and direction orientation.

**SPECIAL ELECTRICAL SERVICE** includes set-up and disconnect. Notify Utility Desk personnel when equipment is in place for connection. (Rule #4)

**208 VOLTS / SINGLE PHASE**

Per Single Connection	Qty	Advance	Standard	TOTAL
20 amp		\$288.00	\$460.00	\$
30 amp		\$350.00	\$559.00	\$
40 amp		\$399.00	\$638.00	\$
50 amp		\$458.00	\$732.00	\$
60 amp		\$490.00	\$785.00	\$
100 amp		\$800.00	\$1280.00	\$

**208 VOLTS / 3 PHASE**

20 amp		\$357.00	\$571.00	\$
30 amp		\$450.00	\$719.00	\$
40 amp		\$509.00	\$815.00	\$
50 amp		\$538.00	\$861.00	\$
60 amp		\$573.00	\$916.00	\$
100 amp		\$1020.00	\$1632.00	\$

Standard USA voltages are available (call 317-262-3467 for pricing)  
208(220)v/120v 3ph or single phase / 480v/277v 3ph or single phase

		\$	\$	\$
		\$	\$	\$

All other voltages are special order and require 30 day notice prior to show setup

**RENTAL ITEMS**

Includes 7% IN Sales Tax	Qty	Advance	Standard	TOTAL
Quad Box (4 outlets)		\$ 24.92	\$ 41.50	\$
Extension Cord		\$ 24.92	\$ 41.50	\$
3/250 Watt Floodlight Stanchion (electric included)		\$ 134.38	\$199.23	\$
<b>TOTAL ELECTRIC ORDER (U.S. FUNDS)</b>				<b>\$</b>

**NO REFUNDS AFTER INSTALLATION OF SERVICE.**

**CANCELLATIONS MUST BE RECEIVED PRIOR TO SET-UP OF EVENT TO RECEIVE REFUND.**

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE**

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/ Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/ Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check # \_\_\_\_\_

Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.

PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security code (\_\_\_\_)  
(Must be valid one month after event)

\_\_\_\_\_  
AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
AUTHORIZED BY (SIGNATURE)

**IN ORDER TO PROCESS FORM, NAME MUST BE LEGIBLE**

Prices effective 1/1/14 – subject to change without notice.

## ICCLOS ELECTRICAL RULES AND REGULATIONS

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **UNDER NO CIRCUMSTANCES** will there be sharing of utilities between Exhibitors.
4. **REQUESTED PLACEMENT:** Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the ICCLOS and **DO NOT** include connecting equipment to provide services nor placement of service in a specific manner or area. These services are considered Special Placement and incur additional charges. **Note: All booth power is connected from the floor.** Payment IN FULL must be received for such services prior to installation.
5. **ALL ELECTRICAL CONNECTIONS,** installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical, fire and safety codes.
6. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center/Stadium. **"House electricians" may at any time check voltage and amperage at any booth.** Any discrepancy found on electrical systems must be corrected immediately or power shall be discontinued.
7. **ALL EQUIPMENT** must be properly tagged and wired with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
8. **EXHIBITORS'** 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. **UNDER NO CIRCUMSTANCES** shall anyone other than a "house electrician" make electrical connections to any building equipment.
10. **EXHIBITORS SHALL BE PROHIBITED** from using equipment not properly protected by some type of overload circuit breaking device. Such device may be a part of the equipment or ICCLOS can install as part of the initial installation. When approved by a "house electrician," normal circuit protection will be adequate.
11. **USE OF NON-GROUNDED** open clip sockets, latex or lamp cord wire in displays, duplex or multiple outlet plugs are prohibited.
12. **EXHIBITORS SHALL BE PROHIBITED** from overloading electrical circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
13. **SPECIAL EQUIPMENT** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by a "house electrician" only.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **ALL MATERIAL** and equipment furnished by the Center/Stadium for this service order shall remain the Center/Stadium's property and shall be removed ONLY by the Center/Stadium at the close of the show.
16. **BOOTH POWER** will be turned on one hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
17. **ALL WALL, COLUMN, AND FLOOR MOUNTED RECEPTACLES** in meeting rooms, corridors, or exhibit halls including all points in utility floor plates are not part of the booth space. The outlets are **not** to be used by Exhibitor unless service has been ordered and paid for in advance of setup.
18. **OBSTRUCTIONS:** The exhibit hall utility floor plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
19. **EXHIBITOR OWNED CARPET / FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours..
20. **POWER REQUIREMENTS** crossing aisles will not be installed unless approved by show management.
21. **MISCELLANEOUS MATERIALS,** if required, will be billed at time of service at cost plus 15% plus 7% Indiana Sales tax.
22. **INDIANA SALES TAX EXEMPTION** number must be noted on order and Indiana General Sales Tax Exemption Certificate on file in order to receive non-tax status.
23. **CLAIMS** for no service, lost service or damage will not be considered unless filed by Exhibitor **prior** to close of event.
24. **CANCELLATIONS:** Cancellations must be received prior to set-up of event to receive refund.
25. **REFUNDS:** After installation — NO REFUND.
26. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our accounting department by mail. Claims for refunds less than \$15.00 must be made in writing.
27. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$30.00 for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF to us.
28. **FINAL CHARGES (INVOICES) AND REFUNDS OF OVER PAYMENTS** will not be available until 30 days after the close of the event. Credit card receipts or confirmations of orders can be faxed after processing, upon request.



Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle# _____											Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft

**2014 EDTA Conference and Annual Meeting**  
May 19-21, 2014  
Indianapolis, Indiana  
Lead Retrieval Order Form



**Save Money and Order EARLY!**

**Please Read the Rental Terms and Conditions on the Next Page *Before* Submitting This Form**

**ORDER FORM - Please print legibly:**

Company Name \_\_\_\_\_ Booth # (if known) \_\_\_\_\_

Company Address \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact E-Mail \_\_\_\_\_

**All orders will be confirmed by E-Mail!**

	<b>DISCOUNT Price By 4/4/2014</b>	<b>LATE PRICE* (after 4/4/2014)</b>	<b>Quantity</b>	<b>Total Price</b>
<b><u>TechScan 1D Mobile</u></b> A hand-held MOBILE badge scanner Badges are scanned, qualified, and saved. See attached information sheet.	<b>\$345.00</b>	<b>\$395.00</b>	_____	\$ _____
<b><u>Custom Lead Qualifiers (Optional)</u></b> Customized Lead Qualifiers- see attached.	<b>\$ 75.00</b>	<b>\$ 100.00</b>	_____	\$ _____
<b><u>Data Export to USB (Optional)</u></b> Take your leads with you when you leave! A minor wait time may be required for processing.	<b>\$ 55.00</b>	<b>\$ 75.00</b>	_____	\$ _____

**Your leads will be sent to you via e-mail.**

**\*After 5/12/2014 scanners will be available onsite at a price of \$425.00 each  
and subject to availability.**

**TOTAL AMOUNT DUE** \_\_\_\_\_

**Payment Information.** Your order cannot be accepted without payment. **No refunds after 5/12/2014** Lead Retrieval units must be picked up on show site at the exhibitor lead retrieval desk. Units not picked up within 4 hours after start of show may be re-rented without any refund. Units must be returned to the lead retrieval desk within 1 hour after the close of show. No refund on any equipment not picked up from the lead retrieval desk. A charge of \$1,000.00 will be made for any unit lost or damaged.

**Payment Options:** (check one) ☐ **Master Card** ☐ **Visa** ☐ **AMEX**

**Credit Card Number:** \_\_\_\_\_ **Code:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Printed Cardholder Name:** \_\_\_\_\_

**Authorized Cardholder  
Signature (REQUIRED):** \_\_\_\_\_

**Cardholder Billing Address:** \_\_\_\_\_

**Cardholder City/State/Zip:** \_\_\_\_\_

Send Completed Form to: [info@hightechknowledge.com](mailto:info@hightechknowledge.com)  
or FAX to 1-888-696-9719  
Tax ID Number: 36-4039061

**OE:**  
**Appl:**  
**Rcpt:**





## Lead Retrieval Unit Rental Terms and Conditions

Order deadlines are stated on the order form. Orders must be completed and payment must be received on or before the **Indicated Date** to partake in any special pricing/promotions. If orders are received after this date and indicate any other pricing, Hightech Knowledge Incorporated (HKI) reserves the right to charge the prevailing order price. When placing an order, it is requested that the contact person will not fax **and** mail the same order. Payment shall be in US funds payable at the time the order for Lead Retrieval equipment and services is placed, and may be made by cash or approved credit card.

The user/contact person has been informed by HKI that the Lead Retrieval equipment can be used to collect information, provided by the attendees on their registration forms, from the registration database such as; Attendee Name, Title, Company, Address, Phone, Fax, E-Mail etc. Information included is subject to the information designated by each event's management to be captured and may vary from event to event. By properly using the Lead Retrieval equipment, the contact/user person will be able to scan and record attendee information available on/in the badges of individuals who are interested in the user/contact person's product or service. User/contact person understands and accepts that some badges issued by show management may not have bar codes, RFID chips and/or unique id numbers to allow for expedience during on-site registration. This is at the discretion of show management and is no fault of HKI.

Lead Retrieval equipment must be picked up at show site from the "Lead Retrieval" booth or other service area designated by show management. Equipment not picked up within 4 hours after the start of the show may be cancelled without any refund. At the end of the rental period, the user/contact person will return the Lead Retrieval equipment to the "Lead Retrieval" booth or other designated area. Lead Retrieval equipment that is not returned within 1 hour of the close of the show may be subject to a \$150.00 late charge beginning the night the show closes, and \$150.00 additional every day thereafter until the Lead Retrieval unit is returned to HKI. Late charges are not to exceed \$1,000.00.

User/contact person hereby agrees to pay HKI for any damage to Lead Retrieval equipment or any loss of Lead Retrieval equipment. Loss of a Lead Retrieval unit will require a payment of \$1,000.00 from the user/contact person to HKI. Equipment inadvertently taken from show site may be returned to HKI prepaid, at the address on this agreement. If a credit card is submitted as payment, this card will be charged for any damage to, lack of return, or loss of Lead Retrieval equipment. If the need should arise to charge this credit card and it comes back as declined or invalid, HKI will invoice the company on record for the corresponding charges and will add an additional six (6) percent per month interest charge accruing monthly for non-payment. If a check is submitted as payment, HKI will invoice the exhibiting company for any damage to, lack of return, or loss of equipment which shall be payable immediately upon receipt.

As with any technology and equipment, the Lead Retrieval units must be handled properly and used as directed in order to achieve the desired results. The user/contact person acknowledges that he/she has been instructed by HKI on the correct use and care of the Lead Retrieval equipment and that he/she understands how to operate the Lead Retrieval equipment at the time the equipment is picked up. HKI will provide at no extra cost initial and any additional instruction as requested by the user/contact person or authorized employee of the named company. Improper use of the Lead Retrieval equipment can result in the Lead Retrieval unit's failure to record the desired information. The user/contact person further acknowledges and agrees that, by this agreement, the liability to HKI for the Lead Retrieval unit's failure to record and retain recorded information, for whatever reason, is limited to the return of the Lead Retrieval equipment rental costs. The user/contact person and their company hereby waive all other rights and remedies that they have against HKI if the Lead Retrieval equipment does not record all information which they attempted to obtain.

Force Majeure. HKI shall not be held responsible in the event of acts of God, war, government regulations, disaster, terrorism, strikes or threat of strikes, lockouts, civil disorder, curtailment of transportation facilities or services, fires, floods, epidemics, accidents, shortages, acts of any governmental authority or other catastrophic events hinder the ability to provide lead retrieval equipment and service to show site or exhibitor.

Refunds/Cancellation Policy: ALL refunds are subject to a \$100.00 processing fee. After **5/12/2014** there are no refunds.



Dear EDTA Exhibitor:

Below is a list of our standard lead qualifiers that are provided in each scanner at no extra cost. If you have ordered the OPTIONAL upgrade to customize your lead qualifiers, please enter your desired qualifier text in the areas provided.

Use entries such as Send Literature, Send Samples, etc. It is best to make them as specific as possible, such as System A Info, System B Info, etc. NOTE: The qualifier numbers (1-20) will NOT be visible on the screen. If you need assistance contact our office and we will be pleased to assist you in identifying concise and effective qualifiers.

Please fill in up to 20 codes and limit each code to 25 characters. **The first 14 characters** will be visible on the TechScan unit screen. Email (to [info@hightechknowledge.com](mailto:info@hightechknowledge.com)) or Fax (at 1-888-696-9719) this form to us. You may e-mail or call if you have any questions. PLEASE Type or PRINT CLEARLY.

1. SendLiterature	11. Recommends
2. Send Samples	12. Final Say
3. Send Pricing	13. Purch Authority
4. Add to Mail List	14. Some Interest
5. Send Tech Info	15. Purch-30 Days
6. Specs Required	16. Purch-90 Days
7. Send Quote	17. Purch-6 Months
8. Product Demo	18. Purch NOW
9. Contact ASAP	19. Immediate Need
10. Sched Sales Call	20. Placed Order



**Best Performance Value!**

## **TechScan 1D MOBILE Lead Retrieval**

### What is TechScan 1D?

TechScan 1D is a mobile, easy to use badge scanner for exhibitor lead retrieval and session attendance tracking. It uses 1-D barcode technology to securely capture the unique ID from attendee's badges. TechScan 1D fits into the palm of your hand and resembles a mobile phone. Simply point the TechScan 1D unit toward the barcode on the attendee's badge and press the yellow scan button. Immediately the attendee's information is saved in the memory of the TechScan 1D unit. Keep scanning and each scan is automatically saved. It is that easy!



### How Does TechScan 1D Work?

You scan the badges of attendees who visit your booth or attend your break-out session. Show managers receive reports in their specified format daily or at a pre-defined schedule.

For exhibitors, return your scanner to our service desk at the close of the expo. We process your collected Badge ID numbers and combine the FULL CONTACT INFORMATION as provided in the post-show registration list. In a just a day or two you will receive your leads in an Excel spreadsheet format.

### What are the Special Features of TechScan 1D?

- Our *Lowest-priced* unit
- Each Scan is Marked with the Scan Date and Time
- Each Scan is Automatically Saved into Memory

### What are The Benefits of Using TechScan?

In the past, exhibitors collected business cards and spent many hours manually entering information into databases. Session attendance was collected using sign-in sheets. Today, Hightech Knowledge has created a system that works with the TechScan 1D unit to capture and save leads in seconds!

Questions? Please contact us: [info@hightechknowledge.com](mailto:info@hightechknowledge.com)



## SIGN & BANNER HANGING ORDER FORM

Return to: INDIANA CONVENTION CENTER & LUCAS OIL STADIUM  
ATTN: EVENT COORDINATION DEPARTMENT  
100 South Capitol Avenue  
Indianapolis, IN 46225  
(317) 262-3400 Fax (317) 262-3399

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage.  
Please complete this form and return it to the above address no less than two weeks prior to the installation date.  
All signage must comply with the regulations listed below. **(Please print or type)**

Date: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

PAYMENT INFORMATION: ☐ AMX ☐ Discover ☐ MasterCard ☐ Visa  
Acct. # \_\_\_\_\_ 3-Digit Auth. Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

I authorize post show billing on a time and materials basis.

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please print)

Sign Dimensions: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight: \_\_\_\_\_ Material: \_\_\_\_\_

Shape: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle Other: \_\_\_\_\_

Sign location: (In relation to layout of booth)

Booth layout with sign location

Does your sign require power? \_\_\_\_\_ How much? \_\_\_\_\_

(If so, electrical service order must accompany this order)

Installation Time:

Installation Date:

First choice: ☐ 9AM – 12PM ☐ 1PM – 5PM \_\_\_\_\_

Second Choice: ☐ 9AM – 12PM ☐ 1PM – 5PM \_\_\_\_\_

Other: \_\_\_\_\_

Dismantling:

☐ I will take my sign/banner with me immediately following show.

☐ My sign/banner will be shipped with rest of my booth.

Installations and removals are scheduled to accommodate all requests in the most efficient manner.

ON-SITE CONTACT: \_\_\_\_\_ ON-SITE CONTACT CELL PHONE #: \_\_\_\_\_

Special requests: \_\_\_\_\_

### SIGNAGE REGULATIONS

1. ALL SIGN REQUESTS MUST BE APPROVED BY SHOW MANAGEMENT AND THE ICCLOS.
2. ALL BOOTH SIGNS WILL BE HUNG AT A SPECIFIED DISTANCE AS PRESCRIBED BY SHOW MANAGEMENT. IF SHOW MANAGEMENT DOES NOT HAVE SUCH SPECIFICATIONS, THEN ALL BOOTH SIGNS WILL BE HUNG AT A UNIFORM DISTANCE FROM FLOOR TO BOTTOM OF SIGN.
3. ALL SIGNS SHOULD BE ASSEMBLED AND READY FOR HANGING WITH PROPERLY CONSTRUCTED FRAMES AND GROMMETS OR EYE-BOLTS. BANNERS MUST HAVE A TOP AND BOTTOM POCKET TO RECEIVE PIPE. THE ICCLOS RESERVES THE RIGHT TO REFUSE TO HANG ANY SIGN DEEMED UNSAFE.
4. SIGNS REQUIRING AC POWER MUST MEET ELECTRICAL CODES AND HAVE A GROUNDED POWER SUPPLY.
5. ALL MATERIALS MUST COMPLY WITH STATE AND LOCAL BUILDING CODES.
6. ALL SIGNS MUST BE HUNG AND REMOVED BY ICCLOS PERSONNEL.
7. THE ICCLOS RESERVES THE RIGHT TO DETERMINE THE EXACT LOCATION OF SIGNAGE BASED ON STRUCTURAL LIMITATIONS OF THE BUILDING.
8. DELIVERY OF SIGNAGE TO BE COORDINATED WITH SHOW MOVE-IN.
9. THE INSTALLATION AND REMOVAL WILL BE BASED ON THE SHOW MOVE-IN/MOVE-OUT SCHEDULE.

FOR ADDITIONAL INFORMATION, CALL THE INDIANA CONVENTION CENTER & LUCAS OIL STADIUM (ICCLOS)



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)



## 2014 CUSTOMER CONTRACT

Company Name		Booth / Room	Show Name: <b>2014 EDTA Conference &amp; Annual Meeting</b>
Billing Name		Show Dates: <b>5 / 19 / 14 To 5 / 22 / 14</b>	
Billing Address		Incentive Order Deadline: <b>05/05/2014</b>	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) - ( )	Fax Number ( ) - ( )	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):      Sec Code:	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://www.smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #18 – This document**

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
i. Additional Block of 29 IP Addresses / Devices (Dedicated Svc- Public or Private)	IA-T-29		\$ 995	\$ 1,245	
<b>2. Internet – Networking Services: Equipment</b>					
a. Switch Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
<b>4. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>5. Distance Fee of \$500 for each Internet / Network line outside the convention venue.</b>			<b>x (number of lines)</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show. \*\*\***

### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

<b>Print Authorized Name</b>	<b>Authorized Signature</b>	<b>Date</b>
<b>FOR SMART CITY USE:</b> Payment Rec'd (Amount): _____ Customer No: <b>2014 - 014 - 328 -</b>		

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=014>

**\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\***



## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before first day of show or (b) orders received on or before the 14 day Incentive Deadline without payment.
5. **Internet / Network** – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
12. To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶ Orders received prior to the 1<sup>st</sup> day of show move-in should be installed 24 hours prior to show opening. ▶ Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).
13. **Network Security Declaration:** The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.
14. There will be a \$25 service charge for all returned checks.
15. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
16. **Internet Security Disclaimer:** Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
17. **Use of Network Connection:** (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
18. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
19. Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.
20. **Any additional cost incurred by SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
21. **Equipment Management:** (a) Hubs, Switches, wireless devices, and other Internet / Network rental equipment are normally delivered / reclaimed by Smart City. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to Smart City following close of the show.
22. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
23. A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.
24. Prices are based upon current rates and are subject to change without notice.
25. Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.
26. Any unpaid balance after close of show will incur a 1.5% / month service charge.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the owner, operator and/or manager of the Facility; (3) The owner, operator and/or manager of the Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the owner, operator and/or manager of the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the owner, operator and/or manager of the Facility will have no obligation to continue providing such service unless the owner, operator and/or manager of the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the owner, operator and/or manager of the Facility under any lease or any other occupancy agreement between such Customer and the owner, operator and/or manager of the Facility.

27. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
28. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: **Smart City.**
29. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=014>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Show: 2014 EDTA Conference & Annual Meeting

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2014 - 014 - 328 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Indiana CC + Lucas Oil Stdm (014) - IN

Show: 2014 EDTA Conference & Annual Meeting

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2014 - 014 - 328 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



## Smart City Wireless Services • [Indiana](#) Convention Center & Lucas Oil Stadium

### Wi-Fi Quick [Access Guide](#)

Wireless services are now a self-service option you may purchase at any time.



- ❏ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❏ You should see a page resembling the graphic shown.\*
- ❏ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❏ If you have already created an account and are returning for an additional session click LOGIN.
- ❏ Please note User Name and Password are Case SensiTive.

\*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet".

### Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

- ❏ [Exhibitor Internet](#) - Available throughout the convention center & stadium. Price is \$79.99 per 24 clock hours per device (up to 1.54Mbps up/1.54Mbps down). \$159.99 for 3 days or \$239.99 for 5 days.
- ❏ [Instant Internet](#) - Available throughout the convention center & stadium for the **exception** of the Exhibit Halls. Price is \$12.95 per 24 clock hours per device (up to 512k up/512k down).
- ❏ [Free Internet](#) - Available throughout each Food Court located in the Indiana Convention Center. Complimentary WiFi per calendar day per computer (up to 128k up/256K down).



Questions? Please call Smart City at  
**888-446-6911**

or pick up the white phone on the service desk which will connect you to our customer service department.

**Also Available from Smart City:  
Wired Internet**



**Utility Department**  
**317-262-3467**  
**utilities@icclos.com**

# 2014 Telephone Service Order

**FAX** with complete credit card information or purchase order to **317-262-3419**  
**OR** Mail completed form with check, credit card information, or purchase order to:  
 Indiana Convention Center & Lucas Oil Stadium – Utility Department  
 100 S. Capitol Ave. Indianapolis, IN 46225  
**OR** order online at <http://www.icclos.com>

**Please TYPE or PRINT legibly**

## PAYMENT MUST ACCOMPANY ORDER

INDIANA CONVENTION CENTER AND LUCAS OIL STADIUM SERVICES				
SERVICE	ADVANCE RATE	STANDARD RATE	TOTAL	QTY
Standard Telephone <sup>1</sup> Service with Unlimited Local Calling	\$271.00	\$361.00	\$	
Analog Service with Unlimited Local calling (fax, modem, credit card machine)	\$271.00	\$361.00	\$	
Unlimited Domestic Long Distance per Phone	\$50.00	\$50.00	\$	
Dry Pair <sup>2</sup>	\$258.00	\$344.00	\$	
Additional Services	Call for Quote		\$	
TOTAL (U.S. FUNDS)			\$	

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Booth/Room# \_\_\_\_\_

Exhibitor Firm Name \_\_\_\_\_

Exhibitor Contact Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Province \_\_\_\_\_

State, ZIP, Country \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATE – NO EXCEPTIONS. Faxed orders indicating forthcoming payment do NOT reserve the advance rate. Full payment MUST be received before service can be connected. See reverse side for additional information. We accept **AMX, MC, VISA and DISCOVER** only.

Check# \_\_\_\_\_  
 Payable to **Capital Improvement Board**. Mail to address at the top of the form. No checks accepted onsite.

A purchase order may be used in lieu of payment. The formal purchase order must accompany the order.  
 PO# \_\_\_\_\_

**I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.**

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ Security code (\_\_\_\_ \_\_)  
 (Must be valid one month after event)

\_\_\_\_\_  
 AUTHORIZED BY (PRINTED NAME)

\_\_\_\_\_  
 AUTHORIZED BY (SIGNATURE)

Prices effective 1/1/14 – subject to change without notice.

**INTERNET ACCESS:** Provided by an exclusive contracted provider to the Indiana Convention Center and Lucas Oil Stadium. Please see [www.icclos.com](http://www.icclos.com) for additional information.

<sup>1</sup> No charge or deposit is required for the basic phone set. If the phone set is not returned to the Utility Department at the close of the show, a fee of \$250.00 will be billed.

<sup>2</sup> Dry pairs may require additional time and material charges.

**DIALING “9” IS REQUIRED TO GET AN OUTSIDE LINE**

**NO REFUNDS AFTER INSTALLATION OF SERVICE**  
**Cancellations must be received prior to set-up of event in order to receive refund.**

**PLEASE RETAIN THIS ORDER FORM AS YOUR INVOICE.**

## **TELEPHONE RULES AND REGULATIONS**

1. **NO SERVICE WILL BE INSTALLED UNTIL FULL PAYMENT IS RECEIVED.**
2. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS.** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rates. All order forms must be completed in full – incomplete order forms could result in delayed processing and possible delay of service installation. Advance orders (received 14 days prior to first scheduled event day) will receive priority installation of service.
3. **RATES** quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by ICCLOS and DO NOT include connecting equipment to provided services. Special placement, connecting of equipment, relocation of service will result in additional charges. Payment **IN FULL** must be rendered for such services before the close of business the day service is connected.
4. **ALL EQUIPMENT** must conform to all federal, state and local state fire and safety codes.
5. **ICCLOS RESERVES THE RIGHT** to inspect and reject any and all connections, equipment and facilities, which any customer uses while in the Center/Stadium.
6. **UNDER NO CIRCUMSTANCES** shall utilities be shared between Exhibitors.
7. **ALL MATERIAL AND EQUIPMENT** furnished by ICCLOS for this service order shall remain ICCLOS's property and shall not be removed from the Center/Stadium at the close of the show.
8. **UNLESS OTHERWISE DIRECTED**, ICCLOS electricians/telecom personnel are authorized to cut floor coverings to permit installation of service.
9. **OBSTRUCTIONS:** The Exhibit Hall Utility Floor Plates must remain accessible at **all times!** All Exhibitor equipment, displays, or other types of Exhibitor material are subject to removal or relocation in the event ICCLOS Electrical Staff deems necessary to gain access to any part of these utility floor plates for **any** reason during setup or show hours.
10. **EXHIBITOR OWNED CARPET/ FLOOR COVERING** may need to be cut in the event ICCLOS Staff deems necessary to gain access to any part of the utility floor plates for any reason during setup or show hours.
11. **UTILITY REQUIREMENTS** crossing aisles will not be installed unless approved by Show Management.
12. **ANY SPECIAL EQUIPMENT** that must be utilized in order to complete an assembly, will be charged to the Exhibitor and will remain the property of ICCLOS.
13. **MISCELLANEOUS MATERIALS** purchased in order to complete an assembly, will be charged on site at cost plus 15% plus 7% Indiana Sales Tax.
14. **SOME SPECIAL REQUIREMENT REQUESTS** may require 30 days prior notice to event move-in. Please call 317-262-3467 if questionable equipment or materials required.
15. **CLAIMS** for lost service, no service, or damages will NOT be considered unless filed by Exhibitor prior to close of show.
16. **CANCELLATION** must be received prior to set-up of event in order to receive refund.
17. **REFUNDS** will not be considered after installation of service.
18. **REFUNDS** or credits in excess of \$15.00 dollars will be made automatically by our Accounting Department by mail or refunded on the credit card used. Claims for refunds for less than \$15.00 must be made in writing to the ICCLOS Accounting Department.
19. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a \$30.00 service charge for all NSF checks. NO checks will be accepted from an Exhibitor that has previously submitted a NSF check.
20. **FINAL CHARGES (INVOICES) AND REFUNDS FOR OVER PAYMENT** will not be available until 30 days after the of the event. Credit card receipts or confirmations of orders can be faxed after processing.



# FLOOR PLAN – TELEPHONE LINES

Booth/Room #: \_\_\_\_\_ Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

**IMPORTANT!!** Standard placement is the bringing of the service to your booth in the most convenient manner. Should you request special or specific placement of your services additional labor will be billed.

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

**X** = Unless specified, the default location of your requested service will be the back of the booth or the most convenient location.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for staff to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.