



P.O. Box 562
BRIGANTINE, NJ 08203
Phone: (609) 266-6162 FAX: (609) 264-0163

**LABORATORY ROBOTICS INTEREST GROUP
MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION
EAST BRUNSWICK HILTON
MAY 24, 2006**

Dear Exhibitor

Welcome to the **LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 11TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION.**

We are pleased to advise you that Ocean Exposition Service and Rental Inc. has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. *COMPLETE THESE FORMS AND MAIL OR FAX THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES.* Please combine into one check all orders due OCEAN EXPOSITION SERVICE AND RENTAL, INC..

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER, AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

All accounts must be settled before close of Show. We accept VISA, MasterCard, American Express, company checks and cash. Please advise your representative attending the show of this policy.

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. **NO CREDIT** will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse **ATTN: OCEAN EXPOSITION SERVICE AND RENTAL INC., C/O ABF Freight Systems**, When addressing your freight labels, please remember to include the show name as well as your company name and booth number. Pre-Addressed labels are provided in the kit for your use. If you need additional labels, Copies can be made from the pages provided.

Warehouse shipments will be accepted starting MONDAY APRIL 24, 2006 until WEDNESDAY MAY 17, 2006.

Direct Shipments will be accepted starting WEDNESDAY MAY 24, 2006 At 8:00 AM.

Should you need assistance, please do not hesitate to contact us.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		BOOTH PACKAGE
EAST BRUNSWICK HILTON MAY 24, 2006	P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163	

Dear Exhibitor:

OCEAN EXPOSITION SERVICE AND RENTAL, INC. is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in the event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the Convention's policies, Space assignments, Electrical, Display limitations, and Event schedules should be directed to:

andy.zaayenga@lab-robotics.org

All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to:

**Customer Service
OCEAN EXPOSITION SERVICE AND RENTAL, INC.
P.O. Box 562
Brigantine, NJ 08203
Tel: (609) 266-6162
Fax: (609) 264-0163**

Included in this service kit are order forms for various items you may require for your exhibit. OCEAN EXPOSITION SERVICE AND RENTAL, INC. forms are to be returned to our office and the others to the specific contractor who is providing the service. Please analyze and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed.

**8' High, BLUE and White Back Wall Drape
36" High BLUE Side Rail Drape
1 - 7" x 44" ID Sign
1 - 6' Decorated Display Table (White Vinyl Top With BLUE Skirting Three Sided)
2 Folding Chairs
1 Wastebasket**



P.O. Box 562
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CREDIT POLICY

Due to a substantial increase of late payments and unpaid accounts, OCEAN EXPOSITION SERVICE AND RENTAL, INC. has found it necessary to institute the following credit policy and requests your cooperation.

FURNITURE RENTAL

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept company check, cash, travelers checks, VISA, MasterCard and American Express.

MATERIAL HANDLING, LABOR & FURNITURE

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, company check, cash, travelers checks, VISA, MasterCard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitor will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES ARE
DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show whether our services are to be used or not. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

<p>LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION</p>		<p>PAYMENT POLICY</p>
<p>EAST BRUNSWICK HILTON MAY 24, 2006</p>	<p>P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163</p>	

Payment for Services

Ocean Exposition Service and Rental Inc. requires payment in full at the time services are ordered. Further, Ocean Exposition Service and Rental requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Exposition Service and Rental Inc. accepts Master Card, Visa, American Express, checks. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the **Ocean Exposition Service and Rental Inc.** office for this show. **Ocean Exposition Service and Rental Inc** must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details

*Exhibitors will be charged a \$25.00 bank fee for returned checks.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		SHOW INFORMATION
EAST BRUNSWICK HILTON MAY 24, 2006	P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163	

Official General Contractor
Ocean Exposition Service and Rental Inc.
P.O. Box 562
Brigantine, NJ 08203

Phone (609) 266-6162
Fax (609) 264-0163

Show Information

Production Timeline

Be sure to check all order forms for additional Deadlines

Discount Deadline	WEDNESDAY	MAY 17, 2006	Orders received with payment
Advance Shipments	MONDAY	APRIL 24, 2006	To begin arriving at Warehouse
Advance Shipments	WEDNESDAY	MAY 17, 2006	Last day to arrive at warehouse
Direct Shipments	WEDNESDAY	MAY 24, 2006 At 8:00 AM	First day to arrive at Show site
Exhibitor Installation	WEDNESDAY	MAY 24, 2006 At 8:00 AM	
Show Hours	WEDNESDAY	MAY 24, 2006	3:00 PM UNTIL 9:00 PM
Exhibitor Dismantle	WEDNESDAY	MAY 24, 2006	9:00 PM

Service center

Ocean Exposition Service and Rental Inc. is here take care of your on-site needs. All contractors and production personnel will be available, along with anything you might require such as Furniture and Freight Handling.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		NON-OFFICIAL CONTRACTOR
EAST BRUNSWICK HILTON MAY 24, 2006	P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163	DEADLINE DATE: WEDNESDAY MAY 17, 2006

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, and packing of displays and equipment must be done by the correct type of labor. OCEAN EXPOSITION SERVICE AND RENTAL, INC. , the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through OCEAN EXPOSITION SERVICE AND RENTAL, INC. , in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by management no later than **MAY 17, 2006**. Exceptions will be granted only if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **EAST BRUNSWICK HILTON**. For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and labor, no exception will be made and the contract designated by Management will be used.

All agents representing the Exhibitor must be fully identified by an office badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide management with **Certificates of Insurance** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000 and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than the official contractor to set-up and dismantle their exhibits must fill out this form and return no later than the deadline date shown above.

ORIGINAL CERTIFICATES ONLY—PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Company Name _____ Booth # _____

Contracting Company Name _____

Contracting Company Address _____

City _____ State _____ ZIP _____

Phone # _____ FAX # _____

Estimated Arrival at Show: _____

Signature _____ Title _____
(Sign & Print)

FAX or MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL, INC.

**LABORATORY ROBOTICS
INTEREST GROUP
MID-ATLANTIC CHAPTER 12TH
ANNUAL TECHNOLOGY
EXHIBITION AND
PRESENTATION**

**EAST BRUNSWICK HILTON
MAY 24, 2006**



**P.O. BOX 562
BRIGANTINE, NJ 08203
TEL: 609-266-6162 FAX: 609-264-0163**

**STANDARD BOOTH
FURNISHINGS & CARPET
ORDER FORM**

**DEADLINE DATE:
WEDNESDAY MAY 17, 2006**

QTY.	DISCOUNT RATES	STANDARD RATES	AMOUNT	QTY.	DISCOUNT RATES	STANDARD RATES	AMOUNT
SEATING				DRAPED DISPLAY TABLES - 30" HIGH			
_____ Upholstered Chair (3).....	\$46.00	\$57.00	_____	Price includes vinyl top & 3 sides draped			
_____ Folding Chair (2).....	15.00	18.00	_____	CIRCLE COLOR: Blue Black Burgundy Gray Red White Teal			
_____ Side Chair (5)	38.50	48.00	_____	_____ 2' x4' x30" (71).....	\$ 86.50	\$108.00	_____
_____ Padded Stool (Grey Only) (7).....	60.00	70.00	_____	_____ 2' x6' x30" (73).....	93.00	116.50	_____
ACCESSORIES				_____ 2' x8' x30" (75).....	108.00	135.00	_____
_____ Round Pedestal 30" Table (9)	37.00	46.00	_____	DRAPED DISPLAY TABLES - 42" COUNTER HIGH			
_____ Wastebasket (19).....	10.50	13.50	_____	Price includes vinyl top & 3 sides draped			
_____ Easel (31)	23.00	29.00	_____	CIRCLE COLOR: Blue Black Burgundy Gray Red White Teal			
_____ 8' Stanchion (27).....	15.00	20.00	_____	_____ 2' x4' x42" (77).....	\$104.50	\$126.00	_____
_____ Crossbar (33)	15.00	20.00	_____	_____ 2' x6' x42" (79).....	118.50	148.50	_____
STANDARD CARPET				_____ 2' x8' x42" (81).....	130.50	165.50	_____
Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.				Fourth Side Table Draping - ADD \$ 36.50			
_____ 9' x 10' (201)	116.00	141.00	_____	UNDRAPED TABLES			
_____ 9' x 20' (203)	202.00	237.00	_____	Undraped Tables—1/2/ price of Draped Tables			
_____ 9' x 30' (205)	303.00	360.00	_____	Indicate table size: _____			
_____ 9' x 40' (207)	404.00	460.00	_____	DRAPED RISERS			
_____ 9' x 50' (209)	505.00	560.00	_____	White Vinyl			
CIRCLE COLOR: Blue Gray Red Teal				_____ 4' One Step (113)	\$ 43.50	\$ 54.00	_____
CUSTOM CARPET				_____ 6' One Step (115)	\$ 53.00	\$ 67.00	_____
Price includes installation to fit booth space, protective covering and edges taped.				CUSTOM BOOTH DRAPE			
INDICATE OVERALL DIMENSIONS: _____ ft. x _____ ft (100 sq. ft. min) (217)... 2.00/sq.ft. 2.50/sq.ft.				8' H Back Drape and 36" h Side Drape—4 feet minimum order			
CIRCLE COLOR: Blue Gray Red Teal				Linear Ft. of Back Drape per ft. \$ 10.50 \$ 15.00			
<input type="checkbox"/> CARPET PADDING (219) \$1.00 (\$1.50 at show site sq. ft)				Linear Ft. of Back Drape per ft \$ 7.50 \$ 10.50			
<input type="checkbox"/> VISQUEEN (165) \$0.50/ sq. ft. (\$.70 at show site)							
INDICATE OVERALL DIMENSIONS: _____ ft. x _____ ft							

PAYMENT POLICY: Payment in full of rental charges including applicable tax must accompany your Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges payable in US Funds only. Check, Cash, Travelers checks, VISA, MasterCard and American Express are accepted. Orders without payment will be returned.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after movein will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

PLEASE NOTE: IF COLORS ARE NOT SPECIFIED, SHOW COLORS WILL BE USED.

**SUBJECT TO NJ SALES TAX (6%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO ORDER RECAP & ADVANCE PAYMENT FORM ENTER TOTALS**

Company Name _____ Booth # _____

Street Address _____ Phone # _____ FAX #: _____

City _____ State _____ ZIP _____

Ordered by: _____ (Print or Type)

Signature _____ Title _____

FAX OR MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL INC.

**LABORATORY ROBOTICS
INTEREST GROUP
MID-ATLANTIC CHAPTER
12TH ANNUAL
TECHNOLOGY EXHIBITION
AND PRESENTATION**



**SPECIAL
SIGNS**

**EAST BRUNSWICK HILTON
MAY 24, 2006**

**P.O. Box 562
Brigantine, NJ 08203
PH (609) 266-6162 FAX (609) 264-0163**

**DEADLINE DATE:
WEDNESDAY MAY 17, 2006**

**PRICES BASED ON BLOCK LETTERS, BLACK LETTERING ON WHITE SHOW CARD, 7 WORDS OR LESS
SALES TAX WILL BE ADDED TO ALL SIGN PRICES (6%)**

1. Over 10 words, add \$ 1.50 per word.

Quantity	Size	Discount Prices	Standard Prices	Amount
_____	7" x 11"	\$29.50	\$37.50	\$ _____
_____	7" x 44"	34.00	40.00	\$ _____
_____	11" x 14"	37.50	51.00	\$ _____
_____	14" x 22"	50.00	68.00	\$ _____
_____	22" x 28"	64.00	83.50	\$ _____
_____	28" x 44"	90.50	110.00	\$ _____

2. Colored show card and each change in color in copy will be quoted upon request.
3. Easel back applied to sign, add \$6.50
4. Orders received after deadline date will be charged at standard order price.
5. Orders received during exhibitor move-in will be charged at standard order price plus delivery.
6. Prices will be quoted on all special work (logos, trademarks, special lettering, cut-out, odd sizes, etc.).
7. **NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT SHOW SITE.**

V
E
R
T
I
C
A
L

Color of Background _____

Color of Lettering _____

HORIZONTAL

Please type desired copy below or attach a separate sheet

All advance order signs will be available for customer pick-up at Show Site Service Desk.

ORDERS CANNOT BE PROCESSED WITHOUT PAYMENT

Company Name _____ Booth # _____

Street Address _____ Phone # _____ FAX # _____

City _____ State _____ ZIP _____

Ordered by: _____

(Print or Type)

Signature _____ Title _____

FAX or MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL, INC.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		LABOR ORDER FORM
EAST BRUNSWICK HILTON MAY 24, 2006		P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163

DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Labor Rates:

STRAIGHT TIME
\$ 73.00 per Hour
One Hour Minimum per Worker
thereafter 1/2 hr. increments
ST: 8:00 AM to 4:30 PM
Monday through Friday

OVERTIME
\$106.00 per Hour
One Hour Minimum per Worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM & after 4:30 PM
Monday through Friday and
all hours on Saturday & Sunday

NOTE 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1-hour minimum charge per man ordered unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

PLAN A - EXHIBITOR SUPERVISION - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Day	Approx. Hours
SET-UP					
DISMANTLE					

PLAN B - OCEAN EXPOSITION SERVICE AND RENTAL, INC. SUPERVISION - Hourly rate plus 30% Supervision Charge/ Minimum \$50.00

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: Warehouse Show site Display includes Carpet Ocean Exposition Service and Rental Inc. carpet rental

PLEASE INCLUDE SET-UP PLANS WITH ORDER AND ANY SPECIAL TOOLS

After Dismantle, Return Display to:

OCEAN EXPOSITION SERVICE AND RENTAL, INC. shall not be responsible for Damage, Loss, or Theft of display installed and/or dismantled under our Supervision. **OCEAN EXPOSITION SERVICE AND RENTAL, INC.** 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.

PAYMENT POLICY: Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted. All charges payable in US Funds only. Check, cash, VISA, MasterCard and American Express are accepted.

CREDIT CARD AUTHORIZATION REQUIRED WITH THIS ORDER

Company Name _____ Booth # _____

Street Address _____ Phone # _____ FAX # _____

City _____ State _____ ZIP _____

Ordered by: _____

(Print or Type)

Signature _____ Title _____

FAX or MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL INC



SHIPPING NOTICE

All shipments, both Advance to the Warehouse
and Direct to the Show site
Must be clearly labeled as follows:

NAME OF EXHIBITING COMPANY
BOOTH NUMBER
LABORATORY ROBOTICS
c/o OCEAN EXPOSITION SERVICE AND RENTAL, INC.
(Address as listed on Materials Handling Services Form)

OCEAN EXPOSITION SERVICE AND RENTAL, INC.
CANNOT direct your Shipment
Without this Information on ALL Pieces

DO NOT ADDRESS FREIGHT TO AN INDIVIDUAL

If You are Consigning your Freight directly
to Show site, Please be sure
Your carrier has a
CERTIFIED WEIGHT TICKET



LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION	 <p style="text-align: center;"> P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163 </p>	MATERIAL HANDLING INSTRUCTIONS
EAST BRUNSWICK HILTON MAY 24, 2006		DEADLINE DATE: WEDNESDAY MAY 17, 2006

MATERIALS HANDLING INFORMATION

SHIP to SHOW SITE: CO. NAME _____ BOOTH # _____ LABORATORY ROBOTICS ATTN: OCEAN EXPOSITION SERVICE & RENTAL INC EAST BRUNSWICK HILTON AND TOWERS THREE TOWER CENTER BOULEVARD EAST BRUNSWICK, NEW JERSEY 08816	SHIP to WAREHOUSE: CO. NAME _____ BOOTH # _____ LABORATORY ROBOTICS ATTN: OCEAN EXPOSITION SERVICE & RENTAL INC C/O ABF Freight Systems 21 Englehard Ave. Avenel, NJ 07001
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NOTE: Drayage rates do not include any moving crates in booth, uncrating, un skidding, dismantling, crating, skidding in booth or blocking or bracing; however, exhibitors are allowed a one-time spotting of equipment or machinery (within a 6' tolerance) in its initial delivery as handled from carrier to booth provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. Any additional movement or un skidding at the exhibit booth will require a rigging order. Do not order Rigging Labor for motorized or mobile equipment. These services must be ordered through Rigging or Labor Services Form (forms included).

FREIGHT WILL NOT BE DELIVERED TO EXHIBITOR'S BOOTH UNLESS A CREDIT CARD AUTHORIZATION IS ON FILE WITH OCEAN EXPOSITION SERVICE AND RENTAL, INC. .

1. Loose material and uncrated shipments will not be accepted at Advance Shipment Warehouse.
2. OCEAN EXPOSITION SERVICE AND RENTAL, INC. is responsible for maintaining the in- and out-traffic schedules to assure the orderly and expeditious handling of exhibit materials and to avoid congestion in general. Exhibitors must clear all movements of booth and exhibit materials into and out of exhibit area through OCEAN EXPOSITION SERVICE AND RENTAL, INC. Service Desk.
3. Blank Bills of Lading for outbound freight will be available at the OCEAN EXPOSITION SERVICE AND RENTAL, INC. Service Desk.
4. It is the exhibitor's sole responsibility to label each piece of outbound freight and submit to OCEAN EXPOSITION SERVICE AND RENTAL, INC. a complete bill of lading covering each outbound shipment.
5. OCEAN EXPOSITION SERVICE AND RENTAL, INC. will not be responsible for concealed damage, materials inadequately packed or for damage to uncrated, un skidded or loose materials, or damage or loss from any cause at any time after delivery to booth.
6. All shipments should be insured by the exhibitor from the time it leaves their firm until it is returned from the Show.
7. **PLEASE NOTE: Trucks must check-in at the Freight Desk by 9:00 p.m. on WEDNESDAY MAY 24, 2006.** otherwise, FREIGHT WILL BE FORCED OFF THE SHOW FLOOR.
9. EMPTY CRATE STORAGE: Any shipment not received by OCEAN EXPOSITION SERVICE AND RENTAL, INC. when Ocean is required to handle the storage and return of empty shipping containers will be accessed a charge of \$10.00 per crate , case, carton or skid (\$40.00 minimum).

NOTE: In and Out rates are based on incoming weight only. All weights are rounded off to the next CWT, and rates are per shipment (a shipment is material carried on a bill of lading on one vehicle).

All items shipped for OCEAN EXPOSITION SERVICE AND RENTAL, INC. to handle must be prepaid, properly labeled, and be accompanied by an accurate bill of lading or packing list. Please stencil or label the crates on at least two (2) sides. Remove all old labels prior to shipping.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		MATERIALS HANDLING ORDER FORM
EAST BRUNSWICK HILTON MAY 24, 2006	P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163	DEADLINE DATE: WEDNESDAY MAY 17, 2006

THIS FORM MUST BE RETURNED TO OCEAN EXPOSITION SERVICE AND RENTAL, INC. WITH FULL PAYMENT FOR ANY SERVICES TO BE RENDERED.

Estimate rate based on the first day (move-in) and last day (move-out)

SERVICE "A": Warehouse advance shipments

We will be shipping; _____ lbs. @ _____ per 100 lbs., (200 lbs min per shipment \$ _____)

SERVICE "B": Show site direct shipments * (Only day to arrive at show site May 17th . Starting at 8:00 AM)

We will be shipping; _____ lbs. @ _____ per 100 lbs., (200 lbs min per shipment \$ _____)

TOTAL ADVANCE DEPOSIT ENCLOSED \$ _____

**SHOW: LABORATORY ROBOTICS INTEREST GROUP
MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION**

Company Name _____ Booth # _____

Street Address _____ Phone # _____ FAX # _____

City _____ State _____ ZIP _____

VISA/MC/Am Ex: _____ Exp. Date: _____

Ordered by: _____

(Print or Type)

Signature _____ Title _____

1. Return orders must be placed in writing at our service desk at close of show.
2. Each shipment received is considered separately. No cumulative weights will be allowed on minimums, split shipments, free a strays, UPS, etc.
3. **OVERTIME: Monday through Friday, before 8:00 a.m. and after 4:30 p.m. Saturday, Sunday and Holidays.**

FAX or MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL INC.

LIMITS OF LIABILITY & RESPONSIBILITY

- A. OCEAN EXPOSITION SERVICE AND RENTAL, INC. Shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- B. OCEAN EXPOSITION SERVICE AND RENTAL, INC. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
- C. OCEAN EXPOSITION SERVICE AND RENTAL, INC. 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. Bill of lading covering outgoing shipments, which are furnished by OCEAN EXPOSITION SERVICE AND RENTAL, INC. to exhibitor, will be checked at time of actual pick-up from booth and correctors made where discrepancies occur.
- D. OCEAN EXPOSITION SERVICE AND RENTAL, INC. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. OCEAN EXPOSITION SERVICE AND RENTAL, INC. 's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event OCEAN EXPOSITION SERVICE AND RENTAL, INC. 's maximum liability shall be limited to \$0.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. OCEAN EXPOSITION SERVICE AND RENTAL, INC. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to OCEAN EXPOSITION SERVICE AND RENTAL, INC. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO OCEAN EXPO

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize OCEAN EXPOSITION SERVICE AND RENTAL, INC to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that will provide its services as our agent, and not as bailee or shipper, and if any employee of OCEAN EXPOSITION SERVICE AND RENTAL, INC shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility thereof.

We agree in the event of a dispute with OCEAN EXPOSITION SERVICE AND RENTAL, INC relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by as an offset against the amount of the alleged loss or damage. Instead, we agree to pay OCEAN EXPOSITION SERVICE AND RENTAL, INC for the full amount of the invoice for all such charges, and we further agree that any claim we may have against OCEAN EXPOSITION SERVICE AND RENTAL, INC shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name _____ Booth # _____

Street Address _____ Phone # _____ FAX # _____

City _____ State _____ ZIP _____

Ordered by: _____ Telephone: _____
(Print or Type)

Signature _____ Title _____

FAX OR MAIL TO OCEAN EXPOSITION SERVICE AND RENTAL INC.

LABORATORY ROBOTICS INTEREST GROUP MID-ATLANTIC CHAPTER 12TH ANNUAL TECHNOLOGY EXHIBITION AND PRESENTATION		MATERIAL HANDLING SERVICES
EAST BRUNSWICK HILTON MAY 24, 2006	P.O. Box 562 Brigantine, NJ 08203 PH (609) 266-6162 FAX (609) 264-0163	DEADLINE DATE: WEDNESDAY MAY 17, 2006

**WAREHOUSE IS CLOSED ON WEEKENDS
MATERIALS HANDLING SERVICES FORM
(RATES ARE FOR ROUND TRIP SERVICE)**

SERVICE "A" ADVANCE SHIPMENTS: Will be received **MONDAY, APRIL 24, 2006, until MAY 17, 2006.**

Shipments will be received at warehouse four (4) weeks prior to Show. This service includes delivery from the warehouse to booth, crate storage during show, delivery of crates back to booth after show, and removal from booth for reloading onto outbound carriers. Loose material and uncrated shipments will not be accepted at Advance Shipments Warehouse.

ST/ST	\$ 65.00 cwt	\$ 130.00 min	
ST/OT	\$ 81.00 cwt	\$ 162.00 min	200 lb. min per shipment
OT/OT	\$ 146.00 cwt	\$ 295.50 min	

SERVICE "B" - DIRECT SHIPMENTS RECEIVED AT SHOW SITE: Starting **WEDNESDAY MAY 24, 2006 at 8:00 AM**. Freight arriving on move-in dates will be unloaded and delivered to your booth. This service also includes crate storage during show, deliver of crates back to booth after show, and delivery of freight to designated vehicles at close of show.

Crated Material

ST/ST	\$ 50.50 cwt	\$ 101.00 min
ST/OT	\$ 63.00 cwt	\$ 126.50 min
OT/OT	\$ 75.75 cwt	\$ 189.30 min

Uncrated material

ST/ST	\$ 97.50 cwt	\$ 195.00 min
ST/OT	\$ 121.85 cwt	\$ 243.70 min
OT/OT	\$ 146.25 cwt	\$ 292.50 min

Crated Shipments Requiring Special Handling includes shipments that are loaded and or packed in such a manner as to require Special handling Such as ground loading, side door loading, constricted space, designated piece loading, or stacked shipments, Mixed Shipments, improper delivery receipts.

To Warehouse

ST/ST	\$ 63.00 cwt	\$ 126.00 min
ST/OT	\$ 78.75 cwt	\$ 157.50 min
OT/OT	\$ 94.65 cwt	\$ 189.30 min

To Exhibit Site

ST/ST	\$ 81.25 cwt	\$ 162.50 min
ST/OT	\$ 101.55 cwt	\$ 203.10 min
OT/OT	\$ 121.85 cwt	\$ 243.70 min

Small Package

Carton and envelopes received without documentation will be delivered without guarantee of piece count or condition Maximum weight is 50 lbs. per shipment per delivery. Includes UPS and Federal Express shipments.

First Carton	\$ 35.50	Each Additional Carton	\$ 7.50
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Straight Time: Monday through Friday 8:00 am to 4:30 pm. Trucks signing in after 4:00 pm will be charged at the overtime rate.

Overtime: All other times Saturday, Sundays, Holidays.

Use "ST/ST" rate if freight will be handled on straight time into the show and out of the show.

Use "ST/OT" rate if freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

ARRIVAL DATES AND SURCHARGES FOR SHIPMENTS

Advance: WEDNESDAY MAY 17, 2006 Last day for crated shipments to arrive at advance warehouse without surcharge. A 25% (\$25.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received at the advance warehouse after this date.

Direct : WEDNESDAY MAY 24, 2006 at 8AM First day for shipment to arrive at the exhibit site.

FROM:

WAREHOUSE SHIPMENTS

TO: _____

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
C/O ABF Freight Systems
21 Englehard Ave.
Avenel, NJ 07001

FROM:

WAREHOUSE SHIPMENTS

TO: _____

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
C/o ABF Freight Systems
21 Englehard Ave.
Avenel, NJ 07001

FOR ADVANCE SHIPMENTS ONLY

FROM:

WAREHOUSE SHIPMENTS

TO: _____

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
C/O ABF Freight Systems
21 Englehard Ave.
Avenel, NJ. 07001

FROM:

WAREHOUSE SHIPMENTS

TO: _____

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
C/O ABF Freight Systems
21 Englehard Ave.
Avenel, NJ 07001

FROM:

SHOW SITE SHIPMENTS

TO:

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
East Brunswick Hilton and Towers
Three Tower Center Boulevard
East Brunswick , New Jersey 08816

FROM:

SHOW SITE SHIPMENTS

TO:

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
East Brunswick Hilton and Towers
Three Tower Center Boulevard
East Brunswick , New Jersey 08816

FOR ON-SITE DIRECT SHIPMENTS ONLY

FROM:

SHOW SITE SHIPMENTS

TO:

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
East Brunswick Hilton and Towers
Three Tower Center Boulevard
East Brunswick , New Jersey 08816

FROM:

SHOW SITE SHIPMENTS

TO:

Exhibitor Name

Booth #

LABORATORY ROBOTICS
ATTN: OCEAN EXPOSITION SERVICE AND RENTAL, INC.
East Brunswick Hilton and Towers
Three Tower Center Boulevard
East Brunswick , New Jersey 08816

