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1. OFFICIAL EVENT HOURS

A. EXHIBITION HOURS

DAY	DATE	HOURS*
Tuesday	January 29, 2008	10:00 am - 6:00 pm
Wednesday	January 30, 2008	9:00 am - 6:00 pm
Thursday	January 31, 2008	9:00 am - 2:00 pm

*On Show days Exhibitors are allowed access to the hall two hours prior, and one hour after the official Public hours.
Note: No meetings may be scheduled before 10 am on Tuesday or before 9 am on Wednesday and Thursday.

B. EXHIBITOR REGISTRATION BADGE PICK-UP

DAY	DATE	HOURS
Sunday	January 27, 2008	10:00 am – 5:00 pm
Monday	January 28, 2008	7:30 am – 5:00 pm
Tuesday	January 29, 2008	7:30 am – 5:00 pm
Wednesday	January 30, 2008	8:00 am – 4:00 pm
Thursday	January 31, 2008	8:00 am – 12:00 pm

C. WORK ACCESS PASS PICK-UP

DAY	DATE	TIMES
Friday	January 25, 2008	8:00 am – 5:00 pm
Saturday	January 26, 2008	8:00 am – 5:00 pm
Sunday	January 27, 2008	8:00 am – 5:00 pm
Monday	January 28, 2008	8:00 am – 5:00 pm

2. SET UP (Move In) and DISMANTLE (Move Out)

A. Set-Up (Move-In)

- Exhibitors with **standard booth** space can begin move-in to the show floor at the Mandalay Bay Convention Center as early as Friday, January 25, 2008 at 8:00 am.
- **Complete Booth Package and Pavilion Exhibitors** can begin move-in into the Mandalay Bay Convention Center on Sunday, January 27 at 8:00 am.
- Ensure you notify your contractors/vendors of the established schedule to avoid unnecessary delays and problems.
- Below are the SET -UP hours of operation you must adhere to during move-in.

DAY	DATE	HOURS
Friday	January 25, 2008	8:00 am – 5:00 pm
Saturday	January 26, 2008	8:00 am – 5:00 pm
Sunday	January 27, 2008	8:00 am – 5:00 pm
Monday	January 28, 2008	8:00 am – 3:00 pm

- If you need to work any other time than listed, you must obtain permission from show management no later than 3:30pm each day.
- Installation must be completed, and all aisle ways clear for the installation of aisle carpet, by **Monday, January 28, 2008** at 3:00pm.
- For security and safety, **NO MEETINGS** may be scheduled during the dates of set-up and dismantling.
- **Freeman** has exclusive control of the loading/unloading and access to/from the loading docks.
 - Consign your freight/exhibit materials to the Freeman Warehouse prior to January 16, 2008, or to the Convention Center between January 25-28, 2008, but NOT prior to your move-in date.
 - To avoid additional handling charges, notify Freeman if you will not be arriving on your target date.

- Full-time employees of exhibiting companies may hand-carry materials into the Exhibit Hall as long as it is WITHOUT the use of dollies, flat trucks and/or other mechanical equipment.

WAREHOUSE SHIPPING ADDRESS: (prior to 1/16/08)

NATPE 2008

Include Exhibiting Company Name

Booth # _____

C/O Freeman

6675 West Sunset Road (I-215 & Rainbow)

Las Vegas, NV 89118

To avoid additional after deadline charges, materials must arrive by January 16, 2008. Freeman will accept crated, boxed or skidded materials beginning **December 28, 2007**, at the above address. Warehouse freight will be delivered prior to exhibitor set up.

SHOW SITE SHIPPING ADDRESS: (schedule to arrive on targeted move -in date)

NATPE 2008

Include Exhibiting Company Name

Booth # _____

C/O Freeman

Mandalay Bay Convention Center

3970 Las Vegas Blvd, South

Las Vegas, NV 89119

Shipments can arrive for unloading and delivery to booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD**, and based on your target move-in date, beginning Friday, January 25, 2008 at 8:00am.

- If you plan to use a service contractor other than Freeman , please see **3-B (Exhibitor Appointed Contractor - EAC)** in this section.

B. Access to Exhibit Floor (Move-In & Move-Out)

- Exhibitor personnel assigned to duty during Installation and Dismantling may use their Red Exhibitor badges to obtain access to the floor.
- Those persons without badges, and all EAC personnel, desiring access to the floor prior to Tuesday, January 29, must submit the Work Access request form. Stickers will be issued and may be picked up from the Security Desk located in the Lobby between 8:00am and 5:00pm beginning Friday, January 25.

C. Dismantle (Move-out)

- *No exhibit, in whole or in part, may be removed from the assigned space during the period of exhibition.*
- Freeman will return packing crates starting at **3:00pm, Thursday, January 31, 2008***. Labor will not be allowed to work in the aisles until after 3:00pm. All work performed between 2pm and 3pm must be done within the confines of the booth.
***No Contract Labor for removal will be allowed into the Exhibit Hall prior to 2:00 pm on Thursday, January 31, 2008.**
- Shorelines A: All Packing must be completed by **12:00pm, Friday, February 1, 2008** and all materials must be removed from the Exhibit floor by **7:00 p.m.**
- Larger exhibitors should be prepared to work into the night and possibly all night to meet the tight move-out schedule.
- Do not leave valuable unattended during set-up or move-out.

DISMANTLE (MOVE-OUT) HOURS for SHORELINES A

DAY	DATE	TIMES
Thursday	January 31, 2008	2:00 – 8:00 pm*
Friday	February 1, 2008	8:00 am – 7:00 pm

*Contact show management if you need more time on Thursday night.

See **Item 7 below** for important information and recommended security precautions.

D. Union Labor

- Order labor in advance or on-site at the Freeman Counter at the Exhibitor Service Desk.

Obtain Form: FREEMAN SECTION; “Labor”

3. OFFICIAL SERVICE CONTRACTOR – FREEMAN

A. Freeman Section

Freeman is the Official Service Contractor for the exhibition. In the Freeman Section of this manual, you will find a description of their services and products (along with the necessary forms), and specific information on the following:

Labor	Exhibit Rentals or Sales
Furniture	Custom Accessories
Signs/Graphics	Carpet
Material Handling	Storage

- A simplified ordering system has been developed to streamline your paperwork. All above services can be ordered on one order form located in this section.
- Details for ordering **Freeman services on-line** at www.totalshow.com are available in this section.

B. Exhibitor Appointed Contractor (EAC)

1. NATPE Requirements

If you plan to use an exhibit service firm or vendor other than the Official Contractor/Vendors, then you must:

- Notify NATPE by **November 16, 2007** of the firm's name, address and supervisor in attendance.
- Ensure the firm notifies NATPE by **December 21, 2007** of the names of all exhibiting companies for whom they have orders, the names of all employees working on the show, and furnish insurance certificates. Note: Each exhibiting company is still required to provide individual insurance certificates.
- Once approved by NATPE, we will inform them on items such as badge procedures, proper forms required and insurance.
- Do NOT request Work Passes or Badges for your contractors; they will request them on their own.?

Obtain Form: GENERAL INFO / NATPE FORMS SECTION; "EAC Form"

2. Freeman Requirements

Exhibitors may only appoint their own contractor for the physical set-up and dismantling of their displays. All other show services must be provided by the Official Service Contractor, Freeman. The following are the requirements:

- The exhibitor must notify the Freeman in writing of their intention to utilize their own EAC, by **November 16, 2007**, furnishing the name, address and telephone number of the firm, and the name of the on-site person who will be in charge of the operation.

The EAC must:

- Possess all licenses, permits or bonding required by federal, state, county municipal governments and the exposition hall manager prior to commencing workers, and shall provide Show Management with evidence of compliance.
- Carry a minimum insurance coverage of \$1M in bodily injury insurance; \$100K to \$500K in property damage and \$1M in liability and workers compensation, and shall provide NATPE and Freeman with a certificate of insurance showing coverage and amounts.
- Follow the scheduled work times or pay any additional cost incurred because of extended work hours.
- Furnish Freeman with all the names of all employees who will be supervising on the exhibition floor. The EAC must see that all workers have and wear, at all times, the necessary badges.
- Confine his operations to the exhibit area of his client(s). No service desks, motorized vehicles, storage areas or other work facilities will be located elsewhere in the exposition hall.
- Comply with all labor agreements and practices, and must not commit (or allow to be committed by persons in his employment) any acts that could lead to work stoppages, strikes or labor problems.
- Coordinate all activities with Freeman as the exposition floor, aisles, loading docks, service and storage areas will be under the control of Freeman.
- Share with Freeman all reasonable costs related to their operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the EAC to remove all tape they may have installed on the floor and any bulk trash from the exhibit hall (such as skids, padding, carpet, or crates) or be billed accordingly by Freeman for the labor to do so.
- DO NOT solicit business on the show floor

4. VENDORS & SERVICES

A complete list of all official Vendors with addresses, telephone and fax numbers, contacts and forms are located in the OFFICIAL VENDORS/SERVICES SECTION

5. EXHIBITOR SERVICE DESK

- On-site a Service desk will be provided for all Official Vendors and Suppliers to take and confirm orders.
- Please check-in at Service Desk upon arrival to reconfirm all orders and delivery times.

6. INSURANCE

A. Official Requirements:

- Each Exhibitor and EAC must secure Liability against loss through personal injury to self, employees and visitors for a minimum \$1 Million. **NOTE: The standard liability insurance required by NATPE does NOT include insurance against loss, damage to equipment and display material and would be an extra caveat initiated and paid by the Exhibiting company.**

Either insurance may be obtained through your Company's existing insurance carrier or through John Buttine Inc.. NATPE requires floor and suite exhibitors to carry Commercial General Liability insurance with a limit of \$1,000,000 per occurrence. NATPE and Mandalay Bay Convention Center must be named as Additional Insured. This insurance must be in force during the lease dates, January 24-February 2, 2008.

This insurance:

- Protects exhibitors who do not have any Commercial General Liability Insurance or who do not want to use their insurance program
- Protects foreign exhibitors whose insurance will not pay claims brought in US courts
- Cost is \$100 per booth - regardless of booth size. Suite exhibitors cost is \$100 regardless of number of suites.
- Policy must be in the **name of exhibiting company** listed on the Exhibitor Contract (i.e. not parent or subsidiary company).
- Exhibitor will include NATPE, Operator, Freeman, the City of Las Vegas and their respective members, consultants, agents, directors, employees, licensees and assigns, as additional named insured in all insurance policies. All such policies shall specify that coverage may not be terminated except upon sixty (60) days prior written notice to NATPE and to Operator, and shall also provide that the Exhibitor and insurer shall have no right of recovery or subrogation. All such policies shall be placed with carriers with a rating of "A" or better by A.M. Best & Co.
- Policy MUST cover entire dates of show (i.e. including Installation and Dismantling), **January 24th to February 2nd, 2008.**

Review Sample Form: GENERAL INFO / NATPE FORMS SECTION; "Certificate of Insurance"

- Certificate of Insurance must be received in the NATPE office by **December 21, 2007**. If not received by due date, NATPE reserves the right to obtain insurance on your behalf and charge a handling fee. (NATPE does not derive any income from the sale of the insurance policy.)
- If the required Insurance cannot be obtained, you will not be permitted to set-up or exhibit at NATPE 2008.

B. Contractors & Vendors

- Official Contractor and Vendors are already insured and comply with the NATPE requirements.
- After approval by NATPE of an Exhibitor Appointed Contractor, each EAC must also send in a copy of an insurance certificate which meets all requirements indicated above.

C. International Exhibitors

- If you are using your existing Insurance company and not John Buttine, ensure that the policy will respond to legal suits originating in the United States and not just in your own country.

7. SECURITY

A. Facility

- Perimeter and entrance security is provided in the facility 24 hours a day including all set-up, exposition and dismantling hours until 11:59am, Friday, February 1, 2008.
- While NATPE will exercise reasonable care with safeguarding your property, neither NATPE, the facility, security contractor, service contractor, the drayage contractor, nor any of their officers, agents, or employees assume responsibility for such property. The general show security cannot and should not be counted on by exhibitors to provide more than a presence to inhibit theft.
- You are reminded that this is an open booth exposition and that the primary responsibility for safeguarding your exhibit and your merchandise is yours.
- NATPE is not responsible for any lost or stolen articles.
- Additional security services are available at your cost.
- Never leave valuables unattended during set-up and move-out.

Obtain Form: OFFICIAL VENDOR/SERVICES SECTION; “Security Guard Order Form”

D. Credentials

- Conference badges must be visible in order to access the floor and be in sight while on the floor.
- Individuals without proper badges will be escorted out of the hall.
- No babies (in strollers or otherwise), or any other person(s) under 18 years of age will be permitted on the Exhibit floor, with the exception of children and young adults with (prior-approved) Star Passes.
- Once the exhibition opens, exhibitors are permitted in the hall two hours before and one hour after show hours.
- Entry or Exit during other hours require show management permission (preferably by 3:30pm the day prior).
- Exhibitor booth representatives shall be restricted to the Exhibitor’s employees.

C. Security Precautions

- Ship items in locked trunks or crates and with a qualified trucker or forwarder.
- If using cartons, ensure they are security taped or banded; **DO NOT** list the contents on the outside of the cartons.
- Furnish your shipping company with an accurate and complete bill of lading.
- Do not leave merchandise under tables or displays.
- Do not, under any circumstances, include merchandise in containers to be stored with empties.
- Mark tool kits, hand tools and all light and easily portable objects. Small VCR’s and monitors, peripherals, and related equipment and software are highly vulnerable to loss or theft because of their relatively small sizes and high resale values. This vulnerability is even higher in the environment of an exhibition with its necessary installation and dismantling activities involving crates, boxes and containers. **Please make security of your material a high priority.**
- Do not leave your booth unattended during Installation and Removal. In particular, you are reminded that it will take several hours for empty crates to be returned upon the close of the show, Thursday, January 31st. During the hectic Move-Out, Exhibitors (or one of the Exhibitor’s employees) should pack as quickly as possible and **remain with their goods and merchandise** until their empties have arrived, their goods are packed, sealed, labeled, and the Material Handling agreement(s) are prepared.

D. Overnight Storage Room

- Available for small items on an overnight basis only; nothing may be left in overnight storage during the day.
- Open each morning from 8:00 am – 11:00 am, and each night from 5:00 pm - 7:00 pm.
Receipt will be given.

E. Storage Containers

- Available through Freeman exclusively for securing merchandise within the booth for the full length of the exposition.

Obtain Form: FREEMAN SECTION; “Safety Container”

F. Removal by persons other than Contractor

- Any persons removing items beyond that being taken by the approved drayage contractor must fill out a **PACKAGE REMOVAL SLIP** at the exit for each and every trip.
- Form must be properly filled out and signed in front of a Security Officer at the time of exit.

NOTE: It is recommended that you do not give away items to workers.

8. BOOTH SPECIFICATIONS

See the **RULES & REGULATIONS SECTION** for more details.

9. BUSINESS CENTER

- A Business Center will be offered in the 1st Floor Lobby of the Convention Center beginning Friday, January 25th.
- Copy services and miscellaneous sundries will be available.

10. COMMONLY ASKED QUESTIONS AND ANSWERS

1. What are the hours of exhibition?

The 2008 Exhibition Floor hours are:

10:00am – 6:00pm	on Tuesday, January 29
9:00am – 6:00pm	on Wednesday, January 30
9:00am – 2:00pm	on Thursday, January 31

DO NOT schedule any meetings on the floor for Tuesday, January 29 before 10am, or prior to 9am on Wednesday and Thursday, as there will be no access for attendees until these hours.

2. Who must provide a certificate of insurance?

Both Exhibiting Companies AND Exhibitor Appointed Contractors (EAC's) must provide evidence of liability insurance. Exhibitors need comprehensive general liability coverage, while EAC's must have general liability, worker's compensation, and automobile (if applicable) liability coverage. Insurance requirements are outlined in the Exhibit Cost Guide, and in the Exhibitor Appointed Contractor Guidelines for EAC's.

3. How can I obtain insurance coverage?

Insurance can be purchased for the duration of the conference by companies without coverage or by international companies whose policies don't cover the US. Guidelines and approximate costs are given in the Exhibitor Cost Guide. If you have further questions, call Linda Nichols, at (310) 857-1619 or email at linda@natpe.org.

4. How can I obtain a list of buyers attending the conference?

You may contact your NATPE Sales Person starting November. You will need to be a confirmed exhibitor before you can have access to this list. When you register for your badges you will be given a login and password to access the buyer's list at www.natpe.org on the registration site.

5. How can we order equipment and/or services for our booth?

All NATPE Official Vendors and Service Providers are listed in the Service Manual, along with order forms and contact information.

6. What is Material Handling?

Material Handling is the physical transfer of your goods from the loading dock to your booth, and the return of these goods to the loading dock at the end of the exhibition to include storage of empties during the show. Refer to the Freeman Section of the Service Manual.

7. Where do we ship our materials for our booth?

Refer to the General Information/NATPE Forms Section in the Service Manual for the address to ship your goods. If you require shipping services, refer to the Shipping & Material Handling Section.

8. How do we hire labor to set up our booth?

Refer to the Freeman Section in the Service Manual. Keep in mind, however, if you are exhibiting in a Specialty Pavilion or in a Complete Booth Package without added services and upgrades, you do not need to hire labor to install booth structure (as it is included in these packages).

9. When can we set up our booth?

Exhibitors with **standard booth** space can begin move-in to the show floor at the Mandalay Bay Convention Center as early as Friday, January 25, 2008 at 8:00 am. **Complete Booth Package and Pavilion Exhibitors** can begin move-in into the Mandalay Bay Convention Center on Sunday, January 27 at 8:00 am. Exhibit floor access will be granted to all personnel displaying appropriate badges and credentials at the Move-In time only. Needless to say, you may access the floor after your Move-In date during the designated hours that the floor is open.

10. How do we unload materials for our booth?

Full-time employees of exhibiting company may hand carry materials into the Exhibit Hall. However, curbside unloading and the use of dollies or wheel carts are prohibited. To unload materials from a private vehicle, you must check-in at the Marshalling Yard for dock-pass. You must wait until your specified Move-In date to obtain a dock-pass to unload materials and for access to the exhibit floor.

11. How early can we dismantle our booth?

Nothing can be removed from your booth prior to the closing of the floor at 2:00pm on Thursday, January 31. Hired labor will not be permitted on the floor until 2:00pm, and cannot work in the aisles until after 3:00pm.

12. How do we get the appropriate credentials/badges/identification for the exhibit floor?

Exhibitors will receive complimentary registrations based upon the exhibit option utilized and the total square footage occupied. Standard exhibit space includes three (3) badges per 100 sq. ft. of exhibit space up to a maximum of 50; pavilion and complete booth package space includes four (4) badges per 100 sq. ft. and exhibit suites include three (3) badges per exhibit suite.

These Exhibitor Badges enable admittance to the exhibit floor and to all conference activities. Refer to the Registration/Lead Retrieval Section of the Service Manual.

For the safety and security of all exhibits and materials, only those persons displaying Exhibitor Badges, EAC Badges, and a Work Access pass (also called security stickers) may access the floor. Contractors must fill out the appropriate form(s) in the Exhibitor Appointed Contractor Guidelines for either Work Access Pass or EAC Badge (which enables floor access during show hours). Security Stickers can be picked up at the Security desk in the main entrance. EAC Badges can be picked up at the Exhibitor Registration Counter starting Friday, January 25, 2008 at 8:00 am

13. Are there Exhibit only passes?

All conference registrations, including Exhibitor Badges, EAC Badges, and all other attendee badges are full conference & exhibition passes. Work Access pass (also called security stickers) allow admittance to the exhibit floor during set up and dismantle only.

14. How can I make substitutions or cancellations on registrations?

Exhibitors are encouraged to register all their complimentary registrations online, which will allow changes to be made by the exhibitor until January 18, 2008. Cancellations on paid registrations can be made until December 21, 2007, and will incur a \$100 administrative fee per cancelled registration.

15. How do I secure hotel accommodations?

Visit the Housing/Travel link on our web site – www.natpe.org to make immediate online housing reservations. Housing forms can be found in the Service Manual in the Housing/Travel Section.

16. Who do we contact with our press release information?

Please contact Rebecca Lee, rlee@lippingroup.com at The Lippin Group at 323-965-1990. The Press Room will be open:

Monday	8:00am - 5:00pm
Tuesday	8:00am - 6:00pm
Wednesday	8:00am - 6:00pm
Thursday	8:00am - 2:00pm

17. How do I inform NATPE of companies that will be sharing our booth space?

All sharing companies must fill out the 2008 Exhibit Space Application & Contract and pay the Share fee of \$1000 member and \$1500 non-member. To share booth space, they simply need to mark on the contract that they are sharing with your company. NATPE will contact all primary booth-holding companies to verify companies that are sharing space.

18. Do sharing companies receive a Service Manual?

No. The Exhibitor Service Manual is provided online for all exhibitors. It is the responsibility of the sharing company (ies) to arrange for the remittance of all appropriate forms by their deadline dates.

11. BUDGET GUIDE

COST DESCRIPTION	Cost Analysis Estimates	Actual	% of Actual Costs	Subtotal
Design & Construction - Total				<u>\$</u> (a)
Design & Detailing	\$	\$	%	
Shop Construction Materials	\$	\$	%	
Shop Construction Labor	\$	\$	%	
Repairs	\$	\$	%	
Amortization	\$	\$	%	
Transportation - Total				<u>\$</u> (b)
Freight	\$	\$	%	
Material Handling	\$	\$	%	
Storage	\$	\$	%	
Show Services – Total				<u>\$</u> (c)
Teamster Labor	\$	\$	%	
Electrician Labor	\$	\$	%	
Plumber Labor	\$	\$	%	
Janitor Labor	\$	\$	%	
Guard Services	\$	\$	%	
Florist Services	\$	\$	%	
Furniture & Equipment Labor	\$	\$	%	
Utilities (Power, Water, Gas, etc.)	\$	\$	%	
Telephone	\$	\$	%	
Catering	\$	\$	%	
Overhead Rigging	\$	\$	%	
Other Expenses – Total				<u>\$</u> (d)
Presenters/Talent	\$	\$	%	
Hotel Accommodations	\$	\$	%	
Air Travel	\$	\$	%	
Space Rental	\$	\$	%	
Registrations	\$	\$	%	
Promotional Literature	\$	\$	%	
Total Exhibit Costs	<u>(e)</u>	<u>(f)</u>		<u>\$</u>
Actual Design & Construction (a) as % of Actual (f)			%	
Actual Transportation Costs (b) as % of Actual (f)			%	
Actual Show Services (c) as % of Actual (f)			%	
Comparison of Actual (f) to Estimates (e)				(Favorable/Unfavorable) \$

12.GLOSSARY

ADVANCE ORDER: Goods and/or services ordered prior to setup.

AISLE CARPET: Carpet installed in aisles.

AV CONTRACTOR: Official supplier of audio-visual equipment and services.

BACKWALL BOOTH: Perimeter booth.

BAFFLE: Partition to control light, air or sound.

BILL OF LADING: Document or form listing goods to be shipped.

BONE YARD: On-site storage area for contractor materials.

BOOTH SIGN: 9"x 44" sign indicating company name, city, states and booth number.

BREAD BOARD: Printed circuit board, generally carrying less than 24 volts of electricity.

BUCK-BOOST TRANSFORMER: Electrical transformer used to transform 206 volt power to 200 volts.

BUS DUCT: Metal raceway enclosing high-voltage power feeds, suspended from overhead, from which high-voltage power over 100 amps. must be fed.

CARPENTER: Skilled craftsman used in the installation of exhibits and displays.

CO2 FIRE EXTINGUISHER: Dry chemical fire extinguisher used primarily for electrical fires.

COMMON CARRIER: Transportation company which handles crated materials.

CONSIGNEE: Person to whom goods are shipped.

CONTRACTOR: One who contracts to supply certain labor, services or materials (See also OFFICIAL CONTRACTOR and EAC)

CORNER BOOTH: Exhibit space with aisles on two sides.

CUSTOMS BROKER: Person or company which provides customs clearing services to shipper of goods to and from another country.

CUT & LAY: Installation of carpet other than standard booth size, generally at an increased cost.

CWT: Abbreviation for "hundred weight"; unit of measure used in drayage.

CWT RATE: Cost per "hundred weight".

DECORATOR: Craft person used to install drape, fabric, signs, etc.

DETAIL DRAWING: Drawing showing method of construction, plan view and elevators.

DISMANTLE: Take-down and removal of exhibits.

DISPATCHER: Person responsible for scheduling and routing freight.

DISPLAY BUILDER: Company which fabricates displays.

DOLLY: Low, flat, usually two-foot square, platform on four wheels used for carrying freight.

DRAYAGE: Transfer of freight from point of arrival to exhibit space.

DRAYAGE CONTRACTOR: Company responsible for handling exhibit materials.

DT LABOR: Work performed on overtime charged at twice the published rate.

DUPLEX OUTLET: Double electrical outlet.

EASEL: Three- or four-legged stand with a rack used to hold cork board, magnetic board, posters, signs, etc.

ELEVATION: Drawing depicting front and side views of an exhibit.

EXHIBITOR APPOINTED CONTRACTOR: See INDEPENDENT SERVICE CONTRACTOR.

EXHIBIT DESIGNER/PRODUCER: Company responsible for designing and constructing exhibits.

EXHIBIT HALL: Area(s) within a facility where exhibits are located.

EXHIBIT MANAGER: (1) Person in charge of an individual exhibit. (2) Show management staff person in charge of exhibit area.

EXHIBIT PROSPECTUS: Promotional materials to prospective exhibits to encourage participation in an exhibition;

EXHIBITOR MANUAL: See SERVICE MANUAL.

EXPOSITION MANAGER: Person totally responsible for an exposition.

FASCIA: Panel at top of exhibit usually with company name.

FHC: Notation on floor plans indicating fire hose cabinets.

FIRE EXIT: Door, clear of obstructions, designed for emergency egress.

FLOATER: Worker(s) used by foreman to help out assigned labor for short periods.

FLOOR LOAD: Maximum weight per square foot a floor can support. (May also refer to the maximum amount of power available from floor outlets and ports.)

FLOOR MANAGER: Person retained by exposition management to supervise the installation, dismantling and operation of the exhibit area.

FLOOR ORDER: Order for labor or services place on-site.

FLOOR PORT: Utility box, recessed in the floor, containing electrical, telephone, and/or plumbing connections.

FOAM CORE: Lightweight material with a Styrofoam center used for signs, decorating and exhibit construction. (also called GATOR FORM or GATOR BOARD.)

FORKLIFT: Vehicle with a power operated pronged platform for lifting and carrying loads (Also called TOW-MOTOR, LIFT TRUCK or JEEP.)

FOUR HOUR CALL: Minimum work period for which union labor must be paid in special circumstances. (Generally, minimum call is one hour.)

FREE FORM EXHIBIT: An exhibit with aisles on all four sides.

FREIGHT FORWARDER: Shipping company.

GENERAL CONTRACTOR: Company which provides all labor and services to an exhibiting manager and exhibitors.

GLOW-PLUG: Clear plastic electrical receptacle which glows red when power is flowing through line.

GOOSE-NECK LIGHT: Small (75 to 150 watt) spot light with flexible stem.

HASLON FIRE EXTINGUISHER: Hypo-thermal chemical fire extinguisher generally used on computer and sensitive electronic fires. Should not harm computers or destroy silicon chips.

HAND TRUCK: Small hand-propelled implement with two wheels and handles used for transporting small loads.

HARD CARD: (1) Work order labor or services. (2) Drayage contractor's record of materials received or shipped.

HARDWALL EXHIBIT: Exhibit constructed of plywood or sturdier materials as opposed to exhibits formed by drapery only.

HARD WIRE: Any electrical connection other than receptacle to receptacle. Charged on a time plus materials basis.

HEADER: (1) Fascia. (2) Overhead illuminated display sign.

HOLD HARMLESS: Clause in contracts ensuring that a group or company will not be responsible in the event of a claim.

I & D COMPANY: Company hired to install and dismantle exhibits.

INDEPENDENT SERVICE CONTRACTOR: Any company (other than the designated official contractor listed in the Service Manual) providing a service (display installation and dismantling, models/demonstrations, florist, photographers, audiovisual, etc.) and needing access to an exhibit any time during installation, show dates, and/or dismantling.

ISLAND BOOTH: See FREE FORM EXHIBIT.

KIT: See Service Manual.

LABOR CALL: (1) Method of securing union employees. (2) Time specified for labor to report (as in 7:00am call). (3) Minimum amount for which labor must be paid. (See FOUR HOUR CALL.)

LEKO LIGHT: High-wattage (usually 1,000 watts) theatrical light.

LIFT TRUCK: See FORKLIFT.

LOADING DOCK: Area of facility where freight is received.

LOCK-UP: Security storage area which is either guarded or locked.

LOGO: Symbol identifying an organization, company or event.

MANUAL: See SERVICE MANUAL.

MASKING DRAPE: Drapes used to cover storage or other unsightly areas.

MIS: Abbreviation for Modular Interlocking System, any of a number of module exhibit systems using extruded metal framing and PVC or masonite wall materials. (Some brand names are: FLEX, OCTANORM & MIROFORM)

MODULAR EXHIBIT: Exhibit constructed with interchangeable components.

MOVE-IN: Dates specific for the beginning of exhibit installation.

MOVE-OUT: Date specified for dismantling of exhibits.

OFFICIAL CONTACTOR: Company designated by exposition management to provide labor and/or services to exposition management and exhibitors.

ON-SITE ORDER: See FLOOR ORDER.

OT LABOR: Work performed on overtime billed at either time-& ½ or twice the published labor rates.

PADDED VAN SHIPMENT: Freight shipped via van lines where material is padded wrapped but not crated. (See VAN SHIPMENT.)

PALLET: Wooden platform onto which goods are loaded.

PENINSULA BOOTH: Booth space with aisles on three sides.

PERIMETER BOOTH: Booth located on the outermost wall of the exhibit hall.

PIPE AND DRAPE: Tubing with drapes which separate exhibit booths.

PROPERTY PASS: Release provided by the exhibitor for the removal of materials from the exhibit hall (Forms available from Show Security)

QUAD BOX: Four electrical outlets enclosed in a metal box.

RACEWAY: Metal or insulated rubber used to surround electrical wires.

RENTAL BOOTH: Complete booth package offered to exhibitors on a rental basis.

RETURN: Panel joined to back wall at right angles.

RIGGER: Skilled person used in the handling and assembly of machinery, steel construction and heavy materials.

SCOOTER: Electric or gas propelled cart.

SECURITY CAGE: Metal cage provided by security contractor to lock up exhibit materials.

SELF-CONTAINED UNIT: Type of exhibit where crate is opened and becomes part of the exhibit.

SERVICE MANUAL: Manual containing general information, labor/service order forms, Rules and Regulations and other information pertaining to exhibitor participation in an exhibit.

SHOW BREAK: Time specified for the close of the exhibition and beginning of dismantling.

SHOW MANAGEMENT: See EXPOSITION MANAGER.

SHOWCARD: Material used for signs.

SIDE RAIL: Low divider wall, usually pipe and drape, used to divide one exhibit space from another.

SIX-PACK: Small electrical transformer providing six 120 volt, 15 amp circuits from one 206 volt, single phase line.

SKIRTING: Decorative covering around tables or risers.

SMOKER: Ash tray stand.

SPECIAL HANDLING: Applies to material shipments requiring extra labor, equipment or time in delivery to exhibit space.

ST LABOR: Labor performed on straight-time as specified in the Service Manual.

SUB-CONTRACTOR: Company retained by general contractor to provide services.

SUITCASE: Small electrical transformer providing ten 120 volt, 15 amp circuits from one 206 volt, three phase line.

TERMINAL: Freight handling or dock area.

TIME & MATERIALS: Method of charging on a cost-plus basis.

TOW MOTOR: Forklift.

UNION STEWARD: On-site union official. The steward is elected by his co-workers to oversee his particular union's work in the facility. Stewards are responsible for resolving disputes which may occur over union jurisdictions. (Also called SHOP STEWARD)

VAN SHIPMENT: Shipment of exhibit properties via van lines, often consisting of large pieces, crated or uncrated, such as furniture or exhibit materials.

VELCRO: Material for fastening with "male" and "female" sides.

WASTE WATER RETURN: Drain.

WORKING DRAWING: See DETAIL DRAWING.

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