

# BusinessPlace

**Welcome!**

**Wednesday, October 25th**

**10:00 a.m. - 5:00 p.m.**

**Dallas Market Hall**

**2200 N. Stemmons Frwy.**

Dear Exhibitor:

Thank you for electing to exhibit at the Dallas **BusinessPlace** 2006, Wednesday, October 25th at Dallas Market Hall. This Exhibitor Services Manual will assist you with preparations for the show.

**BusinessPlace** is an excellent networking opportunity for your company, exposing you to various businesses and industry professionals. This year the event will feature presentations by dynamic speakers discussing important issues such as energy efficiency and immigration.

The following items will facilitate your preparation for this show.

- **Exhibitor Rules & Regulations** – Please review the Show Rules and Regulations on the Web site, [www.dallasbusinessplace.com](http://www.dallasbusinessplace.com), under the Exhibitor tab. The Web site is an important resource for information on show details.
- **Market Hall Floor Plan**
- **Exhibitor Food & Beverage Form** - If you will be bringing in food or beverage samples, you must complete this form and return by ***October 15th***.
- **Fire Department Regulations** - It is imperative that you read and follow these guidelines.
- **Extra Booth Furnishings** - In order to receive advance order discount rates on booth furnishings, orders must be received by ***October 11th***. See Fun Factory Furniture & Accessories Order Form.
- **Electricity** - If your booth will require electricity, please refer to the Harper Wood Electrical Form in this kit. If you order by ***October 20th***, a discount can be obtained!

If you have any questions regarding **BusinessPlace** 2006, please call (972) 504-6358 or visit the Web site, [www.dallasbusinessplace.com](http://www.dallasbusinessplace.com).

Regards,  
Adjuvant Expos, Inc.

# BusinessPlace

October 25, 2006 • 10:00 a.m. - 5:00 p.m.  
Dallas Market Hall, 2200 N. Stemmons Frwy, Dallas, TX

## EXHIBITOR FOOD & BEVERAGE FORM

**Any exhibitor desiring to serve food and/or beverage from their booth must adhere to the following requirements:**

- Food samples must be no larger than 1 ounce bite size pieces; nonalcoholic beverages must be served in 4 ounce cups; and liquid food samples (yogurt, chili, etc.) must be served in 2 ounce cups.
- All samples must be given away, not sold.
- All alcoholic beverages must be purchased from the in-house concessionaire.

**NOTE: THE ABOVE RESTRICTIONS WILL BE STRICTLY ENFORCED**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to bring into Market Hall the following food and/or beverage samples which will be served out of my booth. \_\_\_\_\_

\_\_\_\_\_

**I understand that I must obtain a City of Dallas Health Permit. I will call the City of Dallas Health Department at 214-670-8083 for further information. I further understand that I must adhere to the portion sizes of food and beverage samples outlined above.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED NO LATER THAN  
OCTOBER 15, 2006. Please mail to Adjuvant Expos, Inc., 302 Catlin Circle,  
Highland Village, TX 75077 or Fax to (972) 317-4497.**

# **FUN FACTORY EVENTS**

3710 S. Shiloh Rd. Garland, Texas 75041  
972.271.7444 fax: 972.271.7888

# **BusinessPlace**

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## **FUN FACTS**

### **FUN FACTORY EVENTS**

#### **General Service Contractor**

3710 S. Shiloh  
Garland, TX 75041  
(972) 271-7444 fax (972) 271-7888

### **BOOTH EQUIPMENT:**

Each 10' x 10' booth will be set with 8' high red, black, white, black and red back drape, 36" high red divider drape, one 6'L x 30"H x 24"W red draped table, two chairs, one wastebasket and one 7" X 44" identification sign.

### **EXHIBIT HALL CARPET:**

The hall is not carpeted. Aisles will be carpeted black.

### **AUDIO VISUAL:**

To order A/V equipment, please call Bexel Corporation at (214) 946-5051.

### **ELECTRICAL:**

Please use the enclosed form to order electrical service directly from Harper Wood Electric.

### **TELEPHONES:**

Please use the enclosed form to order phone service directly from Cypress Communications.

### **WIRELESS INTERNET:**

Please use the enclosed form to order internet service directly from Bandy Internet Services.

### **DISCOUNT PRICE DEADLINE DATE FOR FUN FACTORY SERVICES:**

In order to receive discount rates on booth furnishings, signage, and carpet, your order must be received by **October 10, 2006**. Orders received after the deadline date, without payment, or at show site are 30% higher.

### **SHOW SCHEDULE:**

#### **EXHIBITOR MOVE-IN**

Tuesday	October 24, 2006	8:00 a.m. - 8:00 p.m.
Wednesday	October 25, 2006	8:00 a.m. - 9:00 a.m. (Only Hand Carried Items)

#### **EXHIBIT HOURS**

Wednesday	October 25, 2006	10:00 a.m. - 5:00 p.m.
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(Note: Exhibitor networking will take place from 9:00 a.m. to 10:00 a.m. prior to show opening.)

#### **EXHIBITOR MOVE-OUT**

Wednesday	October 25, 2006	5:00 p.m. - 7:00 p.m.
Thursday	October 26, 2006	8:00 a.m. - 11:00 a.m.

**\*All exhibitors' materials must be removed from the exhibit facility by 10:00 p.m. on Wednesday, October 25.**

## **FUN FACTORY EVENTS**

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## **BusinessPlace**

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

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### **SHIPPING INFORMATION:**

#### **Advance Warehouse Shipping address:**

**BusinessPlace**  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
C/O Fun Factory Events  
3710 S. Shiloh Rd.  
Garland, TX 75041

Fun Factory Events will accept crated, boxed or skidded materials, at the above address beginning September 25, 2006. **To avoid additional after deadline charges, warehouse shipments must arrive by October 20, 2006.** The warehouse will accept freight shipments from 8:30 AM to NOON and from 1:00 PM to 5:00 PM, Monday through Friday. To check on your warehouse shipment, please call our Exhibitor Services Department at (972) 271-7444.

#### **Showsite Shipping address:**

**BusinessPlace**  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
C/O Fun Factory Events  
Dallas Market Hall  
2200 N. Stemmons Frwy.  
Dallas, TX 75207

**Shipments to show site will not be received prior to 8:00 a.m. on October 24.** When arranging your outbound shipments, be sure your carrier knows your company name and booth number. A Material Handling Agreement must accompany your outbound shipments and can be obtained at the show site Exhibitor Service Desk.

### **ASSISTANCE**

We want you to have a successful show. If we can assist you in any way, please call our Exhibitor Services Department at (972) 271-7444.

# **Safety First!**

## **NOTICE TO ALL EXHIBITORS**

PLEASE WATCH FOR MOVING VEHICLES SUCH AS MOTORIZED CARTS, SCOOTERS AND FORKLIFTS. *THE DRIVER MAY NOT BE ABLE TO SEE YOU.*

TO ENSURE THEIR SAFETY, CHILDREN ARE NOT ALLOWED ON THE SHOW FLOOR DURING MOVE-IN OR MOVE-OUT.

PER FIRE MARSHAL REGULATIONS, YOU MAY NOT PIN, STAPLE OR AFFIX ANYTHING TO THE BOOTH DRAPES OR TABLE SKIRTS.

PLEASE **DO NOT** STAND ON TABLES OR CHAIRS. LABOR IS AVAILABLE AT THE SERVICE DESK TO ASSIST YOU.

PLEASE **DO NOT** REMOVE BOOTH DRAPES, SKIRTS OR TABLES. PLEASE CONTACT SHOW DESK FOR ASSISTANCE.

ALL DAMAGES WILL BE ASSESSED AND BILLED TO THE EXHIBITOR.

FUN FACTORY DOES NOT LOAN EQUIPMENT, TOOLS OR DOLLIES.

**FUN FACTORY  
EVENTS  
DALLAS - SAN ANTONIO**

# FUN FACTORY EVENTS

3710 S. Shiloh Rd. Garland, Texas 75041  
972.271.7444 fax: 972.271.7888

# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

Fun Factory Events is the official show service contractor designated by show management. Outside contractors may be utilized by exhibitors for the installation and dismantle of their booth display. Non-official service contractors will not be allowed on the show floor without the express written consent of the exhibitor. A completed Notification of Intent to Use a Non-Official Contractor form, signed by the exhibitor, must be received in our office, along with the outside contractor's proof of general liability insurance, no later than September 25, 2006.

Exhibitor Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Exhibitor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Exhibitor Address: \_\_\_\_\_  
\_\_\_\_\_  
On- Site Exhibitor Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Appointed Contractor Name: \_\_\_\_\_  
Contractor Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_  
\_\_\_\_\_  
On-Site Contractor Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_  
Submitted by: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please advise the Non-Official Service Contractor they MUST send a current General Liability Insurance Certificate no later than September 25, 2006 or they will not be permitted to service your exhibit. This certificate should be sent to Fun Factory Events, by mail or fax, to the address or fax number listed below.

It is the Exhibitor's responsibility to make sure each representative of your Non-Official Service Contractor abides by the rules and regulations of the show.

\*\*\*See reverse for definition of services and requirements\*\*\*

**DEADLINE DATE TO RETURN THIS NOTIFICATION IS SEPTEMBER 25, 2006.**

PLEASE RETURN TO FUN FACTORY EVENTS  
3710 S. SHILOH RD. GARLAND, TEXAS 75041 (972) 271-7444 Fax: (972) 271-7888

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# OFFICIAL & EXHIBITOR APPOINTED CONTRACTORS

## OFFICIAL SERVICE CONTRACTORS

*Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:*

- Insure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force, and
- avoid any conflict with local union and/or exhibit hall regulations.

*The Official Service Contractors will provide all trade show services, including labor. Exceptions are:*

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

## EXHIBITOR APPOINTED CONTRACTORS

*Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:*

1. The Exhibitor must notify Fun Factory Events (FFE) in writing of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The exhibitor shall provide evidence that the Exhibitor Appointed Contractor (EAC) has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to FFE at least 10 days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, FFE.
4. For services such as electrical, cleaning and material handling, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The EAC to be used by the exhibitor must provide a certificate of insurance with at least the following limits:
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage.
  - d. FFE must be named as additional insured.
6. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
  - b. Must have all business licenses, permits and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work and shall provide FFE with evidence of compliance.
  - c. Will share with FFE all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
  - d. Must furnish Show Management and FFE with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The EAC may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area or its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
  - g. Shall provide, if requested, evidence to FFE it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
  - h. Must coordinate all of its activities with FFE.
7. All information must be received in the FFE office no later than 30 days prior to the show.

# FUN FACTORY EVENTS

3710 S. Shiloh Rd. Garland, Texas 75041  
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# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## PAYMENT AUTHORIZATION FORM

Company Name:		Booth #:
Address:		
Phone:	Fax:	E-mail:
Ordered By: (please print)		
Signature:		Date:

**Your Signature Below Denotes Acceptance of All Terms & Conditions Included in This Packet.**

**COMPANY CHECK**

Please make check payable to: Fun Factory Decorations & Special Events. Checks must be in U.S. funds drawn on a U.S. bank or Canadian bank.

**CREDIT CARD**

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(s), including without limitation, any shipping charges. Please complete the information requested below.

AMERICAN EXPRESS     MASTERCARD     VISA

Account No:	3-4 Digit Security#:	Exp. Date:
Cardholder Name: (Please Print)		
Signature:		
Cardholder Billing Address:		
City/State/Zip		

## ENTER TOTALS HERE

FURNITURE	CARPET	CLEANING	SIGNS	FLORAL	DISPLAY LABOR	MATERIAL HANDLING	FORKLIFT LABOR

\*Remember to Order in Advance to save time & money.  
Orders received without payment or after the Discount  
Deadline Date will be charged at standard rates.

TOTAL OF ALL  
FUN FACTORY  
CHARGES

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### THIS FORM MUST ACCOMPANY YOUR ORDER

Please Return to FUN FACTORY EVENTS  
3710 S. Shiloh Rd. Garland, Texas 75041  
Ph: (972) 271-7444 Fax: (972) 271-7888

# PAYMENT & LABOR TERMS & CONDITIONS

The terms and conditions set forth below become a part of the contractual agreement between Fun Factory Events and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- **WHEN AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH FUN FACTORY DECORATIONS & SPECIAL EVENTS; OR**
- **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FUN FACTORY DECORATIONS & SPECIAL EVENTS.**

**DEFINITIONS:** The name "Fun Factory Events" shall be construed within the meaning of this contract as Fun Factory Events (FFE), also dba "Fun Factory Decorations & Special Events", and/or its employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors FFE may appoint. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

**PAYMENT TERMS:** Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. or Canadian bank. The term "U.S. Funds" must be pre-printed on all Canadian checks. Orders received without advance payment or after the deadline date will incur additional {After Deadline} charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FFE except where specifically identified as a sale. All FFE rentals include delivery, installation and removal from EXHIBITOR'S booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all FFE rental items with the exception of Plush Carpet, Custom-Cut Carpet, Signs and any other custom-order items, which will remain 100% of the original charge. It is the EXHIBITOR'S responsibility to advise FFE Exhibitor Services personnel of any problem with any order and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, FFE requires an exemption certificate for the State of Texas. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FFE requires 100% prepayment of advance orders and any other orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in GARLAND, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by FFE shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF TEXAS. In the event of any dispute between EXHIBITOR and FFE relative to any loss, damage or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FFE for its services, as an offset against the amount of any alleged loss or damage. Any claim against FFE shall be considered a separate transaction and shall be resolved on its own merits. FFE reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FFE may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## **OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF FFD&SE**

**RESPONSIBILITIES:** FFE shall be responsible for the performance of labor provided under this option. FFE cannot assume responsibility for any acts of, or loss to, parties and/or other contracting firms not under FFE's direct supervision and control. In no event shall FFE be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. FFE shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond FFE's reasonable control.

**INDEMNIFICATION:** FFE agrees to indemnify, hold harmless and defend EXHIBITOR from and against any and all demands, claims, causes of actions, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury to FFE employees, or property damage arising out of work performed by labor provided by and supervised by FFE, except when EXHIBITOR exercises direction and/or control over the work being performed.

## **OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR**

**RESPONSIBILITIES:** EXHIBITOR shall be responsible for the performance of labor provided under this section. It is the responsibility of EXHIBITOR to supervise labor secured through FFE in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FFE Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor and to return to the Service desk to release labor when the work is completed.

**INDEMNIFICATION:** EXHIBITOR agrees to indemnify, hold harmless and defend FFE from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to FFE employees, and/or property damage arising out of work performed by labor provided by FFE but supervised by EXHIBITOR. Further, EXHIBITOR'S indemnification of FFE includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FFE to work in a manner that violates any of the above rules, regulations, and/or ordinances.

**IMPORTANT: PLEASE REFER TO FUN FACTORY EVENT'S MATERIAL HANDLING TERMS AND CONDITIONS (SEE REVERSE) AS THEY RELATE TO MATERIAL HANDLING SERVICES.**

# **FUN FACTORY EVENTS**

# FUN FACTORY EVENTS

3710 S. Shiloh Rd. Garland, Texas 75041  
972.271.7444 fax: 972.271.7888

# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## FURNITURE & ACCESSORIES ORDER FORM

Qty	Description	Discount Rate	Std Rate	Total
	Side Chair	\$ 19.00	\$ 24.50	\$
	Padded Arm Chair	\$ 27.00	\$ 35.00	\$
	Padded Stool	\$ 32.00	\$ 41.50	\$
	Wastebasket w/liner	\$ 9.00	\$ 11.70	\$
	Chrome Tripod Easel	\$ 19.00	\$ 24.50	\$
	Chrome Sign Holder	\$ 30.00	\$ 39.00	\$
	Chrome Bag Rack	\$ 25.00	\$ 32.50	\$
	Chrome Clothes Tree	\$ 25.00	\$ 32.50	\$
	Round Pedestal Table (42" h)	\$ 35.00	\$ 45.50	\$
	Rectangular Cocktail Table (18" h)	\$ 25.00	\$ 32.50	\$
	Square End table (18" h)	\$ 25.00	\$ 32.50	\$
	Literature Rack	\$ 75.00	\$ 97.50	\$
	Chrome Stanchion	\$ 25.00	\$ 32.50	\$
	White Plastic Chain (per ft.)	\$ 3.00	\$ 3.90	\$

\*Please circle color for table drape: **Berry** **Black** **Blue** **Burgundy** **Dark Green** **Gold**  
**Plum** **Red** **Teal** **Silver** **White**

<b>30" high draped table, 24" wide, topped in white vinyl, skirted on 3 sides</b>				
	4' Draped Table	\$ 50.00	\$ 65.00	\$
	6' Draped Table	\$ 60.00	\$ 78.00	\$
	8' Draped Table	\$ 65.00	\$ 84.50	\$
	4th Side Table Drape	\$ 19.00	\$ 24.50	\$
<b>42" high draped tables, 24" wide, topped in white vinyl, skirted on 3 sides</b>				
	4' Draped Table	\$ 75.00	\$ 97.50	\$
	6' Draped Table	\$ 85.00	\$ 110.50	\$
	8' Draped Table	\$ 90.00	\$ 117.00	\$
	4th Side Table Drape	\$ 19.00	\$ 24.50	\$
<b>30" high undraped table, 24" wide, topped in white vinyl only</b>				
	4' Undraped Table	\$ 25.00	\$ 32.50	\$
	6' Undraped Table	\$ 30.00	\$ 39.00	\$
	8' Undraped Table	\$ 32.50	\$ 42.00	\$
<b>42" high undraped table, 24" wide, topped in white vinyl only</b>				
	4' Undraped Table	\$ 37.50	\$ 48.50	\$
	6' Undraped Table	\$ 42.50	\$ 55.00	\$
	8' Undraped Table	\$ 45.00	\$ 58.50	\$
<b>Table Top Risers, white only</b>				
	6' Single Riser, 12" high	\$ 40.00	\$ 52.00	\$
	8' Single Riser, 12" high	\$ 55.00	\$ 71.50	\$
	6' Double Riser	\$ 80.00	\$ 104.00	\$
	8' Double Riser	\$ 110.00	\$ 143.00	\$
	Peg Board Panels, 4' x 8' <input type="checkbox"/> vertical <input type="checkbox"/> horizontal	\$ 65.00	\$ 84.50	\$
	Bulletin Board, 4' x 6' (horizontal only)	\$ 55.00	\$ 71.50	\$

DISCOUNT DEADLINE DATE IS OCTOBER 10. ORDERS RECEIVED AFTER THIS DATE, WITHOUT PAYMENT OR AT SHOW SITE WILL BE CHARGED THE STANDARD RATE.

<b>Sub-total</b>	\$
<b>8.25% Tax</b>	\$
<b>Total</b>	\$

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER  
PLEASE RETURN TO FUN FACTORY EVENTS  
3710 S. SHILOH RD. GARLAND, TEXAS 75041 (972) 271-7444 Fax: (972) 271-7888  
© 2004 Fun Factory Events

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# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## BOOTH CARPET ORDER FORM

### STANDARD BOOTH CARPET

PLEASE CIRCLE COLOR: Berry Black Blue Burgundy Dark Green Gray Plum Red Teal

Booth Size: \_\_\_\_ X \_\_\_\_

Qty	Description	Discount Rate	Std Rate	Total
	9' x 10' Standard Carpet	\$ 65.00	\$ 84.50	\$
	9' x 20' Standard Carpet	\$ 130.00	\$ 169.00	\$
	9' x 30' Standard Carpet	\$ 195.00	\$ 253.50	\$
	9' x 40' Standard Carpet	\$ 260.00	\$ 338.00	\$
Qty in Sq.Ft.	Description	Discount Rate	Std Rate	Total
	Carpet Padding			
	Carpet Size: ____ X ____	\$ .45	\$ .59	\$

### CUSTOM BOOTH CARPET

PLEASE CIRCLE COLOR: Berry Black Blue Burgundy Dark Green Gray Plum Red Teal

Carpet Size: \_\_\_\_ X \_\_\_\_

Qty in Sq.Ft.	Description	Discount Rate per Sq.Ft.	Std Rate per Sq.Ft.	Total
	Custom Cut Carpet (100 Sq.Ft. Minimum)	\$ 1.70	\$ 2.00	\$
	Carpet Padding	\$ .45	\$ .59	\$

### PLUSH BOOTH CARPET

PLEASE CIRCLE COLOR: Black Blue Mist Cabernet Cardinal Colony Blue Crème  
Hunter Green Grey Pearl Navy Silver Cloud White

Carpet Size: \_\_\_\_ X \_\_\_\_

Qty in Sq.Ft.	Description	Discount Rate per Sq.Ft.	Std. Rate per Sq.Ft.	Total
	Plush Carpet (100 Sq.Ft. Minimum)	\$ 2.20	\$ 2.85	\$
	Carpet Padding	\$ .45	\$ .59	\$

All carpet and padding prices include delivery, installation, carpet tape and carpet removal.

\*DISCOUNT DEADLINE DATE IS OCTOBER 10. ORDERS RECEIVED AFTER THIS DATE, WITHOUT PAYMENT OR AT SHOW SITE WILL BE CHARGED THE STANDARD RATE.

ENTER CARPET TOTAL	Sub-Total	\$
	8.25% Tax	\$
	Total	\$

Company Name:	Booth #:
Contact Name:	Phone #:

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3710 S. SHILOH RD. GARLAND, TEXAS 75041 (972) 271-7444 Fax: (972) 271-7888

# FUN FACTORY EVENTS

3710 S. Shiloh Rd. Garland, Texas 75041  
972.271.7444 fax: 972.271.7888

# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## BOOTH CLEANING ORDER FORM

### BOOTH VACUUMING

- Charges are per square foot with a 100 square foot minimum.
- Includes emptying your wastebasket nightly.
- Booth Size: \_\_\_\_ X \_\_\_\_

Qty in Sq.Ft.	Description	Rate X Total Sq.Ft.	Total
	One-Time Vacuuming (before show opens)	\$ .17 X	\$
	2 Days Vacuuming	\$ .30 X	\$
	3 Days Vacuuming	\$ .45 X	\$
	4 Days Vacuuming	\$ .60 X	\$

### SHAMPOOING

- Charges are per square foot with a 100 square foot minimum.
- Booth Size: \_\_\_\_ X \_\_\_\_

Qty in Sq.Ft.	Description	Rate X Total Sq.Ft.	Total
	One-Time Shampooing (before show opens)	\$ .32 X	\$
	2 Days Shampooing	\$ .64 X	\$
	3 Days Shampooing	\$ .96 X	\$

### PORTER SERVICE

- Fun Factory will empty wastebaskets at two hour intervals during show hours.
- Charges are Per Day and are based on the total square footage of booth space.
- Booth Size: \_\_\_\_ X \_\_\_\_

Booth Size	Description	Price Per Day X No. of Days	Total
0 – 500 Sq.Ft.	Porter Service	\$ 30.00 X	\$
501–1000 Sq.Ft.	Porter Service	\$ 45.00 X	\$
1001–1500 Sq.Ft.	Porter Service	\$ 60.00 X	\$
1501–2000 Sq.Ft.	Porter Service	\$ 75.00 X	\$

\*FOR SPECIAL CLEANING REQUESTS, PLEASE CONTACT OUR EXHIBITOR SERVICES DEPARTMENT.

ENTER CLEANING TOTAL	Sub-Total	\$
	8.25% Tax	\$
	Total	\$

Company Name:	Booth #:
Contact Name:	Phone #:

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER  
PLEASE RETURN TO FUN FACTORY EVENTS  
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October 25, 2006

## SIGNS & GRAPHICS ORDER FORM

### STANDARD SIGN SIZES

Signs are based on one color copy, white foamboard and 10 words or less per sign.

Qty	Size	Discount Rate	Standard Rate	Total
	7" x 11"	\$ 18.00	\$ 36.00	\$
	7" x 22"	\$ 20.00	\$ 40.00	\$
	7" x 44"	\$ 22.00	\$ 44.00	\$
	11" x 14"	\$ 22.00	\$ 44.00	\$
	14" x 22"	\$ 27.00	\$ 54.00	\$
	22" x 28"	\$ 37.00	\$ 74.00	\$
	28" x 44"	\$ 52.00	\$ 104.00	\$

### OPTIONAL SERVICES

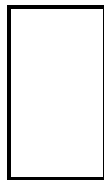
Qty	Description	Discount Rate	Standard Rate	Total
	Additional Words Over 10	\$ 1.00	\$ 2.00	\$
	Colored Foamboard	\$ 3.00	\$ 6.00	\$
	Changes in Color of Copy	\$ 3.00	\$ 6.00	\$
	Easel Back on Sign	\$ 2.00	\$ 4.00	\$

### CHOOSE YOUR STYLE AND COLOR:

### INDICATE YOUR SIGN COPY HERE:

\*Please feel free to draw on reverse side of this form.

HORIZONTAL VERTICAL



Let Fun Factory  
choose best layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

PLEASE INDICATE HERE IF YOU WOULD LIKE ADDITIONAL INFORMATION & PRICING ON BANNERS, LOGOS, FONT STYLES, DIGITAL GRAPHICS OR ANY ITEM NOT SHOWN ON THIS PAGE.

\*DISCOUNT DEADLINE DATE IS OCTOBER 10. SIGNS ORDERED, CANCELLED OR CHANGED AFTER THIS DATE WILL BE CHARGED AT 100% OF THE ORIGINAL PRICE.

ENTER SIGN TOTAL	Sub-Total	\$
	8.25% Tax	\$
	Total	\$

Company Name:	Booth #:
Contact Name:	Phone #:

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## FLORAL ORDER FORM

### PLANT RENTAL

Qty	Description	Discount Rate	Standard Rate	Total
	6 inch Green Plant	\$ 35.00	\$ 45.50	\$
	10 inch Fern	\$ 35.00	\$ 45.50	\$
	3 – 4 foot Green Plant	\$ 55.00	\$ 71.50	\$
	5 – 6 foot Green Plant	\$ 65.00	\$ 84.50	\$
	7 foot Green Plant	\$ 75.00	\$ 97.50	\$
	Taller and Specialty Plants	Priced on Request		

Green Plant container Preference:  Black  White  Wicker Baskets

### PLANT/FLORAL PURCHASE

Qty	Description	Discount Rate	Standard Rate	Total
	Mums	\$ 35.00	\$ 45.50	\$
	Azaleas	\$ 45.00	\$ 58.50	\$
	Floral Arrangements	\$ 50.00 & Up	\$ 65.00 & Up	\$
	Gladiolas in Vase	\$ 55.00	\$ 71.50	\$
	Corsages	\$ 20.00 & Up	\$ 26.00 & Up	\$
	Boutonnieres	\$ 10.00 & Up	\$ 13.00 & Up	\$
	Specialty Floral Design	Priced on Request		

Color Preferences and Further Descriptions:

Special Requests or Instructions:

Prices include container, delivery and removal. Rental items damaged or missing from exhibitor's booth are the responsibility of the exhibitor and additional charges will apply.

**\*DISCOUNT DEADLINE DATE IS OCTOBER 10. ORDERS RECEIVED AFTER THIS DATE, WITHOUT PAYMENT OR AT SHOW SITE WILL BE CHARGED THE STANDARD RATE.**

ENTER FLORAL TOTAL	Sub-Total	
	8.25% Tax	
	Total	

Company Name:	Booth #:
Contact Name:	Phone #:

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Dallas, Texas  
October 25, 2006

## DISPLAY LABOR ORDER FORM

Complete and return if you need labor to set-up and/or dismantle your booth.

LABOR RATES		
<b>Straight Time</b>	8:00 AM to 4:30 PM, Monday through Friday	<b>\$45.00</b>
<b>Overtime</b>	6:00 AM to 7:59 AM & 4:30 PM to 11:59 PM, Monday through Friday	<b>\$70.00</b>
	6:00 AM to 11:59 PM Saturday and Sunday	
<b>Double Time</b>	12:00 AM to 6:00 AM and recognized holidays	<b>\$90.00</b>

**NOTE: A one-hour per man minimum charge will apply.**

- Start time guaranteed only at start of working day. Supervisor must check in at Service Desk to pick up labor.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth.
- If you request Fun Factory Decorations & Special Events to install or dismantle your exhibit, under our supervision and in the absence of your company's personnel, a supervisory charge of 25% of the total labor charge, or a \$25.00 minimum charge, will be added to your invoice.
- Fun Factory supervised jobs will be completed at our discretion prior to show opening & before the hall must be cleared. Please include setup photo/plan, special instructions & inbound/outbound shipping info with this order.

### INSTALLATION LABOR

Date	Start Time	# of Persons	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
<input type="checkbox"/> Fun Factory Supervised Labor*					<b>Sub-Total</b>	
The charge for this service is 25% of the total installation labor bill, with a minimum of \$25.00. A completed Shipment Notification Form must accompany your Labor Order Form.					<b>Supervision</b>	
<input type="checkbox"/> Exhibitor Supervised Labor					<b>8.25% Tax</b>	<b>N/A</b>
					<b>Total</b>	

Show Site Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### DISMANTLE LABOR

Date	Start Time	# of Persons	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
<input type="checkbox"/> Fun Factory Supervised Labor*					<b>Sub-Total</b>	
The charge for this service is 25% of the total installation labor bill, with a minimum of \$25.00. A completed Shipment Notification Form must accompany your Labor Order Form.					<b>Supervision</b>	
<input type="checkbox"/> Exhibitor Supervised Labor					<b>8.25% Tax</b>	<b>N/A</b>
					<b>Total</b>	

Show Site Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**  
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October 25, 2006

## SHIPMENT NOTIFICATION FORM

### INBOUND SHIPPING INFORMATION

Carrier Name: \_\_\_\_\_ Carrier Phone Number: \_\_\_\_\_

Shipped To:  Warehouse  Show Site

Shipped From City/State: \_\_\_\_\_

Total Number of Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fiber Cases: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

(A Material Handling Agreement must accompany all outbound shipments and may be obtained at the show site Exhibitor Service Desk. Completion of the following outbound shipping information does not preclude or replace a Material Handling Agreement completed by the exhibitor at show site.)

Ship To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

METHOD OF SHIPMENT (List carrier name and phone number):

House Common Carrier \_\_\_\_\_ House Air Carrier \_\_\_\_\_

Next Day  2<sup>nd</sup> Day  Deferred  Std Ground  Expedited Ground  Specialized

Other Common Carrier: \_\_\_\_\_ Other Air Carrier: \_\_\_\_\_

Other Van Line: \_\_\_\_\_ Other: \_\_\_\_\_

Freight Charges: Prepaid \_\_\_\_\_ Collect: \_\_\_\_\_ Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If assigned carrier fails to show up for pick up should we reassign carrier? YES  NO

### PLEASE PROVIDE AN EMERGENCY CONTACT:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please note: Fun Factory Events will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Company Name:	Booth #:
Contact Name:	Phone #:

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October 25, 2006

## MATERIAL HANDLING SERVICES & RATES

Material Handling includes unloading your exhibit material, either in advance at our warehouse or at show site; storing up to 30 days in advance at our warehouse; delivery to your booth; the handling of empty containers to and from storage; and removal of the material from the booth for reloading onto outbound carriers.

<b>CRATED</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING</b>	Material delivered by the carrier in such a manner that it requires additional handling such as ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked shipments. Federal Express and UPS are included in this category due to their delivery procedures.
<b>UNCRADED</b>	Material that is delivered loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.
<b>Straight Time</b>	8:00 AM to 4:30 PM, Monday through Friday.
<b>Overtime</b>	6:00 AM to 7:59 AM & 4:30 PM to 11:49 PM, Monday through Friday. Overtime rates apply to advance warehouse shipments if move-in to the facility occurs on overtime.

Description	Price per CWT (100 lbs.)	Minimum
<b>WAREHOUSE SHIPMENT</b>		
Crated or Skidded Shipment	\$ 29.00	\$ 58.00
Special Handling Shipment	\$ 39.00	\$ 39.00
<b>WAREHOUSE SHIPMENT DELIVERED AFTER OCTOBER 20</b>		
Crated or Skidded Shipment	\$ 35.00	\$ 70.00
Special Handling Shipment	\$ 45.00	\$ 45.00
<b>SHOW SITE SHIPMENT</b>		
Crated or Skidded Shipment	\$ 32.00	\$ 64.00
Special Handling Shipment	\$ 42.00	\$ 42.00
Uncrated or Pad-Wrapped Shipment	\$ 48.00	\$ 96.00
<b>SHOW SITE SHIPMENT DELIVERED AFTER SHOW OPENING</b>		
Crated or Skidded Shipment	\$ 38.00	\$ 76.00
Special Handling Shipment	\$ 48.00	\$ 48.00
Uncrated or Pad-Wrapped Shipment	\$ 54.00	\$ 110.00
<b>OVERTIME CHARGE-INBOUND (IN ADDITION TO ABOVE RATES)</b>		
Crated or Skidded Shipment	\$ 8.00	\$ 8.00
Special Handling Shipment	\$ 9.00	\$ 9.00
Uncrated or Pad-Wrapped Shipment	\$ 11.00	\$ 11.00
<b>OVERTIME CHARGE-OUTBOUND (IN ADDITION TO ABOVE RATES)</b>		
Crated or Skidded Shipment	\$ 8.00	\$ 8.00
Special Handling Shipment	\$ 9.00	\$ 9.00
Uncrated or Pad-Wrapped Shipment	\$ 11.00	\$ 11.00

Use this formula to determine the material handling cost for your shipment(s):

Description	Weight ÷ 100 = CWT	Unit Price	Est. Cost
<b>Example</b>	1200 ÷ 100 = 12	\$ *	\$ *
		\$	\$
		\$	\$
		<b>Sub-Total</b>	\$
		<b>8.25% Tax</b>	\$ N/A
		<b>Total</b>	\$

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Name:</b>	<b>Phone #:</b>

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**  
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## MATERIAL HANDLING TERMS & CONDITIONS

Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- **THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR**
- **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO FFE'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH FUN FACTORY DECORATIONS & SPECIAL EVENTS IS THE OFFICIAL CONTRACTOR; OR**
- **WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH FFE.**

1. **DEFINITION:** For all purposes of this contract, "Fun Factory Events" (FFE), also dba as "Fun Factory Decorations & Special Events", means the company, its employees, officers, directors, agents, assigns, affiliated companies and related entities including but not limited to any subcontractors FFE may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives and any Exhibitor Appointed Contractors (EAC). Further, the EXHIBITOR is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.
2. **PACKAGING & CRATES:** FFE shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. FFE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. FFE assumes no responsibility for: error in the above procedures; removal of containers with old empty labels & without FFE labels; or improper information on empty labels. FFE WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY STORAGE.
4. **INBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or his representative, and *during such time the materials will be left unattended*. FFE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FFE highly recommends the securing of security services from Facility or Show Management.
5. **OUTBOUND SHIPMENTS:** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and *during such time the materials will be left unattended*. FFE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FFE highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FFE by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **FFD&SE'S RESPONSIBILITIES:** FFE shall be responsible only for those services which it directly provides. FFE assumes no responsibility for any persons, parties or other contracting firms not under FFD&SE direct supervision and control. FFE shall not be responsible for loss, delay or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, explosions, acts of terrorism or war, other causes beyond FFE'S reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE:** It is understood that FFE is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FFE with a release of subrogation to the extent of any insurance settlement received.
8. **DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the Shipper's declared value for carriage by the actual weight of the shipment.
  - (a) GROUND SHIPMENTS: No Declared Value is available for ground shipments. If the shipper elects to declare a value, they must ship by air.
  - (b) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):
    1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
    2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
    3. Personal effects, including without limitation papers and documents.
  - (c) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD). Shipments with a declared value exceeding \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation windshields, plate glass, ceramics, chinaware and light bulbs.
  - (d) Any declared value in excess of the maximums allowed herein is null and void and the acceptance by us for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums.
9. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against FFE more than two (2) years and one day from the day when written notice is given by FFE to EXHIBITOR that the claim is disallowed. Receipt of shipment by consignee or the consignor's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
  - (a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the events of any dispute between the EXHIBITOR and FFE relative to any loss, damage or claim such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FFE for its services, as an offset against the amount of any alleged loss or damage.
  - (b) MAXIMUM RECOVERY. If found liable for any loss, FFE's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the Material Handling Agreement and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment. DECLARED VALUE AMOUNTS APPLY ONLY TO THE AIR SHIPMENT OF MATERIALS AND NOT TO OTHER SERVICES PROVIDED BY FFE INCLUDING, WITHOUT LIMITATION, MATERIAL HANDLING SERVICES.
  - (c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY. FFE'S liability shall be limited to any loss or damage which results solely from FFD&SE'S NEGLIGENCE in the actual physical handling of the items compromising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FFE be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of FFE or provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FFE has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profile, loss of use or interruption of business, or other consequential or indirect economic loss(es).
10. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES, EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.
11. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend FFE, its employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation cost(s) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following: EXHIBITOR'S negligent supervision of any labor secured through FFE, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC. EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any EAC at the show or exposition to which this contract relates. EXHIBITOR'S violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management. EXHIBITOR'S inclusion of illegal substances, hazardous materials or waste in any shipments placed with FFE and for the violation of the representations and warranties made regarding hazardous materials as shown on the Material Handling Agreement.
12. **MISCELLANEOUS.** EXHIBITOR, waives and releases all claims against FFE, its employees, agents, officers and directors, with respect to all matters for which FFE has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read, understands and agrees to the provisions herein.

# FUN FACTORY EVENTS

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# BusinessPlace

Dallas Market Hall  
Dallas, Texas  
October 25, 2006

## FORKLIFT LABOR ORDER FORM

To assemble displays or when uncrating, unskidding, positioning and/or reskidding equipment and 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 and an operator.

<b>Straight Time</b>	<b>8:00 AM to 4:30 PM, Monday through Friday</b>
<b>Overtime</b>	<b>6:00 AM to 7:59 AM &amp; 4:30 PM to 11:59 PM, Monday through Friday</b> <b>6:00 AM to 11:59 PM Saturday and Sunday</b>

Description	Hourly Rate
Forklift w/operator – up to 5,000 lbs – Straight Time	\$ 88.00
Forklift w/operator – up to 5,000 lbs - Overtime	\$ 117.00
Forklift w/operator – up to 10,000 lbs – Straight Time	\$ 93.00
Forklift w/operator – up to 10,000 lbs - Overtime	\$ 122.00
Forklift w/operator – up to 15,000 lbs – Straight Time	\$ 98.00
Forklift w/operator – up to 15,000 lbs - Overtime	\$ 127.00
Rigger Labor – Straight Time	\$ 58.00
Rigger Labor - Overtime	\$ 87.00

- The minimum charge for labor and equipment is (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments.
- Start time guaranteed only at start of working day only.
- Exhibitor representative must check in at Service Desk to pick up crew and supervise work. Upon completion, exhibitor representative will return the crew to the Service Desk and approve the work order.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.
- When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your booth.

## INSTALLATION FORKLIFT LABOR

Date	Start Time	# of Forklift Crews	Approx Hrs per Person	Hourly Rate	Estimated Total Cost
				<b>Sub-Total</b>	
				<b>8.25% Tax</b>	<b>N/A</b>
				<b>Total</b>	

Show Site Contact: \_\_\_\_\_  
Emergency Phone: \_\_\_\_\_

## DISMANTLE FORKLIFT LABOR

Date	Start Time	# of Forklift Crews	Approx Hrs per Person	Hourly Rate	Estimated Total Cost
				<b>Sub-Total</b>	
				<b>8.25% Tax</b>	<b>N/A</b>
				<b>Total</b>	

Show Site Contact: \_\_\_\_\_  
Emergency Phone: \_\_\_\_\_

<b>Company Name:</b>	<b>Booth #:</b>
<b>Contact Person:</b>	<b>Phone #:</b>

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**  
**PLEASE RETURN TO FUN FACTORY EVENTS**  
**3710 S. SHILOH RD. GARLAND, TEXAS 75041 (972) 271-7444 fax: (972) 271-7888**

# DALLAS MARKET CENTER Telecommunications Order Form

Cypress Communication  
2100 Stemmons Frwy. 5<sup>th</sup> Floor  
Dallas, Texas 75207  
(214) 583-8777 FAX (214) 583-8779

Company _____		
Address _____		
City _____	State _____	ZIP _____
Contact Name _____		
Phone _____	FAX _____	
Name of Event/Show _____		
Start Date of Service _____	End Date _____	
Room and/or Booth # _____	Building (WTC,APM,MWM,TM,MH) _____	

List quantity of each. Cypress Communications will provide a telephone number, the equipment you indicate, and a 25' line cord for all single line telephones. Unless otherwise arranged, rates are per event for up to one week of service. **PLEASE SUBMIT THIS APPLICATION FOR SERVICE NO LATER THAN 10 DAYS BEFORE THE EVENT.** Orders received after that time will be subject to a **\$50.00 LATE FEE** and will be handled on a first come first serve basis.

LINE TYPE:	1 <sup>st</sup> Unit Charge	Add'l Unit	Qty.	Total Charge
Line only *(for credit card,laptop,fax)	\$125.00	\$ 50.00	_____	\$ _____
Line with telephone set	\$150.00	\$ 75.00	_____	\$ _____
Line with digital multi-line set	\$250.00	\$100.00	_____	\$ _____
Voice mail box	\$ 25.00	\$ 25.00	_____	\$ _____

**Order Subtotal** \$ \_\_\_\_\_

**Long Distance/Restrictions:(Please check one)**

Local and Toll Free access ONLY  \_\_\_\_\_  
 Local AND Long distance access  \_\_\_\_\_  
 (Credit Card **REQUIRED** for long distance service)

Federal Excise Tax (3%)	\$ _____
State & Local Tax (8.25%)	\$ _____
Surcharge, Local Svc. (7.12%)	\$ _____
TIF Reimbursement (1.35%)	\$ _____
Federal USF Charge (5.54%)	\$ _____

Please indicate location of lines

**ORDER TOTAL** \$ \_\_\_\_\_

REAR  
  
LEFT      **BOOTH**      RIGHT  
  
FRONT

**Payment REQUIRED prior to service installation**

\_\_\_\_ Check attached payable to Cypress Communications  
 \_\_\_\_ Charge to Credit Card TYPE: ( , MC, V)

Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 I hereby authorize Cypress Communications or its agents to install the services described above. I will be responsible for all charges incurred, and for any equipment lost or damaged while in my care.

For office use only: Connect Order _____	Disconnect Order _____
Extensions: _____	

**\* NOTE : Modems and Credit Card Approval Machines must be programmed to dial "9" to make outgoing calls.**



# FIRE DEPARTMENT REGULATIONS

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

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked, unobstructed and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
  - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
  - b. Fuel tanks are locked and sealed.
  - c. Battery cables are disconnected.
  - d. Ignition keys are removed and at display location.
  - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to areas approved by the fire marshal.
8. The use, display or storage of LPG, flammable liquid or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal.
10. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of gas and any gas-fired appliances must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproof.
17. The storage of hay and straw must be approved by fire marshal.

**These are Basic Rules which every exhibit must comply with prior to the scheduled opening.**