

Dear Exhibitor:

Your company is exhibiting at the event below. Please direct this service manual to the person in charge of your exhibit.

2008 DDESB SEMINAR

AUGUST 12-14, 2008

*HYATT GRAND CHAMPIONS
RESORT, VILLAS AND SPA*

PALM SPRINGS, CALIFORNIA

HERITAGE

EXPOSITION SERVICES



2008 DDESB Seminar Exhibitor Rules & Regulations



By submitting a request for exhibit space, exhibitors agree to abide by the following:

1. Exhibit space will be reserved on a first-paid basis. Priority will be determined by date of receipt of request and full payment.
2. Exhibitors agree to abide by the installation and dismantle times set forth by exhibit management and to have at least one person staffing their booths during published exhibition hours. Exhibitors who dismantle their booths prior to the published dismantle time, without written permission from exhibit management, will be assessed a fine equal to one-half the booth fees and will not receive priority status at future events. To ensure the security of the exhibit hall, no one is allowed in the exhibit hall outside of the established exhibit hours.
3. A 50% refund will be granted for cancellation requests received in writing by 5 p.m. ET on August 4, 2008. No refunds will be granted for cancellations after August 4, 2008.
4. The standard booth size is 10' (3.05m) wide x 10' deep unless noted otherwise on the floor plan or in the exhibitor prospectus. All exhibit materials must fit within the assigned space to avoid impeding traffic flow, infringing on the space of other exhibitors, or violating emergency exit routes established by the fire marshal.
5. All exhibitors are subject to fire code regulations, including exhibits that contain flammable or combustible substances. All firearms and ammunition must be inert and/or nonfunctional. Permits for individual exhibits and move-in and move-out of "regulated" equipment are the sole responsibility of the exhibitor.
6. Space not claimed by an exhibitor prior to the close of the published installation period will be considered forfeited. Exhibition management reserves the right to relocate or resell such space.
7. Included in the exhibit registration fee is your registered space with pipe and drape, 6' table, two chairs, trash can and booth sign. Any other booth furnishings and equipment must be contracted through the official exhibition services contractor or the host facility as indicated in the exhibitor's service kit.
8. Exhibition management reserves the right to impose limitations on noise levels and any other method of operation which becomes objectionable or disruptive. This includes music, videos, DVDs, advertisements, announcements, etc. broadcasted within exhibit space. Any distribution of literature or samples outside of the exhibitor's contracted space is prohibited.
9. Exhibition management reserves the right to modify the final floor plan based on number of exhibit requests received.
10. Exhibitors shall contract space at his sole risk. Neither exhibit management nor the host facility shall be liable for damage, loss or destruction to property by fire, theft, accident or other destructive causes. Agents, servants or employees of neither exhibit management nor host facility management will be held accountable or liable for accidents to exhibitors, their agents or employees.
11. Should exhibition management be prevented from holding the exhibition for any reason beyond their control (such as, but not limited to, damage to the building, riots, strikes, acts of government, or acts of God) or if an exhibitor cannot occupy the exhibit space due to reasons beyond exhibition management's control, then exhibition management has the right to cancel the exhibition or any portion thereof, with no further liability to the exhibitor than a refund of exhibit space fee, less a proportionate share of the exhibition cost incurred.
12. Exhibitors shall be liable to the host facility and/or exhibit management for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor.
13. Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless exhibition management, the host facility, their officers, employees and agents against all claims, losses, and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or any part thereof, including any outside exhibit areas.
14. Exhibitor acknowledges that exhibition management does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.
15. No photography is allowed without the permission of the exhibitor and exhibition management.
16. Exhibitors and booth personnel must wear the DDESB Seminar exhibitor badge at all times, including during set up and tear down of exhibits.

Signature: _____ Date: _____

GENERAL INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers, one (1) 6' skirted table, two (2) chairs and one (1) 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted in a multi-colored pattern. To enhance the appearance of your booth, rental carpet is available through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **Monday, July 28th, 2008**.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	August 11	Noon	-	5:00 p.m.
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EXHIBIT HOURS

Tuesday	August 12	8:00 a.m.	-	5:00 p.m.
Wednesday	August 13	8:00 a.m.	-	5:00 p.m.
Thursday	August 14	8:00 a.m.	-	5:00 p.m.

EXHIBITOR MOVE-OUT

Thursday	August 14	5:00 p.m.	-	9:00 p.m.
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- Empty crates and containers will be returned beginning on Thursday, August 14th, at 5:00 p.m.
- All carriers must check-in no later than Thursday, August 14th by 7:00 p.m. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 10:00 p.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 314-534-8500.

WE APPRECIATE YOUR BUSINESS.

Heritage Exposition Services

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Statement Address: _____

City and State: _____

Account Number: _____ Verification Code / / / Expiration Date /
(Security Number)

Charge to: American Express MasterCard Visa Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET	\$ _____
SPECIALTY FURNITURE.....	\$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (A minimum of 50% is due in advance)	\$ _____
ESTIMATED LABOR.....	\$ _____
RENTAL UNITS.....	\$ _____
SIGNS & BANNERS	\$ _____
BOOTH CLEANING	\$ _____
FLORAL.....	\$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET RENTAL ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

CODE	QTY	DISCOUNT	STANDARD	AMOUNT
			RATES	RATES

FURNITURE

___ Padded Arm Chair (Gray)	73.00	91.00	_____
___ Padded High Stool (Gray)	81.00	105.00	_____
___ Padded Sled Base Chair (Gray)	64.00	83.00	_____
___ Plastic Side Chair (White)	49.00	62.00	_____
___ 30" Dia Pedestal Tbl/30" H (Gray)	125.00	162.50	_____
___ 30" Dia Pedestal Tbl/42" H (Gray)	125.00	162.50	_____

ACCESSORIES

___ Wastebasket	18.00	23.50	_____
___ Tripod Easels	41.50	53.50	_____
___ Chrome Stanchions	35.00	45.00	_____
___ Velour Rope(Burgundy) 6' Length	29.00	43.50	_____
___ Coat Tree	39.00	58.50	_____
___ Chrome Bag Rack	87.00	113.00	_____
___ Black Literature Rack.....	132.00	170.00	_____
___ Pegboard Panels (4'x8')	120.00	156.00	_____
___ Tackboard Panels (4'x8')	120.00	156.00	_____
<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.			

CARPET

___ 9' X 10'	145.00	200.00	_____
___ 9' X 20'	290.00	400.00	_____
___ 9' X 30'	435.00	600.00	_____
___ 9' X 40'	580.00	800.00	_____
___ 9' X ___ Per 10' increment.....	145.00	200.00	_____

AREA CARPET (Indicate Dimensions for Special Size Carpet)

___ ' X ___ ' per sq. ft. (100 sq. ft. min.)	2.20	2.85	_____
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COLORS: RED BLUE TEAL BURGUNDY PLUM
 GRAY BLACK

PADDING AND VISQUEEN (90 sq. ft. min.)

___ ' X ___ ' Carpet padding/per sq. ft.	1.10	1.40	_____
___ ' X ___ ' Visqueen covering/per sq. ft.50	.65	_____

CODE	QTY	DISCOUNT	STANDARD	AMOUNT
			RATES	RATES

DRAPED DISPLAY TABLE

___ 4' Table - 30" high	121.50	158.00	_____
___ 6' Table - 30" high	135.00	176.00	_____
___ 8' Table - 30" high	150.00	195.00	_____
___ 4' Table - 42" Counter high	142.50	185.00	_____
___ 6' Table - 42" Counter high	160.00	208.00	_____
___ 8' Table - 42" Counter high	176.00	228.00	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN

PLUM GRAY BLACK WHITE GOLD EXPO GREEN

UNDRAPED DISPLAY TABLE

___ 4' Table - 30" high	55.00	71.50	_____
___ 6' Table - 30" high	63.00	92.00	_____
___ 8' Table - 30" high	71.00	92.00	_____
___ 4' Table - 42" Counter high	65.00	84.50	_____
___ 6' Table - 42" Counter high	73.00	95.00	_____
___ 8' Table - 42" Counter high	81.00	105.00	_____

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

___ 4' Long riser.....	46.00	60.00	_____
___ 6' Long riser.....	70.00	91.00	_____
___ 8' Long riser.....	86.00	112.50	_____

SPECIAL DRAPE BACKGROUNDS

___ 8' H. Background/per ft.	11.00	13.75	_____
___ 3' H. Background/per ft.	8.00	10.00	_____

COLORS: RED BLUE TEAL BURGUNDY HUNTER GREEN

PLUM GRAY BLACK WHITE GOLD EXPO GREEN

* Show colors will be given when color is not selected.

7.75% TAX _____

TOTAL ORDER _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

standard booth

carpet



booth carpet

Remit To:

HERITAGE

EXPOSITION SERVICES
Phone 314/534-8500 • Fax 314/533-0906

SHIPPING INSTRUCTIONS MATERIAL HANDLING INFORMATION

Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc., due to their delivery procedures.

A. SHIPMENTS TO WAREHOUSE

Heritage Exposition Services will receive crated, boxed or skidded materials up to 30 days prior to show move-in. Shipments will be received Monday through Friday 10:00 a.m. – 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME _____	BOOTH NO. _____
HERITAGE EXPOSITION SERVICES	
C/O TMG /UPS FREIGHT	TOTAL PIECES _____
2650 S. WILLOW AVE.	
BLOOMINGTON, CA 92316	APPROX. WT. _____
FOR: 2008 DDESB	

STRAIGHT TIME/OVERTIME RATES FOR SHIPMENTS TO WAREHOUSE Deadline Date: Tuesday, August 5, 2008 To Avoid Late Fees

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$94.00	\$188.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$112.00	\$224.00
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$117.00	\$234.00
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$140.00	\$280.00

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME _____	BOOTH NO. _____
C/O HERITAGE EXPOSITION SERVICES	
HYATT GRAND CHAMPIONS RESORT	TOTAL PIECES _____
44-600 INDIAN WELLS LANE	
INDIAN WELLS, CA 92210	APPROX. WT. _____
FOR: 2008 DDESB	

STRAIGHT TIME RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$104.50	\$209.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$130.00	\$260.00
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$156.00	\$312.00

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)
Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON REVERSE SIDE

MH-S

C. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

D. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

E. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$139.00 per hr.	\$209.00 per hr. (One Hour Minimum)
Material Handler	\$84.00 per hr.	\$160.00 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$143.00 per hr.	\$214.00 per hr. (One Hour Minimum)

F. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of .50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

G. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

H. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary. Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

I. LIMITS OF LIABILITY AND RESPONSIBILITY

- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE: _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

HERITAGE
Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
C/O TMG/UPS Freight
2650 S. Willow Ave.
Bloomington, CA 92316
FOR: 2008 DDESB Seminar

HERITAGE
Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
C/O TMG/UPS Freight
2650 S. Willow Ave.
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HERITAGE
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FOR: 2008 DDESB Seminar

HERITAGE
Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____
Heritage Exposition Services
C/O TMG/UPS Freight
2650 S. Willow Ave.
Bloomington, CA 92316
FOR: 2008 DDESB Seminar

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the Hyatt Grand Champions Resort WILL NOT receive exhibitor freight, literature or supplies through the facility package room. The facilities package room is too small to handle Exhibit Materials and the facilities everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at Noon on Monday, August 11, 2008. Any materials sent to the Hyatt Grand Champions Resort prior to this date will be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to Hotel assessed fees.

EXHIBITOR COMPANY NAME _____
BOOTH NUMBER _____
C/O HERITAGE EXPOSITION SERVICES HYATT GRAND CHAMPIONS RESORT 44-600 INDIAN WELLS LANE INDIAN WELLS, CA 92210
FOR: 2008 DDESB SEMINAR

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

WE APPRECIATE YOUR COOPERATION.

HERITAGE EXPOSITION SERVICES

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11, 2008**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
Hyatt Grand Champions Resort
44-600 Indian Wells Lane
Indian Wells, CA 92210
FOR: 2008 DDESB Seminar

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11, 2008**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
Hyatt Grand Champions Resort
44-600 Indian Wells Lane
Indian Wells, CA 92210
FOR: 2008 DDESB Seminar

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11, 2008**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
Hyatt Grand Champions Resort
44-600 Indian Wells Lane
Indian Wells, CA 92210
FOR: 2008 DDESB Seminar

HERITAGE

Exposition Services

DO NOT DELAY!

**DIRECT SHIPMENT
TO SHOW SITE**

**MUST NOT ARRIVE BEFORE
MONDAY, AUGUST 11, 2008**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O Heritage Exposition Services
Hyatt Grand Champions Resort
44-600 Indian Wells Lane
Indian Wells, CA 92210
FOR: 2008 DDESB Seminar

HERITAGE

EXPOSITION SERVICES

*****ROUTING INSTRUCTIONS*****

INBOUND EXHIBIT FREIGHT

Dear Exhibitor:

Thank you for attending the *DDESB SEMINAR, AUGUST 12-14, 2008*. This letter is very important to you as it outlines the system we have adopted to better coordinate the movement of your exhibits in and out of Indian Wells, CA. To better serve you, we have incorporated the expediting services of TMG FREIGHT SYSTEMS (Trans-Marketing Group, Inc.) to oversee the transportation portion of your materials.

Below are just a few of the services TMG FREIGHT SYSTEMS can provide:

NATIONWIDE

Motor Freight

Van Line Service – blanket Wrap/Air Ride

INDIAN WELLS & COMMERCIAL ZONE

AIR FREIGHT SERVICE

Next Day, 2nd Day, Deferred

If you have not already made prior arrangements for the transportation of your materials, simply call 800-290-2038, and they will instruct you on the particulars involved to ensure the safe and timely arrival of your exhibits. They will inform you of the best pick up date and delivery date. At show close, a TMG FREIGHT SYSTEMS representative will be on site to assist you with your bill of lading and provide labels for your return shipment.

By following these instructions, you will ensure a timely delivery of your goods to their final destination. The SHIPMENT CONTROL NUMBER, which will be placed on the bill of lading at the time of pick up, will guarantee ease in tracking of your shipment. **IT IS IMPORTANT TO USE THE ENCLOSED BILL OF LADING.**

Your cooperation is greatly appreciated. Should you have any questions regarding service or pricing, please call TMG Freight systems at 800-290-2038 and ask for their Trade Show Division. TMG will accept American Express, Visa or MasterCard.

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE

PAGE OF

TMG FREIGHT SYSTEMS, INC.

FOR PICK-UP CALL
(800) 290-2038

PLACE PRO LABEL HERE

B/L #
DATE
TERMS
CARRIER

SINGLE SHPT.	MULTI-PLE SHPT.	FORK-LIFT FRT.	HOOK	TRAILER NO.	DESTINATION
PCS		CKR		DOOR	
PCS		STKR			

SHIPPER	CONSIGNEE

BILL TO	SHOW NAME / BOOTH #
TRANS-MARKETING GROUP, INC. TMG FREIGHT SYSTEMS 1900 N. AUSTIN AVE., STE 205 CHICAGO, ILLINOIS 60639	

PIECES	HM	DESCRIPTION	WEIGHT	RATE	CHARGES	CLASS
		CRATES EXHIBITION MATERIAL (154630)				
		FIBER CASES				
		CARTONS / BOXES				
		SKIDS / PALLETS				
		CARPET / PADDING (Color _____)				
		TUBES				
		OTHER _____				

Third Party

REMIT C.O.D. TO	1 C.O.D. AMT \$ _____ Subject to Section 7 of the conditions, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. _____ (Signature of Consignor)	PREPAID <input type="checkbox"/> \$ _____ COLLECT <input type="checkbox"/> \$ _____ TOTAL CHARGES \$ _____ FREIGHT CHARGES ARE PREPAID UNLESS COLLECT BOX IS CHECKED 3RD PARTY CHECK BOX IF COLLECT <input type="checkbox"/>
ADDRESS NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ _____ per _____		

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property, over all or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment.

Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

This is to certify that the above named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

SHIPPER	CARRIER	(FOR TMG INC.)	
PER	DRIVER	PCS	DATE

CREDIT CARD AUTHORIZATION

If you wish to utilize the services of TMG FREIGHT SYSTEMS and wish to charge the amount of your freight charges to your credit card account, please complete this form and fax back to 773-889-8266.

NAME OF CONVENTION _____ BOOTH # _____

FIRM NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE # _____ FAX _____

CARDHOLDER'S NAME (PLEASE PRINT) _____

CARDHOLDER'S SIGNATURE _____

CARDHOLDER'S ADDRESS _____

CITY, STATE, ZIP _____

ACCOUNT NUMBER _____

CVV2 NO. (LOCATED ON THE BACK OF YOUR VISA/MC) _____

EXPIRATION DATE _____

CHARGE TO: AMERICAN EXPRESS _____ MASTERCARD _____ VISA _____

PLEASE NOTE: CREDIT CARD CHARGES WILL NOT BE PROCESSED UNTIL THE ACCURATE WEIGHT OF YOUR SHIPMENT IS DETERMINED.

BY _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

HERITAGE

EXPOSITION SERVICES

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, you must do the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of ladings may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

HERITAGE

EXPOSITION SERVICES

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in Palm Springs, California.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner of company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ALL SERVICES
- BOOTH CLEANING
- I & D LABOR
- MATERIAL HANDLING/IN & OUT
- RENTAL FURNITURE & CARPET
- SIGNS
- OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ___/___/___ VERIFICATION CODE ___/___/___/___

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man).....\$ 88.00 PER HOUR

8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man)\$ 156.00 PER HOUR

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

ERECT EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

COMPANY NAME _____

BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Method: Common Carrier Air Freight Van Line Other (Specify)

Carrier:(If Known) _____

Freight Charges: Prepaid Bill To: _____

Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

BOOTH CLEANING SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INDIVIDUAL CLEANING FOR YOUR BOOTH MAY BE ORDERED BY CHECKING BELOW THE SERVICES DESIRED.
CHARGES BASED UPON GROSS EXHIBIT BOOTH AREA. (100 SQ. FT. MINIMUM)

CARPET CLEANING

RATES

- Vacuuming before initial opening of Exhibit and daily thereafter, including emptying of waste baskets nightly 35¢ per sq. ft. per day
- Vacuuming ONCE before initial opening of Exhibit 39¢ per sq. ft.
- Shampooing ONCE before initial opening of Exhibit 66¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

EXHIBIT CLEANING

- Cleaning and dusting of display background and furnishings before initial opening of Exhibit and DAILY thereafter 39¢ per sq. ft. per day
- Cleaning and dusting of display background and furnishings ONCE before initial opening of exhibits 49¢ per sq. ft.

TOTAL SQ FT _____ X RATE PER SQ FT _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

PORTER SERVICE

- Includes emptying of wastebaskets and policing of your exhibit at two-hour intervals during show hours (4 hour minimum per day) \$45.00 per hour

TOTAL HOURS _____ X RATE PER HOUR \$ _____ = DAILY COST _____ X NO. OF DAYS _____ = TOTAL \$ _____

Special Instructions _____

TOTAL ORDER AMOUNT \$ _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

HERITAGE

EXPOSITION SERVICES

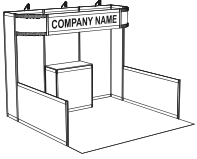
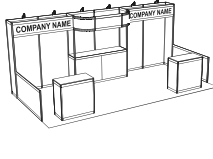
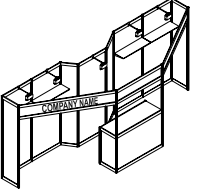
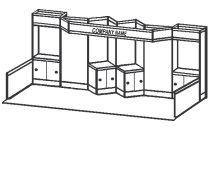
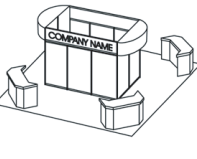
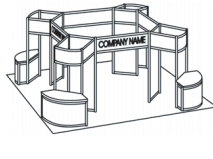
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

MODULAR RENTAL DISPLAY ORDER FORM

CANCELLATION: No refunds on orders cancelled after the deadline.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

CHOOSE YOUR EXHIBIT - CHECK ONE

 <p>#1</p>	<input type="checkbox"/> Here Display One: 10' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$1925.00</td> <td>\$2500.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 10' Standard Carpet 1 Header One 1 meter counter Three Arm Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$1925.00	\$2500.00	 <p>#2</p>	<input type="checkbox"/> Here Display Two: 20' Standard Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$4150.00</td> <td>\$ 5395.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$4150.00	\$ 5395.00
ADVANCED RATE	STANDARD RATE										
\$1925.00	\$2500.00										
ADVANCED RATE	STANDARD RATE										
\$4150.00	\$ 5395.00										
 <p>#3</p>	<input type="checkbox"/> Here Display Three: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$5280.00</td> <td>\$ 6864.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$5280.00	\$ 6864.00	 <p>#4</p>	<input type="checkbox"/> Here Display Four: 20' Deluxe Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$5471.00</td> <td>\$ 7100.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$5471.00	\$ 7100.00
ADVANCED RATE	STANDARD RATE										
\$5280.00	\$ 6864.00										
ADVANCED RATE	STANDARD RATE										
\$5471.00	\$ 7100.00										
 <p>#5</p>	<input type="checkbox"/> Here Display Five: 20' x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$8080.00</td> <td>\$ 10,504.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$8080.00	\$ 10,504.00	 <p>#6</p>	<input type="checkbox"/> Here Display Six: 20' x 20' Island Display <table border="1"> <tr> <th>ADVANCED RATE</th> <th>STANDARD RATE</th> </tr> <tr> <td>\$8725.00</td> <td>\$11,345.00</td> </tr> </table> <p>Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters</p> <p>Circle your Carpet Color: Black Blue Burgundy Gray Red Gold</p>	ADVANCED RATE	STANDARD RATE	\$8725.00	\$11,345.00
ADVANCED RATE	STANDARD RATE										
\$8080.00	\$ 10,504.00										
ADVANCED RATE	STANDARD RATE										
\$8725.00	\$11,345.00										

SYSTEM ACCESSORIES

CHOOSE YOUR PANELS

	QUANTITY	ADVANCED RATE	STANDARD RATE	Standard and Optional Panel Choices:	ADVANCED RATE	STANDARD RATE
<input type="checkbox"/> Counters 2 meter	_____	\$525.00 ea	\$685.00 ea	<input type="checkbox"/> White Hardwall	Included	Included
<input type="checkbox"/> Counters 1 meter	_____	\$310.00 ea	\$400.00 ea	<input type="checkbox"/> Blue / Gray Velcro - Circle: Blue or Gray	Included	Included
<input type="checkbox"/> Cabinet 1 meter	_____	\$310.00 ea	\$400.00 ea	<input type="checkbox"/> Opt Color Hardwall (per panel) - Specify _____	\$ 70.00 ea	\$91.00 ea
<input type="checkbox"/> Shelves 1 meter	_____	\$45.00 ea	\$58.50 ea	<input type="checkbox"/> Perboard (per panel)	\$ 70.00 ea	\$91.00 ea
<input type="checkbox"/> Glass Showcase	_____	\$400.00 ea	\$520.00 ea	<input type="checkbox"/> Slatwall (per panel).....	\$281.00 ea	\$365.00 ea
<input type="checkbox"/> Arm Light	_____	\$78.00 ea	\$102.00 ea	<input type="checkbox"/> Gridwall (per panel) - Circle: Chrome or Black	\$ 70.00 ea	\$91.00 ea

INDICATE YOUR HEADER SIGN COPY

Your company name will be printed in block lettering on the White Header Sign.

Check which color lettering you would like: BLACK BLUE RED

Please indicate here if you would like us to assist you with logo identification or other customized graphics.

* Remember to order the following items, They are **NOT** included in booth package;
 * Furniture * Electrical Service * Custom Logo
 * Floral * Cleaning Service

Yes, I have completed and enclosed the **Payment Form**

Sub Total: \$ _____
 Total: \$ _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ (SIGNATURE) EMAIL _____ NAME _____ (PLEASE PRINT) DATE _____

Mail This Form Promptly To The Address Above - Retain One Copy For Your File

MHD-H

Remit To:

HERITAGE

EXPOSITION SERVICES

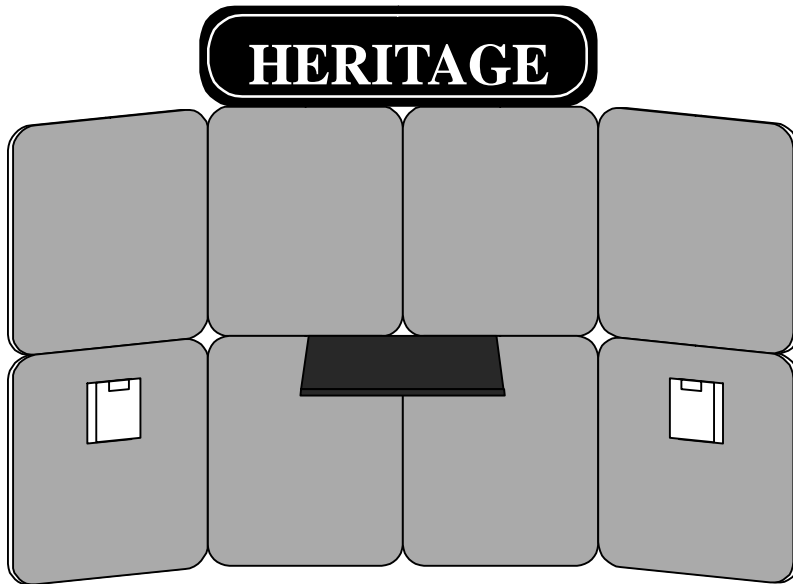
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

RENTAL DISPLAY ORDER FORM

**Deadline Date: Two Weeks Prior
To Show Set-up**

Orders received after Deadline Date will be charged an additional 30% of the Listed Prices and color selections are subject to availability. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Cancellation Policy - Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%. Thank you for your understanding.

THE HERITAGE LINE



10' BACKWALL DISPLAY

PACKAGE INCLUDES:

- Labor to install and dismantle exhibit
- Acrylic header sign with company name (white block lettering on black background-special logos additional cost)
- One (1) literature shelf
- Two (2) clear acrylic holders
- Choice of one (1) 9'x10' carpet, one (1) draped table and two (2) chairs selected from the enclosed Furniture/Carpet Rental Order Form

The 10' display consists of eight 34" x 40" panels covered with velcro receptive fabric, "non-tool" connectors and a black 14" x 68" two piece acrylic header to identify your company or product. All graphics attach with velcro.

Four colors available:

Blue Burgundy Grey Black (Check one please)

INDICATE HEADER COPY IN BOX BELOW OR ATTACH

If logo is to be used indicate position and enclose a print or copy of logo desired.

QTY	ITEM	AMOUNT
___	10' Rental Display Pkg @ \$1,050.00	
	ACCESSORIES	
___	Arm Lights @ 45.00	___
	(Electric not included)	
___	Literature Shelf @ 40.00	___
___	Acrylic Holders @ 15.00	___
	7.75% TAX	___
	TOTAL	___

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" _____ @	55.00	71.50 = \$ _____	
7"X44" _____ @	65.00	84.50 = \$ _____	
11"X14" _____ @	65.00	84.50 = \$ _____	
14"X22" _____ @	75.00	97.00 = \$ _____	
14"X44" _____ @	89.00	115.75 = \$ _____	
22"X28" _____ @	89.00	118.00 = \$ _____	
28"X44" _____ @	120.00	156.00 = \$ _____	
40"X60" _____ @	186.00	325.00 = \$ _____	
Easel			
Back _____ @	7.50	11.50 = \$ _____	
Sentra _____ x _____ @	16.50 sq.ft.	24.75 sq. ft = \$ _____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = sq. ft.
sq. ft. _____ x \$12.75 = \$ _____

- \$12.75 per sq. ft. (standard price \$19.00)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges

Emblems, trademarks, logos, special style lettering, etc., are **inclusive** of the above prices if provided to us in a digital format. Please provide in a PC Vector format if available, or PC Raster is the second option. If you can only provide in Mac format, we will attempt to convert, but cannot guarantee 100% accuracy in conversion. If you have any questions on formats supported, please contact our graphics department.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Easel Back

Color of Background _____

Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$85.00 Overtime - \$127.50
Double Time - \$170.00

7.75% TAX _____

TOTAL _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.



Official Contractor
AV & Computers

August 12-14, 2008

Questions? Call 800-966-4498 or email: www.psavexhibits.com

CUSTOMER INFORMATION Show code: 80804

Event Name 2008 DDESB Seminar		Delivery Preference (someone MUST be present for delivery)	
Event Venue Hyatt Grand Champions Resort Palm Springs, CA		Delivery Date* AM PM	Pickup Date AM PM
Alternate Venue			
Company		Booth #	
On-site Contact		On-site Cell Number	
Address		City	
State & Zip		Phone	Fax
Ordered By		Email	

*** ALL PRICING IS FOR THE LENGTH OF SHOW ***

	Qty	Before 8/2/08	Between 8/3-8/6	Total
--	-----	------------------	--------------------	-------

LCD Monitors - Don't forget to ask about speakers		Circle One		
Call for availability after 8/6				
23" Flat Panel Video and Data Monitor (16:9)		Wall Mount**	Table Stand	
30" Flat Panel Video and Data Monitor (16:9)		Wall Mount**	Table Stand	
32" Flat Panel Video and Data Monitor (16:9)		Wall Mount**	Table Stand	
40" Flat Panel Video and Data Monitor (16:9)		Wall Mount**	Table Stand	
Chrome Floor Stand (For use with only PSAV 30" - 61" Plasma & LCD monitors)				

Plasma Monitors		Circle One		
42" Plasma Computer Monitor: (16:9)		Wall Mount**	Table Stand	
50" Plasma Computer Monitor: (16:9)		Wall Mount**	Table Stand	
61" Plasma Computer Monitor: (16:9)		Wall Mount**	Table Stand	
Chrome Floor Stand (For use with only PSAV 30" - 61" Plasma & LCD monitors)				

Computer ONLY Monitors - Speakers not included		Circle One		
17" LCD Flat Panel Computer Monitor (4:3)		Wall Mount**	Table Stand	
18" LCD Flat Panel Computer Monitor (4:3)		Wall Mount**	Table Stand	
19" LCD Flat Panel Computer Monitor (4:3)		Wall Mount**	Table Stand	
20" LCD Flat Panel Computer Monitor (4:3)		Wall Mount**	Table Stand	

Important: What source will be used with the monitor? (i.e. DVD player, CD player, laptop, etc)

PC Compatible				
Pentium IV 3.0Ghz, 512 Mb SDRAM, DVD/CD-RW Drive, 128Mb DDR 5200 Video Card			\$ 320	\$ 400
Pentium IV 3.2 Ghz, Core Duo 2G-RAM, 160 GHD, DVD-RW			\$ 400	\$ 500
Pentium IV 3.4 Ghz, Core Duo 2G-RAM, 160 GHD, DVD-RW			\$ 500	\$ 625
PC Laptop - PIV, 2.0 Core Duo 2 GB Ram, 60 GB HD DVD/CD-RW			\$ 320	\$ 400

Macintosh Compatible				
MAC Mini 512 RAM, 80 GHD, DVD/CD-WL, NIC, Core Duo - Screen not included			\$ 225	\$ 280
20" IMAC 512RAM, 60GHD, Core Duo, 2.0GHZ / 512MB / 250GBHD / DVD-RW / W / LNIC			\$ 475	\$ 595

Printers & Accessories				
HP LaserJet 4XXX Printer (25 PPM, Mac, PC, Network)			\$ 140	\$ 175
HP LaserJet 5XXX Printer (24 PPM, Mac, PC, Network) Tabloid			\$ 320	\$ 400
Keyboard and Mouse - Wired			\$ 30	\$ 40
Keyboard and Mouse - Wireless			\$ 40	\$ 50
Computer Speakers with Subwoofer			\$ 35	\$ 45

Call for items not listed on this form.

Page Total



Official Contractor
AV & Computers



Company _____

Booth # _____

Miscellaneous	Circle One	Total	Page One
Chrome Floor Stand Shelf (for use with PSAV floor stand only)		\$ 50	\$ 65
54" Rolling Cart w/ Black Skirt		\$ 40	\$ 50
DVD Player (US compatible only)		\$ 115	\$ 145
Wired Microphone Handheld Lavalier		\$ 50	\$ 65
UHF Wireless Microphone Handheld Lavalier		\$ 240	\$ 300
UHF Wireless Microphone - Headset		\$ 375	\$ 470
Additional Wireless Headset		\$ 240	\$ 300
Individual Small Powered Speaker (up to 5 people)		\$ 70	\$ 90
Premium Powered Sound System with (1) speaker		\$ 95	\$ 120
Sound System with (2) speakers (2) stands (up to 20 people)		\$ 135	\$ 170
Sound System with (2) speakers (2) stands (up to 50 people)		\$ 175	\$ 220
Speaker System with (2) speakers (2) stands (up to 100 people)		\$ 210	\$ 265
Speaker System with (2) speakers (2) stands (up to 250 people)		\$ 575	\$ 720
Distribution Amplifier (splitter)		\$ 70	\$ 90
4 Channel Audio Mixer		\$ 60	\$ 75

Terms & Conditions Paying by Check? Please allow PSAV to confirm total PRIOR to Overnighting check

<p>* Cities with UNION labor is not included and is considered a sole and separate entity which can affect the labor charges.</p> <p>* Cancellations: Orders received within 48 hours of the Show Start Date are subject to 50% of the order total. Those received the day of scheduled delivery or "no-shows" are subject to the full amount.</p> <p>* PSAV can not guarantee specific delivery times due to possible decorator/builder delays and/or local union labor regulations.</p> <p>* Sales taxes are estimated and are due on all equipment, and labor, where applicable. The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p>* PSAV will not deliver equipment to an unattended booth. An authorized representative must sign for all equipment.</p> <p>* A confirmation letter will be sent upon receipt of your order.</p> <p>* Your card WILL be charged within 10 days prior to show start date.</p> <p>** Wall Mounting - an additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote.</p> <p>* DAMAGE WAIVER - By signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgement. If you would like a copy of the waiver, please contact us.</p> <p>TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago require the Personal Property Lease/Rental Transaction Tax - 7550 form be included.</p>	<p>Palm Springs - Wall Mount Labor Rates</p> <p>ST Hours (1.0X) \$ 45.00 (M-F 8 am - 5 pm)</p> <p>OT Hours (1.5X) \$ 67.50 (5 pm - 12 am & Sat & after 8 hrs)</p> <p>DT Hours (2.0X) \$ 90.00 (12 - 8 am M-Sun; all day Sun; after 14 hrs)</p>	Rental Total
	25% Delivery/Pickup Labor	
	7.75% Sales Tax	
	If Wall Mounting a monitor, please add \$90.00 PER monitor	
	Damage Insurance 12% of Rental Total (optional)	

<p>Mail order with Payment to: PSAV 925 Freeport Pkwy, Ste. 100 Coppell, TX 75019</p> <p>Attn: Exhibit Services</p> <p>or Fax to: 214-210-8153 (credit card orders only)</p>	<p>NOTE: In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.</p>	<p>Grand Total</p>
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CREDIT CARD INFORMATION circle one

Name on Card	Company		
Card Number	Exp. Date	Security Code	
Billing Address			
City	State	Zip	
Card Holder Signature	Phone Number		

QUESTIONS? 800-966-4498

<p>MAIL TO: PSAV - 925 Freeport Pkwy, Ste. 100, Coppell, TX 75019 Attn: Exhibit Services</p> <p>FAX TO: 214-210-8153</p> <p>Address ALL Payments to PSAV</p>	<p>WIRE TRANSFER: Call for instructions <small>(International orders can take up to one week to receive, please plan accordingly)</small></p> <p>EMAIL TO: www.psavexhibits.com 214-210-8121</p> <p style="text-align: right;"><small>PSAV reserves the right to modify this form at any time.</small></p>
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Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

ELECTRIC SERVICE ORDER FORM

Discount prices only apply to orders received with full payment at the above address 14 days prior to the first day of set up. All charges for equipment and/or services are payable in advance or when placing order at show site. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

LIGHTING & EQUIPMENT OUTLETS 110 VOLT., 60 CYCLE A.C.

CODE	QUANTITY		DISCOUNT RATES	STANDARD RATES	AMOUNT
(4010)	_____	2000 Watts (20 Amp) or less.....	135.00	175.50	\$ _____
(4020)	_____	3000 Watts (30 Amp) or less.....	175.00	227.50	\$ _____
(4030)	_____	150 Watt Floodlight (Electric Included)	95.00	142.00	\$ _____
(4040)	_____	300 Watt Floodlight (Electric Included)	114.00	172.00	\$ _____
(4050)	_____	Extension cord 25'	40.00	52.00	\$ _____

MOTOR & EQUIPMENT OUTLETS 208 VOLT., SINGLE PHASE, 60 CYCLE A.C.

(4110)	_____	Up to 20 Amps or 2 H.P.	187.00	243.00	\$ _____
(4120)	_____	Up to 30 Amps or 3 H.P.	255.00	331.00	\$ _____
(4130)	_____	Up to 60 Amps or 6 H.P.	412.00	535.00	\$ _____
(4140)	_____	Up to 100 Amps or 10 H.P.	574.00	746.00	\$ _____
(4140)	_____	Three phase, add 40% to outlet charge.....			\$ _____

24 HOUR SERVICE

(4170) Indicate outlets _____ Add 50% to outlet charge.....\$ _____

ELECTRICAL LABOR

Labor must be ordered for connecting and disconnecting 208 power, repairs, special wiring, tracing Malfunctions, etc. (Minimum charge: 1 hour)

(4210) Monday through Friday, 8:00 a.m. – 4:30 p.m. \$72.00 per hour

(4220) All other times and Holidays \$94.00 per hour

Electricians required: Date _____ Time _____

TOTAL \$ _____

NAME OF CONVENTION 2008 DDESB Seminar BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

PLEASE SEE REVERSE SIDE

CONDITIONS AND REGULATIONS

1. A separate outlet must be ordered for each electrical unit to be connected. Exhibits should consider the possibility of providing an electrical distribution center designed to handle their total exhibit electrical load where multiple connections would be required.
2. Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under no circumstances shall anyone other than "House Electricians" make electrical connections to building utility outlets.
4. All equipment regardless of source of power must comply with all federal, state and city codes.
5. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited by code.
6. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician", however all service connections and overload protection to such equipment must be made by "House Electricians" only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. The electrical contractor is not responsible for voltage fluctuations or power failures on service lines.
10. All materials and equipment furnished by the electrical contractor for services shall remain the property of the contractor and be removed only by the contractor at the close of the show.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
12. Special service or connecting of equipment will be charged at prevailing rates for labor and materials.
13. Advance orders must be received 7 days prior to first move in day.
14. No credits can be issued on outlets installed as ordered and not used. Claims will not be considered unless filed by exhibitor before the close of the exposition.
15. No phone orders accepted.



Hyatt Grand Champions Resort, Villas and Spa
 44-600 Indian Wells Lane
 Indian Wells, CA 92210 USA
 760.341.1000 / Fax 760.674.4395

TELEPHONE REQUEST

Date of request: _____

GROUP INFORMATION

Group Name: _____ Booking Number: _____
 Company Name: _____
 Group Contact: _____
 On Site Contact: _____
 Address: _____
 Phone Number: _____ Sales Manager: _____
 Fax Number: _____ CS Manager: _____
 Meeting Dates: _____ Credit Card #: _____
 Master Account #: _____ Name on Credit Card: _____

INSTALLATION/EQUIPMENT DETAILS

Install Date: _____ Install Time: _____
 Room: _____ Placement: _____
 Removal Date: _____ Removal Time: _____

#	Type of Equipment:	PRICE
	House Phone	\$50.00
	Direct Inward Dial Line (DID) Long Distance Calling	\$150.00
	Modem/Fax Line	\$150.00
	Single unit speaker phone	\$25.00
	Polycom speaker phone (one time charge)	\$75.00
	T-1 High Speed Internet Access Line, charge per IP address	\$425.00

Above prices DO NOT include local and long distance toll charges

Ext #	Type	Room	Ext #	Type	Room	Ext #	Type	Room

Special Instructions:

For PBX use only:

Date received: _____
 Install by: _____
 C/I: _____
 C/O: _____
 Toll Charges _____
 Sent to accounting by: _____

Logged by: _____
 Date/Time: _____
 Initial: _____
 Initial: _____
 Date: _____

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the "City of Palm Springs Fire Prevention Code".

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and man doors in air walls, etc.