



2009 IEEE Communications Society GLOBECOM Expo

December 1-3, 2009
Coral Ballroom
Hilton Hawaiian Village

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GENERAL INFORMATION

LOCATION: Coral Ballroom III-V, Mid-Pacific Conference Center

IEEE GLOBECOM 2009 EXHIBIT SCHEDULE

| | | |
|----------------------------------|--|---|
| <u>Exhibitor Move-In:</u> | Tuesday, December 1 | 8:00 a.m. – 5:00 p.m. |
| <u>SHOW HOURS:</u> | | |
| Tuesday, December 1 | 7:00 p.m. – 10:00 p.m. | Reception |
| Wednesday, December 2 | 10:00 a.m.-6:00 p.m. 10:00 a.m.-10:30 a.m. 12:15 p.m.-2:00 p.m. 3:45 p.m.-4:15 p.m. | Break in Exhibit Hall Lunch Break Break in Exhibit Hall |
| Thursday, December 3 | 10:00 a.m.-6:00 p.m. 10:00 a.m.-10:30 a.m. 12:15 p.m.-2:00 p.m. 3:45 p.m.-4:15 p.m. | Break in Exhibit Hall Lunch Break Break in Exhibit Hall |
| <u>MOVE-OUT:</u> | Thursday, December 3 | 6:00 p.m. – 8:00 p.m. |

Exhibitor Move-In

It is important that you be in the hall early to check your orders and to correct any problems that might occur with drayage, signage, etc. **All set-up must be completed by 5:00 p.m. Tuesday, December 1. If you have not started set-up on your booth by 3:30 p.m., your booth will be set for you at your own expense, resold or eliminated.**

ADMISSION TO EXHIBIT:

Exhibitors will be allowed to remain in the hall one (1) hour after the exhibit closes and may enter the hall one (1) hour before the exhibit opens. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

MOVE-OUT:

Dismantling of your booth may not begin before **6:00 p.m., Thursday, December 3**. Exhibits must be removed by **8:00 p.m. Thursday, December 3** from the Exhibit Hall. Please do not leave your booth unattended at any time before your materials are completely packed and ready to ship. Please contact someone at the ICES Service Desk for shipping information and a bill of lading.

BOOTH PACKAGE AND FACILITY INFORMATION

The exhibit will be held in the Coral Ballroom III-V of the Hilton Hawaiian Village. The Coral Ballroom **is carpeted.**

Booth Package

The following items are included for your space rental fee:

- Display Space
- 8' high draped back wall and 36" high draped side rails
- Carpet (the Coral Ballroom is carpeted)
- Company identification sign—7" x 44"
- General lighting and heating/air conditioning.
- General perimeter security

Please note that table and chairs is not included in the booth package and should be ordered from ICES.

Each 10'X 10' booth (minimum booth size) will include back and side drape and one 7" X 44" identification sign. The official show colors are teal and white for the drape. **No other drape colors will be allowed for the back and side drapes.** The height restriction for all booths is 12 feet.

DRAYAGE

Please pay close attention to the Shipping and Drayage forms in the service contractor's order forms section of this manual. Exhibitors are strongly urged to ship all freight to arrive at the warehouse no later than Friday, November 27 by 3:00 p.m. HST. Please use the following address and label format when shipping to the warehouse:

TO: (Name of Exhibiting Company & Booth Number)
IEEE GLOBECOM Expo
ICES
1004 Makepono Street
Honolulu, HI 96819

The warehouse hours are 8:00 a.m.- 4:00 p.m., Monday - Friday.

The Hilton Hawaiian Village CANNOT accept exhibit freight prior to Monday, November 30, 2009, 11:00 a.m. (HST). If you will be shipping your freight to the Hilton Hawaiian Village, you must consign the freight to ICES or delivery will be refused (see shipping instructions). Please use the following address and label format:

TO: (Name of Exhibiting Company and Booth Number)
IEEE GLOBECOM Expo
c/o ICES
Hilton Hawaiian Village
205 Kalia Road
Honolulu, HI 96815-1999

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

IMPORTANT CONTACTS

Show Management /On-Site Contacts

Susan Blevins
Set Up Success, Inc.
404-433-7989
sblevins@setupsuccess.com

Exhibit Facility –
Lisa Chang
Hilton Hawaiian Village
808-947-7840
FAX: 808-948-7748
Lisa.chang@hilton.com

Service Contractor - ICES
Tanya Lasconia, Sr. Acct. Exec./Supervisor
(808) 832-2440
FAX (808) 832-2431
tanyal@iceshawaii.com

OFFICIAL SERVICE CONTRACTOR

ICES is the official service contractor for the 2009 IEEE Communications Society GLOBECOM Expo. ICES must do all on-site drayage and rigging.

INSURANCE CLAIMS

All exhibitors are strongly urged to secure their own insurance pursuant to exhibit damage, personal injury, fire, theft, etc. IEEE Communications Society assumes NO responsibility whatsoever pursuant to such insurance claims. If, however, visible damage to an exhibit results from the witnessed negligence by drayage or facility personnel, the exhibitor is directed to coordinate subsequent settlement action with the appropriate contacts as listed herein.

LIVE MUSIC/SOUND REPRODUCTION

Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside of the exhibit hall (i.e., hospitality suites, special events sales meetings). For example, if your company hosts an evening event in a hotel ballroom and you hire a harp player to play background music, you are required by law to have a music license agreement, contact both ASCAP 1-800-505-4052 and BMI 1-800-925-8451. If you play music and decide not to enter into a license agreement, you may be liable for copyright infringement. Please consult your legal counsel for advice on your company's liability.

FOOD & BEVERAGE

The Hilton Hawaiian Village is the sole provider of food & beverage. No one is allowed to bring food or beverage products onto the premises to be sold, given away, or used without the consent of the Hilton Hawaiian Village.

SECURITY

IEEE Communications Society will provide security guard service for the show period, but neither IEEE Communications Society, the contract security company nor their corporate entities will guarantee exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each exhibitor must make provisions for the safeguarding of his goods, material, equipment, and display at all times.

HOTEL ACCOMMODATIONS

The [Hilton Hawaiian Village](#) offers the perfect mix of exceptional resort accommodations and classic Hawaiian hospitality. Discover over 90 shops and boutiques and a diverse, international selection of restaurants. The resort's beachfront Super Pool is the largest on the island and on Friday night it becomes the stage for a celebration of Hawaiian culture and entertainment, ending with a spectacular fireworks show!

Hilton Hawaiian Village Hotel

2005 Kalia Road
Honolulu, HI 96815

Special Hotel Rates

Village/Garden: \$189.00 USD

Run of Ocean: \$229.00 USD

(Sales/room tax: currently 11.41%. Plus \$50.00 per room per person for each third and fourth adult in the room)

TO RESERVE YOUR HOTEL ROOM, visit the 2009 IEEE GLOBECOM web page at www.ieee-globecom.org/2009.

Reservation Deadline: Wednesday, 28 October 2009 at 17:00 (Pacific Time)

IMPORTANT NOTICE

The IEEE Communications Society has a contractual obligation to fill a guaranteed block of rooms at the Hilton Hawaiian Village. Significant financial penalties will be assessed should IEEE GLOBECOM 2009 fall short of the expected number of guest rooms' attendee. By staying at the conference hotel, you will enjoy the convenience of residing at the conference venue and to a far greater extent provide valued assistance in support of IEEE ComSoc's financial obligations.

Reservations for IEEE GLOBECOM can be made via IEEE MCM Registration starting in June 2009. Please mention the IEEE GLOBECOM 2009 Conference when making reservations.

Transportation to and from the Airport

Visit http://www.hiltonhawaiianvillage.com/location_and_travel/transportation.cfm

Honolulu International Airport

Distance from hotel: 8 mi

Drive time: 20 min

Typical Minimum Charge

Limousine: \$120.00 USD

Super Shuttle: \$9.00 USD

Taxi: \$30.00 USD

IEEE Communications Society Expo 2009 Rules

1. Sponsor.

The word "Sponsor" as used herein shall mean IEEE ComSoc ("IEEE COMMUNICATIONS SOCIETY"). In all matters pertaining to the exhibit, the actions of the Sponsor shall be taken by IEEE COMMUNICATIONS SOCIETY Show Management whose decisions shall be final and binding on all parties.

2. Eligible Exhibits.

IEEE COMMUNICATIONS SOCIETY Exhibits are by definition educational events. These events are intended to update communications industry personnel with the latest technological developments through exhibits and technical panels. Exhibitors are limited to organizations and agencies whose exhibits are in harmony with the purpose of this Exposition. IEEE has the sole right to determine the eligibility of any company or product for inclusion in the Exposition.

3. Appearance.

Displaying an unfinished surface to neighboring booths will not be permitted and the offending exhibitor will be responsible for masking off unsightly areas at their own expense.

4. Booth Location.

The exhibitor shall accept such modifications in position and area as circumstances may call for. Possible complaints regarding the allocated exhibit booth are to be lodged before the space is occupied.

5. Cancellation or Change of Venue by Sponsor.

In the event that the premises in which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause for causes not reasonably within the control of IEEE or its agents, the Exposition may be canceled or moved to another venue, at the sole discretion of IEEE. IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of IEEE.

6. Limitation of Liability.

The exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the lessors or owners of the exhibit premises for loss, theft, damage or destruction of property; nor for any injury to exhibitors or exhibitor's employees, agents or invitee while in the exhibition facility. Fire and theft insurance, if so desired, should be taken out by each exhibitor at his own expense.

7. Defacing of Building.

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or for damage caused in any other manner. See the facility rules and regulations.

8. Removal of Goods.

Goods on exhibition may not be removed during the exhibition except by special permission of the Sponsor. Hours and dates for dismantling shall be specified by IEEE. Exhibitor shall be liable for all storage and handling charges resulting from failure to remove exhibit material from the Exposition before the specified conclusion of the dismantling period set by IEEE.

9. Display Dimensions.

Maximum exhibit height for booths is 8 feet (2.44m). All display fixtures and equipment over 4 feet (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5 feet (1.52m) from the aisle line (refer to Diagram A for a standard booth).

10. VCRs, Sound devices.

Sound of any kind must not be projected outside the confines of the exhibit booth. If sound is determined by Show Management to project into the aisle or another booth, the exhibitor will not be allowed further use of the sound projection device. If VCRs / Monitors are used, all viewers (exhibit attendees) must be within the booth and not in the aisle.

11. Music Licensing.

Any exhibitor playing music must have entered into a Music License Agreement with the American Society Composers, Authors, & Publishers (ASCAP) and Broadcast Music Incorporated (BMI). These two organizations

license the performing rights to most of the copyrighted music played in the U.S. today. The Sponsor is not responsible for any licensing fees for music played in exhibitor's booth. Exhibitors are required by U.S. Copyright Law to obtain a music license agreement for any music performed outside the exhibit hall (i.e., hospitality suites, special events, etc.).

12. Congestion of aisle traffic.

Aisles must not be obstructed at any time. Exhibitors may not conduct any activity that leads to congestion or obstruction of aisles.

13. Photography.

An exhibitor may not photograph or videotape the exhibits or products of other exhibitors without that exhibitor's approval.

14. Rejected Displays.

The exhibitor agrees that his exhibit shall be admitted and shall remain during show days solely on strict right of sponsor to reject, eject or prohibit any exhibit in whole or in part. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

15. Use of IEEE COMMUNICATIONS SOCIETY's Logo.

Exhibitors may use the IEEE COMMUNICATIONS SOCIETY show logo to promote their participation in the show.

16. Americans with Disabilities Act.

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold IEEE COMMUNICATIONS SOCIETY harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against IEEE COMMUNICATIONS SOCIETY, its officers, directors, agents or employees on the basis of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

17. Exhibitor Representatives Responsibility.

Each exhibitor must name one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible. Exhibitor representatives are restricted to personnel engaged in the display, demonstration, application or sale of the company's product or services. All booths must be manned during stated exhibit hours.

Exhibitor agrees to indemnify IEEE, its employees, agents, or representatives against—and hold them harmless for—all claims arising out of the acts of negligence of exhibitor, exhibitors' agents, employees, or representatives, and any claims for injury to exhibitor, its employees, agents, representatives, or event attendees.

18. Character of Displays.

Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. Decals or stickers with pressure sensitive adhesives are prohibited. Noise makers or anything not in keeping with the technical character and high standards of the Sponsor may not be distributed or utilized by any exhibitor in the exhibit area. No demonstrations or solicitations shall be permitted outside of the Exhibitor's assigned space, and no signs, banners, company or product logos, or placards may be displayed on persons or otherwise outside exhibit spaces.

19. Labor.

Exhibitors must comply with union work rules where applicable.

20. Attendance.

The Sponsor shall have sole control over attendance policies at all times.

21. Sub-Leasing.

Unless otherwise consented to in advance by the Sponsor, exhibitors may not sublet their space without the expressed written consent of the Sponsor, and each sublessor must contract with and be approved by the Sponsor. Exhibitors may not sublet their space for an amount in excess of the square footage amount charged by the Sponsor.

22. Fire & Safety Laws.

Federal, state and city laws must be strictly observed. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. Smoking in exhibits may be forbidden. Crowding will be restricted. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine boughs, leafy decorations or tree branches are allowed. Smoke alarms and ABC-type fire extinguisher will be required in two-story ("double-decker") booths.

23. Occupancy/Occupancy Default.

The exhibitor may not occupy the exhibit until the rent is paid in full. The exhibitor must occupy his booth during stated show hours. Any exhibit that is dismantled and/or unoccupied prior to the official closing of the show shall be subject to expulsion from other IEEE COMMUNICATIONS SOCIETY shows.

Any exhibitor failing to occupy space contracted for shall not be relieved of the obligation of paying the full rental charge of such space. If not occupied by the time set for completion of the installation of the displays, such space shall be taken by IEEE, and re-allocated or reassigned for such purposes or use IEEE may see fit.

24. Failure to Hold Exhibit.

In the event the exhibit is not held for any reason, the Sponsor may retain such part of exhibitor's rental that is required to recompense the Sponsor for expenses incurred up to the time such contingency shall have occurred. IEEE shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes beyond the control of IEEE. Causes for such action shall include, but not be limited to: fire, casualty, flood, epidemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment of lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, or act of God. Should IEEE terminate this agreement pursuant to the provisions of this section, the exhibitor waives claims for damage arising therefrom.

25. Exhibit Removal.

Objects that have been left behind in the exhibit space after the last date for removal stated in the contract may be removed by the Sponsor on the responsibility and at the expense of the exhibitor.

26. Flammable Materials.

No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state, or city fire regulations may be used in any booth.

27. Alcoholic Beverages.

The dispensing, distribution or use of alcoholic beverages in the Exposition hall is prohibited without the express prior approval of IEEE.

28. Compliance with Laws.

Exhibitors must comply with all laws, rules, regulations and ordinances in force.

29. Solicitation of Gratuities.

Under no circumstances will the solicitation of gratuities by service personnel for special favors or services be tolerated by the Sponsor. Nor, shall the solicitation by exhibitors of service personnel for special favors or services be tolerated by the Sponsor. All Exhibitors will have all necessary services rendered equally as provided for in the Exhibitor Service Manual. All forms, payments, and procedures must be adhered to at all times.

30. Cancellation of Exhibit Space.

If an exhibitor cancels or reduces space at any time before July 30, 2008, 50% of any payments made on the space canceled or the portion reduced up until that point in time is refundable. A reduction of exhibit space shall be looked upon as a cancellation of existing space and exhibitor will be relocated based on the judgment of Show Management. Notices of such cancellation/reductions of space must be made in writing and received via registered or certified mail. If an exhibitor cancels/reduces space after July 30, 2008, it is mutually agreed that the exhibitor will not be entitled to any refund. In the event of a full or partial cancellation of space by an exhibitor, IEEE reserves the right to reassign canceled booth space, regardless of the cancellation assessment. Subsequent reassignment of canceled space does not relieve the canceling exhibitor of the obligation to pay the cancellation assessment.

31. Violation of above rules.

Exhibitor, for himself or itself, his or its personnel, employees, agents or representatives, agrees to abide by the forgoing rules and those provided and contained in the Exhibitors Manual, and by any amendments and additional rules that may be put into effect by IEEE. If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future IEEE COMMUNICATIONS SOCIETY events.

32. Amendment to Rules.

Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Sponsor. These rules and regulations may be amended at any time by the Sponsor and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.

2009 IEEE COMMUNICATIONS EXPO REGISTRATION FORM

Please complete this form for those individuals who are specifically assigned to your booth.

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| Company Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| City | | | | | | | | | | | | | | | State/Province | | | | | ZIP/Postal Code | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country | | | | | | | | | | | | | | | Telephone Number | | | | | Fax Number | | | | | | | | | |

Each company will receive (2) complimentary conference registrations.

Please designate who should receive these from your company.

Additional conference registration can be purchased by going to [www.http://www.ieee-globecom.org/2009/registration.html](http://www.ieee-globecom.org/2009/registration.html)

| First Name | Last Name | |
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Deadline Dates:

Fax to: Giorgie Millamena

IEEE Communications Society

30-Oct-09

212 705-8996

Exhibitor badges must be worn at all times. Badges are not transferable and must be used in their original form (for instance, substituting a business card for a badge is not permissible).

**2009 IEEE Communications Society GLOBECOM Expo Description Form
Deadline 10/01/2009**

Please supply a 100-150 word or less description of WHAT you will exhibit at the 2009 IEEE Communications Society GLOBECOM Expo. This will be used in the Program Book. The description must be legible and IEEE Communications Society reserves the right to edit. You may send to Susan Blevins at ieee@setupsuccess.com or fax to 678-935-2310.

The following will be used in the 2009 IEEE Communications Society GLOBECOM program guide. Please keep legible.

| | |
|--------------------------------------|--|
| Company Name: | |
| Booth Number: | |
| Web Site Address: | |
| 150 Word or less Description: | |
| | |

ICES

INTERNATIONAL CONVENTION AND EVENT SERVICES

Dear Globecom 2009 Exhibitors,

It is a great pleasure to have been selected as your Official Service Contractor. We will make every effort to make this a successful event for you.

Attached is the Exhibitors Service Kit for services you may require for your booth. Should you have any questions regarding services within your booth, please don't hesitate to contact us via the following:

You may contact the main office:

Office #808-832-2430

Fax #808-832-2431

Email: ices@iceshawaii.com

Or

Tanya Lasconia, Sr. Account Executive/Supervisor

Office #808-832-2440

Fax #808-832-2431

Email: tanyal@iceshawaii.com

We look forward towards servicing you.

Sincerely,

ICES Management



Welcome Letter

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GLOBECOM 2009**HILTON HAWAIIAN VILLAGE / DECEMBER 1 - 3, 2009****SERVICE CONTRACTOR****ICES**

1004 MAKEPONO ST
 HONOLULU, HI 96819
 PHONE (808) 832-2430 * FAX (808) 832-2431

SHOW INFORMATION

Backwall Drape: TEAL & WHITE 8' HIGH DRAPES
 Sidewall Drape: TEAL & WHITE 3' HIGH DRAPES
 Exhibit Hall Carpet Color: Ballroom furnished with carpet
 Aisle Carpet Color: Ballroom furnished with carpet

BOOTH PACKAGE:

Booth Size: 8' wide x 10' deep
 (1) One Line ID Sign (7" x 44") provided automatically

IMPORTANT DATES: (Be sure to check all order forms for additional deadlines)

| | | | |
|-----------|--------|---|--------------------|
| FRIDAY | 13-Nov | Discount Deadline for orders received with payment | |
| THURSDAY | 12-Nov | Advance Shipments may begin arriving at ICES Warehouse | |
| FRIDAY | 27-Nov | Last Day for Advance Shipments to arrive at ICES Warehouse without surcharges | |
| MONDAY | 30-Nov | Direct Shipments may begin arriving at Exhibit Site after 11:00 AM | |
| MONDAY | 30-Nov | Last day for Direct Shipments to arrive at Exhibit Site by 3:00 PM | |
| TUESDAY | 1-Dec | Exhibitor Move-in | 8:00 AM - 5:00 PM |
| TUESDAY | 1-Dec | Reception | 7:00 PM - 10:00 PM |
| WEDNESDAY | 2-Dec | | 10:00 AM - 6:00 PM |
| THURSDAY | 3-Dec | | 10:00 AM - 6:00 PM |
| THURSDAY | 3-Dec | Exhibitor Move-out | 6:00 PM - 8:00 PM |
| THURSDAY | 3-Dec | Carriers must be checked in by 7:30 PM | |
| THURSDAY | 3-Dec | All exhibitor materials must be removed by 8:00 PM | |

SHIPPING ADDRESSES:

| | | |
|--------------------------------|---|---|
| Advance Shipments to Warehouse | ICES 1004 MAKEPONO STREET HONOLULU, HI 96819 | Shipments should arrive on or before: FRIDAY, NOVEMBER 27, 2009 BY 3:00 PM (HST) |
|--------------------------------|---|---|

| | | |
|----------------------------------|---|--|
| Direct Shipments to Exhibit Site | c/o ICES HILTON HAWAIIAN VILLAGE 2005 KALIA ROAD HONOLULU, HI 96815 | Shipments will be accepted beginning: MONDAY, NOVEMBER 30 11:00 AM - 3:00 PM (HST) |
|----------------------------------|---|--|

ICES Service Desk:

ICES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

SHOW INFORMATION

ICES

(International Convention & Event Services)

Dear Exhibitor,

We are pleased Show Management has selected **ICES** as your Official Service Contractor. Our objective is to make your exhibit a success.

DISCOUNTED PRICES

Please take some time and read through the packet carefully. It contains information on rates & services provided by ICES. It is very important you process and place your order before **FRIDAY, NOVEMBER 13, 2009** (top right hand corner of each order form page), to take advantage of the discounted prices. **WE DO NOT ACCEPT PHONE ORDERS.** All orders must be placed by mail or fax. The deadline date for advance prices is as noted on the top of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

ICES require payment in full at the time the services are ordered. Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers (\$25.00 service fee will be added to your total for each wire transaction), a U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.

TRANSPORATION:

For those requiring transportation, **ICES** suggests the following companies who will be able to assist you in meeting your needs. Please note: container dimensions are:

88" width x 88" height x 39-1/2' deep or 88" width x 102" height x 44-1/2' deep

AIR FREIGHT:

DB SCHENKER

PHONE (808) 836-2311

INLAND TRUCKING:

ESTES TRUCKING

PHONE (800) 541-1670 X 2561

OCEAN TRANSPORTATION: (ONE-WAY TO HAWAII ONLY)

H2O LOGISTICS LLC

PHONE (310) 324-8955

ICES will also have staff members on site at the **ICES** Service Desk during exhibitor set-up and throughout the show to assist you.

We look forward to working with you. **MAHALO!**

ICES

(International Convention & Event Services)

1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 Fax (808) 832 2431

Trade Show Tips

*GLOBECOM 2009 *

HILTON HAWAIIAN VILLAGE / DECEMBER 1 – 3, 2009

As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

Ordering Trade Show Services

- ✓ Always include your complete customer information on each order form including address with zip code, phone and fax, e-mail address, contact name, and, most *importantly*, booth number. If you have multiple booth locations, please complete individual order forms for each location (booth, meeting room, etc.).
- ✓ Ensure that all credit card information is complete and correct: including the expiration date.
- ✓ When ordering carpet, draped tables or counters remember to select the colors you desire.
- ✓ Please make sure that the size of carpet ordered is appropriate for your booth space (e.g.: DO NOT order a 9'x20' carpet for a 10'X10' booth).
- ✓ Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

Inbound – Move In

- ✓ Confirm your furnishing orders with ICES. You should receive a confirmation of your order within 3-5 days of placement.
- ✓ Confirm target dates with ICES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- ✓ Keep phone number of your carrier with you, including weekend contacts.
- ✓ Have your hotel information available, including phone number, address, etc.
- ✓ After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

Show Site

- ✓ Put together a trade show survival kit to include in your freight or carry with you, including:
 - Small tool kit
 - Staples, Scissors, Tape
 - Pens & Markers for labels
 - First Aid kit
 - Bottled Water

Outbound – Move Out

- ✓ Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

| | |
|--|-----------|
| Tables & Accessories | \$ |
| Rental Exhibits | \$ |
| Carpeting (BALLROOM ALREADY CARPETED) | \$ |
| Electrical | \$ |
| Electrical Labor | \$ |
| Booth Cleaning | \$ |
| Installation / Dismantle | \$ |
| Forklift Service | \$ |
| Signs & Graphics | \$ |
| Tripod Banner Frame | \$ |
| Plants & Floral | \$ |
| Audio Visual | \$ |
| Computer Equipment & Accessories | \$ |
| Confidential Destruction (Shred Service) | \$ |
| Freight Handling | \$ |
| TOTAL AMT. DUE: | \$ |

Please complete order forms and calculation sheet and return with payment in full. **ICES requires your credit card authorization to be on file with us.** For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all ICES, or any charges which ICES may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

METHOD OF PAYMENT:

Check # _____ Credit Card: MasterCard / Visa / Discover / AMEX 3 DIGIT ID# _____
Card # _____ - _____ - _____ Exp. Date _____
Name of cardholder: _____ Signature: _____

CARDHOLDER'S BILLING ADDRESS INFORMATION:

| | | | |
|----------------|------|-------|----------|
| COMPANY NAME | | | |
| STREET ADDRESS | CITY | STATE | ZIP CODE |

SHOW REPRESENTATIVE'S INFORMATION:

| | | | | | |
|------------------------------|-----------|-----------------|---------------------------------|--------------|----------|
| COMPANY NAME | | SHOW REP'S NAME | | BOOTH NUMBER | |
| STREET ADDRESS | | CITY | | STATE | ZIP CODE |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

PAYMENT & CALCULATION FORM



PAYMENT TERMS & CONDITIONS

1.)

Full payment is due with all service orders. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. Bank) payable to **ICES** and accepted credit cards (Visa, Mastercard, Discover & AMEX).

2.)

Service orders will not be processed without payment unless prior arrangements were made with the **ICES** Account Exec. handling this event. All orders must include a valid credit card number even though payment will be made with check.

3.)

Exhibitors with outstanding balances from prior events must submit payments, otherwise services will not be provided.

4.)

Advance rates will be applicable to service orders received by advance order deadline date shown on each order form. Order forms received after the advance order deadline date will be charged at floor rate.

5.)

ICES will not be responsible for any orders not received due to transmittal problems.

6.)

Third party billing is available upon request. Please contact **ICES** at (808) 832-2430 or email us at: ices@iceshawaii.com.

7.)

All balances remaining after the close of the show will be charged to the credit card provided on the payment form. Should the credit card provided be invalid, a company check must be sent immediately for total amount due. Interest will be charged & collected on all past due balances.

8.)

A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.

9.)

Credit or refund will not be given for services cancelled after the advance order deadline, installed or not used.

10.)

Claims regarding all services provided by **ICES** will not be considered unless filed by exhibitor prior to close of show.

11.)

Refunds of overpayment will be issued by submitting request to **ICES** via fax (808) 832-2431 or email at: ices@iceshawaii.com within thirty (30) days of the close of final invoice.

12.)

For unpaid balances on pre-approved invoices, terms will be net due and payable upon receipt of invoice. Effective after thirty (30) days after invoice date, unpaid balance will bear a finance charge of 1.5% per month.

13.)

International exhibitors are required to pre-pay all services ordered.

14.)

State of Hawaii charges excise tax & **not** sales tax.

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE / DECEMBER 1 - 3, 2009

Safety is very important for everyone working in the exhibit hall - especially you!

ICES is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a **ICES** supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

EXHIBITOR LOSS PREVENTION GUIDESLINES AT SHOW SITE

- * Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standard.
- * Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- * Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designated to support your standing weight. Please use a ladder or ask an **ICES** personnel for assistance.
- * **ICES** forklifts and carts are to be used by authorized **ICES** personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a ICES representative at the Exhibitor Service Desk can provide it to you.
- * Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate of load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- * Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- * Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify an ICES supervisor if you need assistance repairing or removing a damaged cord. Do not overheat outlets or plugs.
- * Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- * If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- * Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- * Keep aisles free and clear of any and all debris.
- * Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- * Notify an ICES representative of any safety issues or concerns.

SAFETY FIRST!

ICES (Int'l Convention & Event Services)

1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 Fax (808) 832-2431

FIRE & SAFETY REGULATIONS - FOR ALL HAWAII CONVENTION SITES

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM

DECEMBER 1- 3, 2009

- 1.) ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, which cannot be treated to meet the requirements, may not be used.
- 2.) ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3.) DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4.) ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 5.) VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine start system may be left connected. External chargers are recommended for demonstration purposes.
- 6.) COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for premitted electrical supplies.
- 7.) VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 8.) COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gases, etal; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
- 9.) ALL 100 VOLT EXTENSION CORDS SHALL BE THREE-WIRED (GROUNDED), #14 OR LARGER AWG, COPPERWIRE, CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.
- 10.) MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
- 11.) THE OFFICIAL ELECTRICAL CONTRACTOR MUST DO ELECTRICAL WORK UNDER CARPETS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.
- 12.) ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.

- 13.) NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.
- 14.) AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.
- 15.) ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.
- 16.) MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.
- 17.) FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strickly prohibited within the building.
- 18.) ALL FIRE HOSE BOXES MUST BE KEPT COMPLETELY CLEAR. All fire exit signs must be unobstructed.
- 19.) 9'0" wide aisles are the norm, although the state minimum is 5'0". A minimum of 20'0" in front of any exit/entrance door must be kept clear.

LABOR GUIDELINES - FOR ALL HAWAII CONVENTION SITES

- 1.) Hawaii is a right-to-work state and "producer's choice" applies
- 2.) If a producer requests/mandates union labor, it is supplied
- 3.) 90% of the trade shows in Hawaii use non-union labor from the Service Contractor and exhibitors may install/dismantle their own exhibits freely.

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| <p>1.) DEFINITIONS:</p> <p>Agents - Subcontractors, carriers and the agent of each</p> <p>Customer - Exhibitor or other party requesting services from ICES</p> <p>Carrier - Motor carrier, air carrier or surface carrier/freight forwarder</p> <p>Shipper - party who tenders goods to carrier for transportation</p> <p>Goods - Exhibits, property and commodity</p> <p>Cold Storage - Holding of Goods in a climate controlled area</p> <p>Services - Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services.</p> <p>Show Site - Venue or place when a conference or event takes place.</p> <p>Supervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space, and is supervised and/or directed.</p> <p>Unsupervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by ICES. Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.</p> <p>2.) SCOPE:</p> <p>These terms and conditions shall be binding upon Customer, ICES and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in Goods. Each shall have the benefit of and be bound shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.</p> <p>By acceptance of services of ICES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.</p> <p>3.) CUSTOMER OBLIGATIONS:</p> <p>Payment for services. Customer shall be liable for all unpaid charges for services performed by ICES or Agents. Customer authorizes ICES to charge its credit card directly for services rendered on its' behalf after departure, by placing an order via fax or through a work order on site.</p> <p>Credit Terms: All charges are due before services are performed unless other arrangements have been made in advance. ICES has the right to require prepayment or guarantee of the charges at the time of request for services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to ICES, ICES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1-1/2% per month until paid.</p> <p>4.) MUTUAL OBLIGATIONS:</p> <p>Indemnification:</p> <p>Customer to ICES - Except to the extent of ICES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify ICES from and against any claims, lawsuits, demands, liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property relating to or arising from performance under this Agreement.</p> <p>Customer agrees to indemnify and hold ICES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.</p> <p>ICES to Customer - To the extent of ICES' own negligence and/or willful misconduct, and</p> | <p>subject to the limitations of liability below, ICES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of person, or damage to property other than Goods, ICES assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start from Customers' presence in areas which have been marked as "off limits to exhibitors" and during to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with Show Management.</p> <p>5.) No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.</p> <p>6. ICES Liability for Loss or Damage to Goods.</p> <p>Negligence standard: ICES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of ICES.</p> <p>Condition of Goods - ICES shall not be liable for damage, loss, or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. ICES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrinkwrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.</p> <p>Receipts of Goods - ICES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count of condition.</p> <p>Force Majeure (fawrs ma-zhcer) - ICES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.</p> <p>Cold Storage - Goods requiring cold storage are stored at Customer's own risk. ICES assumes no liability or responsibility for Cold Storage.</p> <p>Accessible Storage - ICES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use for space and are not a form of insurance, or a guarantee of security.</p> <p>Unattended Goods - ICES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk or loss.</p> <p>Labor - ICES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of ICES provided labor. If ICES supervises labor for a fee, ICES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide ICES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.</p> <p>Empty Storage - ICES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the ICES Service Desk for empty container storage. Damage that is the direct result of ICES' negligence shall be subject to the limitations of liability set</p> |
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forth in this document.

Forced Freight - ICES shall not be liable for Goods not picked up by Customers' chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, ICES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases ICES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services / Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at ICES' discretion, and at Customer's expense assuming the Goods are labeled for return. ICES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage - ICES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - ICES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including but not limited to the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to ICES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage - ICES' liability shall be limited to the lesser of (1) the depreciated value of Goods, (2) repair cost, or (3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, with a maximum liability of \$50.00 (fifty dollars) per item or \$1000.00 (one thousand dollars) per shipment, whichever is less.

Excess Declared Value - If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the ICES services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by ICES. Maximum liability for damages resulting from ICES negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based upon weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000 for the purpose of this provision and ICES' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - ICES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that ICES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage - In order to have a valid claim notice of loss or damage to Goods must be given to ICES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim - Any claim of loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making

claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of claim. Claims of Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by ICES within sixty (60) days after the close of the show. Claims of Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery months of date of delivery of Goods. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling Form/Bill of Lading. In the event of a dispute with ICES, Customer will not withhold payment of any amount due ICES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay ICES prior to the close of the show for all such charges and further agrees that any claim Customer may have against ICES shall be pursued independently by Customer as a separate action to be resolved on its merits. ICES retains the right to pursue collection on amounts owed after show close, without regards to any amount alleged to be owed for damage or loss.

Filing of suit - Any action at law regarding loss or damage to Goods must be filed within two (2) years of the date of declination of any part of a claim.

7. Jurisdiction, Choice of Forum -

This Agreement shall be governed by and construed in accordance with the application laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Hawaii. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's Circuit Court in Honolulu, Hawaii.

8. Advanced Warehouseing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehouseing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to, ICES Liability for Customer's Goods:

The responsibility of ICES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. ICES shall be liable only for the loss or damage to Goods caused by ICES' sole negligence. ICES' liability is limited to thirty cents per pound (\$0.30) of the actual cash value per item. In case of partial loss or damage, the maximum liability shall be prorated based on weight. ICES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond ICES' immediate control. ICES is not responsible for the marring, scratching or breakage of glass or other fragile items. ICES is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by ICES. In no event shall ICES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by ICES as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and ICES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

I have read & agree to this Limits of Liability:

Signature of Authorized Personnel

Title & Date

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

ICES

1004 MAKEPONO ST
HONOLULU, HI 96819
PH (808) 832-2430 FAX (808) 832-2431

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost of transport your exhibit materials to and from the event.

BENEFITS OF ADVANCE SHIPPING TO ICES WAREHOUSE

- ☆ Storage of materials for up to 14 days prior to your show.
- ☆ Delivery of Shipments to your booth before you move-in (schedule permitting)
- ☆ Some convention centers and hotels do not have facilities for receiving or storing freight
- ☆ Saves valuable set-up times

HOW TO SHIP IN ADVANCE TO THE ICES WAREHOUSE

- ☆ Remove all old shipping and empty storage labels
- ☆ Fill out and attach enclosed Advance Shipping Labels
- ☆ Complete the enclosed Material Handling Order Form.
- ☆ Remember to confirm receipt of your shipment prior to leaving for the show.
- ☆ All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- ☆ Certified weight tickets should accompany all shipments.
- ☆ Take the time to ensure that your display and products are packed neatly and securely.

HOW TO SHIP TO EXHIBIT SITE

- ☆ Consign all shipments c/o ICES
- ☆ Remove all old shipping and empty storage labels
- ☆ Fill out and attach enclosed Advance Shipping Labels
- ☆ Complete the enclosed Material Handling Order Form.
- ☆ All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- ☆ Certified weight tickets should accompany all shipments.
- ☆ Take the time to ensure that your display and products are packed neatly and securely.
- ☆ If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

FREIGHT CARRIERS

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

TRACKING SHIPMENTS

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

ESTIMATING MATERIAL HANDLING CHARGES

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - ICES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise ICES will invoice the entire load at the uncrated rate.

- ☆ **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- ☆ **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks
- ☆ **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without prior delivery receipts.
- ☆ **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- ☆ **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material handling Order Form for details.
- ☆ **Shipment Surcharges** - A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

MATERIAL HANDLING INFORMATION

STORING EMPTY CONTAINERS

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **ICES** Service Desk or from your **ICES** Account Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty".

OUTGOING SHIPMENTS

An Outbound Material Handling Form/Bill of Lading must accompany all outgoing shipments. Shipping Information, outgoing forms and labels will be available at the **ICES** Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-side to oversee the outbound shipments of your display and product.

MACHINERY LABOR AND EQUIPMENT

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, rekrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift & labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

INSURANCE

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. **ICES** has published **ICES** Limits of Liability and Responsibility that are in your service kit. Please read them carefully. It is recommended that your goods be insured.

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GLOBECOM 2009 will be held at the HILTON HAWAIIAN VILLAGE in HONOLULU, HAWAII. Below is a list of our preferred carriers whom you may use should you need assistance from a carrier.

FOR: GROUND TRANSPORTATION ON US MAINLAND

PLEASE CONTACT:

ESTES TRUCKING
Phone # (800) 541-1670 Ext. 2561

FOR: OCEAN SHIPMENTS (One-way to Hawaii only)

Please feel free to contact the following should you wish to ship your show materials via ocean.

H2O LOGISTICS LLC
PHONE (310) 324-8955
FAX # (310) 324-8966

FOR: AIR SHIPMENTS

Please contact: DB SCHENKER
Phone #(800) 225-5229
Or Phone #(808) 836-2311

To request a quote and set up a pickup, advise DB SCHENKER the Delivery Deadline date & time. Please refer to Tariff #4782 for Standard Service or Tariff #1446 for Time-Definite Guaranteed Service to receive special high visibility tracking and tracing.

DIRECT TO WAREHOUSE SHIPMENTS

ICES – GLOBECOM 2009
1004 MAKEPONO STREET

EXHIBITOR'S NAME _____ BOOTH # _____
HONOLULU, HI 96819

All **advanced shipments** to our HONOLULU Warehouse will be received starting **NOV. 12, 2009**. Last day for advance receiving is **NOV. 27, 2009 @ 3:00 PM (HST)**.

DIRECT TO SHOWSITE SHIPMENTS

HILTON HAWAIIAN VILLAGE
2005 KALIA ROAD
HONOLULU, HI 96815

For **direct to show site**, shipments will be received from **11:00 AM** until **3:00 PM** on **NOVEMBER 30, 2008**.

For further assistance please don't hesitate to contact us. We may be reached at phone number (808) 832-2430, fax number (808) 832-2431 or email us at ices@iceshawaii.com.

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ICES

SHIPPING INFORMATION

FREIGHT HANDLING SERVICES

ICES is prepared to receive your shipment either at our HONOLULU warehouse or directly at the exhibit site. You may ship via the carrier of your choice. ICES will accept crates, boxes, skidded materials & fibercases at our warehouse.

Rates are based on the incoming weight of shipments. For rates and arrival information, **see the Freight Handling Order Form**. ICES must have payment before delivering freight to your booth. Please read the "Limits of Liability & Responsibility" form for important information.

ADVANCE SHIPMENTS TO HONOLULU WAREHOUSE

Accepting of freight will begin **NOVEMBER 12** thru **NOVEMBER 27, 2009**. Shipments must arrive between the of 8:00 a.m. - 3:00 p.m. Monday thru Friday (HST). Shipments received after this date & time will incur late fees or we may request your trucking company to deliver shipments directly to exhibit site (depending upon the day attempt to deliver is made) at exhibitor's expense.

Rates include: Receiving at HONOLULU Warehouse
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing and returning empty shipping containers.
Reloading freight onto your designated carriers truck @ showsite

Make out the bill of lading and consign as follows:

Exhibiting Company Name
GLOBECOM 2009
Booth # _____
ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819

NOVEMBER 27, 2009 AT 3:00 PM (HST)

Last day for shipments to arrive at the Advance warehouse without surcharge.

DIRECT SHIPMENTS TO EXHIBIT SITE

Rates include: Unloading freight and delivery to your booth
Picking up, storing and returning empty shipping containers
Reloading freight onto your designated carriers truck @ showsite

Make out the bill of lading and consign as follows:

Exhibiting Company Name
GLOBECOM 2009
Booth # _____
C/o **ICES**
HILTON HAWAIIAN VILLAGE
2005 KALIA ROAD
HONOLULU, HI 96815

NOVEMBER 30, 2009

Only day for shipments to arrive at exhibit site between the hours of 11:00 AM to 3:00 PM (HST).

1004 MAKEPONO STREET * HONOLULU, HI 96819 * (808) 832-2430 FAX (808) 832-2431

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

ICES

1004 MAKEPONO STREET
 HONOLULU, HI 96819
 PH (808) 832-2430 FAX (808) 832-2431

Name of Show: **GLOBECOM 2009**
 * DECEMBER 1 - 3, 2009 * HILTON HAWAIIAN VILLAGE - CORAL BALLROOM * HONOLULU, HAWAII

COMPANY NAME: BOOTH #
 CONTACT NAME: PHONE #

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airborne/DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad wrapped.

NOTE: *Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.*

RECEIVING @ ICES WAREHOUSE IS AS FOLLOWS:

HONOLULU WAREHOUSE RECEIVING IS FROM THURSDAY, NOV. 12 THRU FRIDAY, NOV. 27 @ 3:00PM (HST)
ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT.

| DESCRIPTION | Price per CWT | Minimum |
|--|---------------|----------|
| Warehouse Shipment (Honolulu) 8:00 a.m. - 3:00 p.m. Monday thru Friday | | |
| Crated Shipment..... | \$80.00 | \$160.00 |
| Special Handling Shipment..... | \$85.00 | \$170.00 |
| Uncrated Shipment..... | \$90.00 | \$180.00 |

| | | |
|---|----------|----------|
| Show Site Shipment AT HILTON HAWAIIAN VILLAGE ON MONDAY, NOVEMBER 30 BETWEEN 11:00 AM TO 3:00 PM. | | |
| Crated Shipment..... | \$90.00 | \$180.00 |
| Special Handling Shipment..... | \$95.00 | \$190.00 |
| Uncrated Shipment..... | \$100.00 | \$200.00 |

| DESCRIPTION | Price per Package | Additional Package |
|--|-------------------|--------------------|
| Small Package - Maximum Weight per Shipment is 50 lbs. | | |
| Non-special Handling Shipment..... | \$55.00 | \$5.50 |
| Special Handling Shipment..... | \$65.00 | \$6.50 |

| DESCRIPTION | Weight | CWT | Unit Price | Est. Total Cost |
|------------------------------------|--------|------------|------------|-----------------|
| SAMPLE (Honolulu Warehouse Crated) | 1000 | ÷ 100 = 10 | \$80.00 | \$800.00 |
| | | ÷ 100 = | | |
| | | ÷ 100 = | | |
| | | ÷ 100 = | | |
| | | ÷ 100 = | | |
| | | | Sub-Total | \$ |
| | | | 4.712% Tax | \$ |
| | | | Total | \$ |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date.

MATERIAL HANDLING

RUSH!!
ADVANCE SHIPMENT TO WAREHOUSE:

ICES – GLOBECOM 2009
1004 MAKEPONO STREET
HONOLULU, HI 96819

EXHIBITOR'S NAME: _____

BOOTH # _____

PIECE COUNT: # _____ **OF #** _____
(PLS DELIVER BETWEEN NOVEMBER 12 & NOVEMBER 27 BY 3PM (HST))

RUSH!!
ADVANCE SHIPMENT TO WAREHOUSE:

ICES – GLOBECOM 2009
1004 MAKEPONO STREET
HONOLULU, HI 96819

EXHIBITOR'S NAME: _____

BOOTH # _____

PIECE COUNT: # _____ **OF #** _____
(PLS DELIVER BETWEEN NOVEMBER 12 & NOVEMBER 27 BY 3PM (HST))

DIRECT TO SHOWSITE SHIPMENT:

**ICES – GLOBECOM 2009
HILTON HAWAIIAN VILLAGE
2005 KALIA ROAD
HONOLULU, HI 96815**

EXHIBITOR'S NAME: _____

BOOTH # _____

PIECE COUNT: # _____ OF # _____

(PLS DELIVER ONLY ON 11/30 BETWEEN 11AM – 3PM)

DIRECT TO SHOWSITE SHIPMENT:

**ICES – GLOBECOM 2009
HILTON HAWAIIAN VILLAGE
2005 KALIA ROAD
HONOLULU, HI 96815**

EXHIBITOR'S NAME: _____

BOOTH # _____

PIECE COUNT: # _____ OF # _____

(PLS DELIVER ONLY ON 11/30 BETWEEN 11AM – 3PM)

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO: ICES

1004 MAKEPONO STREET
 HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

| Qty | Description | circle color choice | Advance price | Floor price | Price |
|-----|---------------------------------|---------------------|--------------------------------------|-------------|-------|
| | 8' x 10' Booth Carpet | black blue gray red | \$139.00 | \$198.50 | |
| | 8' x 20' Booth Carpet | black blue gray red | \$277.75 | \$396.75 | |
| | 8' x 30' Booth Carpet | black blue gray red | \$416.75 | \$595.25 | |
| | 8' x 40' Booth Carpet | black blue gray red | \$555.50 | \$793.55 | |
| | Island Booths / per sq. ft. ** | black blue gray red | \$3.25 | \$4.75 | |
| | Custom Color Booth Carpet | | please call for price & availability | | |
| | Padding 1/2 " / per sq. ft. | | \$1.25 | \$1.75 | |
| | Plastic Covering / per sq. ft.* | | \$0.75 | \$1.05 | |

* Additional charge for taping (Call for pricing)

**** Island Booths must order carpet by sq. ft. If you wish to order by piece size, there's no guarantees on same color swatch. Taping pieces together is at add'l cost & a must for safety precautions.**

CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.

| | |
|--------------------|--|
| Subtotal: | |
| 4.712% HI G.E.Tax: | |
| TOTAL: | |

| | | | | | |
|------------------------------|-----------|------------|---------------------------------|-------|---------|
| COMPANY NAME | | | ORDERED BY: | | BOOTH # |
| STREET ADDRESS | | | CITY | STATE | COUNTRY |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

CARPET RENTAL ORDER FORM



GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET
HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009



| Qty | Skirted Tables & Counters | circle color choice | Advance price | Floor price | Price |
|-----|--|---------------------------|---------------|-------------|-------|
| | 4' skirted table 4' x 24" x 30" high | black blue white red gold | \$99.00 | \$141.50 | |
| | 6' skirted table 6' x 24" x 30" high | black blue white red gold | \$114.50 | \$163.50 | |
| | 8' skirted table 8' x 24" x 30" high | black blue white red gold | \$129.50 | \$185.00 | |
| | 4' skirted counter 4' x 24" x 42" high | black blue white red gold | \$129.50 | \$185.00 | |
| | 6' skirted counter 6' x 24" x 42" high | black blue white red gold | \$144.50 | \$206.50 | |
| | 8' skirted counter 8' x 24" x 42" high | black blue white red gold | \$159.75 | \$228.25 | |
| | 4th side skirting on table or counter | black blue white red gold | \$53.25 | \$76.00 | |

| Qty | Tables & Counters (wood tops, no skirting) | Advance price | Floor price | Price |
|-----|--|---------------|-------------|-------|
| | 4' wood top table 4' x 24" x 30" high | \$69.00 | \$98.50 | |
| | 6' wood top table 6' x 24" x 30" high | \$84.00 | \$120.00 | |
| | 8' wood top table 8' x 24" x 30" high | \$99.00 | \$141.50 | |
| | 4' wood top counter 4' x 24" x 42" high | \$99.00 | \$141.50 | |
| | 6' wood top counter 6' x 24" x 42" high | \$114.50 | \$163.50 | |
| | 8' wood top counter 8' x 24" x 42" high | \$129.50 | \$185.00 | |

| Qty | Tables w/Chrome Legs, Gray | Advance price | Floor price | Price |
|-----|-------------------------------------|---------------|-------------|-------|
| | 17"L x 17"D x 17"H, Side Table | \$83.25 | \$119.00 | |
| | 36"L x 18"D x 17"H, Cocktail Table | \$94.50 | \$135.00 | |
| | 36"L x 24"D x 30"H, Rectangle Table | \$94.50 | \$135.00 | |
| | 24"L x 24"D x 30"H, Square Table | \$83.25 | \$119.00 | |
| | 40" D x 30"H, Round Table | \$161.00 | \$230.00 | |

| Qty | Seating | Advance price | Floor price | Price |
|-----|---|---------------|-------------|-------|
| | Chairs, Bucket Style (Plastic) - Black | \$45.50 | \$65.00 | |
| | Chairs, Padded w/o Arms, Gray | \$77.75 | \$111.00 | |
| | Chairs, Padded w/Arms, Gray | \$89.00 | \$127.25 | |
| | Chairs, Secretarial w/wheels, Black or Gray | \$83.25 | \$119.00 | |
| | Chairs, Executive Leather w/wheels, Black | \$155.50 | \$222.25 | |
| | Counter Stools (high back, cushioned) | \$55.50 | \$79.25 | |

| Qty | Miscellaneous Equipment | Advance price | Floor price | Price |
|-----|-------------------------|---------------|-------------|-------|
| | Wastebasket, 7 gal. | \$11.75 | \$16.80 | |
| | Easel, Self-standing | \$35.00 | \$49.93 | |
| | Posterboard, 4' x 8' | \$175.00 | \$250.00 | |

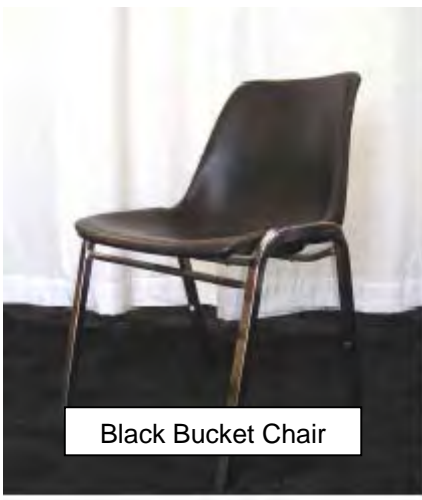
Sub-Total \$
4.712% Tax \$
Total \$

| | | | | | |
|------------------------------|-----------|---------------------------------|---------------|-------|---------|
| COMPANY NAME | | | ORDERED BY: | | BOOTH # |
| STREET ADDRESS | | | CITY | STATE | COUNTRY |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE | |

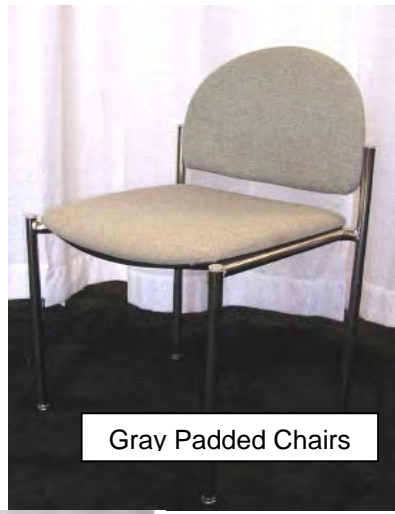
This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

TABLES & CHAIRS





Black Bucket Chair



Gray Padded Chairs



Gray Padded Stool



Skirted Table

Skirt Colors except for Teal available



POSTERBOARD 4X 8



GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

(PLEASE NOTE: INSTALLATION & DISMANTLE LABOR INCLUDED IN PRICING)

| QTY | TABLE TOPS | COLOR OPTION | ADVANCE PRICE | FLOOR PRICE | PRICE |
|-----|---------------------------------|-------------------------|---------------|-------------|-------|
| | Perf. Pkg TT #1 w/Velcro Panels | Black / Blue / Lt. Gray | \$942.50 | \$1,346.50 | |

| QTY | 10' BACKWALLS | PANEL OPTION | ADVANCE PRICE | FLOOR PRICE | PRICE |
|-----|---|-------------------------|---------------|-------------|-------|
| | Basic Perf. Pkg. 10' #1 | WHITE COMATEX | \$937.00 | \$1,338.50 | |
| | Basic Perf. Pkg. 10' #1, Velcro comp. Panels | BLACK, BLUE OR LT. GRAY | \$1,705.25 | \$2,436.00 | |
| | Basic Perf. Pkg. 10' #2 | WHITE COMATEX | \$937.00 | \$1,338.50 | |
| | Basic Perf. Pkg. 10' #2, Velcro comp. Panels | BLACK, BLUE OR LT. GRAY | \$1,705.25 | \$2,436.00 | |
| | Basic Perf. Pkg #3 Curved Backwall | BLACK ONLY | \$1,631.50 | \$2,330.75 | |
| | Basic Perf. Pkg #4 | WHITE COMATEX | \$1,431.50 | \$2,045.00 | |
| | Basic Perf. Pkg. 10' #5 w/Cabinet, Counter & Lights | BLUE VELCRO | \$1,894.75 | \$2,706.75 | |

| QTY | 20' BACKWALLS | COLOR | ADVANCE PRICE | FLOOR PRICE | PRICE |
|-----|---|-------------------------|---------------|-------------|-------|
| | Perf. Pkg #1 w/Velcro Panels | BLACK, BLUE OR LT. GRAY | \$2,526.50 | \$3,609.25 | |
| | Perf. Pkg #2 w/Comatex Panels (In-Line Exhibit w/Center vertical support (cannot be removed) | WHITE | \$2,000.00 | \$2,857.50 | |
| | Perf. Pkg #3 w/Comatex Panels (In-Line Exhibit w/Center vertical support w/Conference Rm w/door | WHITE | \$2,737.00 | \$3,910.00 | |

GRAPHICS

For Custom Logo Headers or Custom Panels for Hardwall Booths, please call #808-832-2434 for a quote, more information or required formats.

If any work is needed prior to graphics printing the file, computer labor may be charged.

| QTY | CUSTOM EXHIBIT ACCESSORIES | ADVANCE PRICE | FLOOR PRICE | PRICE |
|-----|----------------------------|---------------|-------------|-------|
| | 1/2 Meter x 1/2 Meter | \$150.00 | \$214.25 | |
| | 1 Meter x 1/2 Meter | \$200.00 | \$285.75 | |
| | 1 - Meter Shelf | \$50.00 | \$71.50 | |
| | Clip-on Lights | \$50.00 | \$71.50 | |
| | Light Box, 24 x 36 | \$350.00 | \$500.00 | |

CANCELLATION POLICY: No refund will be given on any cancellation done after the advance order deadline date. Please call for pricing if ordering after the advance order deadline. No guarantees on availability after advance order deadline.

| | |
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| Sub-Total | |
| 4.712% Excise Tax: | |
| TOTAL: | |

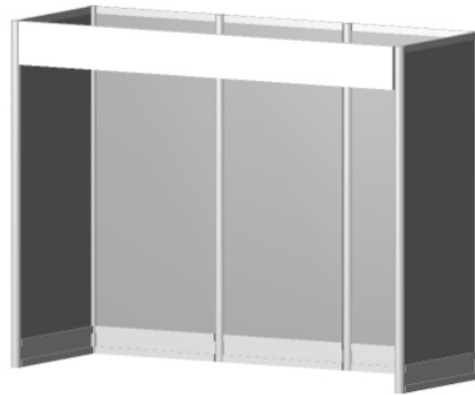
| | | | | |
|------------------------------|-----------|---------------------------------|---------------|---------|
| COMPANY NAME | | ORDERED BY | | BOOTH # |
| STREET ADDRESS | | CITY | STATE | COUNTRY |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

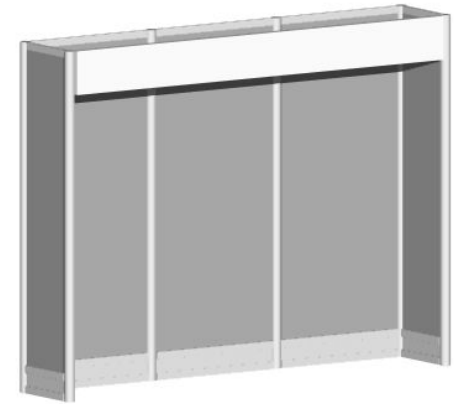
CUSTOM EXHIBITS RENTALS (DOES NOT INCLUDE ELECTRICITY)



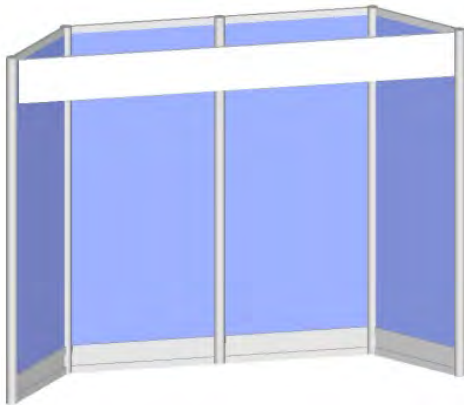
Basic Perf Pkg '6 #1



Basic Perf. Pkg. 10' #1



Basic Perf. Pkg. 10' #1B



Basic Perf. Pkg. 10' #2



Basic Perf. Pkg. #3

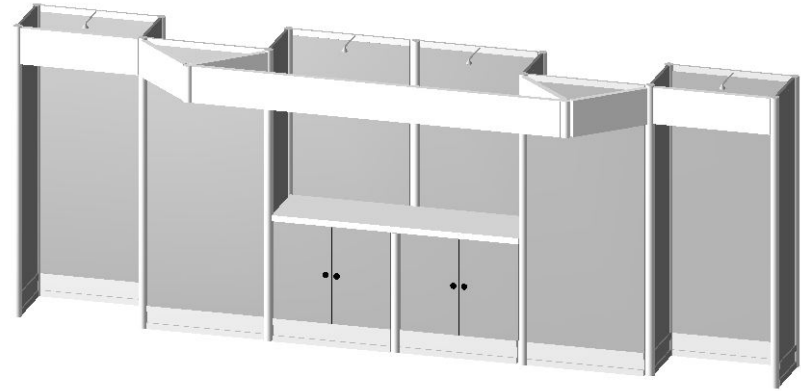


Basic Perf. Pkg. #4

ICES • International Convention and Event Services
1004 Makepono St. • Honolulu, Hawai'i 96819 • Ph: (808) 832-2442



Basic Perf. Pkg. 10' #5



Perf. Pkg. #1 10'x20' Backwall



Perf. Pkg. #2 10'x20' In-Line



Perf. Pkg #3 10'x20' In-Line w/ Conf. Room

ICES • International Convention and Event Services
1004 Makepono St. • Honolulu, Hawai'i 96819 • Ph: (808) 832-2442

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

| Qty | Cardstock Sign w/Vinyl Cutout Letters (10 Words Maximum) | Advance \$ | Floor \$ | Price \$ |
|-----|--|------------|----------|----------|
| | 11" x 14" | \$39.00 | \$55.75 | |
| | 14" x 22" | \$42.25 | \$60.50 | |
| | 22" x 28" | \$50.00 | \$71.50 | |
| | 28" x 44" | \$83.25 | \$119.00 | |
| | Easel Backs Available (3 sizes) | \$11.00 | \$15.85 | |

| Qty | Foamcor Sign w/Vinyl Cutout Letters (10 Words Maximum) | Advance \$ | Floor \$ | Price \$ |
|-----|--|---------------|------------|----------|
| | Available up to size of 4' x 10' | call for \$\$ | not avail. | |

| Qty | White Vinyl Banner w/grommets (one-sided & plain copy) | Advance \$ | Floor \$ | Price \$ |
|-----|--|----------------------|----------|----------|
| | 2' x 10' | \$155.50 | \$222.25 | |
| | 3' x 10' | \$233.25 | \$333.25 | |
| | 2' x 15' | \$233.25 | \$333.25 | |
| | 3' x 15' | \$350.00 | \$500.00 | |
| | 2' x 20' | \$311.00 | \$444.25 | |
| | 3' x 20' | \$466.75 | \$666.75 | |
| | LOGOS (W/CAMERA READY ART) | PLEASE CALL FOR \$\$ | | |

| Qty | Digital Printed Signs, Banners & Photos (\$ per sq. ft.) | Advance \$ | Floor \$ | Size (in ft.) | Price \$ |
|-----|--|---------------|------------|---------------|----------|
| | Banners, White Background, 1sided, Full Color w/grommets | \$15.50 | \$22.25 | | |
| | Banners, Colored vinyl w/vinyl copy avail. Please specify color of banner material (Must be ordered 30 days in advance). | call for \$\$ | not avail. | | |
| | Banners, Vinyl w/Logo, complexed, multicolored or shaded will need to be applied onto banner. | \$17.75 | \$25.50 | | |
| | Photo Enlargements, Laminated on Foamcor | \$17.75 | \$25.50 | | |
| | Signs, Full color, Laminated on Foamcor | \$17.75 | \$25.50 | | |
| | Vinyl Cutout Letters, Numbers, Arrows (not mounted) | call for \$\$ | not avail. | | |
| | Any required additional computer work (min. 1 hour) | \$66.75 | \$95.35 | | |

- ▶ On digital printing or logos, we must have the artwork on disc, CD, Zip or e-mailed to us.
- ▶ All graphic work must be in IBM PC format and must be in the EPS file format.
- ▶ All drawing or photograph work must be in TIFF or high JPEG file format
- ▶ Color matching is not guaranteed **Currently, we do not accept any Mac files.**
- ▶ Unit price includes 1 proof (if time permits). Each add'l is based upon \$60.00 per hour (1 hr min.)

| | |
|------------|--|
| Sub-Total | |
| 4.712% Tax | |
| Total | |

PLEASE INDICATE COPY COLOR: (circle one)

BLACK RED BLUE BROWN GREEN PURPLE YELLOW

| | | | | | |
|-------------------------------|------------|-------------|---------------------------------|-----------------|-------|
| COMPANY NAME: | | ORDERED BY: | | BOOTH NUMBER: | |
| STREET ADDRESS: | | CITY: | | STATE: ZIPCODE: | |
| PHONE NUMBER: | EXTENSION: | FAX NUMBER: | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE: | | | AUTHORIZE CONTACT-PLEASE PRINT: | | DATE: |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

SIGNS & GRAPHICS ORDER FORM



GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET
 HONOLULU, HI 96819

1 (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009



TRIPOD BANNER STAND ORDER FORM

| Qty | BANNER FRAMES (RENTAL ONLY) | Advance Price | Floor Price | Price |
|-----|-----------------------------|---------------|-------------|-------|
| | Large - 24" x 70" | \$52.75 | \$75.50 | |

| Qty | PURCHASE OF BANNER (Client to Supply Artwork) PRICE INCLUDES RENTAL OF BANNER STAND | Advance Price | Floor Price | Price |
|-----|--|---------------|-------------|-------|
| | For Large Stand (Banner size 24" x 68") | \$263.25 | \$376.00 | |

* If ordered after advance deadline date but up to 5 working days **prior** to Exhibitor's move-in. No Guarantees if ordered after this deadline.

| Qty | PURCHASE OF BANNER (ICES to create banner) PRICE INCLUDES RENTAL OF BANNER STAND | Advance Price | Price |
|-----|---|---------------|-------|
| | For Large Stand (Banner size 24" x 68") | \$368.50 | |

* Client must provide information for banner by advance deadline date. No orders will be accepted after the advance order deadline date.

- ➔ On digital printing or logos, we must have the artwork on disc, CD, Zip or e-mailed to us.
- ➔ All graphic work must be in IBM PC format and must be in the EPS file format.
- ➔ All drawing or photograph work must be in TIFF or high JPEG file format.
- ➔ Color matching is not guaranteed. **Currently, we do not accept any Macintosh generated files.**

| | |
|-------------------|--|
| Sub-Total | |
| 4.712% Excise Tax | |
| Total | |

CANCELLATION POLICY: There is no cancellation allowed once your custom banner order has been placed. NO REFUND WILL BE ISSUED ON ANY CUSTOM BANNER ORDER. NO REFUND ISSUED ON ANY RENTAL ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE DATE. Colors on artwork will be matched as close as possible.

| | | | | |
|------------------------------|-----|-----------------------------------|---------------|----------|
| COMPANY NAME | | ORDERED BY | | BOOTH # |
| STREET ADDRESS | | CITY | STATE | ZIP CODE |
| PHONE NUMBER | EXT | FAX NUMBER | EMAIL ADDRESS | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT - PLEASE PRINT | | DATE |

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GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:



**1004 MAKEPONO STREET
 HONOLULU, HI 96819**

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

I & D LABOR SUPERVISION SERVICES – Indicate service desired

ICES SUPERVISED (OK To Proceed)

ICES to supervise labor:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle pack and arrange to ship display after show closing.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED (Do Not Proceed)

Exhibitor will supervise

- Indicate workers needed for installation **and** dismantling

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the ICES Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

| Advance Display Labor Rates: | Times | Hourly Rates |
|-------------------------------------|---|---------------------|
| Straight Time | Monday through Friday between 8:00 AM and 4:30 PM | \$68.00 |
| Overtime | All other hours | \$136.00 |

| On site Display Labor Rates: | Times | Hourly Rates |
|-------------------------------------|---|---------------------|
| Straight Time | Monday through Friday between 8:00 AM and 4:30 PM | \$68.00 |
| Overtime | All other hours | \$136.00 |

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

| SCHEDULE | | | # OF HOURS | # OF WORKERS | RATE | TOTAL |
|----------|------------|----------|------------|--------------|------|-------|
| DATE(S) | START TIME | END TIME | | | | |
| | AM / PM | AM / PM | | | | |
| | AM / PM | AM / PM | | | | |
| | AM / PM | AM / PM | | | | |
| | AM / PM | AM / PM | | | | |
| | AM / PM | AM / PM | | | | |

| | |
|---|-----------|
| TOTAL SERVICES ORDERED | \$ |
| ADD 25% (\$50.00 MIN.) FOR ICES SUPERVISION | \$ |
| ADD 4.712% HAWAII EXCISE TAX | \$ |
| TOTAL DUE | \$ |

| | | | | | |
|------------------------------|-----------|---------------------------------|---------------|--------------|----------|
| COMPANY NAME | | ORDERED BY: | | BOOTH NUMBER | |
| STREET ADDRESS | | CITY | | STATE | ZIP CODE |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | | DATE |

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INSTALLATION & DISMANTLE LABOR ORDER FORM

KEY INFORMATIONReturn to: **ICES * 1004 Makepono Street * Honolulu, HI 96819****Phone: (808) 832-2430 Fax: (808) 832-2431****GLOBECOM 2009**

HILTON HAWAIIAN VILLAGE * DECEMBER 1- 3, 2009

FORM DEADLINE DATE:

NOVEMBER 13, 2009

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

INBOUND FREIGHT INFORMATION

Carrier: _____ Shipped by: _____ Date: _____

Number of Pieces: _____ Weight: _____ Pro Number: _____

Target Date: _____ Loose Display: _____ Crated Display: _____

Shipped To: (Check One) WAREHOUSE SHOWSITE**SET-UP INFORMATION FOR ICES INSTALLATION** SET UP Drawings Attached: _____ Rental Carpet Color: _____ SET UP Drawing with Exhibit: _____ Own Carpet Color: _____ Case/Crate Number: _____ Padding: _____ Number of Workers required for setup: _____

Approximate Time for Set-Up: _____

 Forklift Ordered: Hrs. _____ Time _____

Special Equipment Required: _____

DID YOU ORDER...**Electrical:** YES NO**Electrical Under Carpet:** YES NO**Electrical Drawings:** ATTACHED SENT TO THE OFFICIAL ELECTRICAL CONTRACTOR WITH THE EXHIBIT**Booth Cleaning:** YES NO**Other Items:** _____**Furniture:** YES NO**A/V Furniture:** YES NO**Telephone:** YES NO**OUTBOUND FREIGHT INFORMATION**

Outbound Freight Charges: _____ Consigned To: _____

 PREPAID COLLECT

Address: _____

 BILL TO: _____

City / State / Zip: _____

Second Cosignee: _____

Address: _____

 ICES STORAGE: _____

City / State / Zip: _____

METHOD: Common Carrier Air Freight Vanline Other: _____

Carrier (if known): _____

Contact: _____ Phone: (Area Code _____) _____

EMERGENCY CONTACT INFORMATION / SHOWSITE CONTACT

Name: _____ Title: _____

Telephone: (Area Code _____) _____ Other Means of Contact: _____

Contact's Hotel: _____ Arrival: _____ Departure: _____

Purchasing Authorization: YES NO

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:**ICES**

1004 MAKEPONO STREET
 HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

- ☆ Cleaning Services including vacuuming of booth area and emptying wastebasket at time of vacuuming
- ☆ Prices are based on total square footage of booth regardless of area to be cleaned.
- ☆ 100 sq. ft. minimum
- ☆ Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- ☆ Show site Prices will apply to all cleaning orders placed at showsite.

VACUUMING (per sq. ft. - 100 sq. ft. minimum)

* Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

| Qty (sq.ft.) | Description | Adv. Price | Floor Price | Total |
|--------------|---------------------------------------|------------|-------------|-------|
| | Booth Vacuuming - Pre Show (One Time) | \$ 0.41 | \$ 0.59 | |
| | Booth Vacuuming - 2 Days | \$ 0.82 | \$ 1.17 | |
| | Booth Vacuuming - 3 Days | \$ 1.23 | \$ 1.76 | |
| | Booth Vacuuming - 4 Days | \$ 1.64 | \$ 2.34 | |

PORTER SERVICE (per day)

* Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

| Qty (sq.ft.) | Description | Adv. Price | Floor Price | Total |
|--------------|--------------------------------------|------------|-------------|-------|
| | Exhibit Area / Under 500 sq. ft. | \$ 102.75 | \$ 146.80 | |
| | Exhibit Area / 501 - 1,500 sq. ft. | \$ 117.00 | \$ 167.15 | |
| | Exhibit Area / 1,501 - 2,500 sq. ft. | \$ 173.75 | \$ 248.20 | |
| | Exhibit Area / Over 2,500 sq. ft. | See Note | | |

NOTE:

Determined by adding the rate for 2500 sq. ft. plus the rate for the difference between 2500 sq. ft. and the total size of booth.
 (Ex. 4000 sq. ft. booth = 2500 (\$173.75) + 1500 (\$117.00) - Total \$290.75 if ordered by adv. order deadline date).

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the ICES Service Desk. ICES will be unable to adjust invoices after the close of the show. No refunds or credits will be issued on all orders cancelled after the advance order deadline date.

| | |
|-------------------|----|
| SUB - TOTAL | \$ |
| 4.712% EXCISE TAX | \$ |
| PAYMENT ENCLOSED | \$ |

| | | | | | |
|------------------------------|-----------|---------------------------------|---------------|--------------|---------|
| COMPANY NAME | | ORDERED BY: | | BOOTH NUMBER | |
| STREET ADDRESS | | CITY | STATE | ZIP CODE | COUNTRY |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE | |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

CLEANING ORDER FORM

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM

DECEMBER 1- 3, 2009

RETURN TO:**ICES****1004 MAKEPONO STREET****HONOLULU, HI 96819****PH (808) 832-2430 * FAX (808) 832-2431****Advance Order Deadline: NOV. 13, 2009****FORKLIFT LABOR RATES**

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and reskidding equipment & machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

| Hourly Rates | Times | Forklift w/ Operators |
|---------------|--|--------------------------|
| Straight Time | 8:00 AM TO 4:30 PM | \$ 140.00 |
| Over Time | Saturday, Sunday, Monday - Friday Before 8:00AM or After 4:30PM | \$ 210.00 |
| Double Time | Holidays | \$ 280.00 |

* 5,000 lbs. maximum capacity. LARGER FORKLIFT AND CRANE SERVICE IS AVAILABLE BY ADVANCE REQUEST.

The **minimum charge for labor and equipment is one (1) hour per forklift with operator**. Equipment and labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form including labor hours for work not performed are prohibited and will not be honored by ICES. All rates are subject to change if necessitated by increased labor and material costs. If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour "No Show" charge per laborer and forklift will apply.

ORDER

Reserve forklifts with operators below by the advance order deadline date. Starting times can be guaranteed only when labor is requested for 8AM. Confirm forklift(s) by 2:30 PM the day before date requested. Please have a representative pick up the crew at the ICES Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to ICES Service Desk and approve the work order.

We will need: Installation

| Date | Start Time | # of Equip. | Approx Hrs | Total Hrs | Hourly Rate | Est. Total Cost |
|------|------------|-------------|------------|-----------|-------------|-----------------|
| | | | | | | |
| | | | | | | |

 Dismantling

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
| | | | | | | |

Sub-Total

Add 4.712% Excise Tax

Total Payment Enclosed

\$

\$

\$

* Allow time for return of empty containers.

Lift Capacity _____ Height Required _____

Describe work to be done: _____

| | | | | | |
|------------------------------|-----------|------------|---------------------------------|---------------|------------------|
| COMPANY NAME | | | ORDERED BY: | | BOOTH NUMBER |
| STREET ADDRESS | | | CITY | STATE | ZIP CODE COUNTRY |
| PHONE NUMBER | EXTENSION | FAX NUMBER | | EMAIL ADDRESS | |
| AUTHORIZED CONTACT SIGNATURE | | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

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FORKLIFT LABOR ORDER FORM

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO: ICES

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009



Shred confidential documents, forms, leftover materials after the GLOBECOM 2009. Truck will be brought onsite to provide this service.

| Description of Service | Adv. Rate | Floor Rate | Sub-Total |
|--|----------------|----------------|-----------|
| Destroy up to 200 pounds of paper (manila folders, clips, rubber bands) | \$100.00 | \$130.00 | |
| Additional pounds (over 200 lbs) to shred | \$0.20 per lb. | \$0.26 per lb. | |
| | | Sub-Total | |
| | | 4.712% Tax | |
| | | Total | |

| | | | | | |
|------------------------------|-----------|------------|---------------------------------|-------|----------|
| COMPANY NAME | | | ORDERED BY | | BOOTH # |
| STREET ADDRESS | | | CITY | STATE | ZIP CODE |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | | AUTHORIZED CONTACT - PRINT NAME | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility

CONFIDENTIAL DESTRUCTION SERVICE ORDER FORM

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO:

ICES
 1004 MAKEPONO STREET
 HONOLULU, HI 96819
 PH (808) 832-2430 * FAX (808) 832-2431



Advance Order Deadline: NOV. 13, 2009

IMPORTANT

- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
- IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELOW.
- TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
- PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THE ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN BACK OF BOOTHS.
- **NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
- FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

| QTY | STANDARD ELECTRICAL SERVICE (120 Volts - per single receptable) | ADVANCE RATE | FLOOR RATE | 24 HOUR POWER DOUBLE THE RATE | SUB-TOTAL |
|-----|--|--------------|------------|----------------------------------|-----------|
| | 10 Amps (Approx. 480 watts) | \$192.25 | \$274.75 | | |
| | 15 Amps (Approx. 960 watts) | \$226.75 | \$324.00 | | |
| | 20 Amps (Approx. 1920 watts) | \$250.50 | \$358.00 | | |

| QTY | MOTOR/MACHINERY & DIST. SVC. (208 Volt)* | ADVANCE RATE | FLOOR RATE | 24 HOUR POWER DOUBLE THE RATE | SUB-TOTAL |
|-----|---|--------------|------------|----------------------------------|-----------|
| | 10 Amps (Single Phase) | \$261.25 | \$373.25 | | |
| | 15 Amps (Single Phase) | \$294.50 | \$420.75 | | |
| | 20 Amps (Single Phase) | \$327.75 | \$468.25 | | |
| | 30 Amps (Single Phase) | \$427.75 | \$611.00 | | |
| | 40 Amps (Single Phase) | \$477.75 | \$682.50 | | |
| | 60 Amps (Single Phase) | \$711.25 | \$1,016.00 | | |
| | 100 Amps (Single Phase) | \$872.25 | \$1,246.00 | | |
| | 150 Amps (Single Phase) | \$1,155.50 | \$1,650.75 | | |
| | 200 Amps (Single Phase) | \$1,546.75 | \$2,209.75 | | |

| | | | | | |
|--|------------------------|------------|------------|--|--|
| | 10 Amps (Three Phase) | \$461.25 | \$659.00 | | |
| | 15 Amps (Three Phase) | \$511.25 | \$730.50 | | |
| | 20 Amps (Three Phase) | \$589.00 | \$841.50 | | |
| | 30 Amps (Three Phase) | \$794.50 | \$1,135.00 | | |
| | 40 Amps (Three Phase) | \$889.00 | \$1,270.00 | | |
| | 60 Amps (Three Phase) | \$922.25 | \$1,317.50 | | |
| | 100 Amps (Three Phase) | \$1,422.25 | \$2,031.75 | | |
| | 150 Amps (Three Phase) | \$1,716.75 | \$2,452.50 | | |
| | 200 Amps (Three Phase) | \$2,089.00 | \$2,984.25 | | |

* LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.

| QTY | SERVICE ACCESSORIES | ADVANCE RATE | FLOOR RATE | SUB-TOTAL |
|-----|---------------------|--------------|------------|-----------|
| | 15' Extension Cord | \$28.50 | \$40.75 | |
| | 25' Extension Cord | \$37.75 | \$54.00 | |
| | 50' Extension Cord | \$59.00 | \$84.25 | |
| | Power Strip | \$26.75 | \$38.25 | |

All electrical placement other than back of in-line booth 10X10 or 10X20 must include electrical labor order & layout forms. Call for rates on services not listed including truss & exhibit lighting.

| | |
|-------------------|--|
| SUB-TOTAL | |
| 4.712% TAX | |
| TOTAL | |

| | | | | |
|------------------------------|-----------|---------------------------------|---------------|--------------|
| COMPANY NAME | | ORDERED BY: | | BOOTH NUMBER |
| STREET ADDRESS | | CITY | STATE | ZIP CODE |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

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ELECTRICAL SERVICE ORDER FORM

REGULATIONS AND GENERAL INFORMATION

1. ICES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installation and connections to all electrical service must be made by an ICES electrician. ICES will not be responsible for any damage or loss equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than ICES's electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the list price.
4. Dedicated power (20 AMP min) is double the listed price, and can only be activated before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located in back of the booth. There will be electrical labor charges incurred for the placement of your electrical lines. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement in your booth, please call us at (808) 832-2430.
7. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
8. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitor equipment that is pre-wired to plug into our system.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or floor lighting is a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!**

ICES

(International Convention & Event Services)

1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 Fax (808) 832-2431

Exhibitor Electrical Information Sheet

SAVE TIME and MONEY!! READ BEFORE YOU ORDER!

ICES, a provider of electrical services to trade shows and conventions, is committed to customer service. With that in mind, we are providing you with the following information sheets to help you order your electrical service. If you have any questions about your order, please call a Customer Service Representative at (808) 832-2430.

ELECTRICAL ORDER CHECKLIST

- Complete your Electrical Rental Order Form.
 - Do you require additional Lighting?
 - Check the rating plates on your electrical equipment for wattage or amps, horsepower for motors, voltage and phase.
 - Order 24-hour power if needed. Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
 - Indicate your electrical labor requirements on the order form. See attached sheet for further information about the electrical contractor's areas of responsibility.
 - Include a booth floorplan. You may use the attached form to make a scale drawing, indicating service and lighting locations and adjacent aisle and booth numbers.
 - ENCLOSE PAYMENT. Include a check or complete credit card authorization box. To ensure you receive advance prices, we must receive your payment by deadline on Order Form.
- Review the Electrical Code Requirements on the back of the Order Form. Bring only electrical equipment that you can use on showsite.
- Contact a Customer Service Representative with any questions.

ELECTRICAL INFORMATION SHEET

ICES HAS JURISDICTION OVER THE FOLLOWING:

- Electrical distribution under carpet.
- Electrical distribution overhead, out of floor boxes and/or connections to dimmers, disconnects or sound and projection equipment. *
- Installation of lighting fixtures, tracklight and power tracks including theatrical lights used as spots or floods.
- All data cable (fiber optic or copper) and co-axial cable.
- Distribution from outlets to equipment.
- Electrical apparatus or equipment wiring or repairs.
- Booth to Booth cable runs.
- Video Antenna Feed*
- Wiring of overhead electrical signs
- Connection of electrical motors or controls including any line wiring to machinery.
- All special and static lighting for displaying of products, booths or areas having sales demonstrations and all presentations, regardless of location. In the case of production or stages, ICES will furnish power source to dimmer boards or disconnects and energize.* **ICES** will then be responsible for obtaining power and the maintenance of all power.

THE ABOVE SERVICES ARE DONE ON A TIME & MATERIAL BASIS AND CANNOT BE PERFORMED BY OTHER ELECTRICAL CONTRACTORS, I & D HOUSES OR EXHIBITORS.

* ALL LABOR USED IN THE EXHIBIT AREA OF THE FACILITY WILL BE SUPPLIED THROUGH ICES


COMMONLY ASKED QUESTIONS

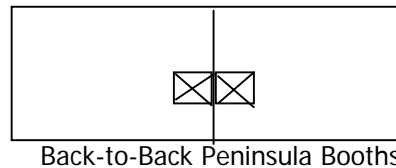
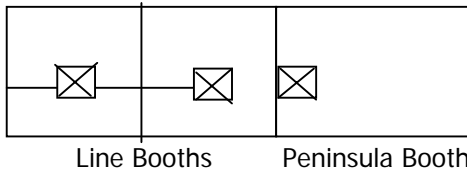


Where will my outlet be located?

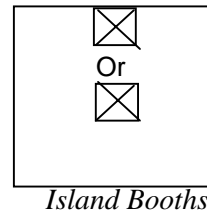


There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths and Island Booths.

Each type of booth has its own method of installation. In the following diagrams, the symbol  represents the approximate location of power outlets.



One Drop within booth when power Source is meeting or one location on perimeter when power source is in the floor.



Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drapery line.

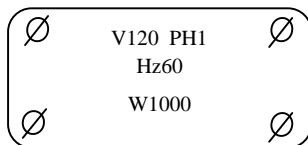
Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.



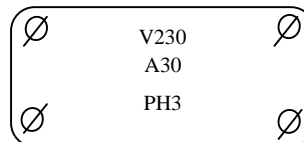
How much power do I need?



Calculate your lighting needs by adding wattage in each location. For other equipment, read the Ratings from the metal plates attached to each unit.



120 Volt Single Phase , 60 Cycle, 1000 Watts



230 Volts, 30 Amps, 3 Phase

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
 DECEMBER 1- 3, 2009

RETURN TO: ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

ELECTRICAL LABOR SUPERVISION SERVICES – Indicate service desired

ICES ELECTRICIAN SUPERVISED (OK To Proceed)

ICES will supervise electrical labor:

- ➔ Install electrical distribution under carpet or in booth structure, install coaxial, fiber optics or data cable per attached floor plan.
- ➔ Dismantle all electrical distribution installed prior to event opening.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED (Do Not Proceed)

Exhibitor will supervise:

- ➔ Installation of electrical distribution, coaxial, fiber optics or data cable.
 Exhibitor will need workers on (date) _____ at (time) _____ AM PM for (hours) _____
- ➔ Dismantling of all electrical distribution, coaxial, fiber optics or data cable installed prior to event opening.
 Exhibitor will need workers on (date) _____ at (time) _____ AM PM for (hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the ICES Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

| <u>Display Labor Rates</u> | <u>Times</u> | <u>Hourly Rates</u> |
|----------------------------|---|---------------------|
| Straight Time | Monday through Friday between 8:00 AM and 4:30 PM | \$72.00 |
| Overtime | All other hours | \$139.00 |

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs. Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

| | # of Workers | # of Hour(s) per Worker | Total Hrs. | Rate | Total |
|---|---------------------|--------------------------------|-------------------|-------------|--------------|
| Installation | | | | | \$ |
| Dismantling | | | | | \$ |
| TOTAL SERVICES ORDERED | | | | | \$ |
| ADD 25% (\$50.00 MIN.) FOR ICES SUPERVISION | | | | | \$ |
| ADD 4.712% EXCISE TAX | | | | | \$ |
| TOTAL | | | | | \$ |

| | | | | | |
|------------------------------|-----------|------------|---------------------------------|----------|--------------|
| COMPANY NAME | | | ORDERED BY | | BOOTH NUMBER |
| STREET ADDRESS | | CITY | STATE | ZIP CODE | |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | | AUTHORIZED CONTACT-PLEASE PRINT | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any liability.

ELECTRICAL LABOR ORDER FORM

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

| TROPICAL POTTED PLANTS (RENTAL) | | ADVANCE PRICES (each) | | FLOOR PRICES (each) | | |
|---------------------------------|-----------|-----------------------|-------------|---------------------|-------------|-------|
| Qty | SIZE (HT) | Without Basket | With Basket | Without Basket | With Basket | Price |
| | 4' | \$75.00 | \$85.00 | \$97.50 | \$110.50 | |
| | 6' | \$94.00 | \$104.00 | \$122.20 | \$135.20 | |
| | 8' | \$130.00 | \$140.00 | \$169.00 | \$182.00 | |

| GREEN & BLOOMING PLANTS (RENTAL) | | | Adv. Price | Floor Price | |
|----------------------------------|------------------|--|--------------|--------------|-------|
| Qty | TYPES OF PLANTS* | | \$ Per Plant | \$ Per Plant | Price |
| | MUMS | | \$30.00 | \$39.00 | |
| | BROMELIADS | | \$40.00 | \$52.00 | |
| | FERNS 6" POTS | | \$30.00 | \$39.00 | |
| | FERNS 8" POTS | | \$40.00 | \$52.00 | |

* MAY NOT BE AVAILABLE
DUE TO WEATHER OR
VENDOR IS OUT OF STOCK

CANCELLATION POLICY: No credit or refund will be issued for all above items cancelled after the advance order deadline date.

| FLORAL TABLE ARRANGEMENTS - SPRING | | ADVANCE PRICES (each) | | FLOOR PRICES (each) | | |
|------------------------------------|-------|-----------------------|-----------|---------------------|-----------|-------|
| Qty | SIZE | Round | One-sided | Round | One-sided | Price |
| | SMALL | \$60.00 | \$55.00 | \$78.00 | \$71.50 | |
| | MED | \$90.00 | \$70.00 | \$117.00 | \$91.00 | |
| | LG | \$120.00 | \$100.00 | \$156.00 | \$130.00 | |

| FLORAL TABLE ARRANGEMENTS-TROPICAL | | ADVANCE PRICES (each) | | FLOOR PRICES (each) | | |
|------------------------------------|-------|-----------------------|-----------|---------------------|-----------|-------|
| Qty | SIZE | Round | One-sided | Round | One-sided | Price |
| | SMALL | \$85.00 | \$65.00 | \$110.50 | \$84.50 | |
| | MED | \$98.00 | \$78.00 | \$127.40 | \$101.40 | |
| | LG | \$163.00 | \$130.00 | \$211.90 | \$169.00 | |

| SPECIALTY ARRANGEMENTS - CALL FOR INFO | | ADVANCE PRICES (each) | | FLOOR PRICES (each) | | |
|--|-------|-----------------------|-----------|---------------------|-----------|-------|
| Qty | SIZE | Round | One-sided | Round | One-sided | Price |
| | SMALL | TBD | TBD | TBD | TBD | |
| | MED | TBD | TBD | TBD | TBD | |
| | LG | TBD | TBD | TBD | TBD | |

CANCELLATION POLICY:
CANCELLATIONS MADE AFTER THE ADVANCE ORDER DEADLINE FOR
ALL FLORAL ORDERS WILL RECEIVE NO REFUNDS.

| | |
|-----------------------------|--|
| Subtotal: \$ | |
| 4.712% EXCISE TAX \$ | |
| TOTAL: \$ | |

| | | |
|-------------------------------|-----------------------------------|---------------|
| COMPANY NAME: | ORDERED BY: | BOOTH # |
| STREET ADDRESS | CITY | ZIP CODE |
| PHONE NUMBER: EXTENSION | FAX NUMBER: | EMAIL ADDRESS |
| AUTHORIZED CONTACT SIGNATURE: | AUTHORIZED CONTACT - PLEASE PRINT | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy & the Limits of Liability & Responsibility.



PLANTS & FLORAL

GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO:

ICES
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 592-5426 * FAX (808) 832-2431

Advance Order Deadline: NOV. 13, 2009

| PROJECTORS | Advance Price | Floor Price | Quantity | Number of Days | Total |
|--|---------------|---------------|----------|----------------|-------|
| XGA DLP Data Projector 2000 Lumen (1024x768) HDTV | \$300.00 | \$360.00 | | | |
| XGA LCD Data Projector 3500 Lumen (1024x768) | \$400.00 | \$480.00 | | | |
| VIDEO EQUIPMENT | | | | | |
| 1/2" VHS Player/Recorder | \$50.00 | \$60.00 | | | |
| DVD Player | \$50.00 | \$60.00 | | | |
| DVD Player NTSC/PAL/SECAM | \$100.00 | \$120.00 | | | |
| DVCAM Player/Recorder | \$200.00 | \$240.00 | | | |
| VIDEO MONITORS | | | | | |
| 20" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data) | \$125.00 | \$150.00 | | | |
| 26" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data) | \$150.00 | \$180.00 | | | |
| 32" Flat Panel LCD Monitor 16:9 Ratio HDTV (Video and Data) | \$200.00 | \$240.00 | | | |
| 42" Plasma Display 16:9 Ratio HDTV 1024x768 (Video and Data) | \$450.00 | \$540.00 | | | |
| 50" Plasma Display 16:9 Ratio 1024x768 (Video and Data) | \$600.00 | \$720.00 | | | |
| Plasma Speakers | \$50.00 | \$60.00 | | | |
| Wall Mount Bracket for 42" and 50" Models | \$50.00 | \$60.00 | | | |
| Dual Pole Plasma Floor Stand for 42" and 50" Models | \$75.00 | \$90.00 | | | |
| AUDIO | | | | | |
| Wireless UHF Lavalier Microphone | \$125.00 | \$150.00 | | | |
| Countryman E6 Wireless Headset Microphone and Belt-pack | \$150.00 | \$180.00 | | | |
| Wireless UHF Hand Held Microphone | \$125.00 | \$150.00 | | | |
| Hand Held Microphone (Wired) | \$20.00 | \$24.00 | | | |
| Lapel Microphone (Wired) | \$20.00 | \$24.00 | | | |
| 4 Channel Microphone Mixer | \$50.00 | \$60.00 | | | |
| JBL G2 Powered Eon Loudspeaker (15") with Stand | \$75.00 | \$90.00 | | | |
| Nexo PS 10 Speaker System | Call for \$\$ | Call for \$\$ | | | |
| Portable CD/Cassette Player | \$40.00 | \$48.00 | | | |
| PRESENTATION ACCESSORIES | | | | | |
| Projection Screen (6 foot) | \$30.00 | \$36.00 | | | |
| 34" Projector/Monitor Cart | \$25.00 | \$30.00 | | | |
| 54" Monitor Cart w/Skirt | \$40.00 | \$48.00 | | | |

| | |
|---|-----------|
| Total Ordered | \$ |
| Set up and removal 20% of Order or \$90 Minimum | \$ |
| 4.712% Excise Tax | \$ |
| Grand Total | \$ |

Cancellation Policy: All item(s) cancelled after the advance order deadline date will receive no refund.

| | | | | | |
|------------------------------|-----|-----------------------------------|---------------|----------|---------|
| COMPANY NAME | | ORDERED BY | | BOOTH # | |
| STREET ADDRESS | | CITY | STATE | ZIP CODE | COUNTRY |
| PHONE NUMBER | EXT | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT - PLEASE PRINT | | DATE | |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Liability and Responsibility.

AUDIO / VISUAL EQUIPMENT RENTAL ORDER FORM



GLOBECOM 2009

HILTON HAWAIIAN VILLAGE - CORAL BALLROOM
DECEMBER 1- 3, 2009

RETURN TO:

ICES

1004 MAKEPONO STREET
HONOLULU, HI 96819

PH (808) 592-5426 * FAX (808) 592-4630



Advance Order Deadline: NOV. 13, 2009

COMPUTER RENTAL ORDER FORM

| DESKTOP COMPUTERS: All Computers include floppy, keyboard, mouse, NIC Card, Win XP, Microsoft Office 2003 (monitor not included) | ADVANCE PRICE | FLOOR PRICE | QTY | # OF DAYS | TOTAL |
|---|----------------------|--------------------|------------|------------------|--------------|
| Desktop Computer, PIV 3.2 GHz Processor, 1 GB RAM, 70 GB HD, DVD-RW | \$125.00 | \$150.00 | | | |

| LAPTOP COMPUTERS: | ADVANCE | FLOOR | QTY | # of DAYS | TOTAL |
|--|----------------|--------------|------------|------------------|--------------|
| AMD Athlon - 2 GHz, 1 GB RAM, DVD RW Windows XP Professional | \$100.00 | \$120.00 | | | |
| Pentium IV - 1.5 GHz, 512 MB RAM, DVD/CDRW Windows XP Prof. | \$125.00 | \$150.00 | | | |

| MAC COMPUTERS (Includes Keyboard & Mouse & OS10.4) (Office 10 not incl) | ADVANCE | FLOOR | QTY | # of DAYS | TOTAL |
|--|----------------|--------------|------------|------------------|--------------|
| iMac 2GHz, 512MB RAM, 250G Hard Drive with 20" Display | Call for Price | | | | |
| Mac Mini 1.42GHz, 512 RAM, 80G Hard Drive (Monitor Not Included) | Call for Price | | | | |

| PERIPHERALS | ADVANCE | FLOOR | QTY | # of DAYS | TOTAL |
|------------------------------|----------------|--------------|------------|------------------|--------------|
| Multi-Media Speakers | \$15.00 | \$18.00 | | | |
| Wireless Keyboard | \$15.00 | \$18.00 | | | |
| Wireless Mouse | \$15.00 | \$18.00 | | | |
| 25' VGA Extension Cable | \$10.00 | \$12.00 | | | |
| DVD+/-RW External Drive | \$30.00 | \$36.00 | | | |
| CD External Drive Writer USB | \$25.00 | \$30.00 | | | |

| MONITORS ONLY: | ADVANCE | FLOOR | QTY | # of DAYS | TOTAL |
|--|----------------|--------------|------------|------------------|--------------|
| 17" Flat Panel LCD Monitor (Data Only) | \$110.00 | \$132.00 | | | |
| 20" Flat Panel LCD Monitor 16:9 Ratio (Video and Data) | \$125.00 | \$150.00 | | | |
| 26" Flat Panel LCD Monitor 16:9 Ratio (Video and Data) | \$150.00 | \$180.00 | | | |
| 32" Plasma Display 16:9 Ratio HDTV 1024x768 (Video and Data) | \$200.00 | \$240.00 | | | |
| 42" Plasma Display 16:9 Ratio 1024x768 (Video and Data) | \$450.00 | \$540.00 | | | |
| 50" Plasma Display 16:9 Ratio 1024x768 (Video and Data) | \$600.00 | \$720.00 | | | |
| Plasma Speakers (Two) | \$50.00 | \$60.00 | | | |
| Wall Mount Bracket for 42", and 50" Models | \$50.00 | \$60.00 | | | |
| Dual Pole Plasma Floor Stand for 42" and 50" Models | \$75.00 | \$90.00 | | | |

| PRINTERS Include: Drivers, Manuals, Spare Toner, Cables & Paper | ADVANCE | FLOOR | QTY | # of DAYS | TOTAL |
|--|------------------------|--------------|------------|------------------|--------------|
| HP Laserjet 4100 | \$175.00 | \$210.00 | | | |
| HP Laserjet 4240N | \$195.00 | \$234.00 | | | |
| Other Laser models, Color Inkjets and Tektronix Phaser available | Call for Equip & Rates | | | | |

TECHNICAL SUPPORT AVAILABLE @ ADDITIONAL COST. PLEASE CALL FOR PRICING.

Delivery/Setup/Pickup (REQUIRED) 20% of Sub-Total or \$90.00 minimum

EQUIPT TOT \$

MIN. DEL.CHG. \$ -

SUB-TOT. \$

4.712% EXCISE TAX \$

G. TOTAL \$

NO CANCELLATION ALLOWED ON ALL ORDERS AFTER ADVANCE ORDER DEADLINE. IF ANY DO OCCUR, NO REFUNDS OR CREDITS WILL BE ISSUED.

| | | | | | |
|------------------------------|-----------|---------------------------------|---------------|--------------|----------------|
| COMPANY NAME | | ORDERED BY: | | BOOTH NUMBER | |
| STREET ADDRESS | | | CITY | | STATE ZIP CODE |
| PHONE NUMBER | EXTENSION | FAX NUMBER | EMAIL ADDRESS | | |
| AUTHORIZED CONTACT SIGNATURE | | AUTHORIZED CONTACT-PLEASE PRINT | | | DATE |

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy & the Limits of Liability & Responsibility.



1 Desktop ShowLeads®

- ◆ Software runs on your existing notebook or desktop computer
- ◆ No installation is required
- ◆ User friendly interface
- ◆ Easily edit lead information
- ◆ Includes standard qualifiers
- ◆ Export leads directly to your computer or USB drive
- ◆ Allows unlimited note taking

* Customer must supply computer with available USB port



Pocket ShowLeads® 2

- ◆ Handheld wireless pocket PC unit
- ◆ Includes TRC's exclusive voice notes feature
- ◆ Easily capture large 640x480 picture images
- ◆ Can be customized with qualifiers
- ◆ Leads received electronically via e-mail following the show
- ◆ Allows unlimited note taking
- ◆ Supports random drawings
- ◆ No power required

3 Pocket ShowLeads & Print System®

- ◆ Enjoy all of the features of Pocket ShowLeads
- ◆ Includes wireless thermal printer
- ◆ Prints leads quickly
- ◆ Print individual or batched leads
- ◆ Print from multiple ShowLeads pocket PC's using one wireless printer
- ◆ No power required





IEEE GLOBECOM 2009

Nov 30 - Dec 4, 2009
Hilton Hawaiian Village
Honolulu, Hawaii

Lead Retrieval Order Form



Terms and Conditions

1. Complete this form on your computer
2. Print the form
3. Sign the "Cardholder Signature" section
4. Fax this form to 609-720-1701

Contact Name/Title _____ Booth # (Required) _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Country _____ Phone _____

E-mail _____ Fax _____

Delivery Contact _____ Phone Number _____

How many trade shows (or events) do you exhibit at annually? A. 1-4 B. 5-9 C. 10 or more

Check (Payable in U.S. funds to: TRC Corporation) Visa MC Amex

Card Number _____ Expiration date _____

Cardholder Name _____ Cardholder Signature _____

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be canceled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled 5-7 days prior to the show and 100% of the total charge for orders canceled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

3. Once exhibitor is in possession of the terminal, the exhibitor is responsible for loss or damage to the equipment.

My signature authorizes TRC to charge my credit card account (identified below) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

All equipment must be picked up from the TRC service desk unless delivery option is chosen. Your order will be confirmed via e-mail or fax, please provide accurate an address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event. Leads will be emailed to you after the show unless "To Go" option is chosen.

ShowLeads Products

All leads will be emailed within 2 business days from the end of the show (unless "To Go" option is chosen)

| | Advanced Thru 11/09/09 | Pre-Show Thru 11/16/09 | On-Site After 11/16/09 | Number of Units | Cost | Ext. Cost |
|---|---------------------------|---------------------------|---------------------------|--------------------|------|--------------|
| 1 Desktop ShowLeads..... | \$315 | \$345 | \$400 | \$ | \$ | |
| PC Based Software (Requires customer provided PC or notebook with avail USB port) | | | | | | |
| 2 Pocket ShowLeads..... | \$315 | \$345 | \$400 | \$ | \$ | |
| Wireless Pocket PC-Includes electronic leads | | | | | | |
| 3 Pocket ShowLeads + Portable Printer..... | \$375 | \$400 | \$460 | \$ | \$ | |
| Infrared portable printer | | | | | | |

Additional Services

| | | | | | | |
|---|--------|--------|--------|----|----|--|
| a) Additional roll of paper (For wireless thermal printer)..... | \$ 17 | \$ 23 | \$ 28 | \$ | \$ | |
| b) Custom Surveys (For Pocket ShowLeads only-see page 3)..... | \$ 100 | \$ 110 | \$ 120 | \$ | \$ | |
| c) ShowLeads "To Go" leads exported to USB Thumb Drive..... | \$ 60 | \$ 85 | \$ 110 | \$ | \$ | |
| d) Delivery..... | \$ 85 | \$ 85 | \$ 85 | \$ | \$ | |

For assistance call toll-free:
800-922-8646 Ext. 128
Or e-mail us at: sfisher@trcrent.com



Fax orders to: 609-720-1701
Mail orders to: TRC Corporation
29 Emmons Drive - Suite E10
Princeton, NJ 08540

Subtotal \$
Sales tax 4% \$
Grand total \$

Custom Survey Form

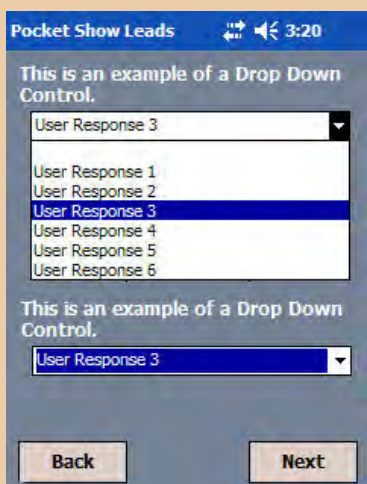
Fees Apply - See "Additional Services" on page 2

1. Complete this form on your computer (if using PDF version)
2. Print this form
3. Fax along with your completed order form to 609-720-1701

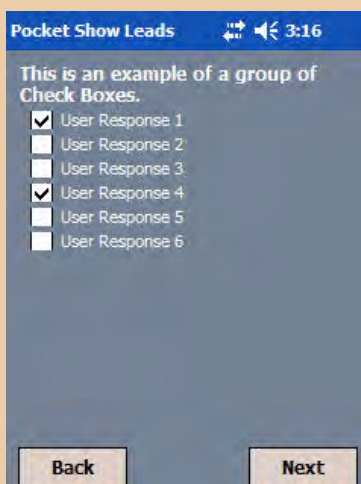
Guidelines

1. You can have up to four questions per screen (page).
2. Questions may be asked and answered using three possible formats. (see illustration below)
3. Single and multiple choice questions may have a maximum of six possible answers.

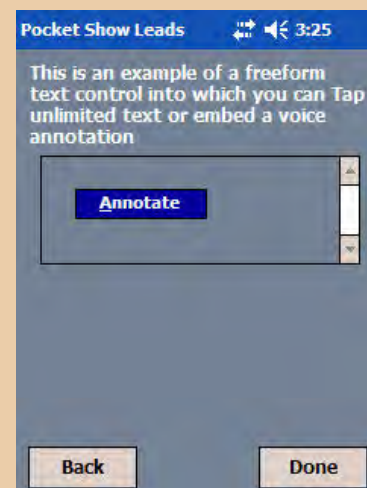
Single Choice Answers
(Drop Down Control)



Multiple Choice Answers
(Group of Check Boxes)



Freeform Answers
(Freeform Text Control)



Choose Question Type

| | | | |
|--------------------------|----------------------------------|--------------------------------------|-----------------|
| <u>Question 1</u> | Single Choice (Drop Down) | Multiple Choice (Check Boxes) | Freeform |
|--------------------------|----------------------------------|--------------------------------------|-----------------|

Type Question

100 characters maximum

| | |
|-----------|-----------------------|
| Answer 1: | 40 characters maximum |
| Answer 2: | 40 characters maximum |
| Answer 3: | 40 characters maximum |
| Answer 4: | 40 characters maximum |
| Answer 5: | 40 characters maximum |
| Answer 6: | 40 characters maximum |

Question 2

Single Choice (Drop Down)

Multiple Choice (Check Boxes)

Freeform

Type Question

100 characters maximum

Answer 1:

40 characters maximum

Answer 2:

40 characters maximum

Answer 3:

40 characters maximum

Answer 4:

40 characters maximum

Answer 5:

40 characters maximum

Answer 6:

40 characters maximum

Question 3

Single Choice (Drop Down)

Multiple Choice (Check Boxes)

Freeform

Type Question

100 characters maximum

Answer 1:

40 characters maximum

Answer 2:

40 characters maximum

Answer 3:

40 characters maximum

Answer 4:

40 characters maximum

Answer 5:

40 characters maximum

Answer 6:

40 characters maximum

Question 4

Single Choice (Drop Down)

Multiple Choice (Check Boxes)

Freeform

Type Question

100 characters maximum

Answer 1:

40 characters maximum

Answer 2:

40 characters maximum

Answer 3:

40 characters maximum

Answer 4:

40 characters maximum

Answer 5:

40 characters maximum

Answer 6:

40 characters maximum

HIGH SPEED INTERNET ORDER FORM INFORMATION SHEET

INSTRUCTIONS:

- 1) Fill out the top section of the High Speed Internet Order Form (Page 2).
 - 2) Computer Requirements (depending on type of connection):
 - Ethernet Connection:
 - Web Browser (such as Internet Explorer and/or Netscape Navigator)
 - Available ethernet port on the computer/laptop.
 - Wireless Connection:
 - Web Browser (such as Internet Explorer and/or Netscape Navigator)
 - Wireless Card / Adapter (802.11b compatible)
 - Wireless service must be available in your meeting space
- * Computer equipment may be rented from the Xerox Business Center (808-949-0656) *
- ** Hilton will not be responsible for the guest / customer's computer equipment **
- 3) Fees / Charges:
 - \$175.00-\$200.00 (**per computer**) **per day**
 - A login id and password will be provided for each computer connecting to the network. Login ids can only be used once. Once the connection is verified on the Internet server, the id is locked and unusable on another PC.
 - Hard Wire Setup fee - \$100/hour (minimum one hour charge)(Regular Business Hours)
 - Wireless Setup fee - \$50/hour (minimum one hour charge) (Regular Business Hours)
 - All other hours - \$150/hour (minimum two hour charge to call in technician)
 - Support fee – We assume the responsibility for connectivity up to the point of the Internet line provided by us.
 - **Installation of more than two Internet connections will result in a hub rental (\$45 flat fee) and additional setup fees.**
 - 4) Fill in ALL appropriate order information.
 - 5) For planning purposes, a layout of all Internet drops must be received not less than ten days prior to the event start date. If no layout is provided, an Internet port will be chosen and a twenty-five (25) foot cable will be attached and coiled in that position. Requests for repositioning/extending the cable will incur the established setup fee.
 - 6) Late Charge and Same Day Requests:
 - A \$150.00 late fee will be applied to all connections requested less than ten days prior to start date. This charge is per connection requested.
 - 7) Cancellation of services must be received in writing four days prior to start date / time to avoid fees. Any services cancelled after this date will be charged one day service.
 - 8) Return completed and signed form to:
 - Hilton Hawaiian Village Beach Resort & Spa
 - Attn: Event Services
 - 2005 Kalia Road
 - Honolulu, HI 96815-1999 USA
 - Fax: 808 948 7748

**HIGH SPEED INTERNET
ORDER FORM**

NEW
 REVISION
 CANCELLATION
 Date: _____
 Order # _____

Function: _____
 Event Manager: _____
 Group/Company: _____
 Company Contact: _____
 Address: _____
 Telephone: _____
 FAX: _____
 City: _____
 E-Mail: _____
 State / Province: _____
 On-Site: Contact: _____
 Postal Code: _____
 Country: _____
 Cardholder: _____
 Credit Card #: _____
 Exp: _____
 Cardholder Signature: _____

Billing:
 Payment Enclosed
 Master Account: _____
 On-Site Guest Room
 Credit Card

**** Minimum ten (10) business days prior notification required. ****

***** Request placed less than ten (10) business days will incur an additional late fee. *****

****** Same day requests will require 2-3 hours preparation based on installation requirements & time of request ******

| GUEST WILL REQUIRE THE FOLLOWING TO USE HIGH SPEED ACCESS: <ul style="list-style-type: none"> ◆ An Ethernet card installed in the computer ◆ Netscape-Navigator or Microsoft Internet Explorer ◆ If choosing a wireless connection, wireless accessibility needs to be available in your meeting area <p>* HHV will not be responsible for the guest / customer's computer equipment</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 2px;">FEES / CHARGES</th> </tr> <tr> <td style="padding: 2px;"> 1.5 Mbps Shared DSL (1.5 Mbps down/340 Kbps up) Daily Rate of \$200.00 per Computer per Day (Hardwired) Hard Wired Setup Fee: \$100.00 per hour (minimum one hour charge) </td> </tr> <tr> <td style="padding: 2px;"> Daily Rate of \$175.00 per Computer per Day (Wireless) Wireless Setup Fee: \$50.00 per hour (minimum one hour charge) </td> </tr> <tr> <td style="padding: 2px;"> * Rental Fees will be incurred for hubs, cables, etc... </td> </tr> </table> | FEES / CHARGES | 1.5 Mbps Shared DSL (1.5 Mbps down/340 Kbps up) Daily Rate of \$200.00 per Computer per Day (Hardwired) Hard Wired Setup Fee: \$100.00 per hour (minimum one hour charge) | Daily Rate of \$175.00 per Computer per Day (Wireless) Wireless Setup Fee: \$50.00 per hour (minimum one hour charge) | * Rental Fees will be incurred for hubs, cables, etc... |
|---|---|-----------------------|---|---|---|
| FEES / CHARGES | | | | | |
| 1.5 Mbps Shared DSL (1.5 Mbps down/340 Kbps up) Daily Rate of \$200.00 per Computer per Day (Hardwired) Hard Wired Setup Fee: \$100.00 per hour (minimum one hour charge) | | | | | |
| Daily Rate of \$175.00 per Computer per Day (Wireless) Wireless Setup Fee: \$50.00 per hour (minimum one hour charge) | | | | | |
| * Rental Fees will be incurred for hubs, cables, etc... | | | | | |

| # of Devices | Type (Wireless / Ethernet) | Location (Room / Area) | Installation Date/Time | Disconnect Date/Time | Cost | Total |
|--------------|-------------------------------|------------------------|------------------------|----------------------|------|-------|
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| <p style="text-align: center;">** ALL PRICES ARE SUBJECT TO CHANGE -</p> <p>CANCELLATION POLICY: Minimum four (4) business days notification prior to installation date is required for all cancellations.</p> <p>LATE / RUSH FEE: \$150.00 per item ordered.</p> <p>CUSTOMER SIGNATURE: _____</p> | <p>Late Fee</p> <p>Setup</p> <p>Sub-Total</p> <p>Tax (4.712%)</p> <p>GRAND TOTAL</p> |
|---|---|

TELECOMMUNICATIONS USE ONLY

Request Received by: _____

Billing Completed by: _____
 Sent to Finance by: _____
 on _____

Copies to:
 MIS
 Telecommunications
 Finance
 Returned to Event Services Manager _____

**TELECOMMUNICATIONS
ORDER FORM**

Service Order #: _____

NEW **REVISION** **CANCELLATION**

Date: 8/13/2009

Function: _____ Event Services Manager: _____

Group/Company: _____ Company Contact: _____

Address: _____ Telephone: _____

City, State, Zip: _____ Fax: _____

Cardholder: _____ Credit Card #: _____ Exp.: _____

Card Holder Signature: _____

Billing: Master Account Accounts Receivables Guest Account Banquet Charge Complimentary

*** ALL PRICES ARE SUBJECT TO CHANGE ***

*** Minimum ten (10) business days notification required, unless otherwise specified ***

*** Setups outside the hours of 8am and 9pm require at minimum TECH FEE rates ***

*** Same day requests require minimum 2 hours notification for select services ***

| TELEPHONE SERVICES (list individually) (ATTACH FLOOR PLAN INDICATING LOCATION) | | | | | | | |
|--|------------------|---------------------|----------------|------------------------|----------------------|---|--------------|
| Type of Service | Telephone Number | Location Room/Booth | Area Quad/Port | Installation Date/Time | Disconnect Date/Time | Cost | Call Charges |
| | | | | | | | |
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| ** LOST/DAMAGED TELEPHONES , CHARGED A REPLACEMENT FEE ** ** GUEST RATES APPLY TO ALL CALLS AND ARE BILLED SEPARATELY ** CANCELLATION POLICY: Cancellation charge equals 30% per item when notified within 10 business day prior to installation date except for B1 and ISDN orders or unless otherwise specified. LATE/RUSH FEE: \$70.00 per item ordered. RELOCATION FEE: Listed on page 3. | | | | | | Late Fee Call Charges Sub-Total Tax (4.712%) GRAND TOTAL | |
| CUSTOMER SIGNATURE: _____ | | | | | | | |

(SEE ATTACHED FOR DESCRIPTION OF TYPE OF SERVICE & COST)

TELECOMMUNICATIONS USE ONLY

Connected: _____ Fax to Finance: Yes _____ MAC Ticket #: _____
 Tested: _____
 Disconnected: _____ Setup: _____ Removal: _____

Copies to: Telecommunications Finance Returned to Event Services Manager _____

Telecommunications Services

| Type of Service | Cost | Description |
|---|--|---|
| HOUSE PHONE (HSE) <i>Existing House Phone Complimentary</i> | \$50 daily per line | A restricted line that allows free intra resort dialing using a 5-digit extension. Guest rates apply to all local (dial 9 + number) outgoing calls and are billed separately. Includes phone rental. |
| DID <i>Deposit of \$100 required for long distance access.</i> | \$80 daily per line | Direct number used for voice, facsimile, etc. One-time charge for each DID line (instrument included). Guest rates apply to all outgoing calls (dial 9 + number) and are billed separately. Free resort-wide dialing using 5-digit extension in addition to direct inward dialing to the station. |
| B1 <i>Deposit of \$100 required for long distance access.</i> | \$100 daily per line | Requires minimum 15 business day notification + Tech Fee. Private business line (not through the PBX) for computer, facsimile, etc. Delayed billing for long distance charges (usually billed within 30-60 days). Provide unrestricted direct inward and outward calls. |
| ISDN BRI <i>Deposit of \$300 required for long distance access.</i> | \$250 daily per line | Requires minimum 30 business day notification + Tech Fee. High speed data line for multiple computer set-up. Radio broadcasting, etc. Long distance charges are not included and are billed separately, usually within 30-60 days. For PRIs, please contact the Telecommunications department at (808) 949-4321. |
| TECHNICIAN FEE (TECH) | \$185 per hour | Labor for non-wire management areas outside of function and meeting room areas (i.e. guest rooms, lobby, restaurants, etc). Includes any installations or special requests. Minimum 1 hour. Available Sunday-Saturday 8am-4pm. After hours x1.5 rate per hour. Holidays x2 rate per hour. Material costs for installation not included. |
| INFRASTRUCTURE FEE (INFRA) | \$50 daily per line | Provide use of existing on property wiring/cabling (i.e. dry pairs). Additional charges for time and material apply for any cable runs. For more information on special requests, please contact the Telecommunications Department at (808) 949-4321. |
| MULTILINE DIGITAL TELEPHONE INSTRUMENT (MLDT) | \$150 daily per phone | To be used in conjunction with house or DID lines and charged at appropriate Rates. This allows for multiple telephone lines to appear on a single telephone. This charge includes Voicemail. |
| VOICE MAIL (VM) | \$50 daily per mailbox | Allow incoming calls to be recorded when lines are in use, or not answered within five (5) rings. To be used with DID Lines only. |
| ROTARY (RTRY) | \$25 daily per line | Allows phone to rotate to another line when line is busy and/or no answer. Requires at least two house or DID lines. |
| CONVENTION/GROUP INFORMATION LINE (INFO) | \$300.00 per line | Allows attendees to dial in at their convention to listen to updated information on a pre-recorded message. One time charge for connection. |
| VOICE MAIL BROADCAST (VMBR) | \$1.50 per room | Convenience of sending a voice or text message with a personal touch to all your attendees. All message recipients must be a registered HHV guest and have check-in status for voice. Please allow up to two (2) hours processing time. Script required. |
| CONFERENCE SPEAKER PHONE (SPKR) | \$275.00 per day | Allows for hand-free speaking and to be used with single analog line only. Used for conference calls. |
| CONFERENCE BRIDGE (CONF) | 1HR \$30/participant 2HR \$50/participant >3HR \$70/participant | Allows up to 24 participants the ease to dial into one number to join the conference call. Subject to scheduling availability. |
| Fiber Optic Services | The Hilton Hawaiian Village is equipped with fiber optic cabling in most of the function and meeting rooms. Our fiber connectivity will accommodate high bandwidth services including, but are not limited to, ISDN PRI, Frame Relay, DS3, ATM, Video Broadcast and Internet Access. For more information on rates and availability, please contact the Telecommunications Department at (808) 949-4321. | |
| Presentation Equipment | Contact Audio Visual Technology for rates and equipment at (808) 948-7793. | |
| Office Equipment | Contact Xerox Business Services for rates and equipment at (808) 949-0656. | |

Telecommunications Services

RELOCATION CHARGES (Any request for relocation of telephone after installation is completed):

Telephone relocations are subject to overtime charges in addition to the cost of each relocation.

| TYPE OF SERVICE | COST For Each Relocation |
|-----------------|--------------------------|
| HOUSEPHONES | \$ 75.00 |
| DID/B1 | \$150.00 |
| ISDN | \$185.00 |
| ALL OTHERS | \$200.00 |

Telephone Dialing Rates

| TYPE OF CALL | RATES (*) |
|--|--|
| <u>Direct Dialed - bill-to-the-room</u> | |
| Room-to-Room | No Charge |
| 911 | No Charge |
| Local | \$1.50 + 10¢ per minute after 60 minutes. |
| Neighbor Island | AT&T Operator Assisted Rate, less 50% of Surcharge |
| 800/888/8xx Toll Free | \$.15 per call |
| Long Distance Domestic | AT&T Operator Assisted Rate, less 50% of Surcharge |
| International | AT&T Operator Assisted Rate |
| Directory Assistance | |
| Local | \$1.00 |
| Long Distance | \$2.00 |
| <u>Calls billed to calling cards, credit cards, collect, third party, etc.</u> | |
| Calling Card, Credit Card, Collect, & Third Party | \$.15 per call |
| Local and Long Distance Telephone Company Operators | \$.15 per call |
| Neighbor Island | \$.15 per call |
| Other Common Carriers & 1010xxx 0+ | \$.15 per call |

(*) Applicable taxes will be added. Rates are subject to change.

Local, long distance or international calls will be billed to your account only if the called party answers.

You may obtain free rate information at any time by dialing 9 + 00 and ask the Operator for AT&T's Operator Assisted Rate. Hilton subscribes to AT&T Long Distance and 0+ NetworkPTS Operator Services. Time-Warner Telecom is our local carrier. You have the right to reach other long distance carriers from this telephone and you may do so by dialing the access code provided by that carrier.

Direct Complaints to: Federal Communications Commission
 FCC Enforcement Division
 CCB Room 6202
 Washington, D.C. 20554

Complaints for Time-Warner Telecom may be directed to 9 + 1 + 888-245-0608.

Complaints for AT&T Long Distance may be directed to 9 + 1 + 800-225-5288.

Complaints for 0+ NetworkPTS Operator Services may be directed to 9 + 1 + 866-512-7906.