

TAKING CONTROL OF YOUR DIABETES CONFERENCE & HEALTH FAIR – OCTOBER 6, 2007

SUNBELT CONVENTION SERVICES, INC. Is pleased to have been selected as the Exclusive Service Contractor for the **Taking Control of your Diabetes Conference and Health Fair** at the Statehouse Convention Center, on Saturday, October 6, 2007. Enclosed in this package you will find order forms to assist you in preparing for this event. Please review these forms carefully. If you have any questions regarding freight or any of the enclosed service order forms, please feel free to call us at the numbers below. We are committed to the success of this conference.

Sunbelt Convention Services, Inc.

Address: 409 Collins Street * Little Rock, AR 72202
Phone: 501-244-9955
Fax: 501-244-9995
E-Mail: Sunbelt4u@sbcglobal.net
Web: www.sunbelt4u.com

BOOTH INFORMATION

Each booth will consist of:
8' high back drape (red, gold, and blue)
3' high side-drape (red)
1, one 6' skirted table (blue drape)
2, two chairs
1, one wastebasket
1, one identification sign

EXHIBITOR MOVE-IN

Friday, October 5, 2007 2-5 PM
Saturday, October 6, 2007 6:30 – 7:30 AM

EXHIBIT HOURS

Saturday, October 6, 2007 7:30 AM – 4:15 PM

EXHIBITOR MOVE-OUT

Saturday, October 6, 2007 4:15 – 5:15 PM

INTERNET, PHONE, ELECTRICAL

Order directly through the Statehouse Convention Center using the enclosed forms or call them at 501-376-4781.

ADDITIONAL NEEDS

For additional Freight handling or shipping needs, or any other services, please see attached Exhibitor Rental Forms, or contact Sunbelt Convention Services, Inc.

Shipment Addresses

Advance Warehouse

Arrive between 9/4/07 & 10/3/07

TCOYD – 2007

Sunbelt Convention Services, Inc.
409 Collins Street
Little Rock, AR 72201

Direct Shipments to Exhibit Site

Must **ONLY** arrive on October 5, 2007 from 9 AM - 4 PM

Statehouse Convention Center
c/o Sunbelt Convention Services, Inc.
Wally Allen Ballroom
1 Statehouse Plaza
Little Rock, AR 72201

EXHIBITOR RENTAL FORMS

Please include appropriate order form (s) and payment form with your order. Sales Tax must be included with full payment for order to be processed

TABLE WITH SKIRTING

(Includes table with white vinyl top/skirted three sides)

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table w/ skirting	\$35.00	\$30.00	_____
_____	6' Table w/skirting	\$40.00	\$35.00	_____
_____	8' Table w/ skirting	\$45.00	\$40.00	_____
_____	Raise Table 42"	\$30.00	\$25.00	_____
_____	Skirting Only	\$4.00/ft	\$3.00/ft	_____

PLEASE INDICATE COLOR PREFERENCE:

Red White Blue Green Gold Purple Grey Burgundy Beige Teal Black

TABLE ONLY

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	4' Table	\$17.00	\$12.00	_____
_____	6' Table	\$20.00	\$15.00	_____
_____	8' Table	\$22.00	\$17.00	_____

CARPETING

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	10 x 10	\$75.00	\$60.00	_____
_____	10 x 20	\$120.00	\$90.00	_____
_____	10 x 30	\$150.00	\$120.00	_____

Call Sunbelt for quote on bulk carpet prices. Starting at \$3.50ft

PLEASE INDICATE COLOR PREFERENCE: Beige Black Blue Green Grey Red

_____ **BOOTH CLEANING** Includes: vacuum carpet/empty wastebasket . Carpet cleaned when delivered to booth. Additional daily carpet cleaning is \$20.00 per day per 10 x 10 booth space.

\$ 20.00 per day x _____ days = \$ _____
 Call Sunbelt for quote on bulk carpet cleaning

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 2

SPECIALTY ITEMS

<u>QUANTITY</u>	<u>ITEM</u>	<u>FLOOR ORDER</u>	<u>ADVANCE ORDER</u>	<u>TOTAL</u>
_____	Side Chair	\$10.00	\$ 5.00	_____
_____	Stool w/ back	\$45.00	\$25.00	_____
_____	Easel	\$15.00	\$10.00	_____
_____	Wastebasket	\$10.00	\$ 5.00	_____
_____	6' Table Top Riser	\$15.00	\$10.00	_____
_____	8' Table Top Riser	\$17.00	\$12.00	_____
_____	40" H Cocktail Table	\$30.00	\$20.00	_____
_____	3' High Masking Drape	\$3.00/ft	\$2.00/ft	_____
_____	8' High Masking Drape	\$4.00/ft	\$3.00/ft	_____
_____	30" Round table/skirt	\$35.00	\$30.00	_____
_____	10 x 10 Tent Blue	\$80.00	\$75.00	_____

Numerous Other Rental Items Available Upon Request including plants etc.

DAMAGED OR UNRETURNED ITEMS WILL BE BILLED AT REPLACEMENT COST PLUS RENTAL FEES

FREIGHT HANDLING

SHIP ALL FREIGHT TO:

SUNBELT CONVENTION SERVICES, 409 COLLINS STREET, LITTLE ROCK, ARKANSAS 72202

COMPANY NAME _____ BOOTH # _____

NAME OF SHOW _____

RATES AND SERVICES

Please Estimate and Circle inbound weight per shipment:

Up to 200 lbs _____	\$50.00
201-300 lbs _____	\$75.00
301-400 lbs _____	\$100.00
401-500 lbs _____	\$125.00
501-750 lbs _____	\$150.00
751-1000 lbs _____	\$200.00
1001-1250 lbs _____	\$250.00
1251-1500 lbs _____	\$300.00
1501-2000 lbs _____	\$400.00
2000 lbs and over _____	\$20.00 per 100 lbs

Sunbelt will receive, store, deliver to booth on installation day, remove, store and return empty containers, remove shipment from booth, and deliver to loading area of Exhibit Hall, where shipment will be loaded on common carrier's trucks. All shipments must arrive at least seven days prior to show date. Late shipments may be subject to 25% additional handling charge. In addition to the above quoted rates, additional charges will be made for special trips or handling of shipments arriving after initial installation date, or shipments arriving at show site after scheduled set-up times. When move-in or move-out times are scheduled during overtime hours due to circumstances beyond the control of Sunbelt, an additional 25% of the total will be applied.

INSURANCE: *Sunbelt will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation of moving such materials. You agree to hold Sunbelt from responsibility for concealed and/or apparent damage to uncrated or unskidded materials.*

SUNBELT CONVENTION SERVICES INC.
EXHIBITOR RENTAL FORM PAGE 3

SET-UP AND DISMANTLE LABOR ORDER

SERVICE A: SUNBELT SUPERVISION

_____ Sunbelt is authorized to erect our display prior to our arrival for a period of _____ hours, employing _____ laborers. Necessary blueprints/instructions to aid in set-up will be forwarded to Sunbelt. We understand that all work will be done on straight time when possible. Sunbelt will contact our representative for instructions in the event of shortage in shipment or damage. Shipping information will be sent to Sunbelt.

_____ We authorize the same service to dismantle and pack our display for a period of _____ hours, employing _____ laborers. Instructions for shipping, address, and bill of lading will be left at the Sunbelt Service Desk prior to closing of event.

RATES

STRAIGHT TIME _____ \$40.00 PER HOUR

OVERTIME _____ \$60.00 PER HOUR

(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY, SUNDAY, AND HOLIDAYS) NOTE:

STARTING TIME FOR ALL LABOR IS 8:00 A.M. – ONE HOUR MINIMUM PER LABORER

SERVICE B: EXHIBITOR SUPERVISION

_____ We request _____ laborer(s) to erect our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m., for a period of _____ hours.

_____ We request _____ laborer(s) to dismantle and pack our display under the supervision of our representative. We will arrange to pick up the above number of laborer(s) at the Sunbelt Service Desk on (date) _____ at (time) _____ a.m./p.m. , for a period of _____ hours

RATES

STRAIGHT TIME _____ \$30.00 PER HOUR

OVERTIME _____ \$45.00 PER HOUR

(OVERTIME: AFTER 4:30 P.M. DAILY AND ALL DAY SATURDAY AND SUNDAY AND HOLIDAYS)

EXHIBITORS MUST COME TO THE SUNBELT DESK TO SIGN IN AND OUT FOR LABORERS



STATEHOUSE CONVENTION CENTER
 100 E. Markham • #1 Statehouse Plaza • Little Rock, AR 72201
 (501) 370-3248 • FAX# (501) 376-7833

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE October 6, 2007 ROOM NAME/ BOOTH# _____
 NAME OF EVENT Taking Control of Your Diabetes
 COMPANY NAME _____
 CONTACT NAME _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE AND INTERNET SERVICES ORDER FORM

SERVICE TYPES	QUANTITY	ADVANCE ORDER	* FLOOR ORDER	TOTAL
STANDARD TELEPHONE SERVICE <i>Does not include handset</i> Telephone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line goes through a PBX. <u>Suitable for voice and fax service.</u> 28.8 bps connection		\$130.00	\$200.00 *	
BUSINESS TELEPHONE SERVICE – 56.6bps <i>Does not include handset</i> Phone line installation includes one touch-tone line. Long distance calls may be made using a credit card, or for an additional fee, long distance service can be added. Telephone line does not go through PBX. Recommended for modem connection. 56.6 bps connection 10 BUSINESS DAYS REQUIRED FOR CONNECTION FOR THIS SERVICE.		\$195.00	N/A	
Standard Telephone Hand Set – 0500 (rental)		\$35.00	N/A	
Long Distance Access (credit card required Rate: \$10, plus 15¢ per minute)		\$10.00	N/A	
BROADBAND INTERNET ACCESS One dynamic (DHCP) IP address per connection (PC REQUIREMENTS: Internet Explorer 5.0 or later. 10/100Base-T Ethernet, TCP/IP Protocol, configured to obtain IP address and DNS servers automatically). Technical Assistance may incur additional fees		\$185.00	\$275.00 *	
ADDITIONAL CONNECTIONS (IP addresses) for connection above		\$100.00	\$150.00	
WIRELESS INTERNET ACCESS PC REQUIREMENTS: Same as above. Daily connection pricing is per connection for each time segment. (#day X #connections X rate)	# days	\$35.00	\$50.00	
Order Change (location or type) Service Charge after installation		\$50.00	N/A	
TOTAL				

NOTES:

Send this completed form with payment to the address at the top of the page.
 Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check
 Visa
 MasterCard
 American Express

Credit Card _____ #Expiration Date _____

Print Name _____ Date Card Charged _____

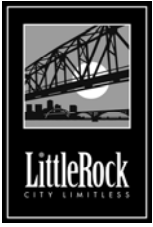
Authorized Signature _____ Authorization # _____

(*) Floor Rate applies to all orders received less than 7 days prior to move-in. Floor orders and/or changes received less than one day prior to move-in day cannot be guaranteed an installation time (additional charges may apply).

FOR OFFICE USE ONLY

Order Date:
 Billing Party:
 Billed Date:

NOTES:



STATEHOUSE CONVENTION CENTER

P.O. Box 3232
Little Rock, AR 72203
(501) 370-3254 • FAX# (501) 376-7833

CONVENTION AND VISITORS BUREAU

ALL ADVANCE ORDERS MUST BE RECEIVED SEVEN (7) DAYS PRIOR TO MOVE-IN FOR ADVANCE RATES.

EVENT DATE October 6, 2007 ROOM NAME/ BOOTH# _____

NAME OF EVENT Taking Control of Your Diabetes

COMPANY NAME _____

CONTACT NAME _____ PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ELECTRICAL ORDER FORM

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Statehouse Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. **Under no circumstances** shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor panels.

STANDARD ELECTRICAL REQUIREMENTS				
# Connections	Circle: single or 3 phase	Advance order	Floor order	Amount
	20 amp 110 v double outlet	\$40.00	\$60.00	\$
	20 amp 208 v single or 3 phase	\$50.00	\$70.00	\$
	30 amp 208 v single or 3 phase	\$60.00	\$80.00	\$
	40 amp 208 v single or 3 phase	\$70.00	\$90.00	\$
	50 amp 208 v single or 3 phase	\$80.00	\$100.00	\$
	60 amp 208 v single or 3 phase	\$90.00	\$110.00	\$

SPECIAL VOLTAGE REQUIREMENTS: Special voltage can only be guaranteed if ordered in advance. Requests will be handled on a first-come, first-serve basis, due to limited amount of current available.

- MAKE SURE:
1. Equipment, regardless of source of power, complies with all federal, state and local safety codes.
 2. Form is filled out correctly and completely.
 3. You have enclosed a check or included a credit card number for the amount due.

Final Signature _____ Date _____ Total Charges _____

Payment must accompany order to receive advance order rates. Payment in full must be rendered prior to hook-up. Credit will not be given for utility service installed and not used.

Send this completed form with payment to the address at the top of the page. Make check payable to STATEHOUSE CONVENTION CENTER or pay by credit card.

Check Visa MasterCard American Express

Credit Card # _____ Expiration Date _____

Print Name _____ Authorized Signature _____

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