

Rowan Pacific Rim Decorators
 655 East Ship Creek Avenue
 Anchorage AK 99501
 276-1818 ph. / 276-6894 fax
nicole@rowandecorators.com

Alaska Telephone Association Showcase
 October 26th & 27th, 2011
Discount Due Date: October 19th, 2011

PAYMENT POLICY AND CREDIT CARD CHARGE AUTHORIZATION FORM

PAYMENT POLICY We require your credit card authorization to be on file with Rowan Pacific Rim Decorators. Payment may be made by checks drawn on a U.S. Funds Account, MasterCard, or VISA; however, we require your credit card authorization to be on file with Rowan Pacific Rim Decorators.

For you convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for the event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to standard Rates and processed only with full payment when placed.

CREDIT CARD AUTHORIZATION				<i>(Information must be Provided)</i>					
<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express	Expiration Date		<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>			
Account Number				Security Code					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
				X					
PRINT CARDHOLDER NAME				SIGNATURE OF CARDHOLDER					

UNPAID BALANCES- Should there be any unpaid balance after the close of the show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by ROWAN PACIFIC RIM DECORATORS shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF ALASKA.

Calculation of Orders	*PURCHASE ORDER IS NOT CONSIDERED PAYMENT*	TOTAL
Furnishings and Carpet		\$
Electric Service		\$
Drayage		\$
Installation/Dismantle Labor		\$
Other Rowan Services (Specify)		\$

Full Payment in U.S. funds drawn on a U.S. Bank **Total** \$

To simplify payment, send one check payable to Rowan Pacific Rim Decorators for your entire order or note the amount to be charged to your credit card.

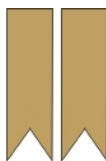
Charge my credit card in the amount of \$

Check No. Date In the amount of \$

Please Print Clearly

Company		Booth#	
Address			Country
City	State	Zip	
Phone ()	Fax ()		
Email			
Print Name			
Signature			Date

Rowan Use Only	
Date Received	
Check Amount	
Credit Card Ref.	
Posted by	
Invoice Number	



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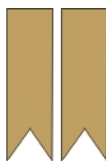
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TERMS AND CONDITIONS FOR ALL SERVICES BY ROWAN PACIFIC RIM DECORATORS TO LESSEES/CUSTOMERS

1. This lease/contract comprises the entire terms & conditions between Rowan Pacific Rim Decorators, Inc. and the Lessee/Customer. It is acknowledged that there are no understandings, representations, warranties, promises, verbal or otherwise, pertaining to this lease/contract or to the equipment, which is not incorporated herein expressly by reference or attached hereto.
2. Company shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and materials, as Rowan limits its liability to \$5.00 per article, with a maximum of \$50.00 per each claim situation.
4. Lessee/Customer agrees to pay 1-1/2% minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event Lessee/Customer does not meet Company payment terms.
5. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
6. All charges are earned upon performance by the Company, regardless of subsequent events.
7. The said equipment shall at all times remain and be the sole and exclusive property of the Company and the Lessee shall have only the right to use it under the conditions here contained. The rental equipment shall not be transferred, leased, used or subject to any person other than the Customer that ordered. This lease shall not be assigned by Lessee by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place or for any other purpose except that stipulated.
8. At the Company's sole option, and without any obligation on its part, Company shall at all times have the right of free access to the lease equipment for the purpose of inspecting it and watching its use or operation or determining the nature and extent of its use.
9. The Customer shall at all times and at his own expense keep the leased equipment in good, safe and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof. All rental equipment will be subject to a clean-up and damage charges, and Lessee will be charged for any equipment not available for pickup or returned to Company at the close of the event.

TERMS: Unless otherwise specialized, all prices are net upon presentation. Any items that are cancelled after our move-in are to be charged 1/3 of the standard rate of the item.

PLEASE RETURN FORMS W/ PAYMENT TO ROWAN FOR SERVICE. 276-1818 Phone / 276-6894 fax



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ELECTRICAL SERVICE: 120 VOLTS	Discount	Standard	24 Hour=1.5 x rate	QTY	Amount
0-500 Watts (5 Amps)	<u>\$64.75</u>	<u>\$74.25</u>	_____	_____	_____
501-1000 Watts (10 Amps)	<u>\$74.75</u>	<u>\$85.50</u>	_____	_____	_____
1001-1500 Watts (20 Amps)	<u>\$79.75</u>	<u>\$91.75</u>	_____	_____	_____
1501-2000 Watts	<u>\$84.75</u>	<u>\$97.50</u>	_____	_____	_____
2001-2500 Watts	<u>\$89.75</u>	<u>\$103.25</u>	_____	_____	_____
208 Volts Single or Three Phase (please indicate w/ "S" or "T")					
10 Amps	<u>\$99.25</u>	<u>\$114.25</u>	_____	_____	_____
15 Amps	<u>\$106.50</u>	<u>\$122.50</u>	_____	_____	_____
20 Amps	<u>\$113.75</u>	<u>\$130.75</u>	_____	_____	_____
30 Amps	<u>\$121.75</u>	<u>\$140.00</u>	_____	_____	_____
50 Amps (If over 50 amps, call for Quote)	<u>\$130.50</u>	<u>\$150.25</u>	_____	_____	_____

Labor Required: 1 Hour Minimum. The notice below includes the requirements for Electrical Labor.

Straight time = 7am - 8pm 7days a week	<u>\$58.75</u>	_____	_____	_____
Overtime = 8pm- 7am - 7days a week	<u>\$88.25</u>	_____	_____	_____

Additional Equipment & Service

500 Watt Overhead Floodlight (Includes outlet and labor)	<u>\$62.25</u>	<u>\$71.50</u>	_____	_____	_____
300 Watt Overhead Floodlight (Includes outlet and labor)	<u>\$56.50</u>	<u>\$65.00</u>	_____	_____	_____
Power Strip	<u>\$13.50</u>	<u>\$15.50</u>	_____	_____	_____
Ground 25ft extension cord	<u>\$10.25</u>	<u>\$11.75</u>	_____	_____	_____
Cube Tab	<u>\$11.25</u>	<u>\$13.00</u>	_____	_____	_____

PLEASE REMEMBER THAT AN ELECTRICAL INVENTORY IS PERFORMED BY A ROWAN REPRESENTATIVE IN THE MORNINGS. ANY ELECTRIC USED BUT NOT PAID FOR, WILL BE CHARGED TO THE EXHIBITOR THE FOLLOWING DAY. THANK YOU.

Electrical 208 Volt Outlets

Price does not include labor or material, one of which is required if exhibitor's equipment does not match Rowan's receptacle.

Hubbell#:

- 3523C, (10A) NEMA# 2510A, (20A) NEMA# L21-20R
 28101A, (30A) NEMA# L21-30R

Electrical labor or adapter plug must be ordered for 208 volt outlets. Indicate the manufacturer's NEMA number of your plug so that Rowan can try to match your equipment

Adapter plug to match exhibitor equipment plug:
 Hubble/NEMA#: _____ @ \$42.50

NOTICE

Your electrical service will be "on" at the start of the show. There may be intermittent power outages as we lay in. Please check at event desk if you need to test your equipment before exhibition.

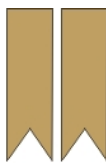
We are not responsible for voltage fluctuation or power failure at venue.

Labor: Regular 120 volt outlets do not require electrical labor. However, if any unusual arrangements are needed regardless of the type of outlet, you should order for your exhibit*

All electrical installations must meet safety specifications.

If over 50 Amps call or email for Quote

1. Only one outlet will be provided for each power line if ordered through management or exhibitor.
2. Power cannot be shared between booths.
3. Power is located at the rear of the booth
4. No refunds will be issued for services installed.
5. Pre-Order guaranteed by show opening.
6. Exhibitors must provide their own air regulator, fitting(s) and adaptor(s).
7. All power will be turned off 1 hour after show closing.



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Furniture: Chairs	Discount Rates	Standard Rates	Qty	Amount
Padded Chair - Gray	\$24.75	\$33.00	_____	_____
Padded Arm Chair - Gray	\$32.50	\$48.50	_____	_____
Chrome Folding Chair - White	\$7.50	\$9.75	_____	_____
Padded Stool	\$35.75	\$47.75	_____	_____
Wooden Stool	\$15.50	\$20.75	_____	_____

Tables: Round & Cocktail	Discount Rates	Standard Rates	Qty	Amount
42" Round Table Draped	\$65.50	\$88.75	_____	_____
42" Round Table Plain	\$28.50	\$38.00	_____	_____
42" Round Counter Draped	\$72.00	\$96.00	_____	_____
42" Round Counter Plain	\$34.25	\$42.00	_____	_____
Cocktail Table (24"d x 15"h)	\$45.50	\$59.38	_____	_____
Writing Table (24"d x 30"h)	\$48.50	\$63.13	_____	_____
Pedestal Table (24"d x 42"h)	\$50.25	\$65.75	_____	_____

Accessories	Discount Rates	Standard Rates	Qty	Amount
Wastebasket	\$8.25	\$11.00	_____	_____
Sign Easel	\$18.75	\$25.00	_____	_____
Coat Tree	\$20.25	\$27.00	_____	_____
6' Rolling Garment Rack	\$40.25	\$53.75	_____	_____
Chrome Sign Holder (22" x 28")	\$38.50	\$51.25	_____	_____
Bag Stand	\$38.50	\$51.25	_____	_____
Literature Rack	\$38.50	\$51.25	_____	_____
Chrome Aisle Stanchion	\$18.25	\$24.25	_____	_____
2 nd Fire Extinguisher	\$14.50		_____	_____
Plastic Chain (Price per foot)	\$1.75	\$2.25	_____	_____
Red velour Rope (Price per ft)	\$3.00/Ft	\$4.00/Ft	_____	_____
8' Tubes and Bases	\$11.25		_____	_____
6'-10' Expandable Rail	\$14.00		_____	_____
3' Tubes and Bases	\$7.50		_____	_____

Display Panels	Discount Rates	Standard Rates	Qty	Amount
Perforated Pegboard				
			<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal
2' x 8' (White)	\$33.00	\$44.00	_____	_____
4' x 8' (White)	\$65.00	\$86.75	_____	_____
↑(Hardware not included-1/8")				
Velcro Display Panel				
2' x 8' (Gray)	\$35.50	\$47.50	_____	_____
4' x 8' (Gray)	\$72.50	\$96.25	_____	_____
Pro-Panel				
7' x 38" (Gray)	\$32.50	\$43.25	_____	_____
↑Double Sided, Vertical Only				
*Vinyl over panels 1-1/2 times reg. price				
Burlap Panel, 4' x 8' (Tan)	\$62.75	\$83.50	_____	_____

Table Top Risers	Discount Rates	Standard Rates	Qty	Amount
One-Step Risers (8" High)				
4' x 8" One-Step Riser	\$17.00	\$22.50	_____	_____
6' x 8" One-Step Riser	\$22.25	\$29.50	_____	_____
Two-Step Risers (16" High)				
4' x 16" Two-Step Riser	\$20.50	\$25.50	_____	_____
6' x 16" Two-Step Riser	\$27.50	\$36.50	_____	_____
8' x 16" Two-Step Riser	\$37.00	\$49.25	_____	_____
Vinyl Riser Draping (Price/Ft)	\$5.00	\$6.75	_____	_____

Furniture: Tables	Discount Rates	Standard Rates	Qty	Amount
Standard Height (28" High)				
4' x 24" Table-Draped	\$47.00	\$62.50	_____	_____
4' x 24" Table- Plain	\$18.25	\$24.25	_____	_____
6' x 24" Table-Draped	\$57.50	\$76.50	_____	_____
6' x 24" Table-Plain	\$23.50	\$31.50	_____	_____
8' x 24" Table-Draped	\$66.50	\$78.00	_____	_____
8' x 24" Table-Plain	\$28.50	\$38.00	_____	_____

Counter Height (38" High)	Discount Rates	Standard Rates	Qty	Amount
4' x 24" Counter-Draped	\$52.75	\$70.25	_____	_____
4' x 24" Counter-Plain	\$29.00	\$38.75	_____	_____
6' x 24" Counter-Draped	\$62.00	\$83.00	_____	_____
6' x 24" Counter-Plain	\$31.00	\$41.50	_____	_____
8' x 24" Counter-Draped	\$72.00	\$96.00	_____	_____
8' x 24" Counter-Plain	\$34.25	\$45.75	_____	_____

Table Skirts	Discount Rates	Standard Rates	Qty	Amount
Table Skirt	\$32.75	\$38.50	_____	_____
Counter Skirt	\$35.75	\$41.50	_____	_____
Forth Side Skirted	\$25.00	\$33.50	_____	_____

Table/Fabric Draping Color Preferred:

Royal Blue Red Gold Brown Black Teal White
 Forest Green Dusty Rose Silver *Lime Green *no counter skirts

Fabric Wall	Discount Rates	Standard Rates	Qty	Amount
36" High Fabric Wall	\$5.25/ft	\$6.50/ft	_____	_____
7' High Fabric Wall	\$6.50/ft	\$7.50/ft	_____	_____
8' High Fabric Wall	\$6.75/ft	\$7.75/ft	_____	_____
11' High Fabric Wall	\$9.00/ft	\$12.00/ft	_____	_____

Other Color for Fabric Wall ONLY:

Ivory Orange Burgundy

There is no hanging of material off the fabric curtain.

Carpet	Discount Rates	Standard Rates	Qty	Amount
9' x 10' / (8' x 10') Carpet	\$77.25	\$94.25	_____	_____
9' x 20' / (8' x 20') Carpet	\$151.50	\$186.50	_____	_____
9' x 30' / (8' x 30') Carpet	\$234.32	\$267.25	_____	_____
9' x 40' / (8' x 40') Carpet	\$294.50	\$360.50	_____	_____

Price includes installation and taping from edge

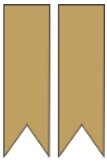
Carpet larger than 9' x 40' please call for quote

Custom Cut Carpet ____ft x ____ft	Call for Quote	_____	_____
Carpet Padding/sq. ft. ____ft x ____ft	\$.62 Sq.Ft.	\$.92 Sq.Ft.	_____
Visqueen Covering ____ft x ____ft	\$1.25 Sq. Ft.	\$2.25Sq. Ft.	_____
Additional Taping per linear ft.	\$.80/LF	\$1.04 LF	_____

Carpet Color Preferred:	Discount Rates	Standard Rates	Qty	Amount
<input type="checkbox"/> Red <input type="checkbox"/> Forest Green <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy				
BANNER FRAMEWORK	\$32.50/10'	\$56.75/10-20'	_____	_____

Company: _____ Booth# _____

Total for This Page \$ _____



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INBOUND FREIGHT AND DRAYAGE ONLY

Freight will not be brought to show until we receive this form with Payment

SHIPMENTS MUST BE PREPAID BY EXHIBITOR COMPANY. COLLECT SHIPMENTS WILL NOT BE ACCEPTED

LATEST TO RECEIVE FREIGHT AT ROWAN'S WAREHOUSE IS ONE DAY BEFORE SHOW OPENS

- Receive crated shipments at the warehouse
- Store up to 60 days prior to the show
- Deliver to the booth
- Removal and storage of empty containers
- Delivery of empty containers to booth at close of show

(For special handling of heavy equipment, please contact us directly for assistance)

OUTBOUND FORWARDING
 Your exhibit representative is responsible for filling out the proper bills of lading and labeling your outbound freight. Rowan or its agent will not accept responsibility for misdirected or lost shipments. Rowan or its Agent reserves the right to ship via the carriers of its choice. Outbound drayage is billed separately.

DRAYAGE CHARGES:

First 1 - 200 LBS.....\$65.75
 201 or more LBS.....\$0.33 CWT (.33 cents per lb)

SHIPMENTS MUST BE SENT TO ROWAN DECORATORS!

**Rates are based on straight time handling. Overtime handling is subject to an additional 25% charge. All charges are based on inbound freight weight. Special handling or rigging charges of large and awkward pieces will have additional charge assessed.*

ADDRESS SHIPMENTS:
EVENT/BOOTH#
 Your Company Name
 c/o Rowan Pacific Rim Decorators
 655 E Ship Creek Ave
 Anchorage, AK 99501

We will have an exhibitor representative at the show the day before move-out to assist with Outbound Shipping. We require a credit card number on file before we will deliver the freight to the show or handle any outbound shipments. For a specific rate quote, you can contact our office.

INBOUND FREIGHT INFORMATION			
# Pcs. (1/1)	Weight	Description	Carrier

Compute Costs if over 200 LBS							
Total lbs:		-200	=	lbs.	x \$0.33	= \$	+ \$65.75 = \$

Shipped from:		Est. Date of Arrival:	
City, State, Zip:		Tracking Info:	

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION/DISMANTLE LABOR

*Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. **Note:** if rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within (10) days of the close of the show.*

SHIPMENTS RETURNED TO WAREHOUSE

Crated material returned to the warehouse at the close of the show will be using Rowan Decorators Logistics Services. Freight is returned to our warehouse, and a BOL is filled out. We schedule & ship, using information obtained from above. There is a service fee of \$105.00 in addition to freight charges for this service.

Company	Booth#	Page Total	\$
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