

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**IEEE SENSORS 2007 CONFERENCE**

OCTOBER 28-31, 2007

HYATT REGENCY ATLANTA on PEACHTREE STREET

GRAND HALL EAST

ATLANTA, GA

EXHIBIT INFORMATION:**BOOTH EQUIPMENT:**

EACH 10X10 BOOTH WILL BE SET WITH BLACK & SILVER BACK DRAPE AND SIDERAIL, & CONTAIN THE FOLLOWING EQUIPMENT PROVIDED BY SHOW MANAGEMENT:

- ✓ 7X44 BOOTH IDENTIFICATION SIGN
- ✓ 6FT SKIRTED TABLE IN WHITE
- ✓ 2 STANDARD FOLDING CHAIRS
- ✓ WASTEBASKET WITH LINER

FOR ADDITIONAL NEEDS PLEASE REFER TO THE APPROPRIATE ORDER FORMS LOCATED IN THIS MANUAL.

EXHIBIT HALL CARPETING: YESAISLEWAY CARPETING: YES**DISCOUNT DEADLINES:**

TO TAKE ADVANTAGE OF ADVANCED DISCOUNTS, WE MUST RECEIVE YOUR ORDERS AND PAYMENT BY: 10/23/07 12PM EST

ALL ORDERS PLACED AFTER THE DISCOUNT DEADLINE DATE AND AT THE SHOW SITE ARE CHARGED AT THE STANDARD RATE.

SHOW SCHEDULE:**EXHIBITORS MOVE IN:**

SUN OCTOBER 28, 2007	10:00AM-3:00PM	GRAND HALL EAST

EXHIBITS MUST BE FULLY INSTALLED BY: 10/28/07 3PM EST

EXHIBIT HOURS:

SUN OCTOBER 28, 2007	5:00PM-7:00PM	GRAND HALL EAST
MON OCTOBER 29, 2007	7:00AM-4:15PM	GRAND HALL EAST
TUE OCTOBER 30, 2007	7:00AM-4:15PM	GRAND HALL EAST

EXHIBIT MOVE OUT:

TUE OCTOBER 30, 2007	5:00PM-8:00PM	GRAND HALL EAST

- ✓ APA, INC WILL RETURN EMPTY MATERIALS AT THE CLOSE OF SHOW
- ✓ ALL EXHIBIT MATERIALS MUST BE REMOVED FROM THE FACILITY BY: 10/30/07 8PM EST
- ✓ PLEASE HAVE ALL FREIGHT CARRIERS CHECKED IN BY 10/30/07 AT 6PM OR FREIGHT WILL BE REROUTED.
- ✓ SERVICES ORDERED THROUGH NON OFFICIAL VENDORS MAY BE SUBJECT TO ADDITIONAL CHARGES.

EXHIBIT INFORMATION: (CONT) PAGE 2 OF 3

CONTRACTOR/FACILITY CONTACT INFORMATION:

OFFICIAL DECORATOR/AUDIO VISUAL PROVIDER TO EXHIBITS:

ADAM PETROVICH & ASSOCIATES, INC.

39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

FACILITY: UTILITY INFORMATION:

HYATT REGENCY ATLANTA on PEACHTREE STREET

265 PEACHTREE STREET, NE

ATLANTA, GA 30303-1294

SHIPPING WITH THE OFFICIAL SHOW CARRIER:

UPS FREIGHT SYSTEMS TRADESHOW TRANSPORTATION

(800) 988-9889

EXHIBITOR SHIPPING INFORMATION:

ADVANCED WAREHOUSE ADDRESS: (LABELS PROVIDED IN PACKET PLEASE COPY AS NEEDED)

SHOW NAME:

EXHIBITING COMPANY NAME:

BOOTH:

c/o: UPS FREIGHT

2427 MORELAND AVENUE SE

ATLANTA, GA 30315

APA, INC WILL BEGIN ACCEPTING SHIPMENTS BEGINNING 9/3/07 AT THE ABOVE ADDRESS. MATERIALS ARRIVING AFTER 10/23/07 12PM EST WILL BE SURCHARGED ACCORDING TO THE STANDARD RATES LOCATED ON THE MATERIAL HANDLING FORM. APA INC WAREHOUSE RECEIVING HOURS ARE MONDAY THRU FRIDAY 8AM-4PM EST.

APA, INC WILL BEGIN ACCEPTING SHIPMENTS AT THE SHOW SITE ADDRESS BEGINNING 10/28/07 AT 10AM DURING EXHIBITOR MOVE IN TIMES ONLY. EXHIBITORS SHOULD NOT SEND MATERIALS TO THE SHOW SITE BEFORE THIS TIME. SHIPMENTS ARRIVING AT THE FACILITY PRIOR TO THIS TIME WILL BE REFUSED. APA, INC WILL NOT BE RESPONSIBLE FOR ITEMS SHIPPED OFF TARGET NOR WILL IT BE RESPONSIBLE FOR ANY FACILITY CHARGES. ANY ADDITIONAL CHARGES WILL BE INVOICED TO THE EXHIBITOR DIRECTLY.

SHOW SITE SHIPPING ADDRESS: (LABELS PROVIDED IN PACKET PLEASE COPY AS NEEDED)

HYATT REGENCY ATLANTA on PEACHTREE STREET DOES NOT RECEIVE OR STORE EXHIBIT MATERIALS.

SHOW NAME:

EXHIBITING COMPANY NAME:

BOOTH:

ATTN: ADAM PETROVICH & ASSOCIATES, INC.

HYATT REGENCY ATLANTA on PEACHTREE STREET

265 PEACHTREE STREET, NE

ATLANTA, GA 30303-1294

EXHIBIT INFORMATION: (CONT) PAGE 3 OF 3

OUTBOUND SHIPPING:

CARRIERS MUST BE CHECKED IN BY 6PM ON 10/30/07. FAILURE OF YOUR CARRIER TO PICK UP BY THIS TIME WILL RESULT IN FORWARDING YOUR SHIPMENT THROUGH UPS FREIGHT. SHIPMENTS WILL BE SENT OUTBOUND COLLECT. ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITOR.

HAZARDOUS MATERIALS DECLARATION

APA, Inc. does not accept any types of hazardous materials as defined by the federal Regulation Code Title 49 (49CFR). We will not be responsible for any shipment(s) coming into or leaving our possession that contain any type of hazardous material as defined in the Federal Regulation Code Title 49 (49CFR). It is the responsibility of the individual exhibitor to know and to label all boxes containing these types of goods and clear their shipment with a certified contractor. Any liabilities that arise from the failure to comply to Federal Regulation Title 49 (49CFR) will be the sole responsibility of the exhibiting company.

SERVICE ORDER FORMS:

IF YOU REQUIRE SERVICES, PLEASE FILL OUT THE CORRESPONDING ORDER FORM AND RETURN THEM BY THE DISCOUNT DEADLINE DATE TO OUR OFFICES. THE ADDRESS, FAX NUMBER AND CONTACT INFO IS LOCATED ON EACH FORM. IF YOU DO NOT REQUIRE A CERTAIN SERVICE, DO NOT RETURN THE FORM. CREDIT CARDS ARE REQUIRED TO BE ON FILE EVEN IF YOU PAID BY A COMPANY CHECK. ALL CHARGES INCLUDE DELIVERY TO YOUR BOOTH, RENTAL (NOT SALE), AND REMOVAL. IF WE RECEIVE FREIGHT WITHOUT A MATERIAL HANDLING FORM ON FILE, IT WILL BE INVOICED AT THE STANDARD RATE. IT IS UP TO EACH INDIVIDUAL EXHIBITOR TO BE AWARE OF THE SHIPPING DEADLINES AND DISCOUNT CUT OFF.

PLEASE CONTACT US WITH ANY QUESTIONS. THANK YOU.

A NOTE FROM THE PRESIDENT OF APA, INC.:

WELCOME TO ADAM PETROVICH & ASSOCIATES, INC. MY TEAM LOOKS FORWARD TO WORKING WITH YOU BY PROVIDING PRODUCTS AND SERVICES TO HELP YOU ACHIEVE YOUR EXHIBITING GOALS. YOUR BUSINESS IS VERY IMPORTANT TO ME. YOUR INPUT, POSITIVE OR NEGATIVE, HELPS ME TO PROVIDE BETTER SERVICES TO YOU AND CLIENTS LIKE YOU IN THE FUTURE. FEEL FREE TO CALL ME DIRECTLY WITH YOUR INPUT OR EMAIL ME AT JIMP@APAEXPO.COM. IF YOU HAVE A SPECIAL REQUEST OR UNIQUE DESIGN AND DO NOT SEE IT IN THE FOLLOWING PAGES, CALL OUR OFFICES AT (412) 681-3110 AND ASK FOR A CUSTOMER SERVICE REPRESENTATIVE.

Thank you. JIM PETROVICH

ADAM PETROVICH & ASSOCIATES, INC.

39TH & BUTLER STREET
ARSENAL TERMINAL 19-B
PITTSBURGH, PA 15201
PHONE: (412) 681-3110 FAX: (412) 681-3130
EMAIL QUESTIONS TO: info@apaexpo.com

IEEE SENSORS 2007 CONFERENCE

OCTOBER 28-31, 2007
HYATT REGENCY ATLANTA on PEACHTREE STREET
GRAND HALL EAST
ATLANTA, GA

PAYMENT TERMS AND CONDITIONS / CREDIT CARD AUTHORIZATION

DATE:	
EXHIBITING COMPANY: BOOTH #:	
AUTHORIZED CONTACT NAME:	
AUTHORIZED CONTACT SIGNATURE:	
EXHIBITING COMPANY STREET ADDRESS:	
CITY/STATE/ZIP CODE	
PHONE NUMBER:	
FAX NUMBER:	
EMAIL ADDRESS:	

METHODS OF PAYMENT:

COMPANY CHECK:

PLEASE MAKE CHECKS PAYABLE TO:
"ADAM PETROVICH & ASSOCIATES, INC"
CHECKS MUST BE DRAWN ON A UNITED STATES BANK AND BE IN UNITED STATES FUNDS. A \$45.00 SURCHARGE MAY BE ADDED TO YOUR ACCOUNT FOR FAILURE TO MEET THE TERMS OF PAYMENT. RETURNED CHECKS ARE SURCHARGED \$45.00. BALANCES AT THE CLOSE OF SHOW ARE AUTOMATICALLY CHARGED TO THE CREDIT CARD ON FILE.

CREDIT CARDS:

APA WILL USE THE SUBMITTED CREDIT CARD TO CHARGE ALL ORDERS AND BALANCES DUE AT CLOSE OF SHOW. A \$45.00 SURCHARGE WILL BE ADDED TO DENIED ACCOUNTS. EXHIBITING COMPANIES WILL BE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH COLLECTION OF PAST DUE ACCOUNTS. PLEASE FILL OUT THE CREDIT CARD AUTHORIZATION FORM COMPLETELY. VISA, MASTERCARD, & AMERICAN EXPRESS ARE ACCEPTED.

CREDIT CARD INFORMATION:

PRINT CARD HOLDER NAME:	
PRINT CARDHOLDER STREET ADDRESS:	
CITY/STATE/ZIP CODE	
CARDHOLDER SIGNATURE:	

CHARGE TO THE FOLLOWING CREDIT CARD:

AMERICAN EXPRESS VISA MASTERCARD

CARD NUMBER:

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SECURITY CODE: 3 DIGITS ON REVERSE SIDE OF V/MC / 4 DIGITS ON FRONT OF AMEX

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EXPIRATION DATE: 00/00

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PITTSBURGH, PA 15201

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EMAIL QUESTIONS TO: info@apaexpo.com**IEEE SENSORS 2007 CONFERENCE**

OCTOBER 28-31, 2007

HYATT REGENCY ATLANTA on PEACHTREE STREET

GRAND HALL EAST

ATLANTA, GA

OFFICIAL SERVICE CONTRACTORS & EXHIBITOR APPOINTED CONTRACTORS**OFFICIAL SERVICE CONTRACTORS:**

SHOW MANAGEMENT HAS SELECTED APA, INC AS THE OFFICIAL SHOW CONTRACTOR/SUPPLIER. AS SUCH, APA, INC WILL INSURE THE FOLLOWING:

- ✓ AN ORDERLY & EFFICIENT INSTALLATION & DISMANTLING OF THE EXPOSITION.
- ✓ OVERSEE THE POLICIES SET FORTH BY THE LABOR UNIONS, FACILITY & SHOW MANAGEMENT
- ✓ OVERSEE THAT THE WORK ENVIRONMENT IS KEPT IN A SAFE AND SATISFACTORY CONDITION
- ✓ ENSURE THAT ALL SUB CONTRACTORS HAVE THE SET TYPE AND LIMITS OF INSURANCE
- ✓ PROVIDE SUFFICIENT LABOR FOR THE EXHIBITORS AND EXPOSITION

EXHIBITOR APPOINTED CONTRACTOR (EAC):

An exhibitor may employ the services of an Exhibitor Appointed Contractor (EAC) to install and dismantle their display, providing the exhibitor and the independent installation and dismantling contractor comply with the following:

- The exhibitor must notify APA, Inc of their intention to use an EAC by the ADVANCED DISCOUNT DEADLINE by furnishing the name, address, telephone number and onsite contact person who will be in charge of the job. Please complete the enclosed Third Party Authorization Form.
- The EAC must have all licenses, permits, or bonding required by the federal, state, county or municipal governments and the Exhibit Hall management prior to commencing work, and shall provide APA, Inc with evidence of this compliance.
- The EAC must provide APA, Inc with a copy of a valid insurance certificate by the ADVANCED DISCOUNT DEADLINE, as proof that the EAC has valid insurance. We require that this insurance be maintained at a financially sound insurance company admitted and licensed to provide insurance in the state where the EAC is located for the following coverage limits:
 1. Comprehensive General Liability with a \$2,000,000.00 combined single limit for bodily injury and property damage, which names Adam Petrovich & Associates, Inc. as additional insured. This policy should include coverage for premises/operations, contractual liability, broad form property damage liability, products liability, if a product is provided and personal injury liability if guard services are provided.
 2. Workers Compensation/Occupational Disease with at least \$100,000 in coverage, and meet the requirements established by the State in which the exhibition is being held.
 3. Employers' liability insurance with minimum limits of \$100,000 per accident.
 4. Comprehensive General Automobile liability insurance covering owned, non-owned, and hired vehicles. The policy should include loading and unloading, hazards with bodily injury limits of \$50,000 and property damage limits of \$500,000.

Failure to comply with these regulations by the above deadline will result in the use of the OFFICIAL Show Contractor Labor at standard rates/on site rates.

We also ask that the certificate of insurance contain a specific provision requiring that we be notified in writing in advance of any cancellation, non-renewal or material change.

- The EAC must follow the scheduled work times or pay any additional cost incurred because of extended hours.
- The EAC must furnish APA, Inc with the names of all employees who will be working on the show floor.
- The EAC must not solicit business on the show floor.
- The EAC must confine his operation to the exhibit area of his client.
- The EAC must comply with the labor agreements and practices, and must not commit or allow to be committed by persons in the employment, any acts that could lead to work stoppages, strikes or labor problems.
- The EAC must coordinate their activities with the service contractor.

ADAM PETROVICH & ASSOCIATES, INC. 39 TH & BUTLER STREET ARSENAL TERMINAL 19-B PITTSBURGH, PA 15201 PHONE: (412) 681-3110 FAX: (412) 681-3130 EMAIL QUESTIONS TO: info@apaexpo.com	IEEE SENSORS 2007 CONFERENCE OCTOBER 28-31, 2007 HYATT REGENCY ATLANTA on PEACHTREE STREET GRAND HALL EAST ATLANTA, GA
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NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

DATE:	
EXHIBITING COMPANY NAME/BOOTH #:	
AUTHORIZED CONTACT NAME:	
AUTHORIZED CONTACT SIGNATURE:	

PLEASE FILL OUT THIS FORM COMPLETELY AND RETURN TO APA, INC BY THE ADVANCED DISCOUNT DEADLINE DATE. PLEASE BE AWARE THAT AN EXHIBITOR APPOINTED CONTACTOR (EAC) IS A COMPANY OTHER THAN THE OFFICIAL CONTRACTORS LISTED IN THE EXHIBITOR MANUAL THAT WILL BE SUPPLYING SERVICES (PLANT/FLOREAL/AUDIO VISUAL, EXHIBIT INSTALLATION & DISMANTLING LABOR). EXHIBITORS WHO CHOOSE TO USE AN EAC MUST FILL OUT THIS FORM. EACS MUST CONFORM TO SHOW, FACILITY, AND UNION REGULATIONS LISTED ON THE EAC RULES AND REGUALTION PAGES IN THIS MANUAL. APA, INC RESERVES THE RIGHT TO EXCLUDE ANY EAC THAT DOES NOT PROVIDE PROPER INSURANCE DOCUMENTATION OR EXHIBITS ABNORMAL LABOR PRACTICES ON THE SHOW FLOOR.

CONTACT/DISPLAY HOUSE:	
ADDRESS:	
CITY/STATE/ZIP:	
PHONE:	
FAX:	
EMAIL:	
DESCRIPTION OF PROPOSED SERVICES:	

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

MATERIAL HANDLING FORM A

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

PLEASE INDICATE SERVICE REQUESTED WITH AN "X" IN THE APPROPRIATE BOX **SERVICE A: ADVANCE RECEIVING AT APA, INC WAREHOUSE FOR SHIPMENTS OVER 30 LBS.**

- ✓ RECEIVE & STORE EQUIPMENT UP TO 4 WEEKS PRIOR TO THE SHOW DATES (NO LOOSE MATERIALS)
- ✓ DELIVER MATERIALS TO DESIGNATED SHOW SITE EXHIBIT SPACE
- ✓ PROVIDE EMPTY LABELS, BILLS OF LADING, ADDRESS LABELS & COORDINATE OUTGOING SHIPMENT
- ✓ REMOVE EMPTY CONTAINERS FROM SHOW FLOOR AND RETURN AT CLOSE
- ✓ REMOVE & SHIP EXHIBIT MATERIALS TO DESIGNATED CARRIERS
- ✓ RECEIVING HOURS ARE MONDAY THRU FRIDAY 8AM-4PM. SURCHARGES MAY APPLY FOR OFF TARGET DELIVERIES.

ADVANCED DISCOUNT RATE: \$75.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)**STANDARD RATE: \$80.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM)** **SERVICE B: DIRECT SHIPMENT TO SHOW SITE OVER 30 LBS.**

- ✓ SHIPMENTS RECEIVED ONLY DURING EXHIBIT SET UP HOURS.
- ✓ DELIVER MATERIALS TO DESIGNATED SHOW SITE EXHIBIT SPACE
- ✓ PROVIDE EMPTY LABELS, BILLS OF LADING, ADDRESS LABELS & COORDINATE OUTGOING SHIPMENT
- ✓ REMOVE EMPTY CONTAINERS FROM SHOW FLOOR AND RETURN AT CLOSE
- ✓ REMOVE & SHIP EXHIBIT MATERIALS TO DESIGNATED CARRIERS
- ✓ SURCHARGES MAY APPLY FOR OFF TARGET DELIVERIES.

STANDARD RATE: \$80.00 / HUNDRED WEIGHT (CWT) + 7% SALES TAX (200 LBS MINIMUM) **SERVICE C: SMALL PACKAGE RATE DESIGNED FOR SHIPMENTS UNDER 35 POUNDS.** **ADVANCED WAREHOUSE DELIVERY** **SHOW SITE DELIVERY**

- ✓ DESIGNED TO ALLOW YOU TO SHIP SMALLER PACKAGES WITHOUT THE 200LBS MINIMUM
- ✓ DEFINED AS A SHIPMENT CONTAINING PIECES UNDER 35 LBS (UPS, FEDX, DHL)
- ✓ THESE SHIPMENTS ARE USUALLY DELIVERED WITHOUT RECIEPTS OR FRIEGHT BILLS AND NOT PALLETIZED

STANDARD RATE: \$35.00 / PIECE + 7% SALES TAX (35 LBS MAXIMUM)**PLEASE CONTINUE TO MATERIAL HANDLING FORM B**

ADAM PETROVICH & ASSOCIATES, INC.

39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

MATERIAL HANDLING FORM B

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

MATERIAL HANDLING RATE CALCULATION:

- ✓ SERVICE A & SERVICE B RATES ARE BASED ON A PER HUNDRED WEIGHT CHARGE ON THE ACTUAL WEIGHT OF THE INBOUND SHIPMENT ROUNDED TO THE NEXT 100 LBS (FOR EXAMPLE: 225 LBS = 300 LBS). WEIGHTS OF 200 LBS OR LESS SHOULD BE CALCULATED AT 200 LBS MINIMUM. SURCHARGES MAY APPLY TO LATE OR OFF TARGET SHIPMENTS (ARRIVING BEFORE OR AFTER EXHIBITOR SET UP TIMES, LATE WAREHOUSE DELIVERIES, SATURDAY OR HOLIDAY DELIVERIES).
- ✓ SERVICE C RATES ARE BASED ON A PER PIECE COUNT ON MATERIALS UNDER 35 LBS. THIS RATE WAS DEVELOPED TO ALLOW YOU TO SHIP SMALL PACKAGES WITHOUT INCURRING A 200 LBS MINIMUM CHARGE AT THE WAREHOUSE OR AT THE SHOW SITE. FOR EXAMPLE, IF YOU WOULD 'SPLIT' A SHIPMENT OR SEND A NON- PALLETIZED DELIVERY (UPS, FEDX, and DHL), YOU WOULD INCUR A 200 LBS MINIMUM CHARGE PER SHIPMENT ON EACH DELIVERY (ALTHOUGH POUNDAGE MAY NOT EXCEED 35 LBS). SERVICE C ALLOWS YOU TO SHIP A SMALL PACKAGE AFTER YOUR LARGER SHIPMENT HAS ARRIVED WITHOUT THE ADDITIONAL CHARGES. PLEASE CALL OUR OFFICES FOR MORE INFORMATION.
- ✓ CONSOLIDATE SHIPMENTS TO SAVE ON ADDITIONAL CHARGES. TRY TO CONSOLIDATE YOUR SHIPMENTS INTO ONE DELIVERY DATE AND AVOID SURCHARGES:

(3) SEPARATE SHIPMENTS	VS.	(1) CONSOLIDATED SHIPMENT
75LBS @ 200LBS RATE = \$150.00		(3) PIECES @ 190LBS = \$150.00 + TAX (200LBS MINIMUM)
55LBS @ 200LBS RATE = \$150.00		
60LBS @ 200LBS RATE = \$150.00		
TOTAL		= \$450.00 + TAX

PLEASE USE THE FOLLOWING TABLE TO ESTIMATE YOUR CHARGES. THIS IS FOR ESTIMATING PURPOSES ONLY AND DOES NOT REPRESENT A FINAL INVOICE.

SERVICES A & B:

TOTAL WEIGHT + 100	X	RATE / CWT	=	SUBTOTAL \$	X	1.07 SALES TAX	=	TOTAL \$ (200 LBS MINIMUM)
LBS + 100 =	X	\$	=	\$	X	\$	=	
LBS + 100 =	X	\$	=	\$	X	\$	=	

SMALL PACKAGE SERVICE C:

NO. OF SMALL PACKAGES	X	RATE / PKG	=	SUBTOTAL \$	X	1.07 SALES TAX	=	TOTAL \$
	X	\$	=	\$	X	\$	=	\$

 YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

HEAVY EQUIPMENT OR MACHINERY WHICH REQUIRE CRANES, OVERSIZED FORKLIFTS, & SPECIALIZED RIGGING EQUIPMENT FOR UNLOADING WILL NEED TO BE COORDINATED WELL IN ADVANCE WITH APA, INC. PLEASE REFER TO THE HEAVY MACHINERY/RIGGING SERVICES FORM IN THIS PACKET IF APPLICABLE.

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. LOOSE SHIPMENTS WILL NOT BE ACCEPTED AT THE ADVANCED WAREHOUSE LOCATION. SHIPMENTS MUST BE SENT PREPAID. COLLECT SHIPMENTS WILL BE REFUSED AND WILL BE THE RESPONSIBILITY OF THE EXHIBITOR TO RESCHEDULE AND PAY ANY COSTS INCURRED. THE CONSIGNMENT OF DELIVERY OF MATERIALS TO APA WILL BE CONSTRUED AS AN ACCEPTANCE OF SERVICES BY THE EXHIBITING COMPANY AND PAYMENT WILL BE DUE PER APA PAYMENT POLICY. OUTBOUND FRIEGHT MAY BE FORCED TO THE SHOW CARRIER AND SENT COLLECT IF AN OUTBOUND CARRIER IS NOT SELECTED OR DOES NOT CHECK IN AT THE DESIGNATED TIME ALL MATERIALS WILL BE CHARGED AT 200LBS PER SHIPMENT MINIMUM.

ADAM PETROVICH & ASSOCIATES

ADAM PETROVICH & ASSOCIATES

R U S H

DISCOUNT DEADLINE DATE: OCT 23, 2007

IEEE SENSORS 2007 CONFERENCE

C/O: UPS FREIGHT

2427 Moreland Ave SE

Atlanta, GA 30315

WAREHOUSE

TO: _____

BOOTH NO. _____

NO of PCS. _____ of _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled by Adam Petrovich & Associates, Inc. Feel free to copy them as needed.

R U S H

DELIVER ON: OCTOBER 28TH 10AM-3PM

IEEE SENSORS 2007 CONFERENCE

C/O: ADAM PETROVICH & ASSOCIATES

Hyatt Regency Atlanta on Peachtree Street

265 Peachtree Street, NE

Atlanta, GA 30303-1294

SHOW SITE

TO: _____

BOOTH NO. _____

NO of PCS. _____ of _____

CARRIER: _____

Please use the labels above for any advanced or direct shipments handled Adam Petrovich & Associates, Inc. Feel free to copy them as needed.

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**SHIPPING INFO/OUTBOUND**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

- ✓ IF REQUIRING MATERIAL HANDLING SERVICES, COMPLETE THE MATERIAL HANDLING FORMS A&B ALONG WITH THE INCLUDED PAYMENT POLICY AND RETURN TO APA, INC VIA FAX OR MAIL TO THE ADDRESS LISTED IN THE UPPER LEFT HAND CORNER OF THIS FORM.
- ✓ OUTBOUND INFORMATION SHOULD BE FILLED OUT COMPLETELY AND RETURNED TO APA, INC VIA FAX OR MAIL TO THE ADDRESS LISTED IN THE UPPER LEFT HAND CORNER OF THIS FORM.
- ✓ ALL SHIPMENTS MUST ARRIVE PREPAID. COLLECT SHIPMENTS WILL BE REFUSED AND BE THE RESPONSIBILITY OF THE EXHIBITOR TO REROUTE OR RESCHEDULE DELIVERY.
- ✓ BE AWARE OF DEADLINE DATES AS WELL AS EXHIBIT SET UP AND DISMANTLE TIMES. SURCHARGES MAY APPLY FOR OFF TARGET AND SPECIAL HANDLING. APA, INC CANNOT GUARENTEE SERVICES PRIOR TO THE SET TIMES.
- ✓ ALL IN&OUT BOUND SHIPMENTS MUST HAVE A BILL OF LADING. OUTBOUND BILLS OF LADING MUST BE FILLED OUT AND RETURNED TO A REPRESENTATIVE OF APA, INC AT THE SERVICE DESK AREA. IF NO RETURN INFORMATION IS PROVIDED, MATERIALS WILL BE FORCED TO THE SHOW CARRIER.
- ✓ IF DESIGNATED CARRIERS ARE TO BE USED, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO SCHEDULE THE PICK UP AT THE APPROPRIATE TIMES. IF THAT CARRIER FAILS TO ACCEPT THE SHIPMENT AT THE REQUIRED TIME, THE MATERIALS WILL BE SENT COLLECT WITH THE SHOW CARRIER.
- ✓ ALL OUTGOING MATERIALS WILL BE SHIPPED COLLECT.
- ✓ APA, INC. LIMITS OF LIABILITY ARE AVAILABLE UPON REQUEST

OUTBOUND SHIPPING INFO (PLEASE COMPLETE):**FROM:**

SHIPPER/EXHIBITOR NAME:	
BILLING ADDRESS:	
CITY, STATE, ZIP:	

SHIP TO:

COMPANY NAME:	
DELIVERY ADDRESS:	
CITY, STATE, ZIP:	
ATTN:	
PHONE NUMBER:	
SPECIAL INSTRUCTIONS:	

CHECK METHOD OF SHIPMENT UPS:

- NEXT DAY
- 2ND DAY
- GROUND 5-7 DAYS

 FEDX:

- NEXT DAY
- 2ND DAY
- ECONOMY 3 DAY

 AIR FREIGHT:

TYPE OF SERVICE: _____
 NAME OF CARRIER: _____

 VAN LINE:

NAME OF CARRIER: _____

 COMMON CARRIER 5-7 DAYS:

NAME OF CARRIER: _____

 SHOW CARRIER OTHER:

TYPE OF SERVICE: _____
 NAME OF CARRIER: _____

PLEASE REMEMBER THAT YOU ARE RESPONSIBLE FOR:

- ✓ PACKING
- ✓ LABELING
- ✓ RETURNING THE COMPLETED BILLS OF LADING TO OUR SERVICE DESK
- ✓ CONTACTING YOUR CARRIERS WITH PICK UP GUIDELINES AND TIMES

THANK YOU!

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

FURNITURE RENTAL FORM A

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

CHAIRS:

QTY	CODE	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total \$
	100	STANDARD PLASTIC CHARCOAL FOLDING CHAIR	\$17.00	\$25.00	
	101	CONTOUR SIDE CHAIR	\$41.00	\$51.25	
	102	BLACK UPHOLSTERED COUNTER STOOL	\$66.00	\$82.50	
	103	BLACK CLOTH WHEELED SWIVEL DESK CHAIR	\$66.00	\$82.50	
	104	BLACK PLEATHER WHEELED EXECUTIVE DESK CHAIR	\$66.00	\$82.50	
	105	GREY UPHOLSTERED ARM CHAIR	\$58.00	\$72.50	
	106	PADDED WOODEN STOOL	\$32.00	\$41.25	

UNSKIRTED DISPLAY TABLES:

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE	STANDARD PRICE	Total \$
	201	2FT X 4FT X 30" UNSKIRTED	\$40.00	\$52.00	
	202	2FT X 6FT X 30" UNSKIRTED	\$45.00	\$58.50	
	203	2FT X 8FT X 30" UNSKIRTED	\$50.00	\$65.00	
	204	2FT X 4FT X 40" UNSKIRTED	\$48.00	\$62.50	
	205	2FT X 6FT X 40" UNSKIRTED	\$53.00	\$68.70	
	206	2FT X 8FT X 40" UNSKIRTED	\$58.00	\$75.40	

SKIRTED DISPLAY TABLES: INCLUDES TOP COVERED IN WHITE VINYL

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE	STANDARD PRICE	Total \$
	301	2FT X 4FT X 30" SKIRTED 3 SIDES	\$75.00	\$97.50	
	302	2FT X 6FT X 30" SKIRTED 3 SIDES	\$85.00	\$110.50	
	303	2FT X 8FT X 30" SKIRTED 3 SIDES	\$95.00	\$123.50	
	304	2FT X 4FT X 40" SKIRTED 3 SIDES	\$85.00	\$110.50	
	305	2FT X 6FT X 40" SKIRTED 3 SIDES	\$95.00	\$123.50	
	306	2FT X 8FT X 40" SKIRTED 3 SIDES	\$105.00	\$136.50	
	307	ADD SKIRTING TO 4 TH SIDE 30' / 40'	\$18.00	\$23.40	

CIRCLE COLOR: RED GREEN BLUE BLACK BURGUNDY WHITE GREY

TABLETOP RISERS: 12" WIDE X 12" HIGH COVERED IN WHITE VINYL

QTY	CODE	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total \$
	400	4FT	\$39.00	\$50.70	
	401	6FT	\$39.00	\$50.70	
	402	8FT	\$39.00	\$50.70	

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**FURNITURE RENTAL FORM B**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

ACCESSORIES:

QTY	CODE	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	Total \$
	500	WASTEBASKET WITH LINER	\$14.00	\$18.25	
	501	CHROME LIGHT DUTY TRIPOD EASEL	\$20.00	\$26.00	
	502	CHROME BAG STAND	\$75.00	\$97.50	
	503	CLOTHES TREE	\$75.00	\$97.50	
	504	GARMENT RACK – 4FT LONG	\$75.00	\$97.50	
	505	CHROME STANCHION	\$45.00	\$58.50	
	506	WHITE CHAIN PER LINEAR FOOT	\$.29	\$.375	
	507	BURGUNDY VELOUR ROPE PER LINEAR FOOT	\$3.25	\$4.23	
	508	4FT GLASS SHOWCASE	\$325.00	\$423.00	
	509	2FT X 30" HIGH COCKTAIL TABLE – PLYWOOD TOP	\$55.00	\$84.50	
	510	2FT X 30" BLACK COCKTAIL LINEN	\$17.00	\$22.10	
	511	2FT X 40" HIGH COCKTAIL TABLE – PLYWOOD TOP	\$65.00	\$84.50	
	512	2FT X 40" BLACK COCKTAIL LINEN	\$17.00	\$22.10	
	513	PLASTIC FISHBOWL	\$17.00	\$22.10	
	514	25FT ELECTRICAL CORD	\$15.00	\$19.50	
	515	5 OUTLET SURGE PROTECTOR	\$15.00	\$19.50	
	516	FREE STANDING LITERATURE RACKS – 5 POCKET	\$75.00	\$97.50	

CUSTOM FURNTIURE:

QTY	CODE	DESCRIPTION (W X L X H)	DISCOUNT PRICE	STANDARD PRICE	Total \$
	600	96" PLUSH BLACK LEATHER SOFA	\$350.00	\$455.00	
	601	72" PLUSH BLACK LEATHER LOVESEAT	\$325.00	\$422.50	
	602	PLUSH LEATHER CHAIR	\$200.00	\$260.00	
	603	HARDWOOD COFFEE TABLES	\$75.00	\$97.50	
	604	HARDWOOD END TABLES	\$55.00	\$71.50	
	605	42" X 29" CONFERENCE TABLE	\$255.00	\$331.50	

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DISCOUNT DATE WILL BE CHARGED AT 50% OF THE PREVAILING SHOW RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS REC AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICES OF COLORS NOT INDICATED WILL BE SELECTED WITH SHOW COLORS.

SUB-TOTAL	
7% TAX	
TOTAL	

 YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

If you do not see a specific item on this form, please call our office or email us at info@apaexpo.com

Visit our website at www.apaexpo.com to view our products. Thank you.

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**CARPET RENTAL FORM A**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

STANDARD BOOTH CARPETING:

EXHIBITORS ARE RESPONSIBLE FOR DAILY CLEANING OF CARPET. STANDARD BOOTH CARPET IS NOT DESIGNED TO COVER THE COMPLETE BOOTH AREA OR SEAM TOGETHER. FOR CUSTOM SIZES, PLEASE SEE THE SECTION BELOW. RENTAL PRICES DO NOT INCLUDE SEAMING & APA, INC DOES NOT GUARANTEE COLOR MATCHES FOR CUSTOM BOOTH SIZES USING STANDARD BOOTH CARPETING. ADDITIONAL LABOR CHARGES WILL APPLY.

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	SUB-TOTAL \$
	9FT X 10 FT 26OZ CARPET (NO PADDING)	\$120.00	\$145.00	\$
	9FT X 20FT 26OZ CARPET (NO PADDING)	\$240.00	\$290.00	\$
	9FT X 30 FT 26OZ CARPET (NO PADDING)	\$360.00	\$435.00	\$
	9FT X 40 FT 26OZ CARPET (NO PADDING)	\$480.00	\$580.00	\$
	9FT X 50 FT 26OZ CARPET (NO PADDING)	\$600.00	\$725.00	\$

GRAY
 BURGUNDY
 BLACK
 BLUE
 RED
 GREEN
 BEIGE
 GOLD

COMPLETE EXHIBIT AREA CARPET / CUSTOM CUT SIZES:

EXHIBITORS ARE RESPONSIBLE FOR DAILY CLEANING OF CARPET. PRICES INCLUDE LABOR AND MATERIALS.

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUB-TOTAL \$
						\$2.50		\$2.85		
						\$2.50		\$2.85		

GRAY
 BURGUNDY
 BLACK
 BLUE
 RED
 GREEN
 BEIGE
 GOLD

PADDING:

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUB-TOTAL \$
						\$.45		\$.55		

VISQUEEN PLASTIC PROTECTION:

WIDTH	X	LENGTH	=	TOTAL SF	X	DISCOUNT PRICE \$	OR	STANDARD PRICE \$	=	SUB-TOTAL \$
						\$.45		\$.55		

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATIONS AFTER THE DEADLINE DATE WILL BE CHARGED AT 50% OF PREVAILING RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICES OF COLORS NOT INDICATED WILL BE SELECTED TO COORDINATE WITH SHOW COLORS.

SUB-TOTAL	
7% TAX	
TOTAL	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

If you do not see a specific item on this form, please call our office or email us at info@apaexpo.com

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**LABOR ORDER FORM**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

DISPLAY LABOR RATES: ONE HOUR MINIMUMS APPLY AND CHARGED IN HALF HOUR INCREMENTS THEREAFTER

DESCRIPTION	TIMES	DISCOUNTED PRICE \$	STANDARD PRICE \$
STRAIGHT TIME	8AM-4:30PM WEEKDAYS	\$70.00	\$80.00
OVERTIME	4:30PM-8AM WEEKDAYS, ALL DAY SATURDAY	\$105.00	\$120.00
DOUBLETIME	ALL DAY SUNDAY & HOLIDAYS	\$140.00	\$160.00

- ✓ STANDARD PRICES WILL APPLY FOR ALL ON SITE ORDERS AND ORDERS PLACED AFTER THE DEADLINE DATE.
- ✓ PLEASE BE AWARE OF ALL UNION LABOR REGULATIONS& INSTALL & DISMANTLE TIMES PRIOR TO MOVE IN
- ✓ PRICE IS PER PERSON PER HOUR & EXHIBITORS MUST CHECK LABOR IN AND OUT AT SERVICE DESK
- ✓ LABOR MUST BE CANCELLED IN WRITING 24HRS IN ADVANCE. NO SHOWS ARE CHARGED ONE HOUR PER PERSON ORDERED.

INSTALLATION LABOR: CHECK SERVICE PREFERRED APA, INC SUPERVISED LABOR

- ✓ INSTALLATION OF EXHIBIT WILL BE AT OUR DESCRETION PRIOR TO SHOW OPENING
- ✓ 30% PREMIUM WILL BE CHARGED TO APPROPRIATE LABOR RATES
- ✓ PLEASE ATTACH ALL SET UP PLANS & SHIPPING INFO

EMERGENCY CONTACT NAME: _____ PHONE NUMBER: _____

 EXHIBITOR SUPERVISED LABOR

- ✓ EXHIBITOR SUPERVISOR/ REPRESENTATIVE MUST BE PRESENT DURING SET UP
- ✓ LABOR WILL BE INVOICED FROM START TIMES LISTED BELOW. NO EXCEPTIONS.
- ✓ EXHIBITORS MUST CHECK LABOR IN/OUT AT SERVICE DESK

DATE	START TIME EST AM/PM	# OF PEOPLE	X	APPROX. HRS/PERSON	=	ESTIMATED TOTAL HOURS	X	RATE \$	=	SUB-TOTAL \$

DISMANTLING LABOR:

DATE	START TIME EST AM/PM	# OF PEOPLE	X	APPROX. HRS/PERSON	=	ESTIMATED TOTAL HOURS	X	RATE \$	=	SUB-TOTAL \$

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DEADLINE DATE WILL BE CHARGEI 50% OF PREVAILING RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE.

SUB-TOTAL	
APA 30% (IF APPLICABLE)	
7% TAX	
TOTAL	

 YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKETIf you do not see a specific item on this form, please call our office or email us at info@apaexpo.com

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

GRAPHICS/SIGNAGE FORM A

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

PLEASE SUBMIT THIS FORM ALONG WITH SIGN COPY. PRICES ARE FOR PRODUCTION ONLY. ANY ARTWORK OR DESIGN PRODUCTION WILL BE CHARGED ACCORDINGLY. SEE OUR GUIDELINES FOR ELECTRONIC FILE SUBMISSION.

STANDARD SIZES: DIGITAL PRINTING ON 3/16" HARD BACK SUBSTRATE

QTY	DESCRIPTION: (IN INCHES)	DISCOUNT PRICE \$	STANDARD PRICE \$	SUB-TOTAL \$
	7X11	\$18.00	\$23.40	
	7X44	\$32.00	\$41.60	
	11X14	\$48.00	\$62.40	
	14X22	\$67.50	\$87.75	
	22X28	\$90.00	\$117.00	
	28X44	\$110.00	\$143.00	
	38X92 (ONE METER BOARD)	\$300.00	\$330.00	
	EASEL BACK	\$7.00	\$10.00	
	22X28 CHROME SIGN HOLDER	\$75.00	\$100.00	
	38X92 FRAMED HOLDER	\$105.00	\$175.00	
	STANDARD CHROME EASEL	\$25.00	\$35.00	

BANNERS & ADDITIONAL SERVICES: MINIMUM ORDER 10 SQUARE FEET

QTY	DESCRIPTION:	DISCOUNT PRICE \$	STANDARD PRICE \$	SUB-TOTAL \$
	DIGITAL BANNER	8.75/SF	10.75/SF	
	LOGO SCANS	45.00/LOGO	60.00/LOGO	
	ARTWORK/FILE CONVERSION/RETOUCHING	45.00/HR	55.00/HR	

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SUB-TOTAL	
7% TAX	
TOTAL	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

FILE & ARTWORK REQUIREMENTS:

- ✓ 300 DPI RESOLUTION FOR LOGOS AT 8X10
- ✓ 100 DPI RESOLUTION AT FULL SIZE
- ✓ ALL RELATED PMS/CMYK COLOR CODES
- ✓ COLOR PROOF
- ✓ IF VECTOR IMAGES ARE SUBMITTED, PLEASE PROVIDE ALL FONTS OR CONVERT TO PATHS
- ✓ CONTACT NAME, PHONE NUMBER, AND EMAIL ADDRESS

ACCEPTABLE FILE FORMATS IN PC BASED SOFTWARE:

- ✓ ADOBE
- ✓ COREL DRAW

ACCEPTABLE FILE TYPES:

- ✓ .EPS, .CDR, .PSD, AND .AI (LOGOS)
- ✓ .TIF (PHOTOS)
- ✓ .JPG (HIGH RES FOR PHOTOS/NOT RECOMMENDED FOR LOGOS)

UNACCEPTABLE FILE TYPES:

- ✓ .GIF, .DOC, .PPT, .EXE, .SEA,

FILES MAY BE SAVED ON A CD OR DVD AND MAILED TO OUR ADDRESS ABOVE WITH A FULL COLORED PROOF. PLEASE CALL WITH QUESTIONS.

ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**AUDIO VISUAL RENTAL FORM A**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

QTY	FLAT SCREEN DISPLAYS:	DAILY DISCOUNT RATES \$	DAILY STANDARD RATES \$	SUB-TOTAL \$
	19" LCD FLAT SCREEN MONITOR	\$ 110.00	\$ 135.00	
	26" LCD FLAT SCREEN MONITOR	\$ 220.00	\$ 275.00	
	32" LCD FLAT SCREEN MONITOR	\$ 325.00	\$ 400.00	
	42" PLASMA MONITOR WITH SPEAKERS	\$ 600.00	\$ 750.00	
	50" PLASMA MONITOR WITH SPEAKERS	\$ 800.00	\$ 1050.00	

QTY	VIDEO PLAYERS/MONITORS	DAILY DISCOUNT RATES \$	DAILY STANDARD RATES \$	SUB-TOTAL \$
	VHS WITH AUTO REPEAT	\$ 35.00	\$ 45.50	
	DVD PLAYER	\$ 35.00	\$ 45.50	
	PRO DVD PLAYER V-8000	\$ 325.00	\$ 422.50	
	19" VCR/TV COMBO	\$ 55.00	\$ 71.50	
	27" TV / VCR/DVD/ CART/SKIRT	\$ 125.00	\$ 162.50	

QTY	AUDIO EQUIPMENT	DAILY DISCOUNT RATES \$	DAILY STANDARD RATES \$	SUB-TOTAL \$
	CD PLAYER ONLY-SINGLE DISC	\$ 35.00	\$ 45.50	
	CD PLAYER ONLY-5 DISC CHANGER	\$ 45.00	\$ 58.50	
	CASSETTE DECK	\$ 30.00	\$ 39.00	
	SMALL BOOTH AUDIO SYSTEM-WIRED MIC	\$ 155.00	\$ 201.50	
	SMALL BOOTH SOUND SYSTEM-WIRELESS MIC	\$ 250.00	\$ 325.00	

QTY	COMPUTER EQUIPMENT	DAILY DISCOUNT RATES \$	DAILY STANDARD RATES \$	SUB-TOTAL \$
	IBM STANDARD DESKTOP WITH 17" LCD	\$ 195.00	\$ 253.50	
	IBM STANDARD LAPTOP	\$ 205.00	\$ 266.50	
	MACINTOSH LAPTOP	CALL	CALL	
	PRINTER/COPIER	CALL	CALL	
	SOFTWARE	CALL	CALL	

QTY	ACCESSORIES:	DAILY DISCOUNT RATES \$	DAILY STANDARD RATES \$	SUB-TOTAL \$
	PLASMA FLOOR MOUNT	\$ 45.00	\$ 58.50	
	PLASMA WALL MOUNT	\$ 45.00	\$ 58.50	
	PLASMA WALLS	CALL	CALL	
	LIGHTING	CALL	CALL	
	SPECIAL REQUIREMENTS NOT LISTED	CALL	CALL	

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SUB-TOTAL	
SET UP FEE	\$75.00 PER UNIT
7% TAX (X 1.07)	
TOTAL	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

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ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**PLANT RENTAL FORM A**

PAYMENT MUST ACCOMPANY ORDER FORM

DISCOUNT DEADLINE DATE: OCTOBER 23, 2007

SHOW NAME:	IEEE SENSORS 2007 CONFERENCE	SHOW DATES:	OCTOBER 28-31, 2007
COMPANY NAME:		BOOTH#:	
CONTACT NAME:		PHONE #:	

STANDARD GREEN LIVE PLANTS:

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	SUB-TOTAL \$
	BOSTON FERN – SMALL POTTED	\$50.00	\$75.00	
	BOSTON FERN – HANGING POT	\$65.00	\$85.00	
	2FT – 3FT POTTED PLANT	\$65.00	\$85.00	
	3FT – 4FT POTTED PLANT	\$85.00	\$100.00	
	4FT – 5FT POTTED PLANT	\$100.00	\$120.00	
	5FT – 7FT PALM OR TREE	\$140.00	\$185.00	

SOME VARIETY OF PLANTS ARE ONLY AVAILABLE WHILE IN SEASON. PLEASE CALL US WITH SPECIAL NEEDS OR QUESTIONS.
ALL PLANT RENTALS INCLUDE CONTAINER. PLANTS NOT RETURNED WILL BE CHARGED AN ADDITIONAL 50% RENTAL CHARGE.

CUSTOM FLORAL ARRANGEMENTS/FLOWERS:

QTY	DESCRIPTION	DISCOUNT PRICE \$	STANDARD PRICE \$	SUB-TOTAL \$
	SMALL MUM	30.00	45.00	
	LARGE MUM	45.00	65.00	
	CUT FLOWER ARRANGEMENT	85.00	105.00	
	CUSTOM FLOWER ARRANGEMENT	115.00	145.00	

SOME VARIETY OF PLANTS ARE ONLY AVAILABLE WHILE IN SEASON. PLEASE CALL US WITH SPECIAL NEEDS OR QUESTIONS.
ALL PLANT RENTALS INCLUDE CONTAINER. PLANTS NOT RETURNED WILL BE CHARGED AN ADDITIONAL 50% RENTAL CHARGE.

PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE WILL BE CHARGED AT 50% OF PREVAILING RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE.

SUB-TOTAL	
7% TAX	
TOTAL	

YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

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ADAM PETROVICH & ASSOCIATES, INC.39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com**IEEE SENSORS 2007 CONFERENCE**

OCTOBER 28-31, 2007

HYATT REGENCY ATLANTA on PEACHTREE STREET

GRAND HALL EAST

ATLANTA, GA

SUMMARY OF CHARGES FOR ADAM PETROVICH & ASSOCIATES, INC

PLEASE ESTIMATE YOUR CHARGES WITH THE FOLLOWING TABLE. THIS SHEET DOES NOT REPRESENT AN INVOICE.

DESCRIPTION	SUB-TOTAL \$	
MATERIAL HANDLING		
FURNITURE RENTAL		
PLANT RENTAL		
GRAPHICS/SIGNAGE		
CARPET / PADDING		
INSTALLATION/DISMANTLING LABOR		
AUDIO VISUAL RENTALS		
DISPLAY RENTALS		
MISC		
PAYMENT IN FULL, INCLUDING TAX, MUST ACCOMPANY ORDER AND BE RECEIVED BY OUR OFFICE BY THE DEADLINE DATE TO QUALIFY FOR DISCOUNTED RATES. PLEASE COMPLETE THE PAYMENT POLICY FORM IN THIS PACKET. CANCELLATION AFTER THE DEADLINE DATE WILL BE CHARGED AT 50% OF PREVAILING RATE. CANCELLATION AFTER INSTALLATION WILL RESULT IN 100% OF THE CHARGE. REQUESTS RECEIVED AFTER THE DEADLINE WILL BE CHARGED THE STANDARD RATE. CHOICES OF COLORS NOT INDICATED WILL BE SELECTED TO COORDINATE WITH SHOW COLORS.	SUB-TOTAL \$:	
	7% TAX:	
	TOTAL:	

 YES, WE HAVE COMPLETED THE PAYMENT POLICY FORM LOCATED INSIDE THIS PACKET

ADAM PETROVICH & ASSOCIATES, INC.

39TH & BUTLER STREET

ARSENAL TERMINAL 19-B

PITTSBURGH, PA 15201

PHONE: (412) 681-3110 FAX: (412) 681-3130

EMAIL QUESTIONS TO: info@apaexpo.com

IEEE SENSORS 2007 CONFERENCE

OCTOBER 28-31, 2007

HYATT REGENCY ATLANTA on PEACHTREE STREET

GRAND HALL EASR

ATLANTA, GA

LIMITATION OF LIABILITY

- APA, Inc. and its officers, directors, and employees shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage.
- APA, Inc. and its officers, directors, and employees 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 APA, Inc. in order to obtain the proper equipment
- APA, Inc. and its officers, directors, and employees shall not be liable for any delay, damage, or loss of equipment and materials due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation to, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, vandalism, or any other acts of nature.
- APA, Inc. and its officers, directors, and employees shall not be held liable for ordinary wear and tear in handling of equipment.
- APA, Inc. and its officers, directors, and employees are not insurers. Insurance, if any, shall be obtained by the Exhibitor. It is understood and agreed that APA, Inc. and its officers, directors, and employees do not provide for full liability should loss or damage occur. In the event that APA, Inc. or its officers, directors, and employees should be found liable for loss or damage to Exhibitors Equipment, the liability shall be limited to the specific article that was physically lost or damaged.
- Please be sure that your freight is insured by the time it leaves its origin to the time it is returned to your final destination.
- APA, Inc. and its officers, directors, and employees shall not be liable for any delay, damage, or loss occurring while freight is in transit. It is understood that any and all freight delivered late or to the wrong location, is not the responsibility of APA, Inc. and its officers, directors, and employees.
- APA, Inc. and its officers, directors, and employees shall not be liable to any extent whatsoever for indirect, special, or incidental, or consequential damages, including, but not limited to delay any actual, potential, or assumed loss of profits and 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.
- APA, Inc. and its officers, directors, and employees shall not be liable for any shipments received by any one other than an official representative of APA, Inc. It is understood that APA, Inc. and its officers, directors, and employees will not accept any shipments arriving collect or arriving without proper receipts or documentation.
- Empty Crate labels will be available at the APA, Inc. service desk. It is the Exhibitors responsibility to affix the label. It is understood that these labels are for EMPTY STORAGE ONLY, and APA, Inc. and its officers, directors, and employees assume no responsibility or liability for loss or damage to contents while containers are in storage or if form is labeled empty crate.
- In order to expedite removal of freight from the show site, APA, Inc. 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 forced through APA, Inc. and its designated carrier, where Exhibitor agrees to be responsible for payment of charges relating to the shipping and handling of the material. APA, Inc. assumes no liability as a result of such rerouting or handling.
- The Exhibitor agrees, in the event of a dispute with APA, Inc. or its officers, directors, and employees relative to any loss or damage to any of the exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to APA, Inc. for freight handling services or any other services provided by APA, Inc. or its subcontractors as an offset against the amount of the alleged loss of damage. Instead, the Exhibitor agrees to pay APA, Inc. prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against APA, Inc. or its officers, directors, and employees shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.



**HYATT REGENCY ATLANTA
SERVICE REQUEST ORDER FORM**

Group Name:	<input type="text"/>	Hotel Representative:	
Contact Name:	<input type="text"/>	Department:	Catering
Contact Telephone:	<input type="text"/>	Telephone:	404-460-6483
On Site Contact:	<input type="text"/>	Fax:	404.460.6499
		In house extension	
		e-mail:	

**ENGINEERING DEPARTMENT:
Electrical Service Requirements**

Location	Install Date	Install Time	Removal Date	Removal Time	Type of Service/ Notes	Number	Unit Price	Total Cost	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Total:								\$	-

Function Room Lock Change Requirements

Location	Install Date	Install Time	Removal Date	Removal Time	# Keys Needed/ Notes	# Locks	Unit Price	Total Cost	
						0	\$0.00	\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Total:								\$	-

Banners to be hung

Location	Install Date	Install Time	Removal Date	Removal Time	Special Instructions	# Banners	Unit Price	Total Cost	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Total:								\$	-

BILLING INFORMATION:

Subtotal:	\$	-
Tax:	\$	-
Total:	\$	-

- Check enclosed in the amount of:
- Charge to guest room #:
- Charge to group master account # (subject to approval by Hotel Accounting Dept.)
- Credit Card:

<input type="checkbox"/> Amex	<input type="checkbox"/> Diners Club
<input type="checkbox"/> Visa	<input type="checkbox"/> Carte Blanche
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover

Card Number:

Expiration:

Name as it appears on card:

AUTHORIZATION By my signature, I certify that I am authorized to obligate my organization for these charges:

Client Signature: _____



**Hyatt Regency Atlanta
Pricing Terms**

Engineering Department

Electrical Service		
120/ 208 Volt Single Phase Services	Advance Order	Floor Order*
20/ 10 Amps Each	\$120.00	\$165.00
30/ 15 Amps Each	\$160.00	\$225.00
60/ 30 Amps Each	\$250.00	\$350.00
100/ 50 Amps Each	\$350.00	\$480.00
200/ 100 Amps Each	\$700.00	\$970.00
208 Volt Three Phase Services	Advance Order	Floor Order*
30 Amps Each	\$300.00	\$420.00
60 Amps Each	\$360.00	\$500.00
100 Amps Each	\$480.00	\$675.00
200 Amps Each	\$980.00	\$1,350.00
400 Amps Each	\$1,900.00	\$2,700.00
Extension Cords (25 ft./ Medium Duty)	\$35.00	\$60.00
Extension Cords (50 ft. & up/ Heavy Duty)	\$50.00	\$70.00
Six Outlet Surge Protector Power Strip	\$25.00	\$40.00
Labor: Electrician	\$70.00	\$90.00
Labor: Other Assistance	\$35.00	\$50.00
Banner Hanging	Advance Order	Floor Order*
8 ft. or less	\$35.00	\$50.00
Over 8 ft.\ Any size in Centennial Blrm.	\$70.00	\$100.00
Helium Balloon Retrieval (Per Hour)	N/A	\$75.00
Water Service (Please submit a diagram)	Advance Order	Floor Order*
Hot or Cold Service	\$100.00	\$200.00
Function Room Lock Changes	Advance Order	Floor Order*
Breakout Rooms	\$50.00	\$90.00
Chicago room	\$180.00	\$270.00
Embassy Hall	\$180.00	\$270.00

Please note: The Centennial Ballroom, Grand Hall, Hanover Hall, and International Ballroom cannot be secured through a lock change. Hyatt Regency Atlanta takes no responsibility for items left unguarded in these rooms; Security Personnel are recommended

* Any request made less than seven days prior to the scheduled start of the function is considered a floor order

In arranging for a function room lock change, it is understood that the client understands and agrees to the following:

- 1.) Client accepts responsibility for closing and securing all doors to the room upon leaving
- 2.) Client understands that hotel staff will not have access to the room (and will not be able to enter to provide access for convention staff to enter or clean and refresh room)
- 3.) Client agrees to return to the hotel staff all keys distributed. Failure to return keys will result in a charge of \$45 per key per door

Telecommunications Department

Private Lines (DID Lines)*:	Advance Order	Floor Order
Installation	\$185.00	\$185.00
Telephone rental (Per Day)	\$15.00	\$15.00
Local/ Credit Card Calls (Each)	\$1.00	N/A
Long Distance Calls	Regular Toll Charges Apply	
House Lines*:	Advance Order	Floor Order
Daily Rental Fee (includes telephone)	\$75.00	\$75.00
Local/ Credit Card Calls (Each)	\$1.00	N/A
Other Services:	Advance Order	Floor Order
Standard Speaker Telephone (One Time Fee)	\$50.00	\$50.00
PolyCom Conference Telephone (Per Day)	\$375.00	\$375.00
ISDN High Speed Data Line (Per Day)	\$700.00	N/A

T1 High Speed Data Lines are available through Core Communications, (404) 588 - 4840

* DID lines provide access to in house, local, credit card/ operator assisted, and long distance dialing; House Lines provide access to in house, local, and credit card/ operator assisted dialing

Security Department

Security Services	Advance Order	Floor Order
Hyatt Security Officers (Per Hour- 4 hour minimum)	\$22.00	\$22.00
Uniformed Officer* (Per Hour- 4 hour minimum)	\$28.00	N/A
Uniformed Traffic Officer* (Per Hour- 4 hour minimum)	\$35.00	N/A
Fire Marshal* (Per Hour- 4 hour minimum)	\$25.00	N/A

*Note: The hiring of uniformed officers and fire marshals requires seven days notice



HYATT REGENCY ATLANTA SERVICE REQUEST ORDER FORM

Group Name:	<input type="text"/>	Hotel Representative:
Contact Name:	<input type="text"/>	Department:
Contact Telephone:	<input type="text"/>	Telephone: 404-460-6483
On Site Contact:	<input type="text"/>	Fax: 404.460.6499
		In house extension
		e-mail:

TELECOMMUNICATIONS DEPARTMENT

Telephone Line Requirements

Location	Install Date	Install Time	Removal Date	Removal Time	Type of Service	# Units	Unit Price	Total Cost
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total:							\$	-

Long Distance/ Access Charges (to be completed on site by hotel PBX Dept.)

Location of Line	Phone Number	Total Charge
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Total:		\$ -

BILLING INFORMATION (Does not include on site charges such as long distance and access charges):

Subtotal:	\$ -
Tax:	\$ -
Total:	\$ -

Check enclosed in the amount of:
 Charge to guest room #:
 Charge to group master account # *(subject to approval by Hotel Accounting Dept.)*
 Credit Card:

<input type="checkbox"/> Amex	<input type="checkbox"/> Diners Club
<input type="checkbox"/> Visa	<input type="checkbox"/> Carte Blanche
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover

Card Number:
 Expiration:
 Name as it appears on card:

AUTHORIZATION By my signature, I certify that I am authorized to obligate my organization for these charges:

Client Signature: _____