

**MULTI-AGENCY CRAFT CONFERENCE**

June 15 - 17, 2004

Naval Amphibious Base - Little Creek
Norfolk, Virginia**Welcome Exhibitors!**

DUNMAR EXHIBIT SERVICES is pleased to serve as the Official Service Contractor for the 2004 Multi-Agency Craft Conference.

Booth Equipment: Booths (10' x 10') will be set with 8' high back drape and 3' high side rails in the show colors (Blue, Red, & White). The booth package includes:

- One (1) 7" x 44" ID Sign
- One (1) 6' Draped Table (provided by MWR)
- Two (2) Folding Chairs (provided by MWR)

T E N T W I L L B E c A R P E T E D

Exhibitor Move-In: Monday, June 14, 2004 0900 to 1800

Exhibit Hours: Tuesday, June 15, 2004 0700 to 1700
Wednesday, June 16, 2004 0700 to 1700
Thursday, June 17, 2004 0700 to 1400

Exhibitor Move-Out: Thursday, June 17, 2004 1400 to 1800

Freight Handling: Due to space restrictions, the convention facility **will not** receive freight. Please ship any advance freight to our Norfolk location. A form is enclosed. Your freight will be placed in your booth prior to your arrival for exhibitor set-up. To have your freight forwarded at the close of the show, complete the outbound shipping documents and turn them in to our Dunmar representative. You will incur additional costs if you abandon your freight or exhibit.

Additional Services: Additional equipment and services can be ordered by completing the enclosed forms and promptly returning them to our office. Please call us for equipment or services not listed.

See you at the show!

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NORFOLK, VA

PAYMENT POLICY

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES.

- **DES** requires payment in full at the time services are ordered. **DES 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 and FULL PAYMENT by a check drawn on U.S. Funds or a credit card must accompany your order and be received by the discount price deadline.
- **SHOW SITE ORDERS:** Services ordered at the show site will not be processed without full payment at the time the order is placed.
- **THIRD PARTY ORDERS:** If you contract work to a display or exhibit house and require services from DES the payment policy stated above applies. Payment must be received from the Third party prior to the contract date or such charges become the responsibility of the exhibiting firm.
- **METHOD OF PAYMENT:** Dunmar Exhibit Services accepts MasterCard, Visa, Discover, American Express, check and bank wire transfer. **Credit Card authorization is still required even if you pay by check or wire transfer.** Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. bank. Exhibitors will be charged a \$29.00 fee for returned NSF checks.
- **SALES/RENTAL TAX:** Sales & rental taxes (5.5%) will be added to all rentals and materials. If you are tax exempt, a copy of your Tax Exempt Certificate for Virginia must accompany your order. **ONLY** the 4.5% sales tax is exempt. The 1% rental tax is **MANDATORY** regardless of your organization.
- **CANCELLATIONS:** Items cancelled will be charged at 50% of original price after move-in begins and 100% of original price after installation.
- **BANK WIRE TRANSFER INFORMATION:** To properly credit your account, send the following information to the DES address listed on the order forms:
 - ❑ Exhibiting Company name, Show name, and Booth number
 - ❑ Date and amount of Transfer
 - ❑ Bank, city and state where transfer originated
 - ❑ Wire Funds to: Dunmar Exhibit Services
C/o SunTrust Bank
500 Main Street, Norfolk, VA 23605
Account No. 201750406; ABA No. 051000020
Telephone No. 757.873.7833

Dunmar Exhibit Services
130 S. Military Highway
Norfolk, VA 23502
Tel (757) 461-8888 ext.214 Fax (757) 461-5192

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PAYMENT & CREDIT CARD AUTHORIZATION

EXHIBITOR	BOOTH NO.	All orders are governed by the DES Payment Policy
ADDRESS	CITY STATE ZIP	
TELEPHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT DATE	

CREDIT CARD CHARGE AUTHORIZATION

<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS												EXPIRATION DATE:	
ACCOUNT NUMBER													
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE										CITY	STATE	ZIP	<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S SIGNATURE						CARDHOLDER'S NAME - PRINT							

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card authorization to be on file with DES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDERS

	TOTAL FROM EACH FORM
Freight Handling	
Installation - Dismantle Labor	
Standard Furnishings	
Standard Carpet	
Booth Cleaning	
Audio/Visual Equipment	
Other Items (Specify)	
TOTAL AMOUNT DUE	\$

To simplify payments, send one check payable to Dunmar Exhibit Services for the entire amount or note the amount to be charged to your credit card.

Charge My Credit Card in the Amount of	\$
Check Enclosed in the Amount of	\$

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FREIGHT HANDLING ORDER FORM

ALL SHIPMENTS MUST BE PREPAID - COD SHIPMENTS WILL NOT BE ACCEPTED

(Weight is based on incoming weight only – no allowance will be made for attrition during the show)

Shipments received at advance warehouse: Unloaded, stored up to 30 days, delivered to the unloading area of the exhibit facility; taken to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines, or common carrier at the show facility or returned to Warehouse for forwarding.

Shipments received at exhibit facility: Unloaded from exhibitor or common carrier vehicles, delivered to the exhibitor's booth, empty packing cases removed to storage and returned to booth, shipments picked up at exhibitor's booth at close of the show, moved to a loading area, reloaded on exhibitor vehicles, van lines or common carrier at the show facility or returned to Warehouse for forwarding.

Overtime Surcharges apply if shipments are handled before 8:00 AM or after 4:30 PM Monday through Friday, all day on Saturday, Sunday and Holidays or if shipments are handled during overtime hours due to scheduling conflicts beyond Dunmar's control. This surcharge will also apply to shipments that received past the Advance Shipment Deadline unless late shipping is cleared with a Dunmar representative.

HANDLING IN & OUT AT WAREHOUSE Advance Shipments To Warehouse & Returned For Forwarding After Show	Incoming Weight Only Rounded Up to next 100 lbs. Shipment Weight x Rate/100 LBS		Minimum per Shipment	Estimated Charges
Crated, Cases, Cartons – Skidded ONLY	lbs.	45.00	90.00	
Small Packages-Under 25 lbs.-rate per each pkg.	pkgs.	30.00	30.00	
Shipment Returned to Warehouse for Forwarding	Lbs.	15.00	30.00	
HANDLING IN & OUT AT SHOWSITE (Rec'd during installation period only!)				
Crated, Cases, Cartons – Skidded ONLY	lbs.	42.50	85.00	
Small Packages-Under 25lbs. – rate per each pkg	pkgs.	20.00	20.00	
Shipment Handled Out at Show Facility	lbs.	10.00	20.00	
SPECIAL SERVICES				
Pallet Jack with Operator			35.00	
Forklift Service (5000 lbs. Capacity) straight time	hr.	30.00 1/4hr	60.00 1 hr	
Larger Forklifts Quoted Upon Request				
Pick up & Del. rates/late warehouse deliveries				
Local Hauling – Van & 1 Man – Straight Time	hr.	65.00 per hr.		
Local Hauling – Van & 1 Man – Overtime	hr.	97.50 per hr.		
Other – Please call for information and prices				
TOTAL ESTIMATED CHARGES				\$

WAREHOUSE SHIPPING ADDRESS: To: Exhibitor's Firm Name & Booth No. _____
For: Tradeshow Name
C/o: Dunmar Exhibit Services
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FREIGHT HANDLING INFORMATION & POLICY

EXHIBITOR	BOOTH NO.			Advance Shipment DEADLINE 6/8/04
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

INBOUND SHIPMENT INFORMATION (Attach a separate sheet for multiple shipment)

Shipper (Name) _____ Shipped From (City) _____
 Shipped Via (Truck Line, Airline Name) _____ Pro No. _____
 Shipped On (Date) _____ Estimated Arrival Date _____
 Total No. of Shipments _____ Total No. of Pieces _____ Total Weight _____ lbs.

Inbound and Outbound traffic schedules are the responsibility of the Official Drayage Contractor. To ensure prompt handling of exhibit material in and out of the exhibit hall, it is suggested that exhibitors, including local companies, clear all movement of exhibit material through the Drayage Contractor.

IT IS THE EXHIBITOR'S RESPONSIBILITY TO MAKE SHIPPING ARRANGEMENTS, unless you elect to use the show Preferred Carrier. If electing to use the Preferred Carrier, please leave that space blank on the bill of lading. DES will forward all shipments to the carriers specified on the Bill of Lading you prepare, or by our preferred carrier within two business days.

Outbound Shipping Instructions: Information should be given to DES prior to, during the show or immediately after its close. All bills of lading and shipping instructions covering outbound shipments will be checked at the time of actual loading and corrections made where discrepancies exist. Do not abandon your exhibit until a bill of lading has been prepared and turned into the Dunmar representative. **The materials must have shipping labels on them.** Freight remaining on the exhibit floor without proper instructions for disposition will be removed by DES and shipped with the information available at the time. Under no circumstances will DES be liable for shipping errors or costs subsequent to the show.

Outbound Shipment Information:

Ship From: Show Site if applicable (**Exhibitor must make shipping arrangements**)
 Warehouse No. Pcs. _____ Weight _____ lbs.

Consigned to _____

Address _____ City _____ State _____ Zip Code _____

Ship By: Preferred Carrier Other _____ Account No. _____

Liability

DES will not be responsible for damage to uncrated or improperly packed materials, or concealed damage, loss or theft after items are placed in exhibitor's booth, or before we have removed items from the exhibit hall. DES will not be responsible for any loss, damage or delay resulting from acts of God, fire, strikes, lockouts, or work stoppages of any kind. Liability for any damage caused by Dunmar will be limited to 0.30 per pound, per article, not to exceed \$50.00 per article, and a maximum of \$1,000.00 per shipment. Please be sure all your exhibit equipment is properly insured against all hazards, including fire and theft, while in transit to and from the show and while at the show.

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EXHIBIT INSTALLATION & DISMANTLE ORDER FORM

EXHIBITOR	BOOTH NO.			All orders are governed by the DES Payment Policy
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

SUPERVISION SERVICES

DES SUPERVISED (OK to Proceed)

DES will supervise labor to:

- Unpack and install display before exhibitor arrival at show site.
- Dismantle, pack, and arrange to ship display after show closing.

A 25% (\$25.00 minimum) surcharge will be added to the labor rates below for this professional supervision

EXHIBITOR SUPERVISED (Do not Proceed)

Exhibitor will supervise:

- Installation
Exhibitor needs workers on (date) _____ at (time) _____ AM PM for (hours) _____
- Dismantle
Exhibitor needs workers on (date) _____ at (time) _____ AM PM for (hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please confirm other starting times prior to the beginning of the show. Labor cancelled without 24 hours notice will be charged a one (1) hour cancellation fee per worker. If the exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

EXHIBIT LABOR RATES

Times

Hourly Rates

Straight Time	Between 8:00 AM and 4:30 PM Weekdays	\$37.50
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Saturday, Sunday & Holidays	\$47.50

A minimum of one (1) hour will be charged for each worker ordered. Labor will then be charged in one-half (1/2) hour increments. Gratuities in any form are prohibited.

Please estimate the number of workers and hours per worker needed below. Final charges will be calculated according to actual hours worked.

	No. Workers	x	Hours/Worker	=	Total Worker Hours	@ Rate	Total
Installation							
Dismantle							
Total Services Ordered							
Add 25% DES Supervision							
Total Payment Enclosed							\$

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CLEANING ORDER FORM

EXHIBITOR	BOOTH NO.	All orders are governed by the DES Payment Policy
ADDRESS	CITY STATE ZIP	
TELEPHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT DATE	

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. Cost of vacuuming will be invoiced on the total area of your booth **based on 100 square foot minimum.**

Please Note – DES reserves the right to retract this service in the event there are less than five (5) orders. Exhibiting companies requesting this service will be notified if this occurs.

BOOTH CLEANING SERVICES *PLEASE MARK YOUR SELECTIONS*

Vacuum, Dust, Empty Wastebasket

Regular (No Discounts)

- | | | |
|---|------------------------------|-------|
| <input type="checkbox"/> Daily* | cost per square foot per day | \$.25 |
| <input type="checkbox"/> One Time (Prior to Show) | cost per square foot | \$.21 |

Other – Please Specify (Rates available upon request)

CALCULATION OF ORDER

* Calculate days when ordering daily service Booth Dimensions: _____ x _____ = _____ sq. ft.

	SQ. FT.	x	RATE	x	NO. DAYS	TOTAL
Vacuuming						
Total All Lines						\$
Total Payment Enclosed						\$

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PLANT & FLORAL ORDER FORM

EXHIBITOR	BOOTH NO.	ORDER DEADLINE 6/8/04
ADDRESS	CITY STATE ZIP	
TELEPHONE	FAX	All orders are governed by the DES Freight Handling & Payment Polices
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All plants are for rent only and **must be ordered in advance**. Rates are based on a standard 3-day show or less. To avoid substitutions, large orders should be placed as soon as possible. Dunmar Exhibit Services reserves the right to retract this service in the event there are less than 5 Exhibitors requesting this service. If this occurs, Exhibitors will be notified prior to show set-up.

PLANTS (RENTAL)

Quantity	Item	Price	Total
	3' Green Plant	\$40.00	
	4' Green Plant	\$50.00	
	5' Green Plant	\$60.00	
	6' Green Plant	\$70.00	
	7' Green Plant	\$80.00	
	8-10' Ficus Tree	\$115.00	
	Large Fern	\$35.00	
	Mums	\$25.00	
	Custom Floral Arrangement (SALE ONLY)	\$95.00	
	White Containers (Based on Availability)	Incl.	
	Black Containers (Based on Availability)	Incl.	
		Total All Lines	
		Total Payment Enclosed	\$

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AUDIO VISUAL & SOUND EQUIPMENT

EXHIBITOR	BOOTH NO.			ORDER DEADLINE 6/8/04
ADDRESS	CITY	STATE	ZIP	
TELEPHONE	FAX			All orders are governed by the DES Freight Handling & Payment Policies
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PRINT	DATE		

Audio Visual and Sound Equipment is available on an as needed basis. Equipment will be procured from local vendors at the best available rates and the vendor will install the equipment in your booth space. Installation of this equipment will take place on Monday, June 14, 2004. Any damage to or loss of the equipment will be the responsibility of the exhibitor.

AV Equipment (Special Order)

Description	Qty.	Price per Day	No. of Days	Total
VHS Pkg. & Machine w/ 27" Color Monitor, 54" Powered Projection Cart w/50" Black Skirt		\$185.00		
13" Color Monitor		\$90.00		
13" TV/VHS Combination		\$110.00		
27" TV/VHS Combination		\$165.00		
Portable Sound System		\$95.00		
			4.5% Sales Tax	
			1% Rental Tax	
			Total	\$

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