



Dear SAHBA Exhibitor,

Welcome to the 2010 SAHBA Spring Home & Patio Show at the Tucson Convention Center, April 9 – 11, 2010. US EXPO & convention services is pleased to have been selected as the Official Service Contractor for this show.

US EXPO provides a number of valuable services, which are outlined in our Exhibitor Service Web Store. You will find information and pricing on booth furnishings, carpet rental, forklift rental, set/up and dismantle labor, floral/plant rental, material handling, audiovisual equipment, computer rentals, and graphics/signage.

The e-mail contact provided by SAHBA will receive information from US EXPO regarding the log-in and password issued for your company for the web store.

Attached please find special discount furnishing packages, not available on our web store, available only through **Friday, March 12, 2010**. These packages offer a great savings and will give your booth an attractive, professional appearance and will save you a lot of time setting up and tearing down your exhibit space.

Please Note:

General exhibitor set up is Thursday, April 8, 2010 from 8:00am – 3:00pm. Any items that have been ordered and paid for will be in your booth upon your arrival.

Early Load Ins:

If you have made arrangements with SAHBA Show Management for early load in and you need your furnishings in your booth **before** Thursday, April 8, you will need to complete the online policy form and mark the early load in box. There will be a \$75 delivery fee for Monday installation. Furnishings and carpet will be installed by 12:00pm on Monday. Wednesday is US EXPO move-in and no exhibitor move-in is available on that day, no exceptions. **Arrangements must be made in advance.**

Exhibitors that choose to use their own furnishings/decorating items, may do so at their own risk. These items should be labeled to distinguish your items from US EXPO & convention services inventory. Your items must be removed and packed away immediately after the show closes. US EXPO & convention services will not be responsible for any lost or stolen items. Any recovered items claimed within 30 days of show closing will be returned at the owner's expense.

In addition, any aerial hanging signs must be arranged through SAHBA Show Management.

Please call us at any time if we can assist you in any way. Our goal is to make your exhibit experience a success.

Sincerely,
Jimmy D. Ruiz
Customer Service Manager
US EXPO & convention services



The quality shows...

& convention services

1859 W. Grant Road Suite 107
Tucson, AZ 85745
Ph: (520) 573-3200 Fax: (520) 573-3400

DEADLINE:
3/12/2010

Show Name: SAHBA Spring Home & Patio Show

Company Name: Booth No.

Address: (street) (city) (state) (zip)

Phone #: Ext.: Fax: Email:

Authorized Signature: Print Name: Date:

PAYMENT POLICY

Your signature below denotes acceptance of all terms and conditions included in your Service Manual

- 1. Full payment must be received by the Discount Deadline indicated on each form, in order to receive discount pricing.
2. Some items are subject to full cancellation fees. Please see the cancellation information on each order form.
3. Orders placed and processed then subsequently cancelled will be charged a 20% processing fee on items not subject to specific cancellation fees as outlined in service information terms and conditions.
4. If you are tax exempt in the state in which you will be exhibiting, we require a copy of your Sales Tax Exemption Certificate for that state when you place your order. Otherwise, sales tax will be charged.
5. No accounts will be credited once the show has opened.
6. Refunds must be requested in writing within 30 days of close of show.
7. Balances over 30 days are subject to a 1.5% service charge (annual rate of 18%).
8. PLEASE NOTE: Purchase orders are not considered payment.
9. By signing this form, you authorize US EXPO to utilize this credit card for any and all charges incurred by you or an authorized representative of your company. You also acknowledge receipt of goods and or services while participating in this show.

Your show site representative must be made aware of the above payment policy and have means of payment, unless credit card authorization is given in advance hereon. Otherwise, services cannot be provided. It is the responsibility of the exhibitor to advise the US EXPO service desk of any problems with orders and/or to check orders for accuracy. Absolutely no credits will be issued once the show opens.

METHOD OF PAYMENT

Company Check

Please make all checks payable to US EXPO & convention services. Checks must be in U.S. funds drawn on a U.S. bank. Please note that a \$25.00 fee for returned checks will be charged to the exhibitor.

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 the show site orders placed by your representative. These charges may include any charges which US EXPO & convention services may be obliged to pay on behalf of the Exhibitor, including, without limitation, any shipping charges. Please complete the information requested below.

American Express Discover MasterCard Visa Personal Card Company Card

Account No.: Exp. Date:

Cardholder Name (please print):

Authorized Signature:

Cardholder Billing Address: (street) (city) (state) (zip)

ENTER ESTIMATED TOTAL HERE

DEADLINE 3/12/2010

(If needed)

Table with 4 columns: Option Package, +8.1% tax, + Early Delivery by Monday at noon, Total. Values: \$, \$, \$75.00, \$

- If you have any questions or need assistance with any items not listed, please call US EXPO & convention services.
➤ Remember to order in advance to save time and money. Orders received without payment or after the discount deadline will be charged at the standard price.

* 1859 W. Grant Rd., #107 * Tucson, AZ 85745 * (520) 573-3200 * Fax: (520) 573-3400 * csr@usxpo.com*

BOOTH PACKAGE OPTIONS (only available until 3/16/09)

Show Name: SAHBA Spring Home & Patio Show

Booth Package Option Deadline: 3/12/2010

Company Name: _____

Booth #: _____

Authorized Signature: _____

Please Print: _____

Phone#: _____

Option Package #1

- One 8' draped table
- One Chair
- One lined wastebasket

\$125.00
plus 8.1% sales tax
(not available after 3/12)



Colors are based on location of your booth.
You will receive the following:
Exhibit Hall – Blue
Arena – Red
Fine Artisans & Crafters Pavilion - White
For customized furniture options and colors, please order from the Customized Furniture Options Form on the next page.

Option Package #2

\$175.00
plus 8.1% sales tax
(not available after 3/12)

- One 8' draped table
- One Chair
- One lined wastebasket
- **One 9' x 10' Booth Carpet**

OPTION #3: Order an Option Package above and add any size (4', 6' or 8') corresponding color draped table for only **\$65.00** more!

*****Sorry no substitutions available in color or size.*****

Please fill out this order form and Payment Policy Form and mail or fax to US EXPO by 3/12/2010!

Payment must accompany order to receive discount.

If payment is not received by 3/12/2010, order will revert to standard pricing.

SELECT YOUR OPTION PACKAGES

Option #	Description	Qty.	Unit Price	Total
			Sub-Total	
			8.1% Tax	
			Total	\$

* Items cancelled after show move-in begins will be charged a 50% cancellation fee.

ADDITIONAL FURNISHING OPTIONS

Show Name: SAHBA Spring Home & Patio Show Deadline: 3/12/2010

Company Name: _____ Booth #: _____

Authorized Signature: _____ Please Print: _____ Phone#: _____

FURNISHINGS

- A color will be selected for you if not indicated.
- Items canceled after show move-in begins will be charged a 50% cancellation fee.

* Please circle color for table skirt:

Beige
Black
Blue
Burgundy
Gold
Terra Cotta
Purple
Red
Rose
Silver
Teal
White

TABLES

Qty	Part #	Description	Standard Price	Total
___	F4DT	4' Draped Table* / 30"H x 24"W.....	105.00	_____
___	F6DT	6' Draped Table* / 30"H x 24"W.....	130.00	_____
___	F8DT	8' Draped Table* / 30"H x 24"W.....	155.00	_____
___	FRT	36" Round Table / 30"H.....	85.00	_____
___	F4STS	4" Side Table Skirt*.....	50.00	_____
___	FTS	13' Full Table Skirt*.....	70.00	_____
___	F4DC	4' Draped Counter* / 42"H x 24"W....	135.00	_____
___	F6DC	6' Draped Counter* / 42"H x 24"W....	155.00	_____
___	F8DC	8' Draped Counter* / 42"H x 24"W....	175.00	_____
___	FRC	36" Round Counter / 42"H.....	85.00	_____
___	F4SCS	4" Side Counter Skirt*.....	50.00	_____
___	FCS	13" Full Counter Skirt*.....	70.00	_____

CHAIRS

___	FPC	Plastic Contour Chair.....	48.00	_____
___	FUS	Upholstered Side Chair.....	65.00	_____
___	FUA	Upholstered Arm Chair.....	75.00	_____
___	FST	Counter Stool.....	85.00	_____
___	FWB	Wastebasket with Liner.....	20.00	_____

CARPET

- A color will be selected for you if not indicated.
- 100 sq. ft. minimum order on all Full Coverage Carpet, Custom Plush Carpet, Plastic Visqueen, and Carpet Padding.
- 50% cancellation fee on all Standard Carpet after show move-in has begun.
- 100% cancellation fee on all Full Coverage and Custom Plush Carpets, after order is placed.
- Full Coverage Carpet is required on all booths configured as an Island or peninsula.
- Additional charge will apply to any carpet that is damaged due to electrical cuts ordered by the exhibitor. This will also apply to any damages that occur due to negligence.

* Please circle your carpet color preference:

Toast
Black
Blue
Burgundy
Red
Silver
Teal

Qty	Part #	Description	Standard Price	Total
___	C10	9' x 10' Carpet*.....	155.00	_____
___	C20	9' x 20' Carpet*.....	295.00	_____
___	C30	9' x 30' Carpet*.....	425.00	_____
___	C40	9' x 40' Carpet*.....	575.00	_____
___	CCP	Carpet Padding (per sq. ft.).....	1.25	_____
___	CPV	Plastic Visqueen (per sq. ft.).....	.75	_____

- ***Full Coverage Carpet**

Booth Size: _____ x _____ = _____ sq. ft. X 3.75 _____

- ***Custom Plush Carpet**

Booth Size: _____ x _____ = _____ sq. ft. X 5.75 _____

Subtotal = _____
+ 8.1% sales tax + _____
Estimated Total = _____

ADDITIONAL OPTIONS

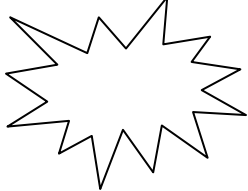
Show Name: SAHBA Spring Home & Patio Show Deadline: 3/12/2010

Company Name: _____ Booth #: _____

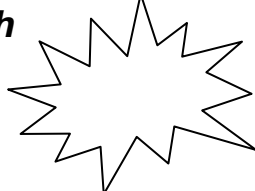
Authorized Signature: _____ Please Print: _____ Phone#: _____

SHOW SPECIAL: 2'X8' FULL COLOR BANNER - SEND US YOUR ARTWORK!!

Only \$120.00⁺ Delivered to your booth



GRAPHICS



- Sign prices include initial design layout, four color print and delivery to your booth.
- Items cancelled after order has been placed will incur a 100% cancellation fee.
- A 25% rush fee will be charged on all orders placed less than 7 days prior to move-in.

. 3 Second Rule:

Utilize a colorful graphic to attract attention and point out

- 1: Who you are
- 2: What you do
- 3: What is a benefit about your company

Qty	Part #	Description	Standard Price	Total
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_____ S1	Custom ID Sign	7"x44" cardstock	25.00	
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Add your Full Color LOGO!!
BEAUTIFUL CUSTOM 4 COLOR GRAPHICS ON FOAMCORE, REGULAR SIZES UP TO 4'x8'

CHOOSE FROM STANDARD SIGN SIZES

_____ S2	14" x 22" Sign.....		38.50	
_____ S3	22" x 28" Sign.....		77.00	
_____ S4	24" x 36" Sign.....		108.00	
_____ S5	28" x 44" Sign.....		128.40	
_____ S6	36" x 48" Sign.....		180.00	
_____ S7	48" x 48" Sign.....		240.00	
_____ S8	48" x 60" Sign.....		295.00	
_____ S9	48" x 96" Sign.....		360.00	

YOU CAN ALSO CUSTOMIZE YOUR FOAM CORE SIGNS*

_____ SCS1* 24"x36" and smaller ___'x___' x \$18.00 sq ft = _____

*There is a \$25.00 minimum charge for 24"x36" and smaller

_____ SCS2* 25"x37" and over ___'x___' x \$15.00 sq ft = _____
(UP TO 4' x 8')

OPTIONAL SERVICES

_____ SVB	Full Color Banner		12.00 sq. ft.	
_____ SCE	Cardboard Easel Black		4.00	

QUICK TIPS FOR EASY EXHIBITING

- Remember to order in advance to save time and money. Orders received after 7 days prior to move-in will be charged 25% rush fee.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibit Services Coordinator.

Subtotal = _____
+ 8.1% Sales Tax = _____
+25% Rush Fee = _____
Estimated Total = _____

CLEANING SERVICES

- Orders cancelled after show move-in begins will be charged a 50% cancellation fee.
- There is no tax on cleaning
- Price is based on total square footage of booth regardless of area to be cleaned
- Booth Vacuuming (per sq. ft. - 100 sq. ft. min.)

Qty	Part #	Description	Standard Price	Total
_____ CL1		Booth Vacuuming - One Time (Thursday night)	.40	
_____ CLD		Booth Vacuuming - Daily (Thursday night, Friday night, Saturday night)	1.35	

FORKLIFT ORDER FORM – BOOTH WORK ONLY

Show Name: SAHBA Spring Home & Patio Show

Company Name: _____ Booth #: _____

Authorized Signature: _____ Print Name: _____

Forklifts with operators and helpers are available to assist you with your setup, unskidding, and / or spotting.

ONSITE ORDERS WILL INCUR A 20% ADDITIONAL FEE AND WILL BE SERVICED ON AN AVAILABILTY SCHEDULE

- 5,000 lbs. Capacity forklift will be ordered.
- For Forklifts over 5,000 lbs capacity, please call US EXPO for availability and quote.
- Forklifts ordered at show site will incur a 20% surcharge on total forklift charges.
- If crane is required, please call US EXPO for availability and quote.
- One hour will be charged on orders cancelled without 48 hours notice.
- Payment is due when services are requested.

	Labor Hours	Forklift Labor Rates Up to 5,000lb Capacity <i>Per person – per hour</i>	*Labor Rates *Helper <i>Per person – per hour</i>
Straight Time	8:00am – 4:30pm Monday through Friday	\$135.00	\$68.00
Overtime	4:30pm – midnight Monday through Friday and all day Saturday	\$165.00	\$95.00
Double Time	Midnight to 8:00am Monday through Friday and all day Sunday & Holidays	\$210.00	\$124.00

* A minimum of one (1) helper laborer per forklift is required per hour.

FORKLIFT ORDER

	Date	Start Time	No. of Forklifts w/operators	Hourly Rate	Estimated Total Cost
INSTALL					
DISMANTLE					
Estimated Total Cost					\$

***HELPER ORDER**

	Date	Start Time	No. of Helpers w/operators	Hourly Rate	Estimated Total Cost
INSTALL					
DISMANTLE					
Estimated Total Cost					\$

* A minimum of one (1) helper laborer per forklift is required per hour.

Describe work to be done: _____

Are straps, chains, fork extensions or any other equipment needed (a charge may apply)?

_____ Yes _____ No

If yes, what exactly is needed? _____