



2010 NAAAP National Convention

Diversity Career Fair & Business Expo

Exhibitor Kit

**San Francisco, California | August 12-14, 2010
Palace Hotel**

*National Association of Asian American Professionals (NAAAP)
2010 Exhibitor Kit*

www.naaapconvention.org

www.naaap.org

www.naaap.org/careers



Dear Exhibitor:

Thank you for your support of the **24th Annual National Association of Asian American Professionals (NAAAP) National Convention and Diversity Career Fair/Business Expo**. We look forward to your participation at this year's career fair from August 12-14, 2010, at the Palace Hotel in San Francisco, California.

Through motivating workshops, inspiring speakers and a wide range of exhibitors, the 2010 NAAAP National Convention will provide tools that will empower convention participants to become leaders. The 2010 NAAAP National Convention will spotlight leaders of Asia America - celebrities, corporate trailblazers and unheralded everyday heroes – and give them a stage to tell their stories to guide the next generation – leadership for now and beyond.

NAAAP hosts its annual convention to foster leadership and diversity within the community and in the workplace. The convention is open to NAAAP members and the general public. The convention includes more than 30 workshops/seminars/panels, a diversity career fair/business expo, keynote speakers, leadership training, and engaging networking. We are expecting more than 500 attendees at this year's convention.

San Francisco is an ideal location for our national convention and career fair.

The City by the Bay is a popular international tourist destination renowned for its chilly summer fog, steep rolling hills, eclectic mix of Victorian and modern architecture and its famous landmarks, including the Golden Gate Bridge, the cable cars, and Chinatown.

It is generally placed in a category by itself in terms of culture and geography, and is known locally as "The City." It is the cultural and urban center of the region. San Francisco is the key population center of the region as it squeezes approximately 800,000 people in only 47 square miles, making it the second most densely populated major city in the United States after New York City.

Ten Interesting Things to Know about San Francisco and the Bay Area:

1. There are approximately 80 public companies with revenues > \$1 billion in the Bay area.
2. San Francisco attracts the third highest number of foreign tourists of any city in the U.S.
3. The Bay Area's diverse population is > 7 million large with 25+% of that population being foreign born.
4. San Francisco is ranked 15th in the world's list of cities by GDP and ranked 8th in the U.S.



5. The Bay Area is the home of many highly regarded universities including: Stanford and UC Berkeley
6. San Francisco cable cars are the only moving National Historic Landmark in the U.S.
7. The Chinese Fortune Cookie was invented by Makato Hagiwara whose family operated the Japanese Tea Garden from 1895 to 1942.
8. San Francisco is built on 43 hills.
9. San Francisco Bay is considered the world's largest landlocked harbor.
10. San Francisco is home to the largest Chinese community in the world outside of China.

Diversity Career Fair Dates and Times

The NAAAP Diversity Career Fair is a 2-day event and is open to the public:

| | | |
|----------------------|--------------------|--------------------------------------|
| Thursday, August 12: | 12 noon to 6:00 PM | Booth Setup & Exhibitor Registration |
| Friday, August 13: | 9:00 AM to 5:00 PM | Exhibits open |
| Saturday, August 14: | 9:00 AM to 4:00 PM | Exhibits open |
| | 4:00 PM to 7:00 PM | Exhibitor Move Out |



Additional Guidelines

- Booth fees do not include conference registration, event tickets, electricity, phone, shipping or Internet connection unless otherwise noted in your sponsorship package or Career Fair confirmation letter.
- Please pre-register for the convention on our website (<http://www.naaapconvention.org>). You will receive an e-mail with coupon codes for VIP Convention Passes (if applicable) and Exhibitor Only Passes.
- Each booth must have at least one exhibitor representative during the career fair operating hours.
- Each exhibitor is automatically allotted two booth representatives with each booth. Passes for additional representatives can be purchased via the convention registration process (<http://www.naaapconvention.org>).
- Soliciting in aisles or entrances is prohibited. General solicitation will be allowed at conference presentation areas.
- NAAAP is not responsible for lost or stolen items at the Career Fair or hotel.
- Platinum level sponsors are entitled to exclusive interview rooms during the career fair.
- Gold, Silver and Bronze level sponsors are entitled to shared interview space during the career fair. Sign-up with the Career Fair Committee (careerfair@naaapconvention.org)

Recruiter / Exhibitor Setup

Curtin Convention Services is the official services contractor for 2010 NAAAP National Convention and Diversity Career Fair. They will assist with booth pickup, transport, setup, breakdown, equipment logistics and AV support. Curtin Convention Services will be responsible for answering related questions, processing orders, and handling any special requests while passing along pertinent information between exhibitors and the NAAAP Convention Staff.

If your organization will use a different exhibition services provider or will manage your own booth setup, please advise our Curtin Convention Services representative to ensure a seamless process.



Career Fair Attendee Guide

Diversity Career Fair attendees will have access to an online reference guide to all exhibitors. Please send the following information to careerfair@naaapconvention.org by Friday, July 30, 2010 for this online publication:

- A concise, 2-3 sentence description about your organization
- Contact details that you would like listed, such as website or email addresses
- Job position titles or profiles that your organization will be recruiting

NAAAP Career Center

Visit www.naaap.org/careers to activate your account and access the NAAAP Career Center job board to post jobs and search for qualified, diverse candidates.

Contact careerfair@naaapconvention.org to obtain your sponsor coupon code and set up your profile for access to our national database of resumes based on the following sponsor benefits:

| <i>Sponsor Level</i> | <i>Postings</i> | <i>Expiration Date</i> |
|----------------------|-----------------|------------------------|
| Diamond | 50 | 1 year from activation |
| Titanium | 25 | 1 year from activation |
| Platinum | 20 | 1 year from activation |
| Gold | 15 | 1 year from activation |
| Silver | 10 | 1 year from activation |
| Bronze | 5 | 1 year from activation |
| Career Fair | 2 | 1 year from activation |



Key Contacts

1. Exhibitor Booth Space and Logistics

Contact Curtin Convention Services (see details provided in this Exhibitor Kit)

Reserve your booth space via the Sponsorship Online Registration link

(www.naaapconvention.org/2010/Sponsorship.aspx)

Questions: Contact careerfair@naaapconvention.org

2. NAAAP Career Fair Committee

Contact John Chan (john.chan@naaapsf.org)

or John Fok (john_fok@naaap.org)

3. Additional Sponsorship Opportunities and Convention Programming

Contact Sponsorship Committee (sponsorship@naaapconvention.org)

or visit the Convention Website (www.naaapconvention.org)

Again, thank you for your contribution and support. We look forward to greeting you in San Francisco!

John Chan

Career Fair Chair

2010 NAAAP National Convention & Diversity Career Fair/Business Expo

john.chan@naaapsf.org

and

John Fok

Convention Vice Chair

2010 NAAAP National Convention & Diversity Career Fair/Business Expo

john_fok@naaap.org

ORDER FORM CHECKLIST

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

Dear Exhibitor,

We are pleased to have been selected as the Official Convention Decorator for:

**2010 NAAAP National Convention
Diversity Career Fair & Business Expo
August 12-14, 2010
The Palace Hotel
2 Montgomery Street
San Francisco, California 94105**

Enclosed you will find the Order Forms pertaining to items you will likely require for this convention. *Please read the enclosed order forms carefully.*

To properly serve you, we request that you kindly fill out and return the necessary forms to us *in advance*, so together we can ensure that your requests are filled.

The following forms are included in this Curtin Exhibitor Service Kit:

IMPORTANT EXHIBITOR INFORMATION (Page 1)
IMPORTANT EXHIBITOR INFORMATION (Page 2)
IMPORTANT EXHIBITOR INFORMATION (Page 3)
PAYMENT POLICY, UNION REGULATIONS & SAFETY
LIMITS OF LIABILITY AND RESPONSIBILITY
COMPUTATION OF CHARGES
CREDIT CARD CHARGE AUTHORIZATION
FURNITURE RENTAL FORM
POSTERBOARD ORDER FORM
CLEANING ORDER FORM
DISPLAY LABOR ORDER FORM
SIGN ORDER FORM
FREIGHT – Page A, ORDER FOR SERVICE
FREIGHT – Page B, RATE SCHEDULE
EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM
ELECTRICAL ORDER FORM
AUDIOVISUAL ORDER FORM

While the forms enclosed are meant to meet the needs of the vast majority, we realize you might have some special ideas you want to get across. Therefore, we welcome blending our experience with your thoughts to help in making this convention most successful for you. Please contact us if you don't see something on our forms that you need—or, if you have a special idea or want us to develop one for your exhibit.

Thank you for the opportunity of being of service to you. If you have any questions, please contact us at (415) 883-7818.

Cordially,

Curtin Convention & Exposition Services, Inc.

IMPORTANT EXHIBITOR INFORMATION (PAGE 1)

CURTIN

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2010 NAAAP National Convention

Important Dates to Remember

| | |
|---|--|
| First date freight can arrive at the warehouse | Monday, July 12, 2010 |
| Last day to receive Advance Price on Furniture, Posterboards and Signs | Thursday, July 22, 2010 |
| Advance Freight Paperwork and Payment due | Tuesday, August 10, 2010 |
| Last day freight can arrive at the warehouse | Tuesday, August 10, 2010 |
| Display Labor cancellation date | Monday, August 9, 2010 |
| Exhibit setup times | 12:00nn to 6:00pm, Thursday, August 12, 2010 |
| Exhibits are open..... | 9:00am to 5:00pm, Friday, August 13, 2010 |
| | 9:00am to 4:00pm, Saturday, August 14, 2010 |
| Exhibit teardown times..... | 4:00pm to 7:00pm, Saturday, August 14, 2010 |
| Earliest that freight can be picked up | 4:00pm, Saturday, August 14, 2010 |
| Show floor must be clear by..... | 7:00pm, Saturday, August 14, 2010 |

Exhibit Space Information

About Your Booth

- Exhibits are located in the Gold and Ralston Rooms
- The Hotel's Floor is Carpeted.
- Booth Spaces will be set with 8' high Burgundy Back Drape and 3' high Burgundy Side Drape.
- Each 8' deep x 10' wide Booth Space includes (1) 6' Black Skirted Table, (2) Chairs, (1) Wastebasket and (1) 7" X 44" Identification Sign. No Substitutions or Credits are allowed.

IMPORTANT: The exhibit area must be cleared by 7:00pm, Saturday, August 14, 2010.
Curtin will not be responsible for material left on the show floor.

Advance Pricing of Furniture

Furniture and/or Services may be ordered through Curtin at Advance Prices through Thursday, July 22, 2010.

Any orders received after Thursday, July 22, 2010 will be charged at Regular Prices. Please see enclosed Furniture Rental Order Form.

Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

IMPORTANT EXHIBITOR INFORMATION (PAGE 2)

CURTIN

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2010 NAAAP National Convention

Freight

Advance Shipments

Advance Shipments may begin arriving to the warehouse on Monday, July 12, 2010.

Advance Freight Paperwork and Payment due by Tuesday, August 10, 2010. If Freight Paperwork and Payment are not received by the above date, a 25% Surcharge will apply.

Last day freight will be received at advance warehouse is Tuesday, August 10, 2010.

Shipments received after Tuesday, August 10, 2010 will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to The Palace Hotel. Transit Charges will be determined at the time of the receipt of Late Freight.

Advance Warehouse Freight Address

Please label each piece of freight as follows:

TO: (Name of Company and Booth Number)

FOR: 2010 NAAAP National Convention

C/O: YRC/Curtin Convention

201 Haskins Way

South San Francisco, CA 94080

DO NOT ADVANCE SHIP directly to The Palace Hotel. Your shipment will be returned. This is PROHIBITED! Please refer to the Freight Order for Service forms enclosed.

Important: Please see the enclosed Freight Order for Service - Page A, the Freight Rate Schedule - Page B, and Curtin's Limits of Liability page. Curtin must receive these completed forms if you are shipping.

Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

IMPORTANT EXHIBITOR INFORMATION (PAGE 3)

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2010 NAAAP National Convention

Freight (continued)

Show-Site Delivery of Freight by Private-Owner Vehicles and 3rd Party Carriers

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move materials that can be hand carried by one person, in one trip, per company, without the use of a handcart or dollies, or other mechanical equipment into The Palace Hotel.

All Private vehicles will be unloaded/loaded at a charge of \$120.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes the unloading and loading after the Conference. See Freight Rate Schedule enclosed. *Use of the Loading Dock is EXCLUSIVE to Union unloading and loading your materials.*

Outbound Shipping

OUTBOUND SHIPPING IS NOT AUTOMATIC.

Exhibitors are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.

YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Bills of Lading and Labels will be provided to those exhibitors shipping outbound via YRC.

Exhibitors not using YRC need to arrange with a carrier to pick up materials at The Palace Hotel, after 4:00pm, Saturday, August 14, 2010, and all Materials must be off the show floor by 7:00pm, Saturday, August 14, 2010. *Arrange to have your carrier's driver check in at the CURTIN Service Desk prior to pickup. All Booth Representatives must turn in a Bill of Lading to the CURTIN Service Desk, prior to leaving Show Floor.

IMPORTANT: Any materials left on the show floor after 7:00pm, Saturday, August 14, 2010, will be shipped out via YRC at the exhibitor's expense.

Questions? Please call Curtin at (415) 883-7818.

PAYMENT POLICY, UNION REGULATIONS & SAFETY

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

Payment Policy

All orders must be accompanied with PAYMENT IN FULL, and are at ADVANCE DISCOUNT ORDER prices, if received by Curtin 21 days prior to show installation.

Payment may be made by:

Company or Personal Check

Credit Card - By filling out the enclosed Credit Card Charge Authorization Form

VISA, MasterCard and American Express accepted.

NOTE: If payment is made by credit card, you may fax all forms with the Credit Card Charge Authorization Form to (415) 883-1755. Any other form of payment must be mailed with all forms to the address captioned above.

Show orders will be collected at the time of ordering at the Show and will be charged at REGULAR PRICES. Please make the necessary arrangements for you or your representative to make payment upon ordering any items at the Show.

Please note that if you order IN ADVANCE, substantial savings will be applied. We encourage you to take advantage of the ADVANCE DISCOUNT ORDER prices.

Sign orders are at the prices shown plus sales tax. Tax is applied on signs only.

CANCELLATION POLICY FOR DISPLAY LABOR: No Refunds or credits will be issued after date printed on Display Labor Order Form. *(3-Days prior to show move in date.)*

Any discrepancy in items ordered and items received, or any questions or complaint concerning services, MUST be reported to the Curtin Service Desk at the Show, immediately upon noting it. Your problems will be resolved and/or any valid adjustment in your account will be made at that time, and approved by the Curtin supervisor in charge. Credits and adjustments will not be based on such information received after the Show.

Union Regulations

To assist you in planning for your participation in this Trade Show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction of the various Unions involved, we are furnishing you with the clauses pertaining to jurisdiction of the Union contract that ALL Convention Decorating and Drayage companies are signatory to.

SIGN, DISPLAY AND ALLIED CRAFTS UNION: Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs and lying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sale that are to be displayed in your booth, or literature describing same. You may set up your exhibit display if one person can do such in less than one half-hour, without the use of tools.

TEAMSTERS UNION: This Union has jurisdiction on the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carryable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION: The Electricians Union has jurisdiction on the installation, placement, and connecting of all electrical lines and power outlets, including floor or spot lights.

Safety

Standing on Chairs, Tables or other Rental Furniture is PROHIBITED. This Furniture is not engineered to support your standing weight. Curtin is not responsible for liability caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order Labor on the DISPLAY ORDER FORM and the necessary ladders and tools will be provided.

Questions? Please call Curtin at (415) 883-7818.

Important Exhibitor Information continues on the next page.

ATTENTION

PETROLEUM SURCHARGE INFORMATION

Along with the majority of General Service Contractors, Curtin Convention & Exposition Services, Inc. has enacted a Petroleum Surcharge Program.

The Industry standard Petroleum Surcharge is 4%. Curtin has enacted a 2% increase on all services published in the exhibitor service manual. The Petroleum Surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. Computation of Charges page.

Petroleum costs impact every facet of the Trade Show business, from the cost of Carpeting (which is essentially processed petroleum), to Plastics, Visqueen, Propane Fuel and Diesel Fuel.

Curtin Convention & Exposition Services, Inc. thanks you for your continued support.

LIMITS OF LIABILITY AND RESPONSIBILITY

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

2010 NAAAP National Convention

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for damage, loss, or delays to uncrated freight, freight improperly packed, glass breakage or concealed damage.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
3. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
4. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure.
5. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
6. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors or their employees.
7. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

Continued on page 2.

Curtin Limits of Liability & Responsibility (Page 2) - 2010 NAAAP National Convention

8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractor more than one year after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CURTIN Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitors shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
15. No credit or refund will be issued after close of event.

The placing of an order for the services of tradesmen and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 13 above. Likewise, once CURTIN has accepted and approved the Exhibitors offer, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 15 above.

Be sure your freight is insured from the time it leaves your firm until it is returned after the show. It is suggested the Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.

16. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g. shipping, special signs, etc.).

I have read and agree to these Limits of Liability & Responsibility.

Name and Organization _____

Signature _____ Date _____

COMPUTATION OF CHARGES



Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

Forms, Payment, and Shipping

- CURTIN order forms and payment should be mailed or faxed directly to CURTIN.
- ALL OTHER order form and payments should be mailed or faxed directly *to the appropriate company*.
- The SHIPMENT of your Exhibit should be sent to:
 - TO: (Name of Company and Booth Number)
 - FOR: 2010 NAAAP National Convention
 - C/O: YRC/Curtin Convention
 - 201 Haskins Way
 - South San Francisco, CA 94080
- Please see PAYMENT POLICY ENCLOSED

Recap of Payment

For CURTIN Order Forms only

| | |
|---|----------|
| FURNITURE | \$ _____ |
| POSTERBOARDS | \$ _____ |
| CLEANING | \$ _____ |
| DISPLAY LABOR | \$ _____ |
| SIGNS* | \$ _____ |
| FREIGHT HANDLING | \$ _____ |
| <i>SUB-TOTAL</i> | \$ _____ |
| 2% Petroleum Surcharge | \$ _____ |
| <i>SALES TAX</i> | \$ _____ |
| *(Note: 9.25% Sales Tax applicable on Signs ONLY) | |
| TOTAL (U.S Funds) | \$ _____ |

Formula for Computing Freight Charges:

Minimum freight charge of 200 lbs. Round up all weights to next hundred lbs. (CWT)

Number of Pounds _____ divided by 100 = _____ x \$ _____ per 100 lbs. = \$ _____

CREDIT CARD CHARGE AUTHORIZATION

CURTIN

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2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

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| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

If you wish to charge the amount of your advance orders to your credit card account, please complete the information requested below and return this form with your orders**

Exhibitors using this CREDIT CARD CHARGE AUTHORIZATION may FAX it with accompanying CURTIN Order Forms to: (415) 883-1755.

Payment Options: American Express VISA MasterCard

Indicate: Company Credit Card Personal Credit Card

Account Number: _____

Expiration Date: _____

If using MasterCard, indicate the four numbers above your name _____

Cardholder's Signature: _____

Please print clearly the following information:

Cardholder Name: _____

Cardholder Billing Address: _____

City/State/Zip Code: _____

Telephone Number: _____

**For your convenience, we will use this authorization to charge your credit account for any additional amounts incurred as a result of showsite orders placed by your representative. These charges will include labor and freight handling. Please advise us, if you do not want this service.

FURNITURE RENTAL FORM

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628
SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

| | | | | | |
|---------------------------------------|----------------|----------------|---|----------------|----------------|
| CHAIRS: | <u>Advance</u> | <u>Regular</u> | DISPLAY TABLES: | <u>Advance</u> | <u>Regular</u> |
| Side Chair, Plastic, Grey | \$ 55.00 | \$ 75.00 | (30" High, White Vinyl Top and Pleated Skirt on (3) Sides) | | |
| Arm Chair Padded, White | \$ 75.00 | \$ 95.00 | 4' X 2' Display Table | \$ 96.00 | \$ 106.00 |
| Stool, w/Back Padded, Black | \$ 74.00 | \$ 84.00 | 6' X 2' Display Table | \$ 107.00 | \$ 117.00 |
| | | | 8' X 2' Display Table | \$ 118.00 | \$ 128.00 |
| CARPET: | | | 4th side draped (additional) | \$ 31.00 | \$ 41.00 |
| 10' Booth Carpet | \$ 130.00 | \$ 140.00 | *Undraped Tables will be charged less \$10.00 off above prices. | | |
| 20' Booth Carpet | \$ 230.00 | \$ 250.00 | DISPLAY COUNTERS: | | |
| 30' Booth Carpet | \$ 330.00 | \$ 360.00 | (42" High, White Vinyl Top and Pleated Skirt on (3) Sides) | | |
| *Larger sizes available upon request. | | | 4' X 2' Display Counter | \$ 113.00 | \$ 123.00 |
| BOOTH ACCESSORIES: | | | 6' X 2' Display Counter | \$ 123.00 | \$ 133.00 |
| Wastebasket | \$ 19.00 | \$ 22.00 | 8' X 2' Display Counter | \$ 133.00 | \$ 143.00 |
| Easel | \$ 52.00 | \$ 62.00 | 4th side draped (additional) | \$ 36.00 | \$ 46.00 |
| Bag Rack | \$ 150.00 | N/A on site | *Undraped Counters will be charged less \$10.00 off above prices. | | |
| Evaluation Box | \$ 75.00 | N/A on site | ROUND TABLES (not skirted): | | |
| Literature Rack | \$ 150.00 | N/A on site | 36" diameter X 30" high | \$ 153.00 | N/A on site |
| RISERS: | | | 30" diameter X 42" high | \$ 153.00 | N/A on site |
| (Covered with White Vinyl) | | | COFFEE TABLE: | | |
| 6' Long X 10" High X 8" Deep | \$ 62.00 | \$ 72.00 | 15" high X 36" long X 18" wide | \$ 50.00 | \$ 60.00 |

PLACE ORDER HERE (Please Print Clearly)

Table/Counter Skirt Color (Show Color will be provided if no color is indicated below):

Blue Red Gold Grey White Burgundy Black 4th Side Drape Undraped

Carpet Color (Grey will be provided if no color is indicated): Blue Red Grey Black

| Quantity | Description | Price | Total Price |
|----------|-------------|-------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

TOTAL THIS PAGE (U.S. FUNDS) = _____

Payment Policy: To obtain the advance price, full payment must be included with your order. All orders must be received by CURTIN no later than twenty-one (21) days prior to show installation. All invoices must be settled at our Service Desk prior to the closing of the show. No credits will be issued after the closing date of the show. **Cancellation Policy:** Items cancelled after CURTIN show move-in begins will be charged at 50% of original prices. Items cancelled after delivery will be charged at 100%.

To receive the Advance Price, payment and orders must be received by Thursday, July 22, 2010.

POSTERBOARD ORDER FORM

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628

SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

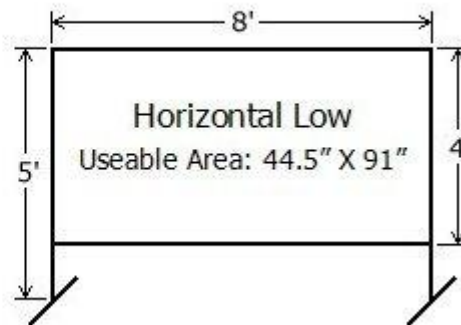
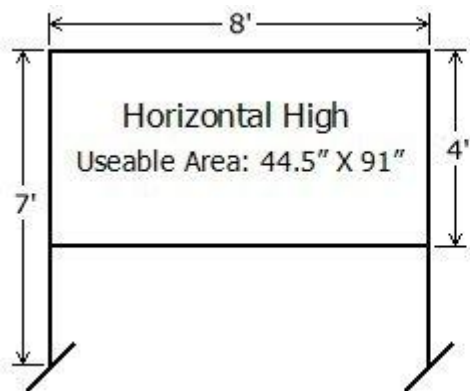
| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

Posterboards are covered in Dove (light gray) Braelok, and are acceptable for push pins or Velcro. The useable area is 44.5" High X 91" Wide. *Horizontal High stands 7' and Horizontal Low stands 5'

Please note that Posterboards cannot be ordered at show-site.

Please indicate below your preference of position.

| Quantity | Item | Advance Price | Show Price | Total |
|-------------------------|-----------------|---------------|------------|--------------|
| _____ | Horizontal High | \$ 147.00 | \$ 189.00 | = _____ |
| _____ | Horizontal Low | \$ 147.00 | \$ 189.00 | = _____ |
| TOTAL THIS PAGE = _____ | | | | |
| | | | | (U.S. FUNDS) |



To receive the Advance Price, payment and orders must be received by Thursday, July 22, 2010.

CLEANING ORDER FORM



Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628
SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

Vacuuming of booth carpet, cleaning and dusting of display background and furnishings, sweeping of booths, emptying of wastebaskets, **ARE NOT INCLUDED** in your space rental for this Convention.

If you would like this service, please complete this form and return to Curtin.

We require the following service:

| | PRICE PER DAY PER BOOTH | X # DAYS | X BOOTHS* | = \$ TOTAL |
|---|----------------------------|----------|-----------|------------|
| <input type="checkbox"/> Vacuuming before initial opening and daily thereafter. Includes emptying your wastebasket nightly. | \$36.00 | _____ | _____ | = _____ |
| <input type="checkbox"/> Cleaning and dusting of display background and furnishings, before initial opening and daily thereafter. | \$36.00 | _____ | _____ | = _____ |

TOTAL THIS PAGE = _____
(U.S. FUNDS)

Detail special instructions:

DISPLAY LABOR ORDER FORM



Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628
SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

SET UP: We will require _____ display persons, each person for approximately _____ hours.

DISMANTLE: We will require _____ display persons, each person for approximately _____ hours.

THE EXHIBIT CONSISTS OF _____ SHIPPING CASES (OR CRATES)

(Please do not include cartons of literature or other items)

- Drawings, blue prints and photos are enclosed in case # _____.
- Drawings, blue prints and photos are enclosed with this order.

Please select one of the following installation choices:

- YOU MAY PROCEED TO INSTALL

Our representative will arrive later. If you direct us to proceed, we will attempt to start the set up of your exhibit as soon as it arrives at your booth space, and supervise its installation.

*The Charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. This charge applies to dismantle labor as well.

- APPROXIMATE STARTING TIME

Do not proceed until our representative calls at the Curtin Service Desk at the show for labor at approximately _____ (time), _____ (day), _____ (date).

- DEFINITE STARTING TIME

If you select a definite starting time, we will have the display persons available at the Curtin Service Desk. Labor charges will start at that time. There will be a minimum one hour per person charged if labor is ordered and not used unless cancelled 48 hours prior to time ordered.

Installation Starting time: _____ (time), _____ (day), _____ (date).

Rates: (One-hour minimum per display person. All labor subject to union contract changes.)

Regular Time: 8:00 AM to 4:30 PM weekdays: \$96.00 per person, per hour.

Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays: \$132.00 per person, per hour.

Doubletime: 10:00 PM to 6:00 AM weekdays, all day Saturdays, Sundays and Holidays: \$182.00 per person, per hour.

*Special instructions from the exhibitor: _____

TOTAL this page = _____ (US Funds)

Cancellation Policy: No Refunds or Credits issued after Monday, August 9, 2010.

SIGN ORDER FORM

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628
SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

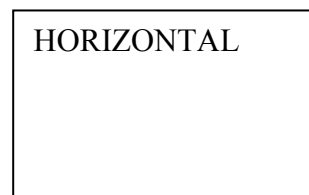
| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

When ordering signs, it is advisable to put the MINIMUM number of words on your sign. Cluttered signs (too many words) most often are not read. People will NOT stand there to read a sign with heavy copy. Your message should ONLY include "highlight" wording to obtain interest.

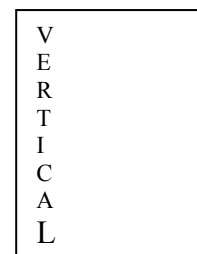
The rates below are for signs prepared during the hours of 8:00 AM – 4:30 PM, Monday through Friday, excluding holidays. Prices are for signs with 10 words or less; additional copy will be charged at the rate of .75 cents per word. Cardboard easel backs are \$2.00 each. Banners/Logos/Multicolored will be quoted.

SPECIAL NOTE: Please indicate the quantity of signs you require under "Number of Signs" on the line opposite each size desired. Be sure to make your entries in the proper section – horizontal or vertical – according to your requirements.

| HORIZONTAL: | Quantity | Size | Advance Price | *Show Price |
|-------------|----------|-----------|---------------|-------------|
| | _____ | 11" X 14" | \$ 50.00 | \$ 60.00 |
| | _____ | 14" X 22" | \$ 66.00 | \$ 76.00 |
| | _____ | 22" X 28" | \$ 87.00 | \$ 97.00 |
| | _____ | 7" X 44" | \$ 40.00 | \$ 50.00 |
| | _____ | 14" X 44" | \$ 58.00 | \$ 68.00 |
| | _____ | 28" X 44" | \$102.00 | \$112.00 |



| VERTICAL: | Quantity | Size | Advance Price | *Show Price |
|-----------|----------|-----------|---------------|-------------|
| | _____ | 11" X 14" | \$ 50.00 | \$ 60.00 |
| | _____ | 14" X 22" | \$ 66.00 | \$ 76.00 |
| | _____ | 22" X 28" | \$ 87.00 | \$ 97.00 |
| | _____ | 28" X 44" | \$102.00 | \$112.00 |



TOTAL this page = _____ (US Funds)

All signs are on white showcard. Please indicate the color of the letters:

- Blue
 Red
 Black
 Easel Back

COPY: (Please print) _____

To receive the Advance Price, payment and orders must be received by Thursday, July 22, 2010.

Cancellation Policy: No cancellations or refunds after sign has been produced.

FREIGHT – PAGE A, ORDER FOR SERVICE



| | | | |
|--|------|-----------------|-----|
| Event/Convention 2010 NAAAP National Convention | | Booth Number(s) | |
| Company Name | | Order Date | |
| Address | City | State | Zip |
| Ordered By (Signature) | Name | Phone Number | |

Advance Warehouse Shipping Address (Label each piece of freight as follows.)

TO: (Name of Company and Booth Number)
 FOR: 2010 NAAAP National Convention
 C/O: YRC/Curtin Convention
 201 Haskins Way
 South San Francisco, CA 94080

All shipments MUST BE PREPAID. COLLECT SHIPMENTS WILL NOT BE ACCEPTED. Shipments should be shipped TO ADVANCE WAREHOUSE ADDRESS NOT LATER THAN 72 HOURS PRIOR TO INSTALLATION DATE. Late Shipments are subject to additional handling and delivery charges. All Shipments should be addressed as shown. Do NOT ship directly to the Exhibit facility. All such Shipments shall be returned to Sender, as there are no facilities to handle or store material there prior to the convention.

Shipments To The Advance Warehouse

IMPORTANT: In order to enable us to trace delayed shipments, we must have name of originating carrier, connecting carriers, and complete routing information.

Shipped From (City) _____ Shipping Date _____ Carrier _____
 Pro Number _____ Approx. Arrival _____ No. of Shipments _____
 Total No. of Pieces _____ Total Weight of Shipment _____
 Local Representative _____ Telephone # _____

Will your shipment require a FORKLIFT: Yes No (See prices on Freight Page B)

On-site Delivery of Freight by Private-Owner Vehicles on Show's Exhibitor Move-In Date

All private vehicles will be unloaded/loaded at a charge of \$120.00 per 100 lbs. with a 200 lb. minimum per vehicle. This price includes unloading and loading after the Conference. See Freight Rate enclosed. *Use of the Loading Dock is EXCLUSIVE to Union unloading and loading your materials.*

Number of Vehicles _____ Number of Pounds in each Vehicle _____

Reforwarding Instructions at End of Show

OUTBOUND SHIPPING IS NOT AUTOMATIC: Exhibitors are responsible for providing CURTIN with a Bill of Lading containing outbound shipping information.*YRC is the Official Show Carrier and will be on-site at the close of the show to assist exhibitors. Bill of Lading and Labels will be provided for those Exhibitors using YRC. Exhibitors not using YRC need to arrange with a carrier to pickup materials at The Palace Hotel after 4:00pm, Saturday, August 14, 2010 and all Materials must be off the show floor by 7:00pm, Saturday, August 14, 2010. Representatives must turn in a Bill of Lading to CURTIN Service Desk, prior to leaving the show floor.

Check one: Motor Freight (YRC) Air Van Line Other Private Vehicle

Return Shipping Address: _____

Carrier: _____ No. of Pieces: _____

ANY MATERIALS LEFT ON THE SHOW FLOOR AFTER THE SHOW TEAR DOWN DEADLINE WILL BE SHIPPED OUT VIA YRC AT THE EXHIBITOR'S EXPENSE. CURTIN is not responsible for shipments left in booth by exhibitor. CURTIN will count and ship pieces as we find shipments as we remove from exhibit booth. CURTIN will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth or before we have picked up for loading out of exhibit area. At the close of the Show, where carrier fails to pick up or refuses to accept shipments. CURTIN reserves the right to re-route such shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor, and they will be charged at the rate of \$100.00/CWT with a 200 pound minimum per shipment for this service. No liability will be assumed by CURTIN as a result of such re-routing handling. The liability of CURTIN is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

FREIGHT – PAGE B, RATE SCHEDULE



Please ship early. Prepay and insure all shipments.

PER 100 LBS. (CWT) 200 LBS. Minimum Charge Per Shipment

ADVANCE SHIPMENTS TO WAREHOUSE

\$120.00 \$240.00

Shipments of common freight will be received prior to move-in date with free storage up to 30 days prior to CURTIN move-in. Freight will be delivered to booth, and at the end of show, freight will be delivered from booth to common carrier at loading dock of exhibit area. Loading equipment and labor are furnished. This also includes removal, storage and return of empty Containers back to booth when necessary.

*This rate reflects a 25% surcharge for Overtime Move-in and/or Move-out.

DIRECT SHIPMENTS TO SHOW - SITE

\$120.00 \$240.00

Shipments of common freight and crated exhibits will be received during installation period only from outside carrier or owner's vehicle, and will be unloaded and delivered to booth. At the end of the show, freight will be delivered from booth to common carrier at loading dock. Loading equipment and labor are furnished. This also includes removal, storage and return of empty crates and Containers when necessary.

*This rate reflects a 25% surcharge for Overtime Move-in and/or Move-out.

A. SPECIAL SERVICES - Receiving Exhibit Freight

\$25.00 \$50.00

An additional charge of \$25.00 per 100 lbs. applies to the following: Shipments of all crated exhibits by van line, specialized carrier, UPS, FedEx, Airborne or any shipments without proper documentation.

B. SPECIAL SERVICES - Receiving Exhibit Freight

\$35.00 \$70.00

An additional charge of \$35.00 per 100 lbs. applies to the following: Shipments received uncrated, blanket wrapped and specialized equipment.

C. SPECIAL SERVICES - Return to Warehouse

\$30.00 \$150.00

An additional charge of \$30.00 per 100 lbs. applies to the following: 500 lb. minimum For Shipments at the close of show, back to the warehouse for loading onto outbound carriers. Please contact CURTIN before selecting this service.

FREIGHT RECEIVED WITHOUT ADVANCE PAYMENT WILL BE ACESSED AT "FLOOR ORDER RATE 25%". Shipments received after the advance shipment deadline will be charged a 25% Late Freight Fee, plus a Transit Charge from Advance Warehouse to the show site. Transit Charges will be determined at the time of the receipt of Late Freight.

FORMULA FOR COMPUTING FREIGHT CHARGES

Number of Pounds _____ divided by 100 = _____ x \$ _____ per 100 lbs. = \$ _____

(There is a 200 lb. minimum per shipment. Round off weight to the next 100 lbs.)

TOTAL THIS PAGE \$ _____ (US Funds)

NOTE: In and Out rates are based on incoming weight only. All weights are rounded off to the next CWT. Special services rates will be charged at the stated weight at time of delivery, unless a weight certificate is attached. No credits will be issued.

All shipments should be insured by the Exhibitor from the time they leave his/her firm until they are returned from the show. Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to booth without guarantee of piece count or condition. No liability will be assumed for such shipments. We are not responsible for shipments left in booth by Exhibitor. We will count and ship pieces as we find shipment when Curtin removes it from the Booth. Curtin will not be responsible for damage to uncrated materials improperly packed, for any concealed damage, for loss, theft of materials after same have been delivered to booth, or before we have picked up for loading out of exhibit hall. In all instances, Curtin's maximum limit of liability will be \$.30 per pound per article. At the close of the show, if carriers fail to pick up or refuse to accept shipment, Curtin reserves the right to re-route such shipments, or haul material to a warehouse, pending advice from the exhibitor, and they will be charged at the rate of \$100.00/CWT with a 200 pound minimum per shipment for this service. No liability will be assumed as a result of such re-routing or handling.

Services such as erection, uncrating, unskidding, dismantling, crating, or skidding in booth, the following rates apply at a (1) hour minimum:

| | | | |
|---|--|---------------------|-----------------------|
| Material Handler: | \$96/hour-Regular Time | \$132/hour-Overtime | \$182/hour-Doubletime |
| Forklift with Operator up to 4,000lbs: | \$145/hour-Regular Time | \$190/hour-Overtime | \$249/hour-Doubletime |
| Forklift with Operator up to 10,000lbs: | \$165/hour-Regular Time | \$210/hour-Overtime | \$267/hour-Doubletime |
| Banding Steel: | Steel \$.60 per linear foot plus labor, with 1-hour minimum. | | |

*Regular Time: 8:00 AM to 4:30 PM weekdays.

*Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM weekdays.

*Doubletime: 10:00 AM to 6:00 AM weekdays, all day Saturdays, Sundays, and Holidays.

IMPORTANT – THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED

AUTHORIZED BY: _____ SIGNATURE: _____

EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

CURTIN

Convention & Exposition Services, Inc.

2269 CHESTNUT STREET, SUITE 628
SAN FRANCISCO, CA 94123

PHONE: (415) 883-7818 • FAX: (415) 883-1755

If your company plans to use a sub-contractor other than Curtin Convention & Exposition Services, Inc. to erect or dismantle your exhibit, this form must be filled out completely and returned to Curtin no later than **14 days prior** to show opening date. Failure to do so will result in the inability of the contractor to serve your exhibit.

In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation, with a coverage of \$1,000,000 valid in the city where the show will be held, to Curtin Convention & Exposition Services, Inc. **14 days prior to show opening.**

These requirements will be strictly enforced.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please print) _____ Title _____

Telephone Number _____ Fax _____

Authorized Signature _____ Date _____

Sub-Contractor / Display House _____

Type of Work to Be Performed _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Telephone Number _____

Emergency 24-Hour Telephone Number _____

Estimated Number of Workers _____ Estimated Date of Arrival _____

Return this page completed, via fax to (415) 883-1755.

NOTES:

- No permission will be given to an Exhibitor Appointed Contractor for the performance of the following services: Furniture, Electrical, Plumbing, Telephone, Drayage, Rigging, Booth Cleaning and Catering.
- Exhibitor Appointed Contractors must comply with Union Regulations and hire Union Personnel from the appropriate union that has jurisdiction in the Exhibit Area.

It is the responsibility of the Exhibiting Company to see that each representative of Exhibitor Appointed Contractors abides by the Official Rules and Regulations of the Event.

ELECTRICAL ORDER FORM

MAIL OR FAX TO



ELECTRICAL EXHIBITION SERVICES

129 Sylvester Road, So. San Francisco, CA 94080
 Ph: (650) 225-0900 Fax (650) 225-0950
 sanfrancisco@edlen.com

Questions? Visit www.edlen.com

| | | | |
|------------------|---|---------------|-----------------|
| COMPANY: | | BTH # | |
| EVENT: | 2010 NAAAP National Convention & Career Fair/Business Expo | | |
| FACILITY: | Palace Hotel | | |
| DATES: | August 13, 2010 | EVENT# | 080088SF |

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

| | QUANTITY (For Show Hours Only) | QUANTITY (For 24hrs/day Double price) | ADVANCE PAYMENT PRICE | REGULAR PAYMENT PRICE | TOTAL COST |
|------------------------------|--------------------------------------|---|-----------------------------|-----------------------------|---------------|
| 120 VOLT | | | | | |
| 0 - 500 WATTS (5 AMPS) | _____ | _____ | 110.00 | 165.00 | _____ |
| 501 - 1000 WATTS (10 AMPS) | _____ | _____ | 192.00 | 288.00 | _____ |
| 1001 - 1500 WATTS (15 AMPS) | _____ | _____ | 226.00 | 339.00 | _____ |
| 1501 - 2000 WATTS (20 AMPS) | _____ | _____ | 260.00 | 390.00 | _____ |
| 208 VOLT SINGLE PHASE | | | | | |
| 5 AMPS | _____ | _____ | 191.00 | 287.00 | _____ |
| 10 AMPS | _____ | _____ | 290.00 | 435.00 | _____ |
| 15 AMPS | _____ | _____ | 328.00 | 492.00 | _____ |
| 20 AMPS | _____ | _____ | 411.00 | 617.00 | _____ |
| 30 AMPS | _____ | _____ | 501.00 | 752.00 | _____ |
| 60 AMPS | _____ | _____ | 650.00 | 975.00 | _____ |
| 100 AMPS | _____ | _____ | 870.00 | 1305.00 | _____ |
| 208 VOLT THREE PHASE | | | | | |
| 5 AMPS | _____ | _____ | 297.00 | 446.00 | _____ |
| 10 AMPS | _____ | _____ | 391.00 | 587.00 | _____ |
| 15 AMPS | _____ | _____ | 451.00 | 677.00 | _____ |
| 20 AMPS | _____ | _____ | 550.00 | 825.00 | _____ |
| 30 AMPS | _____ | _____ | 675.00 | 1013.00 | _____ |
| 60 AMPS | _____ | _____ | 881.00 | 1322.00 | _____ |
| 100 AMPS | _____ | _____ | 1129.00 | 1694.00 | _____ |

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

| | | | | | |
|---------------------------|-------|-------|--------|--------|-------|
| 100 WATT ARM LIGHT 1 | _____ | _____ | 92.00 | 138.00 | _____ |
| 120 WATT FLOOD LIGHT 2 | _____ | _____ | 92.00 | 138.00 | _____ |
| 120 WATT DBL POLE LIGHT 2 | _____ | _____ | 138.00 | 207.00 | _____ |
| 300 WATT FLOOD LIGHT 2 | _____ | _____ | 138.00 | 207.00 | _____ |
| 300 WATT QUARTZ LIGHT 2 | _____ | _____ | 138.00 | 207.00 | _____ |
| 1000 WATT QUARTZ LIGHT 3 | _____ | _____ | 579.00 | 869.00 | _____ |

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included)

| | | | | | |
|--------------------|-------|-------|-------|-------|-------|
| 15' EXTENSION CORD | _____ | _____ | 21.00 | _____ | _____ |
| MULTI OUTLET STRIP | _____ | _____ | 21.00 | _____ | _____ |

LABOR

| | | | | | |
|---|-------|-------|--------|-------|-------|
| ST (Mon - Fri 8:00 am - 3:30 pm, excluding Holidays) | _____ | _____ | 110.00 | _____ | _____ |
| OT (Mon - Fri 3:30 pm - 8:00 am, Sat, Sun & Holidays) | _____ | _____ | 220.00 | _____ | _____ |

FOR ADVANCE PAYMENT PRICE
 to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF: 07/30/10

Avoid Duplication !!
 If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING
 This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS
 There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES
 There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS
 Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

| FOR OFFICE USE ONLY | |
|---------------------|-------|
| DATE RECEIVED | _____ |
| PAYMENT METHOD | _____ |
| AMOUNT RECEIVED | _____ |
| RECEIPTED BY: | _____ |

| | |
|--|-------|
| PLACE YOUR TOTAL PAYMENT HERE | _____ |
| All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly. | |

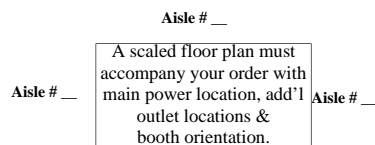
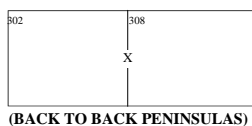
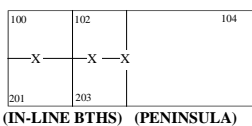
| | | |
|--|-------------|-----------|
| COMPANY NAME: | PHONE: | FAX: |
| ADDRESS: | CITY: | ST: ZIP: |
| SIGNATURE: | PRINT NAME: | Country: |
| EMAIL ADDRESS: | | |
| PAID BY: CK AMX VISA MC DISC DINER | | EXP DATE: |
| CARD HOLDER SIGN: | PRINT NAME: | |
| CREDIT CARD BILLING ADDRESS (If different from address above) | | |
| ADDRESS: | CITY: | ST: ZIP: |

VERY IMPORTANT TERMS & CONDITIONS

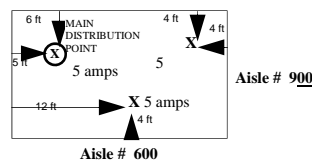
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
7. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
8. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
11. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
15. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
21. By signing this form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

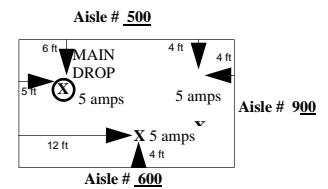
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

Palace Hotel Exhibitor Form



Palace Hotel
The Luxury Collection
"Collecting the World's Experiences"

ATTN: Amanda Stine
2 New Montgomery Street
San Francisco, CA. 94105
Phone: (415) 546-5018 FAX: (415) 243-8062
Email: Amanda.Stine@luxurycollection.com

| | |
|-----------------|-------------------|
| Event Name: | NAAAP 2010 |
| Date: | |
| Company: | |
| Contact Name: | |
| Contact E-Mail: | |
| Address: | |
| | |
| | |
| Phone: | |
| Fax: | |
| Install Date: | 8/12/2010 |
| Install Time: | 1:00 PM |
| Removal Date: | 8/13/2010 |
| Removal Time: | 5:00 PM |
| Room: | Gold & Ralston |
| Booth #: | |

This form must be returned
NO LATER THAN
10 days before the event.

Below is a list of services, devices and peripherals provided by the Palace Hotel and/or VAE [Visual Aid Electronics] in conjunction with the Exhibit.

| HIGH SPEED INTERNET (HSIA) USAGE | Price | # Needed | # of Days | Total |
|--|----------|----------|--------------|-------|
| High Speed Internet (Up to 3 computers/ per day) | \$600.00 | | | |
| Additional Connection (per day) | \$75.00 | | | |
| T-1 Dedicated - Per Day [Please contact hotel for additional information & pricing] | TBA | | | |
| Wireless Service is available [Please contact the Conference Services Department for more details] | | | Total | |
| 1) How many devices will you be connecting? 2) What is the primary purpose of the Internet use. Will you need to access your company's VPN? <input type="checkbox"/> | | | | |
| 3) Will all devices be pre-configured for our network and will there be any non-browser devices? Please list any additional requirements: | | | | |
| <ul style="list-style-type: none"> - 3 T 1 circuits support the HSIA Network - The Network assigns public, routable IP addresses via DHCP. Static IP addresses are available upon request. - Hubs, cables and set-up are provided for each T-1 connection to insure that a cable is run to each computer needing access. - T-1 Dedicated packages include DHCP or Static addressing support for up to 200 computers and services all meeting rooms, configuration not included; they include up to 3 connections per meeting room and discounted setup fees for additional computers. - Palace Hotel guarantees and services each T-1/HSIA connection, ensuring that each line is fully operational and accessible. - Palace Hotel is not responsible for the configuration of the customer's software, outside connection points or conflicts beyond the basic connection itself. Palace Hotel makes no claim that the connection itself will serve any specific purpose. In the case of failure of the connection itself or any failure of outside equipment beyond the control of the Palace Hotel such as but not limited to strikes, work stoppages, fire, water, governmental action, earthquake, public enemy, internet carriers or exchange companies, damages are limited to refund of the connection charge only. - Prices are subject to change. | | | | |

| Audio/Visual Equipment | Price | # Needed | # of Days | Total |
|--|----------------|----------|-----------|-------|
| Visual Aids Electronics is pleased to provide our NAAAP exhibitors with special discounted pricing on the following packages, which include all necessary cabling. Order by Monday, August 2, 2010 to secure this pricing! | PER DAY | | | |
| LCD Support Package: Includes screen, projector stand, and cabling | \$175 | | | |
| LCD Projection Package: Includes projector, screen, projection stand and cabling | \$640 | | | |
| Flipchart Package: Includes easel, paper and markers | \$55 | | | |
| 42" Plasma monitor on floor stand | \$450 | | | |
| 20" LCD monitor | \$200 | | | |
| 32" LCD monitor on table-top stand | \$360 | | | |
| 27" CRT television on rolling stand | \$150 | | | |
| DVD or VHS Player | \$60 | | | |
| Laptop with Windows XP and Office 2007 | \$200 | | | |
| Powered Speaker for laptop or DVD audio | \$75 | | | |

NOTE: Above AV prices are subject to a 21% Service Charge for Set, Strike and On-Call Support of VAE rental equipment and 9.5% Tax.

**VAE is able to accommodate almost any audiovisual equipment request. Please contact us should the item your looking for is not listed.

| |
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| |
|--|

PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION INFORMATION BELOW.



Palace Hotel, San Francisco
The Luxury Collection

I, _____, authorize the Palace Hotel to post all charges for my function as listed above to my credit card.

Card Holder Name: _____

Credit Card #: _____ Expiration Date: _____

Card Verification Value Code: _____

(the last 3 or 4 digits AFTER the credit card number in the signature area on back of card)

Billing Address: _____ City: _____ State: ____ Zip: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Cardholder's Signature: _____

Revised 2/21/08