

AAa Expo & Event Services

**4945 Northpark Drive
Colorado Springs, CO 80918
Tel: 719/593-7008
Fax: 719/593-0381
info@aaaexpo.com**

Dear Exhibitor:

AAa Expo & Event Services is pleased to have been chosen as the Official Show Contractor for the ***Colorado Springs Women's Living Expo, October 23-24, 2010*** at ***The Phil Long Expo Center*** in ***Colorado Springs, Colorado***. Our goal is to help make sure your show participation is a success.

Please review this exhibitor service kit carefully. It contains information and order forms for each of the many services offered by AAa Expo & Event Services that you may require. ***If shipping direct to The Phil Long Expo Center, your shipment must arrive during move-in hours only, October 21-22, 2010 between 9:00 am –5:00 pm. The Phil Long Expo Center will REFUSE to accept any items shipped directly to the center for the expo. The facility is not staffed or equipped to handle exhibiting materials. To avoid the possibility of costly delays or not having your exhibit materials, please ship your materials to AAa Expo's warehouse.***

To qualify for discount pricing, orders and payments must be received on or before the deadline date(s) on the order forms. If we are to serve you efficiently, it is important you return these forms promptly.

AAa Expo requires full payment at the time services are ordered. We request you provide credit card authorization with your initial order. This authorization will be used to charge additional charges incurred, including labor and material handling services, not estimated in your advanced orders.

We accept VISA, MasterCard, checks, and money orders drawn on U.S. banks.

If you need assistance or additional information, please call AAa Expo Exhibitor Services at (719) 593-7008.

We look forward to serving you.

AAa Expo & Event Services

AAa EXPO & EVENT SERVICES

Colorado Springs Women's Living Expo
 October 23 & 24, 2010
 Phil Long Expo Center
 Colorado Springs, Colorado

BOOTH FURNISHINGS FORM

ADVANCE PRICE DEADLINE DATE: OCTOBER 8, 2010

ADVANCE STANDARD					ADVANCE STANDARD				
QTY	TABLES – 30" W x 30" H	PRICE	PRICE	TOTAL	QTY	DESCRIPTION	PRICE	PRICE	TOTAL
	4' Undraped	\$18.00	\$26.00	\$		Folding Chair	\$10.00	\$15.00	\$
	4' With Drape	\$45.00	\$58.00	\$		Padded Side Chair	\$20.00	\$28.00	\$
	6' Undraped	\$23.00	\$30.00	\$		Padded Arm Chair	\$28.00	\$35.00	\$
	6' With Drape	\$55.00	\$68.00	\$		Counter Stool w/back	\$32.00	\$44.00	\$
	8' Undraped	\$32.00	\$39.00	\$		Wastebasket	\$8.00	\$11.00	\$
	8' With Drape	\$65.00	\$78.00	\$		Aluminum Floor Easel	\$15.00	\$23.00	\$
	Fourth Side Table Drape	\$22.00	\$26.00	\$		30" Round Pedestal Table			
Drape Color (Circle) Black, Blue, Burgundy, Green, Red, White						30" High w/drape	\$36.00	\$50.00	\$
TABLES – 30" W x 42" H						40" High w/drape	\$40.00	\$58.00	\$
	4' Undraped	\$26.00	\$38.00	\$		Coat Tree	N/A	N/A	\$
	4' With Drape	\$58.00	\$76.00	\$		Chrome Sign Holder 22x28	N/A	N/A	\$
	6' Undraped	\$32.00	\$44.00	\$		Bag Stand	\$48.00	\$63.00	\$
	6' With Drape	\$68.00	\$84.00	\$		Literature Rack	\$75.00	\$95.00	\$
	8' Undraped	\$38.00	\$64.00	\$		Glass Show Case 72" full-view	\$365.00	\$425.00	\$
	8' With Drape	\$78.00	\$108.00	\$		Perfboard – 4' x 8' No Hardware			
	Fourth Side Table Drape	\$25.00	\$30.00	\$		Vertical	\$90.00	\$118.00	\$
Drape Color (Circle) Black, Blue, Burgundy, Green, Red, White						Horizontal	\$90.00	\$118.00	\$
TABLE RISERS – 10" HIGH WITH WHITE VINYL COVER						Tackboard – 4' x 8' No Hardware			
	4' One-Step	\$18.00	\$32.00	\$		Vertical	\$90.00	\$118.00	\$
	6' One-Step	\$28.00	\$44.00	\$		Horizontal	\$90.00	\$118.00	\$
SPECIAL DRAPING – (OTHER THAN PROVIDED BOOTH DRAPING)					CARPET (Circle) Blue, Grey, Red				
Drape Color - Black, Blue, Burgundy, Green, Red, White					STANDARD CARPET				
	3' High Color _____	\$6.00 plf	\$10.00 plf	\$		9' X 10' Carpet	\$ 95.00	\$135.00	\$
	8' High Color _____	\$8.00 plf	\$12.00 plf	\$		9' x 20' Carpet	\$190.00	\$270.00	\$
						9' x 30' Carpet	\$285.00	\$405.00	\$
						9' x 40' Carpet	\$380.00	\$540.00	\$
SPECIAL REQUESTS					SPECIAL CUT CARPET				
						Full Coverage Carpet	\$2.30 psf	\$3.50 psf	\$
						Size ____ ft. x ____ ft.			
						(100 sq. ft. minimum)			
					OPTIONS				
						Carpet Pad	\$0.80 psf	\$1.35 psf	\$
						Size ____ ft. x ____ ft			
						Visqueen Covering	\$0.50 psf	\$0.90 psf	\$
						Size ____ ft. x ____ ft			

TO RECEIVE THE ADVANCE PRICE, ALL ORDERS MUST BE RECEIVED WITH PAYMENT IN FULL. ORDERS RECEIVED AFTER THIS DATE WILL BE CHARGED THE STANDARD PRICE.

SUB TOTAL \$ _____
 7.4% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

PLEASE FILL OUT THE INFORMATION BELOW

COMPANY NAME _____ BOOTH No. _____

ORDERED BY _____ TITLE _____

PHONE () _____ FAX () _____ EMAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

AAa EXPO & EVENT SERVICES

COLORADO SPRINGS WOMEN'S LIVING EXPO
 OCTOBER 21-24, 2010
 EXHIBITS OCTOBER 23-24, 2010
 THE PHIL LONG EXPO CENTER
 COLORADO SPRINGS, COLORADO

DISPLAY LABOR ORDER FORM

LABOR IS AVAILABLE FOR INSTALLATION AND DISMANTLING OF EXHIBITS, SHRINK WRAPPING, AND BANDING OF MATERIALS

	PER PERSON PER HOUR	LABOR HOURS ONE HOUR MINIMUM
STRAIGHT TIME	\$ 48.00	MONDAY THROUGH FRIDAY 8:00 AM TO 4:30 PM
OVERTIME	\$ 96.00	MONDAY THROUGH FRIDAY 4:30 PM TO MIDNIGHT; ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- **ONE-HOUR MINIMUM PER PERSON** ~ THEREAFTER, LABOR IS CHARGED IN 1/2-HOUR INCREMENTS PER PERSON
- **LABOR CANCELLATIONS** MUST BE RECEIVED PRIOR TO MOVE-IN AND MOVE-OUT RESPECTIVELY. FAILURE TO NOTIFY AAa EXPO OF CANCELLATION WILL RESULT IN A ONE-HOUR MINIMUM CHARGE PER PERSON.
- **A CREDIT CARD IS REQUIRED FOR ALL LABOR ORDERS.**

LABOR FOR:	# OF LABORERS REQUESTED	DATE	TIME	ESTIMATED TIME	SUPERVISION OPTION (CIRCLE ONE)	
INSTALLATION					A AAa EXPO SUPERVISION	B EXHIBITOR SUPERVISION
DISMANTLE					A AAa EXPO SUPERVISION	B EXHIBITOR SUPERVISION

OPTION A ~ AAa SUPERVISION

THIS OPTION ALLOWS FOR EXHIBITS TO BE INSTALLED PRIOR TO EXHIBITOR'S ARRIVAL. IN ORDER TO REDUCE YOUR AT-SHOW EXPENSES AND SAVE TIME, SUPERVISION IS PROVIDED BY AAa EXPO. TRAINED CRAFTSPEOPLE PERFORM THE WORK THROUGH AAa EXPO AND, WHERE POSSIBLE, ON STRAIGHT TIME. THE CHARGE FOR THE SERVICE IS 30% OF THE TOTAL LABOR BILL, WITH A MINIMUM OF \$50.00 ON INSTALLATION AND DISMANTLE.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

INSTALLATION INFORMATION:

DISPLAY BOOTH BEING SHIPPED TO WAREHOUSE OR SHOWSITE? _____ SCHEDULED TO BE DELIVERED ON: _____
 SHIPMENT: # OF CRATES _____ # OF CARTONS _____ # OF CARPETS/PADS & SIZE: _____ IF CARPET IS NOT BEING SHIPPED, HAS CARPET BEEN ORDERED THROUGH AAa EXPO? YES OR NO: _____
 BLUE PRINTS & EXHIBIT INSTRUCTIONS: ATTACHED? _____ SHIPPED WITH DISPLAY? _____ IF SHIPPED, IN WHICH CRATE? _____

OPTION B ~ EXHIBITOR SUPERVISION

ALL WORK IS PERFORMED UNDER THE DIRECTION OF THE EXHIBITOR. EXHIBITOR MUST MEET THE SCHEDULED LABOR AT THE AAa EXPO SERVICE DESK. FAILURE TO CHECK IN AT THE SCHEDULED TIME WILL RESULT IN A ONE-HOUR MINIMUM CHARGE, PER PERSON REQUESTED.

CONTACT NAME: _____ TELEPHONE NUMBER: _____

PLEASE FILL OUT THE INFORMATION BELOW

COMPANY NAME _____ BOOTH No. _____

ORDERED BY _____ TITLE _____

PHONE () _____ FAX () _____ EMAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

MAIL OR FAX TO: AAa EXPO & EVENT SERVICES ~ 4945 NORTH PARK DRIVE ~ COLORADO SPRINGS, COLORADO 80918
 FAX (719) 593-0381 ~ TELEPHONE (719) 593-7008

AAa EXPO & EVENT SERVICES

ESTIMATED MATERIAL HANDLING

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

DIRECT SHIPMENTS**

TO: YOUR EXHIBITING NAME/BOOTH NUMBER
 FOR: NASAR
 %AAa EXPO & EVENT SERVICES
 4945 NORTHPARK DRIVE
 COLORADO SPRINGS, COLORADO 80918
 (719) 593-7008

TO: YOUR EXHIBITING NAME/BOOTH NUMBER
 FOR: WOMEN'S LIVING EXPO
 %AAA EXPO & EVENT SERVICES
 1515 AUTO MALL LOOP
 COLORADO SPRINGS, CO 80922
 (719) 593-7008

*SHIPMENTS ARRIVING BEFORE SEPTEMBER

27, 2010

Will Be Refused

COMPLETE AND RETURN TO AAa EXPO

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (PLEASE PROVIDE PRO NUMBER)	ESTIMATED COST
DIRECT SHIPMENTS					
ADVANCE SHIPMENTS					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

OUTBOUND SHIPPING INFORMATION

OUTBOUND BILLS OF LADING MUST BE COMPLETED AND TURNED IN AT THE AAa EXPO SERVICE DESK.

DO NOT LEAVE THE BILL OF LADING IN YOUR BOOTH!

IN THE EVENT A BILL OF LADING IS NOT TURNED INTO THE AAa EXPO SERVICE DESK, NON-IDENTIFIABLE SHIPMENTS WILL BE DISCARDED.

LOCAL DRAYAGE AND STORAGE SERVICES ARE AVAILABLE ~ RATES FURNISHED UPON REQUEST.

ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW

PLEASE FILL OUT THE INFORMATION BELOW. I HAVE READ AND UNDERSTAND THE MATERIAL HANDLING RATES AND THE MATERIAL HANDLING LIMITS OF LIABILITY AS STATED ON THE ENCLOSED FORMS.

COMPANY NAME _____ BOOTH No. _____

ORDERED BY _____ TITLE _____

PHONE () _____ FAX () _____ EMAIL _____

ADDRESS _____ CITY/STATE _____ ZIP _____

MAIL OR FAX TO: AAa EXPO & EVENT SERVICES ~ 4945 NORTHPARK DRIVE ~ COLORADO SPRINGS, COLORADO 80918
 FAX (719) 593-0381 ~ TELEPHONE (719) 593-7008

AAa Rental & Event Services
4945 North Park Drive
Colorado Springs, Colorado 80918
Tel: 719-593-7008 Fax: 719-593-0381

PLEASE MAIL OR FAX COMPLETED FORM

Women's Living Expo
October 23rd & 24th, 2010
Phil Long Expo
Center
Colorado Springs, CO

DEADLINE DATE: 10/08/2010

****PRICES ARE DOUBLED IF ORDER IS RECEIVED AFTER DEADLINE DATE**

PAYMENT METHOD

CREDIT CARD INFORMATION

We authorize AAa Rental & Event Services to charge any amounts incurred by my representative or me. If credit card is declined, a \$45.00 service fee will be added.

Cardholder's Name _____ Cardholder's Signature _____

VISA MasterCard

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Expiration Date V-
Code (on back of card)

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ENCLOSE CHECK OR MONEY ORDER PAYABLE TO "AAa RENTAL CENTER"

If check is returned, a \$55.00 service fee will be added.

Check Number _____ Dated _____ In the Amount of
\$ _____

PLEASE FILL OUT THE INFORMATION BELOW:

Company Name _____ Space No. _____

Ordered By _____ Title _____

Phone () _____ Fax () _____ Email _____

Address _____ City/State _____ Zip _____