

AAa Expo & Event Services

**4945 Northpark Drive
Colorado Springs, CO 80918
Tel: 719/593-8911
Fax: 719/593-0381
info@aaaexpo.com**

RE: COLORADO SPRINGS Women's Living Expo 2008

Dear Exhibitor:

AAa Expo & Event Services is pleased to have been chosen as the Official Show Contractor for the **Colorado Springs Women's Living Expo, October 10-12, 2008** at **The Phil Long Expo Center** in **Colorado Springs, Colorado**. Our goal is to help make sure your show participation is a success.

Please review this exhibitor service kit carefully. It contains information and order forms for each of the many services offered by AAa Expo & Event Services that you may require. **If shipping direct to The Phil Long Expo Center, your shipment must arrive during move-in hours only, October 9, 2008 between 9:00 am –8:00 pm. The Phil Long Expo Center will REFUSE to accept any items shipped directly to the center for the expo. The facility is not staffed or equipped to handle exhibiting materials. To avoid the possibility of costly delays or not having your exhibit materials, please ship your materials to AAa Expo's warehouse.**

To qualify for discount pricing, orders and payments must be received on or before the deadline date(s) on the order forms. If we are to serve you efficiently, it is important you return these forms promptly.

AAa Expo requires full payment at the time services are ordered. We request you provide credit card authorization with your initial order. This authorization will be used to charge additional charges incurred, including labor and material handling services, not estimated in your advanced orders.

We accept VISA, MasterCard, checks, and money orders drawn on U.S. banks.

If you need assistance or additional information, please call AAa Expo Exhibitor Services at (719) 593-8911.

We look forward to serving you.

AAa Expo & Event Services

AAa EXPO & EVENT SERVICES

*Colorado Springs Women's Living Expo
October 10-12, 2008
The Phil Long Expo Center
Colorado Springs, Colorado*

SHOW INFORMATION

SHOW CONTACT: **Barbara Donnell – 203-259-3351, Women's Living Expos**

BOOTH PACKAGE	BOOTH SIZE: 10' x 10' COLORS: 8' high back drape – Red/White/White/Red 3' high side drape - Red
EXHIBITOR MOVE-IN	Thursday October 9, 2008 9:00 am-8:00 pm
EXHIBIT HOURS	Friday October 10, 2008 10:00 am-6:00 pm Saturday October 11, 2008 10:00 am-6:00 pm Sunday October 12, 2008 11:00 am-5:00 pm
EXHIBITOR MOVE-OUT	Sunday October 12, 2008 5:00 pm-8:00 pm
<u>PAYMENT POLICY</u> & <u>ADVANCE PRICES</u>	It is to your advantage to read each order form to ascertain the deadline date for advance prices and the payment policy before mailing or faxing enclosed forms.
<u>SALES/USE TAX</u>	All rental items, signs, and miscellaneous materials are taxable at 7.4%.

AAa EXPO & EVENT SERVICES

**COLORADO SPRINGS WOMEN'S LIVING EXPO
OCTOBER 7-13, 2008 - EXHIBITS OCTOBER 10-12, 2008**

PAYMENT & PRICING POLICY

**PLEASE MAKE YOUR SHOW SITE REPRESENTATIVE AWARE OF THE FOLLOWING
POLICIES**

ADVANCE & STANDARD PRICES

- TO TAKE ADVANTAGE OF DISCOUNT PRICING, ORDERS MUST BE RECEIVED, WITH PAYMENT IN FULL, NO LATER THAN THE FOLLOWING DATES:

BOOTH FURNISHING RENTALS ~ OCTOBER 6, 2008

FREIGHT RECEIVING/WAREHOUSE ~ OCTOBER 6, 2008
- ORDERS RECEIVED, WITH PAYMENT IN FULL, **AFTER** DEADLINE DATES, WILL BE INVOICED AT THE "STANDARD" PRICE.

Payment Schedule

- ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED.
- A CREDIT CARD ON FILE IS REQUIRED WHEN USING AAa EXPO & EVENT SERVICES.
- ALL CHARGES **MUST BE PAID IN FULL** BEFORE THE CLOSE OF SHOW.

Method of Payment

- FOR YOUR CONVENIENCE, WE ACCEPT CHECKS AND MONEY ORDERS DRAWN ON U.S. BANKS, VISA, AND MASTERCARD.
- PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT; THEREFORE, A CHECK OR CREDIT CARD IS REQUIRED.

CANCELLATIONS & ADJUSTMENTS

- CANCELLATIONS ARE INVOICED AT 50% OF ORIGINAL PRICE IF CANCELED AFTER DEADLINE DATE AND 100% OF ORIGINAL PRICE AFTER INSTALLATION.
- NO ADJUSTMENTS WILL BE MADE AFTER CLOSE OF THE SHOW.

Tax Exemption

- IF TAX EXEMPT, A COPY OF YOUR TAX EXEMPT CERTIFICATE MUST ACCOMPANY YOUR ORDER. THIS IS NOT A RESALE CERTIFICATE.

I & D Third Party Payment Billing

- THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR THE PAYMENT OF ALL CHARGES. IF NO ARRANGEMENTS ARE MADE FOR PAYMENT OF INVOICE(S) BY A THIRD PARTY PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY.

Miscellaneous

- RENTAL ITEMS NOT ORDERED AND FOUND IN THE BOOTH SPACE WILL BE INVOICED AT "STANDARD" PRICING.
- ALL RENTAL ITEMS ARE SUBJECT TO APPLICABLE TAXES.
- ALL RENTAL ITEMS REMAIN THE PROPERTY OF AAa EXPO & EVENT SERVICES.

AAa EXPO & EVENT SERVICES

Estimated Material Handling

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

TO: YOUR EXHIBITING NAME/BOOTH NUMBER
 FOR: NASAR
 AAa EXPO & EVENT SERVICES
 4945 NORTHPARK DRIVE
 COLORADO SPRINGS, COLORADO 80918
 (719) 593-8911

DIRECT SHIPMENTS**

TO: YOUR EXHIBITING NAME/BOOTH NUMBER
 FOR: WOMEN'S LIVING EXPO
 AAa EXPO & EVENT SERVICES
 1515 AUTO MALL LOOP
 COLORADO SPRINGS, CO 80922
 (719) 593-8911

****Shipments Arriving Before October 9, 2008 at the Expo Center Will Be Refused**

COMPLETE AND RETURN TO AAa EXPO

	NUM	EST.	CARRIER(S)	TRACKING #	ESTIMATED COST
DIRECT SHIPMENTS	BER OF PIECES	WEIGHT		(PLEASE PROVIDE PRO NUMBER)	
ADVANCE SHIPMENTS					

Shipped from city _____ State _____
 DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

- ◆ **OUTBOUND BILLS OF LADING MUST** BE COMPLETED AND TURNED IN AT THE AAa EXPO SERVICE DESK.
- ◆ **DO NOT LEAVE THE BILL OF LADING IN YOUR BOOTH!**
- ◆ IN THE EVENT A BILL OF LADING IS NOT TURNED INTO THE AAa EXPO SERVICE DESK, NON-IDENTIFIABLE SHIPMENTS WILL BE DISCARDED.
- ◆ LOCAL DRAYAGE AND STORAGE SERVICES ARE AVAILABLE ~ RATES FURNISHED UPON REQUEST.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF THE SHOW

PLEASE FILL OUT THE INFORMATION BELOW. I have read and understand the Material Handling Rates and the Material Handling Limits of Liability as stated on the enclosed forms.

COMPANY NAME _____
 BOOTH No. _____
 ORDERED BY _____
 TITLE _____
 PHONE () _____ Fax () _____
 EMAIL _____
 ADDRESS _____ CITY/STATE _____ ZIP _____

MAIL OR FAX TO: AAa EXPO & EVENT SERVICES ~ 4945 NORTHPARK DRIVE ~ COLORADO SPRINGS, COLORADO 80918
 FAX (719) 593-0381 ~ TELEPHONE (719) 593-8911

AAa EXPO & EVENT SERVICES

COLORADO SPRINGS WOMEN'S LIVING EXPO

OCTOBER 10-12, 2008 - THE PHIL LONG EXPO CENTER - COLORADO SPRINGS, COLORADO

Material Handling RATES

Shipments arriving without a weight ticket will incur a \$20.00 fee to weigh and calculate the correct weight for our records and billing. Billed weights are rounded up to the next 100 lbs. based on the incoming weight.

ADVANCE SHIPMENTS TO WAREHOUSE:

MAY BEGIN ARRIVING AT WAREHOUSE: September 29, 2008
LAST DAY TO ARRIVE WITHOUT SURCHARGE: Monday, October 6, 2008*

DIRECT SHIPMENT TO EXHIBIT SITE

MAY ARRIVE AT EXHIBIT SITE ONLY: October 9, 2008

SHIPPING INFORMATION	PER SHIPMENT	
ADVANCE SHIPMENTS TO WAREHOUSE		
PRICE PER 100 LBS. INCLUDES: (200 LB. MINIMUM PER SHIPMENT) CRATED, SKIDDED, OR BOXED EXHIBIT MATERIALS RECEIVED AT WAREHOUSE. 30-DAYS FREE STORAGE. DELIVERY TO SHOW-SITE BOOTH. REMOVAL AND STORAGE OF EMPTY CRATES AND BOXES (IF PROPERLY LABELED). RETURN OF EMPTY CRATES AND BOXES AT SHOW CLOSING. LOADING ONTO OUTBOUND CARRIER.	RATE/100 LBS.	MIN./SHIPMENT
	\$ 52.00	\$104 .00
DIRECT SHIPMENTS TO EXHIBIT SITE		
PRICE PER 100 LBS. INCLUDES: (200 LB. MINIMUM PER SHIPMENT) CRATED, SKIDDED, OR BOXED EXHIBIT MATERIALS RECEIVED AT SHOW-SITE. DELIVERY TO BOOTH. REMOVAL AND STORAGE OF EMPTY CRATES AND BOXES (IF PROPERLY LABELED). RETURN OF EMPTY CRATES AND BOXES AT SHOW CLOSING. LOADING ONTO OUTBOUND CARRIER.	RATE/100 LBS.	MIN./SHIPMENT
	\$ 55.00	\$110.00
SPECIAL HANDLING OF CRATED/UNCRATED SHIPMENTS TO EXHIBIT SITE (200 LB. MINIMUM PER SHIPMENT) VAN LINE SHIPMENTS OR SPECIAL CARRIERS INCLUDING: DOUBLE-DECKING, UNSTACKING, SIDE DOOR UNLOADING & LOADING, GROUND UNLOADING & LOADING, DESIGNATED PIECE HANDLING.	RATE/100 LBS.	MIN./SHIPMENT
	\$ 70.00	\$ 140.00
SMALL PACKAGE: SHIPMENTS CARTONS, LETTERS OR SMALL PACKAGES RECEIVED WITHOUT DOCUMENTATION AND DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION. LIMITED TO 35 LBS. PER SHIPMENT, PER DELIVERY. INCLUDES FedEx AND UPS SHIPMENTS.	FIRST CARTON	EACH ADD'L CARTON
	\$ 45.00	\$ 20.00
LATE SHIPMENT SURCHARGE: ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE AT THE WAREHOUSE AFTER THE DEADLINE DATE. *(SEE TOP OF PAGE). ADDITIONAL CHARGES ARE INCURRED IF SHIPMENTS ARRIVE DURING SHOW DAYS. SHIPMENTS REQUIRING A SPECIAL DELIVERY TO THE FACILITY WILL BE CHARGED FOR A TRUCK AND DRIVER AT \$75.00 PER HOUR, WITH A 4-HOUR MINIMUM.	LATE SHIPMENT SURCHARGE: \$ 25.00/100 LBS. LATE SHIPMENT SURCHARGE: \$ 12.00/100 LBS.	

AAa EXPO & EVENT SERVICES

COLORADO SPRINGS WOMEN'S LIVING EXPO - OCTOBER 7-13, 2008 - EXHIBITS OCTOBER 10-12, 2008

THE PHIL LONG EXPO CENTER - COLORADO PRINGS, COLORADO

Display Labor Order FORM

LABOR IS AVAILABLE FOR INSTALLATION AND DISMANTLING OF EXHIBITS, SHRINK WRAPPING, AND BANDING OF MATERIALS

	PER PERSON PER HOUR	LABOR HOURS ONE HOUR MINIMUM
STRAIGHT TIME	\$ 48.00	MONDAY THROUGH FRIDAY 8:00 AM TO 4:30 PM
OVERTIME	\$ 96.00	MONDAY THROUGH FRIDAY 4:30 PM TO MIDNIGHT; ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- **ONE-HOUR MINIMUM PER PERSON** ~ THEREAFTER, LABOR IS CHARGED IN 1/2-HOUR INCREMENTS PER PERSON
- **LABOR CANCELLATIONS** MUST BE RECEIVED PRIOR TO MOVE-IN AND MOVE-OUT RESPECTIVELY. FAILURE TO NOTIFY AAa EXPO OF CANCELLATION WILL RESULT IN A ONE-HOUR MINIMUM CHARGE PER PERSON.
- **A CREDIT CARD IS REQUIRED FOR ALL LABOR ORDERS.**

LABOR FOR:	# OF LABORERS REQUESTED	DATE	TIME	ESTIMATED TIME	SUPERVISION OPTION (CIRCLE ONE)	
INSTALLATION					A AAa Expo SUPERVISION	B EXHIBITOR SUPERVISION
DISMANTLE					A AAa Expo SUPERVISION	B EXHIBITOR SUPERVISION

OPTION A ~ AAa SUPERVISION

This option allows for exhibits to be installed prior to exhibitor's arrival. In order to reduce your at-show expenses and save time, supervision is provided by AAa Expo. Trained craftspeople perform the work through AAa Expo and, where possible, on straight time. The charge for the service is 30% of the total labor bill, with a minimum of \$50.00 on installation and dismantle.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

INSTALLATION INFORMATION:

DISPLAY BOOTH BEING SHIPPED TO WAREHOUSE OR SHOWSITE? _____ SCHEDULED TO BE DELIVERED ON: _____
 Shipment: # of crates _____ # of cartons _____ # of carpets/pads & size: _____
 If carpet is not being shipped, has carpet been ordered through AAa Expo? Yes or No: _____
 Blue prints & exhibit instructions: Attached? _____ Shipped with display? _____ If shipped, in which crate? _____

OPTION B ~ EXHIBITOR SUPERVISION

ALL WORK IS PERFORMED UNDER THE DIRECTION OF THE EXHIBITOR. EXHIBITOR MUST MEET THE SCHEDULED LABOR AT THE AAa EXPO SERVICE DESK. FAILURE TO CHECK IN AT THE SCHEDULED TIME WILL RESULT IN A ONE-HOUR MINIMUM CHARGE, PER PERSON REQUESTED.

CONTACT NAME: _____ TELEPHONE NUMBER: _____

PLEASE FILL OUT THE INFORMATION BELOW

COMPANY NAME _____ BOOTH No. _____

ORDERED BY _____ TITLE _____

PHONE () _____ FAX () _____ EMAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

MAIL OR FAX TO: AAa EXPO & EVENT SERVICES ~ 4945 NORTHPARK DRIVE ~ COLORADO SPRINGS, COLORADO 80918
 FAX (719) 593-0381 ~ TELEPHONE (719) 593-8911

