

***EXHIBITOR ORDER FORMS***

***FOR***

***INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007***

***Hyatt Regency San Francisco Airport Hotel  
November 5-8, 2007***

***INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007***

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**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

Exhibitor Move In	Monday, November 5: 10:00 am – 5:00 pm
Exhibitor Move Out	Wednesday, November 7: 4:00 pm – 8:00 pm

Your 8' x 10' booth includes: 8' pipe and drape on 3 sides, 1 table, 2 chairs and 1 - ID sign. The rooms are carpeted.

Dear Exhibitor:

It is our pleasure to inform you that San Francisco Exposition Services, Inc. (SFES) has been selected as the general service contractor to coordinate and oversee the service needs for the **International Congress of Nanotechnology at the Hyatt Regency San Francisco Airport Hotel, November 5-8, 2007**. The following exhibitor service kit contains all the necessary information and forms that you will need to obtain booth furnishings and services.

Please submit any order forms **by Monday, October 22, 2007** to receive advanced prices and to expedite your needs. Please read and understand the policies and services in this kit. Make sure that copies of all orders and correspondence are available to your representative(s) at the show site.

An exhibitors' service center, staffed with qualified service personnel from SFES, will be located in the Show Management Office for your convenience in placing last minute orders for furniture rental, signs, special decorations, and to inquire about freight. And to provide any other information that may be helpful to you in setting up or taking down your exhibit. Labor will also be available to install and dismantle your display.

If you have any questions or need additional information, please do not hesitate to contact us at your convenience. We look forward to working with you and hope you have a successful show.

Sincerely,

*John Sullivan*

**FOR CORRESPONDENCE AND PAYMENTS BY MAIL ONLY\***

*San Francisco Exposition Services, Inc.  
369-B 3<sup>rd</sup> Street, #241  
San Rafael, CA 94901*

**\*Do not send freight to the address above.**

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**CREDIT CARD AUTHORIZATION / PAYMENT POLICIES**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ORDERED BY \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_  
FAX NUMBER(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**CREDIT CARD AUTHORIZATION**

*If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order.\**

\_\_\_\_\_ American Express                      \_\_\_\_\_ Visa                      \_\_\_\_\_ Master Card

Account No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Please print clearly the following information:

Cardholder's Name \_\_\_\_\_

Cardholder's Email Address \_\_\_\_\_

Company Federal I.D. \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

By signing this agreement, I am stating that I have read, understood, and agree to all the payment policies stated below.

\*WE WILL USE THIS AUTHORIZATION TO CHARGE YOUR CREDIT CARD ACCOUNT FOR ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOUR REPRESENTATIVE. THESE CHARGES WILL INCLUDE LABOR AND MATERIAL HANDLING.

**CREDIT AND PAYMENT POLICIES**

1. Full payment, either by check or credit card, **must be included with all advance orders** in order to receive the "Advance Price" rate. Advance orders received without payment will be charged at the "Late Price" rate with full amount due.
2. Any additional/outstanding costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice at show site. **YOUR SHOW REPRESENTATIVE MUST BE MADE AWARE OF THIS PAYMENT POLICY AND HAVE A MEANS OF PAYMENT.**
3. The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.
4. In the event of show cancellation, 50% of the ordered prices will be charged.
5. No credits will be issued after the closing date of the show.
6. Finance charges equivalent to the maximum interest rate allowed will be charged on all past due accounts.
7. The exhibitor will be responsible for the cost of replacement of any rental equipment missing from their booth at the close of the show.
8. For international exhibitors, we require 100% pre-payment of advance orders. Payments may be made by check drawn on U.S. Funds Account, Traveler's check, Cashier's check, American Express, MasterCard, or Visa credit cards. A direct deposit into the SFES account is an option - this will include a transfer fee.
9. A \$35.00 service charge will be assessed for all returned checks and declined/invalid credit cards.
- 10 Rates are subject to Union contract changes.
- 11 A 4% transaction fee will be added to all credit card and check transactions.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**BOOTH FURNITURE**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_

FAX NUMBER(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Skirt Colors (circle one):

BLACK    BLUE    BURGUNDY    GREY    RED    WHITE    HUNTER GREEN    TEAL

QTY	FURNITURE	ADVANCE	LATE	AMOUNT DUE
	4' Long x 30" High Table, Draped	\$92.00	\$113.00	
	6' Long x 30" High Table, Draped	\$107.00	\$132.00	
	8' Long x 30" High Table, Draped	\$119.00	\$156.00	
	Draped on all 4 sides, add	\$49.00	\$53.00	

	4' Long x 42" High Counter, Draped	\$112.00	\$135.00	
	6' Long x 42" High Counter, Draped	\$127.00	\$160.00	
	8' Long x 42" High Counter, Draped	\$139.00	\$174.00	
	Draped on all 4 sides, add	\$49.00	\$53.00	

For tables neither topped or skirted, subtract \$20 from your order.

	Arm Chair	\$81.00	\$105.00	
	Side Chair	\$70.00	\$92.00	
	Counter Stool	\$83.00	\$101.00	
	Easel	\$34.00	\$49.00	
	Wastebasket	\$20.00	\$25.00	
	Literature Rack	\$104.00	\$129.00	
	Bag Stand	\$60.00	\$91.00	
	4' x 8' Display/Poster Board	\$125.00	\$151.00	
	4' x 8' Peg Board	\$125.00	\$151.00	
	Chrome Sign Holder	\$65.00	\$98.00	
	Rolling Garment Rack	\$103.00	\$134.00	
	Power Strip	\$24.00	\$31.00	
	Extension Cord	\$20.00	\$22.00	
	Banding/per pallet	\$77.00	\$77.00	
	Shrink Wrap/per pallet	\$77.00	\$77.00	
	Shrink Wrap/per roll	\$44.00	\$44.00	
	Shipping Tape/Roll	\$9.50	\$9.50	
	Bubble Wrap/per foot	\$2.00	\$2.00	

Add 4% administrative handling fee	
<b>TOTAL</b>	

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**CARPETING**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_

FAX NUMBER(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

Colors For Standard Size Carpet only: GREY BLACK RED BLUE BURGUNDY

**STANDARD SIZE CARPET.** Standard sizes include taping at front edge only.

QTY	CARPET COLOR	CARPET SIZE	ADVANCE PRICE	LATE PRICE	AMOUNT DUE
		9' X 10'	\$137.00	\$169.00	
		9' X 20'	\$264.00	\$327.00	
		9' X 30'	\$390.00	\$485.00	

**SPECIAL CUT STANDARD CARPET.** Price includes cutting, laying, and taping front seams and edges. Call office for colors required.

Carpet Size		X	=		X	\$3.55/square foot	=	\$
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**PLUSH CARPET.** Available on rental basis only. Price includes cutting, laying, and taping front seams and edges. Price **does not** include special cuts. Call office for special cuts and colors required.

Carpet Size		X	=		X	\$3.95/square foot	=	\$
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1. Special Cut Standard and Plush Carpet **must** be ordered by deadline date, October 22, 22, 2007.
2. Any Special Cut Standard and/or Plush Carpets ordered **after deadline date**, add 30%.
3. Special Cut Standard and Plush Carpet orders cancelled **after** being received will be charged 100%.

**CARPET PADDING.** Available for all above carpeting.

Carpet Size		X	=		X	\$1.00/square foot	=	\$
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**ADDITIONAL CARPET TAPING:** If you want carpet taped on more than the front edge.

Carpet Size		X	=		X	\$3.00/linear foot	=	\$
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**VISQUEEN.** Includes installation.

Booth Size		X	=		X	\$0.95/square foot	=	\$
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Add 4% administrative handling fee	
<b>TOTAL</b>	

1. Complete this order form and return to San Francisco Exposition Services, Inc. along with the completed Credit Card Authorization/Payment Policies form. 100% PAYMENT MUST ACCOMPANY EACH ORDER. For your convenience we accept company check, credit card, cashier's check, or money order.
2. No services can be guaranteed UNLESS a signed order is received at least ten (10) days prior to installation with payment and the credit card authorization section completed and included.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**INSTALLATION AND DISMANTLE LABOR / BOOTH CLEANING**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_

FAX NUMBER(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**INSTALLATION AND DISMANTLE LABOR DEFINITION**

Any installation of exhibits or displays that requires the use of hand tools, or more than one person, or takes longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, must be installed by union personnel supplied by San Francisco Exposition Services, Inc (SFES). SFES offers two convenient options for the installation and dismantle of your exhibit display. Our highly qualified and trained display specialists will provide the expertise to make your installation both efficient and trouble free.

- OPTION 1.** SFES will proceed with your display set up and dismantle, **UNSUPERVISED**. Every effort will be made to set up and dismantle your display on straight time hours, unless move in or move out schedule does not permit.

LABOR	# of Laborers	# of Hours	Day/Date	Time	Labor Rates	TOTAL
Installation						
Dismantle						

- OPTION 2.** All work will be performed only under the **SUPERVISION** of the Exhibitor representative. Exhibitor will check in at the Service Desk. *Failure to call for labor at requested time will result in a one hour charge per laborer ordered unless 48 hour notice is provided.*

LABOR	# of Laborers	# of Hours	Day/Date	Time	Labor Rates	TOTAL
Installation						
Dismantle						

**SKILLED DISPLAY LABOR FOR THE INSTALLATION AND DISMANTLING OF EXHIBITS**

LABOR RATES: Straight time: \$103.00 per hour per person      **NOTE: Floor orders will be 25% above listed price.**  
Overtime: \$155.00 per hour per person

One hour minimum per person is required. *ALL LABOR* before 8:00 a.m. and after 4:30 p.m. weekdays, and all hours on Saturdays, Sundays, and holidays will be charged at the overtime rate. Labor rates are subject to union contract changes. *Any labor ordered past Tuesday, November 4, will result in 15% added onto the per hour charge.*

**BOOTH CLEANING**

Vacuuming of carpets and emptying of wastebaskets are not included in your space rental for this show. If you would like to have this service, please complete and return this form along with the completed Credit Card Authorization/Payment Policies form. **Please note that a one-time cleaning service for a 10'x10' booth is \$39.00.** For more than one-time service, fill out below.

\$27.00 per Booth	X	# of Days	X	# of Booths	TOTAL

**NOTE:** Each booth is considered to be 100 square feet minimum (10' X 10'). If your booth size is larger, calculate the number of 10' X 10' spaces included in your booth configuration. Example: Space dimensions are 20' X 60'. Multiply the dimensions of your booth, 20 X 60 = 1200 square feet. Divide the total square feet by 100, 1200 divided by 100 = 12. You have a total of 12 - 10' X 10' spaces in your rented area.

Add 4% administrative handling fee	
<b>TOTAL</b>	

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**NOTIFICATION OF INTENT TO USE  
EXHIBITOR APPOINTED CONTRACTOR**

*Please complete this form if your company plans to use a firm other than the designated service contractor, San Francisco Exposition Services, Inc.*

**This form and a *Certificate of Insurance* must be received  
*BY Monday, October 22, 2007***

NAME OF SHOW \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

CONTACT PERSON AT SHOW \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street City State Zip

PHONE( ) \_\_\_\_\_ FAX( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

APPOINTED CONTRACTOR NAME \_\_\_\_\_

ADDRESS OF CONTRACTOR \_\_\_\_\_

PHONE( ) \_\_\_\_\_ FAX( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TYPE OF SERVICE(S) TO BE PERFORMED \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**IMPORTANT NOTICE:** Inform your Exhibitor Appointed Contractor that they must send a copy of their Certificate of Insurance, covering general liability and workers' compensation to San Francisco Exposition Services, Inc *at least 2 weeks prior to the first day of exhibitor move-in* or they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event. Please complete this form and send to: San Francisco Exposition Services, Inc, 369-B 3<sup>rd</sup> Street #241, San Rafael, CA, 94901, Attn: Labor Dept. or fax to 415 456 0957.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**MATERIAL AND HANDLING SERVICES / RATES**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

1. Complete this order form and return to San Francisco Exposition Services, Inc. along with the completed Credit Card Authorization/Payment Policies form. 100% PAYMENT MUST ACCOMPANY EACH ORDER. For your convenience we accept company check, credit card, cashier's check, or money order.
2. No services can be guaranteed UNLESS a signed order is received at least five (5) days prior to installation with payment and the credit card authorization section completed and included.

**SECTION A.** Advance to Warehouse and Direct to Showsite Shipments. There is a minimum charge per shipment of **200 lbs.** Please see "How to Determine Charges" below. Please use rates in "RATE" column.

Shipping Approximately	# of PIECES	WEIGHT	RATE/CWT	MINIMUM DUE	TOTAL DUE
Advance to WAREHOUSE 200 lb Minimum			\$95.00/CWT *	\$190.00*	
Direct to SHOWSITE 200 lb Minimum			\$107.00/CW T*	\$214.00*	

\*Uncrated and/or padded freight will be charged at a higher rate.

Direct to SHOWSITE CARRIER:
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**ADVANCE SHIPMENTS TO WAREHOUSE**

Shipments of common weight and crated exhibits will be received and stored up to 30 days prior to set up date, delivered to booth, and delivered from booth to common carrier loading area at close of show. We will furnish loading labor and equipment. This includes removal, storage, and return of empty crates. Loose, uncrated, and blanket wrapped shipments must be sent directly to show site.

**DIRECT SHIPMENTS TO EXHIBIT HALL**

Shipments of common weight and crated exhibits will be received at the show site DURING INSTALLATION PERIOD ONLY from common carrier or owner's vehicle, and will be unloaded and delivered to booth. At close of show, freight will be delivered from booth to carrier at loading area. We will furnish loading labor and equipment. This includes removal, storage, and return of empty crates.

**SECTION B. SPECIAL HANDLING SERVICES**

**SPECIAL HANDING-LATE DELIVERY**

Freight that is re-routed due to a no-show by the requested carrier will be charged an additional fee.

**SPECIALIZED SHIPMENTS**

Shipments packed in manner requiring additional handling and/or special equipment to load and unload; i.e. blanket wrapped, uncrated, double decked shipments, side door or ground loading and unloading on to street, designated piece handling, use of elevators, or designated carriers will be charged an additional fee. (Rate is included above.)

<b>HOW TO DETERMINE CHARGES:</b> To determine your charges for MATERIAL & HANDLING SERVICES, tally the weight of your show shipments in the ADVANCE SHIPMENTS TO WAREHOUSE category and DIRECT TO SHOWSITE category. Enter these amounts under WEIGHT. Note that there is a minimum charge per shipment of "200 lbs." Therefore, if you are shipping less than 200lbs. enter "200lbs." in the WEIGHT category. If you are shipping more than 200 lbs., enter the weight rounded off to the next 100. Divide by 100; then multiply the WEIGHT figures by the appropriate rates to determine your base charges. Example: 200 lbs. divided by 100 = 2; 2 X \$102.00 = \$204.00
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Add 4% administrative handling fee	
<b>TOTAL</b>	

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**IMPORTANT ADDITIONAL INFORMATION REGARDING  
MATERIAL AND HANDLING SERVICES**

	ST/Manhour	OT/Manhour			
With a 4,000 lb Forklift	\$219.00	\$329.00	Straight Time	=	Monday-Friday, 8:00 am - 4:30 pm
With a 10,000 lb Forklift	\$309.00	\$339.00	Overtime	=	Before 8:00 am/After 4:30 pm M-F Saturday, Sunday, & Holidays

1. Rates are based on incoming weights only and are treated as a round trip service.
2. All weights are rounded off to the next CWT.\*
3. Special handling service charges will not be split for mixed shipments - the higher rate will apply.
4. Material and Handling Rates do not include any erection, uncrating, unskidding, dismantling, crating, skidding, or blocking or bracing of cars.
5. Shipments arriving with dimensional weights will be charged at the weight stated on the bill of lading at the time of delivery unless a weight certificate is attached. No retroactive credits will be issued.
6. Labor rates include Social Security, Worker's Compensation Insurance, and Public Liability Insurance.
7. Labor rates are subject to Union contract changes and rates effective at time of show.
8. All shipments should be insured by the Exhibitor from the time they leave their firm until they return from the show site.
9. Shipments received without receipts/ freight bills, such as UPS, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for shipments.
10. Shipments received on separate days will be treated as separate minimum shipments.
11. Freight arriving at the exhibit hall with no prior arrangements for payment will be held at the SFES desk. Upon payment, freight will be delivered to your booth.
12. At close of show, SFES is not responsible for shipments left in the booth by Exhibitor. SFES will count/remove/ship pieces from the exhibit hall as found in Exhibitor's booth.
13. SFES will not be responsible for any concealed damages or loss/theft of materials after same have been delivered to booth or before we have picked up for load out of exhibit hall.
14. In instances of lost, damaged, and/or theft of freight, SFES's maximum limit of liability will be \$0.20 per pound.
15. Damages not reported within the same day as occurrence, will not be the responsibility/ liability of SFES.
16. At the close of the show, if carriers fail to pick up or refuse to accept shipment, SFES reserves the right to re-route such shipments or haul material to a warehouse pending advice from the Exhibitor, who will be charged accordingly for these services. No liability will be assumed as a result of such re-routing or handling.
17. Please ship early and ship prepaid. SFES WILL NOT ACCEPT COLLECT SHIPMENTS.
18. By consigning shipments to SFES, the Exhibitor acknowledges and accepts the foregoing information and conditions.

\*Hundred (100) weight.

***INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007***

**SHIPPING ADDRESSES**

Advance Shipments to Warehouse to arrive *on or before Thursday, November 1, 2007*

INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
EXHIBITOR NAME BOOTH #  
SAN FRANCISCO EXPOSITION SERVICES, INC  
C/O YELLOW FREIGHT  
201 HASKINS WAY  
SO SAN FRANCISCO, CA 94080

Carrier Shipments to Exhibit Hall accepted *no earlier than Friday, November 2, 2007*

INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
EXHIBITOR NAME BOOTH #  
SAN FRANCISCO EXPOSITION SERVICES, INC  
C/O HYATT REGENCY SAN FRANCISCO AIRPORT  
1333 BAYSHORE HIGHWAY  
BURLINGAME, CA 94010

San Francisco Exposition Services, Inc.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**SHIPPING LABELS ADVANCED TO WAREHOUSE**

**SAN FRANCISCO EXPOSITION SERVICES, INC**

**WAREHOUSE SHIPMENT  
EXHIBITION MATERIAL**

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**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY**

**BOOTH \_\_\_\_\_**

**TO: EXHIBITOR \_\_\_\_\_**

**SAN FRANCISCO EXPOSITON SERVICES, INC  
C/O YELLOW FREIGHT  
201 HASKINS WAY  
SO SAN FRANCISCO, CA 94080**

**DELIVER NO LATER THAN THURSDAY, NOVEMBER 1, 2007**

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**SAN FRANCISCO EXPOSITION SERVICES, INC**

**WAREHOUSE SHIPMENT  
EXHIBITION MATERIAL**

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**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY**

**BOOTH \_\_\_\_\_**

**TO: EXHIBITOR \_\_\_\_\_**

**SAN FRANCISCO EXPOSITON SERVICES, INC  
C/O YELLOW FREIGHT  
201 HASKINS WAY  
SO SAN FRANCISCO, CA 94080**

**DELIVER NO LATER THAN THURSDAY, NOVEMBER 1, 2007**

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San Francisco Exposition Services, Inc.

***INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007***

**SHIPPING LABELS DIRECT TO SHOWSITE**

SAN FRANCISCO EXPOSITION SERVICES, INC

SHOWSITE SHIPMENT  
EXHIBITION MATERIAL

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INTERNATIONAL CONGRESS OF NANOTECHNOLOGY

BOOTH \_\_\_\_\_

TO: EXHIBITOR \_\_\_\_\_

SAN FRANCISCO EXPOSITON SERVICES, INC  
C/O HYATT REGENCY SAN FRANCISCO AIRPORT  
1333 BAYSHORE HIGHWAY  
BURLINGAME, CA 94010

DELIVER NO EARLIER THAN FRIDAY , NOVEMBER 2, 2007

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SAN FRANCISCO EXPOSITION SERVICES, INC

SHOWSITE SHIPMENT  
EXHIBITION MATERIAL

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INTERNATIONAL CONGRESS OF NANOTECHNOLOGY

BOOTH \_\_\_\_\_

TO: EXHIBITOR \_\_\_\_\_

SAN FRANCISCO EXPOSITON SERVICES, INC  
C/O HYATT REGENCY SAN FRANCISCO AIRPORT  
1333 BAYSHORE HIGHWAY  
BURLINGAME, CA 94010

DELIVER NO EARLIER THAN FRIDAY , NOVEMBER 2, 2007

***INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007***

**FIRE DEPARTMENT REGULATIONS**

For Exhibits, Exhibitions, Displays, and Trade Shows - Public or Private

**BOOTH CONSTRUCTION**

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.
- All electrical wiring and apparatus will be of a wire UL type approved.

**FIRE DEPARTMENT**

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device that may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available on request.)
- Use of compressed gases.

**OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

**FLAME-RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant, unless smaller than 1,232 square inches (28" X 44") and if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

**COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one day supply.) Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles must retain less than 1/4 tank of fuel, and gas caps must be taped. Batteries to be disconnected and terminals taped.

**PROPANE CONTAINERS**

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**UNION REGULATIONS / LIABILITY AND INSURANCE NOTICE**

To assist you in planning for your participation in this show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various unions, we ask that you read the following:

**SIGN, DISPLAY, AND ALLIED CRAFTS UNION**

Members of this union claim jurisdiction over all set up and dismantling of exhibits, including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display *if one person can accomplish the task in less than one-half hour without the use of tools.*

Any installation of exhibits or displays that requires the use of hand tools, or more than one person, or takes longer than 30 minutes to install (including crating or uncrating), or exceeds ten feet in any direction, must be installed by union personnel supplied by San Francisco Exposition Services, Inc.

**TEAMSTERS UNION**

This union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading and handling of empty containers. An exhibitor may move material that they can hand carry by *one person in one trip*, without the use of dollies, hand trucks, or other mechanical equipment.

**TIPPING**

San Francisco Exposition Services, Inc. requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to San Francisco Exposition Services, Inc.

**IN GENERAL**

It is recommended that any questions arising with regard to union jurisdiction or labor practices be directed to San Francisco Exposition Services, Inc. management staff.

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**LIABILITY AND INSURANCE NOTICE**

***SAN FRANCISCO EXPOSITION SERVICES, INC.***

- shall not be responsible for damage to uncrated materials improperly packed, or concealed damages.
- shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments that are furnished to *San Francisco Exposition Services, Inc.* by exhibitors will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- shall not be responsible for loss, damage, delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or for any causes beyond its control.
- liability shall be limited to the physical loss of a specific article that is lost, or damage to the specific article that is damaged when *San Francisco Exposition Services, Inc.* is at fault. In any event, *San Francisco Exposition Services, Inc.*'s maximum liability shall be limited to 20 cents per pound.
- shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs that may result from any loss or damage to any exhibitor's material which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment or shipments to *San Francisco Exposition Services, Inc.* by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or the shipper) of the terms and conditions set forth in this notice. Exhibitors requiring additional insurance coverage should arrange to place same through their broker.

**INTERNATIONAL CONGRESS OF NANOTECHNOLOGY  
CLEAN TECH CONGRESS 2007**

**ELECTRICAL ORDER FORM**

COMPANY NAME \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ORDERED BY \_\_\_\_\_ PHONE(\_\_\_\_) \_\_\_\_\_ DATE \_\_\_\_\_

FAX NUMBER(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

<u>120 VOLT</u>	<u>ADVANCE</u>	<u>LATE</u>
0-500 WATTS (5 AMPS)	\$85.00	\$129.00
501-1,000 WATTS (10 AMPS)	\$127.00	\$177.00
1001-1,500 WATTS (15 AMPS)	\$194.00	\$274.00
1501-2,000 WATTS (20 AMPS)	\$225.00	\$310.00

All other voltage or phase needs please call for quote.

Material (Electricity not included)

Extension Cord	\$20.00	\$26.00
Power Strip	\$24.00	\$31.00

Add 4% administrative handling fee	
<b>TOTAL</b>	