

2009 Accounting and Business Expo

Long Island Marriott
May 12-13, 2009



Welcome to New York and the 2009 Accounting and Business Expo.

We are pleased that CSI has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success.

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the CSI Worldwide forms, you may find forms enclosed for services performed by the Venue or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may NOT be provided by CSI Worldwide.

Please review our payment policy carefully. As a reminder, CSI requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling not included with your initial payment.

Take advantage of our substantial price discounts! Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Please contact us at CSI with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

Official General Contractor

CSI Worldwide
16 Plaza Place
Bronx, NY 10465

Phone: (718) 931-2088
Fax: (718) 931-2888

Show Information

Backwall Drape:	Blue, White, White, Blue
Sidewall Drape:	Blue
Exhibit Hall Carpet:	Hall is Carpeted
Aisle Carpet:	None

Booth Package

Booth Size: 8'x10' and 6'x10'
One-line ID Sign (7" x 44") Provided Automatically

Production Timeline

*Be sure to check all order forms for **additional** deadlines.*

Discount Deadline	Mon., May 4th	Orders received with payment
Advance Shipments	Fri., April 10th Wed., May 6th	May begin arriving at Warehouse Last day to arrive at Warehouse without surcharges
Direct Shipments	Mon., May 11th	May begin arriving at Exhibit Site
Installation	Mon., May 11th	11 AM - 5 PM
Show Hours	Tues., May 12th Wed., May 13th	9 AM - 5 PM 9 AM - 3 PM
Dismantle	Wed., May 13th	3 PM - 9 PM

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Shipping Addresses

**Advance Shipments
to Warehouse**

(2009 Accounting and Business Expo / BOOTH NUMBER)
c/o CSI Worldwide
210 Clifton Boulevard
Clifton, NJ 07011

**Direct Shipments
to Exhibit Site**

(2009 Accounting and Business Expo / BOOTH NUMBER)
c/o CSI Worldwide
Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY 11553

Service Center

CSI is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling.

Union Information

To assist you in planning your participation in your New York area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Teamsters, Hilo Operators, Helper/Checkers

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver freight to exhibitor's booths. They also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

Carpenters

Carpenters handle the erection and dismantling of all display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Carpenters handle installation of drape background, table skirting and other items of a decorative nature. Carpenters install all carpeting and floor coverings, either rental and/or exhibitor owned. Carpenters deliver furniture and floor covering.

Electrical Union

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

What Can Exhibitors Do Without Union Personnel?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. This guide should help.

Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

Flameproofing

Table coverings as well as booth equipment must be made of non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

PAYMENT POLICY

9-G3

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Payment for Services

CSI Worldwide requires payment in full at the time services are ordered. Further, CSI requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

CSI Worldwide accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank.*

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. CSI Worldwide reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the CSI office for this show. CSI must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustments and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

Bank wire transfer information:

CSI Worldwide

c/o New Century Bank
Contact Name: Kaye Jordan
Account # 5144340 ABA #031302971
Telephone #(610) 995-0040
Fax # (610) 995-0043
CSI Worldwide Contact Name: Dorothy Navera
Phone # (610) 558-4500

To properly credit your account, send the following information to the CSI address listed on the order forms:

- exhibiting company name, show name, and booth number
- date and amount of transfer
- bank and country where transfer originated

If you have any questions regarding our payment policy,
please call CSI Worldwide at (718) 931-2088
or visit our Service Center at the show.

**Exhibitors will be charged a \$25.00 fee for returned NSF checks.*

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

9-G4

2009 Accounting and Business Expo
 Long Island Marriott
 May 12-13, 2009

Deadline Date
May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY		EMAIL ADDRESS			BOOTH NUMBER	
ADDRESS	street	city	state	zip	country	
PHONE	FAX			PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT			DATE	

X

CREDIT CARD CHARGE AUTHORIZATION

PROVIDE EXPIRATION DATE	EXPIRATION DATE:	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA* <input type="checkbox"/> AMERICAN EXPRESS								
	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table> *Include Security Code (3 Digit on reverse side of Card) (4 Digits on front of AMEX only)									
	Account Number:									
	CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE	CITY	STATE	ZIP	COUNTRY					
	CARDHOLDER'S SIGNATURE	CARDHOLDER'S NAME - PRINT								

PLEASE SIGN

X

Advance charges may be paid by company check but credit card information is required for freight, additional services or rentals ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received.

Our **Credit Policy** requires **100% Payment** with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the CSI Worldwide Co. in order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates. **ALL orders received at the Service Desk will be charged at Standard Rates. A \$20.00 surcharge will be added to your account if any credit charges for services are denied or if any checks are returned. TERMS: Due upon receipt. Unpaid accounts after 14 days from invoice date will accrue a service charge of 0.0575% per day, annual interest rate 21%. Exhibitors will be responsible for all fees connected with the collection of their accounts.**

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessories Order Form	\$
Standard Carpet Order Form	\$
Custom-Cut Carpet Order Form	\$
Sign and Art Work Order Form	\$
Display Labor Service Order Form	\$
Shipping Information and Freight Service Order Form	\$
Other CSI Services (Specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

\$	
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CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

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Show Management, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition.
- b. Assure the distribution of labor to all Exhibitors according to need.
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and the exposition itself.
- d. See that the proper type and limits of insurance are in force.
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify Show Management and CSI Worldwide LLC of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and CSI Worldwide LLC with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear and exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Venue prior to commencing work, and shall provide Show Management and CSI Worldwide LLC with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and CSI Worldwide LLC with a certificate of insurance showing the coverages and amounts, and naming the sponsor, CSI Worldwide LLC and the Venue as co-insured.
6. The independent contractor must follow the scheduled work times or pay any additional cost incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public spaces are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, service and storage areas will be under control of CSI Worldwide LLC.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning and drayage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

THIRD PARTY BILLING REQUEST

9-G6

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RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

The exhibiting firm is primarily responsible for the payment of charges. In the event you have arranged for an exhibit house or other party to handle your display and be billed for services, we will agree to this third party billing if they supply the appropriate credit card information below. Advance payment in full must accompany your order including estimated labor and drayage charges. Additionally, both firms must sign the following statement: **WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY FAILS TO PAY ALL CHARGES, SUCH CHARGES WILL BE PAID BY THE EXHIBITING FIRM ON DEMAND, INCLUDING ANY AND ALL FEES CONNECTED WITH THE COLLECTION OF THIS ACCOUNT.**

(Exhibiting Firm)

(Display House/3rd Party)

By: _____

(Authorized Signatures)

Exhibiting Firm

EXHIBITING FIRM

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

AUTHORIZED SIGNATURE

TITLE

AUTHORIZED NAME (PRINT)

Credit Card Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- Corporate
 Personal

- MasterCard
 VISA
 American Express

Account Number

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

The items checked below are to be invoiced to the Exhibiting Company:

- All Services
 I & D Labor
 Signs
 Booth Cleaning
 Rental Furniture
 Material Handling In & Out
 Other (Please Specify) _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

Third Party

EXHIBITING FIRM

ADDRESS

CITY

STATE

ZIP

PHONE

FAX

AUTHORIZED SIGNATURE

TITLE

AUTHORIZED NAME (PRINT)

Credit Card Charge Authorization

(Information Must Be Provided)

PROVIDE EXPIRATION DATE

EXPIRATION DATE

- Corporate
 Personal

- MasterCard
 VISA
 American Express

Account Number

CARDHOLDER'S NAME

PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

The items checked below are to be invoiced to the Third Party:

- All Services
 I & D Labor
 Signs
 Booth Cleaning
 Rental Furniture
 Material Handling In & Out
 Other (Please Specify) _____

PLEASE SIGN

X

CARDHOLDER'S SIGNATURE

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

Please complete and return this form by the Deadline above only if you are planning to use any company other than CSI Worldwide for the installation or dismantling of your exhibit.

INDEPENDENT DISPLAY HOUSE CONTRACTORS

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the (VENUE) in New York, NY and have completed the following questions.

Exhibiting Company Name: Booth Number:
Exhibiting Contact Person: Phone Number:
Contractor Company to be utilized:
Address:
Contractor Contact Name: Contractor Phone Number:

INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY

*Look at each individual order form to confirm what company is providing services ordered on that specific form. The third part billing information above and below is for use by CSI Worldwide only, therefore if a service that you have ordered is being provided by someone other than CSI Worldwide, you need NOT indicate that particular service below:

- EXHIBIT FURNITURE RENTAL
EXHIBIT/CUSTOM CARPET RENTAL
DISPLAY RENTAL PACKAGE
DRAYAGE SERVICES
AUDIO/VISUAL EQUIPMENT RENTAL
LEAD RETRIEVAL RENTAL
SIGN AND ART WORK
MISC. - PLEASE LIST:
CUSTOM FURNITURE RENTAL
PANELBOARD RENTAL
IN-BOOTH FORKLIFT
DISPLAY LABOR
CLEANING SERVICES
FLORAL RENTAL
PHOTOGRAPHY SERVICE

NOTE: Some order forms for furnishings and/or services listed above may be enclosed if a specific service or item is not offered for this Event. If you have any questions, please contact CSI Worldwide.

*Exhibiting company clearly understands that exhibiting company is ultimately responsible for payment of any and all services invoiced to third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to CSI Worldwide by the above deadline date.

Authorized Contact Signature Date Authorized Contact (Print)

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CSI in its sole discretion. Upon participation of any CSI show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once CSI has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to CSI or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. CSI Worldwide LLC and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by CSI.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CSI or its subcontractors 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 materials 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 CSI and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CSI or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

3. CSI and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CSI in time to obtain the proper equipment.

4. CSI and its subcontractors shall not be responsible 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, failure of power or utilities, and other events of force majeure.

5. CSI and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. CSI and its subcontractors are not insurers; i.e., CSI does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CSI under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by CSI, or from the negligence of CSI, its subcontractors or their respective employees. If such loss or damage occurs, the liability of CSI and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. CSI and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to 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 or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. CSI will not be bound to honor any claim or action brought against CSI or its subcontractors more than 60 days after the date of incident.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CSI and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CSI or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that CSI or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. CSI and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the CSI 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 CSI 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, CSI shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CSI and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CSI assumes no liability as a result of rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. CSI assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with CSI or its subcontractors related 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 CSI for freight handling services or any other services provided by CSI or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CSI prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CSI or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL - ESPECIALLY YOU !

CSI Worldwide is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a CSI Worldwide supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Attached you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

REMEMBER: SAFETY DOESN'T HAPPEN BY ACCIDENT!

SHIPPING GUIDELINES

4-R2

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Shipping Guidelines

We recommend you use a carrier specializing in trade shows. Exhibit freight is time-sensitive, and experience counts. If you are in doubt, call! CSI Worldwide can assist you in planning your shipments.

Please read the "CSI Limits of Liability and Responsibility" for important information on shipping.

Shipping Charges Please prepay all shipping charges. CSI cannot accept or be responsible for collect shipments.

Bill of Lading All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise. Upon shipping, immediately send copies of bills of lading to CSI and your on-site representative.

Handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. CSI will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation and no adjustments can be made.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, CSI will invoice the entire load at the *Uncrated* rate and will be unable to adjust charges later.

Consignment All shipments must be consigned c/o CSI Worldwide to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Shipping Labels Please use the shipping labels provided to expedite handling. For more labels, write, or call CSI Worldwide at (718) 931-2088.

Certified Weight Receipts The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. CSI will unload all shipments after your driver submits certified weight receipts at the receiving site.

Labor and Equipment Labor and equipment for unloading and loading are included with CSI freight handling rates for services. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment of exhibitors. Place your order for this labor using the *In-Booth Forklift & Labor Order Form*.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Empty Labels Shipping cartons will be picked up, stored, and returned after the show if they are affixed with empty labels by the exhibitor. These labels are available at the Service Desk and are for *empty storage only*.

Outgoing Shipments Shipping information, bills of lading and labels will be available at the CSI Worldwide Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup.

MATERIAL HANDLING ORDER FORM

4-R3

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Deadline Date
May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

1. All shipments must be sent prepaid. Collect shipments will not be accepted. Certified weight packets required for unloading.
2. The Advance Warehouse will ONLY accept packaged shipments, including crates, boxes and skids. No loose shipment will be accepted unless the delivering carrier cannot deliver the shipment to the exhibit facility, in which case a 50% surcharge will be added to the warehouse rate.
3. Loose, uncrated, or specialized carrier shipments should be sent DIRECTLY to the Convention Facility to arrive AFTER 2:00 PM on the first day of exhibit installation.
4. Consignment or delivery of a shipment to CSI Worldwide or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be considered as an acceptance by the Exhibitor of the Freight Terms and Conditions on the front of this page.
5. Outbound Bills of Lading must be filled out and turned into the Exhibitor Service Desk if designated carriers are to be used. The Exhibitor must make those arrangements directly with the carrier. If the designated carrier fails to show up in the required time frame, the shipment will be reconsigned to the house carrier. If no return information is provided, freight will be returned to the warehouse and storage charges will be applied.

ADVANCE SHIPMENTS TO CSI WORLDWIDE WAREHOUSE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	\$133.50	\$267.00 min	Materials Requiring Special Handling*	ST/ST	\$200.25	\$400.50 min
	ST/OT	\$200.00	\$400.00 min		ST/OT	\$300.00	\$600.00 min
	OT/OT	\$267.00	\$534.00 min		OT/OT	\$400.50	\$801.00 min

DIRECT SHIPMENTS TO EXHIBIT SITE (200 POUND MINIMUM PER SHIPMENT)

Rates Include: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. The rates for this service are:

Crated Materials	ST/ST	\$146.50	\$293.00 min	Materials Requiring Special Handling*	ST/ST	\$219.75	\$343.50 min
	ST/OT	\$220.25	\$440.50 min		ST/OT	\$330.50	\$515.50 min
	OT/OT	\$330.50	\$661.00 min		OT/OT	\$495.75	\$991.50 min

Uncrated Materials	ST/ST	\$183.25	\$366.50 min
	ST/OT	\$275.50	\$551.00 min
	OT/OT	\$413.25	\$826.50 min

SMALL PACKAGE: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.

FIRST CARTON	\$48.50
EACH ADDITIONAL CARTON	\$18.00

***NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS and FedEx.

Straight Time: Monday through Friday 8 AM to 4:30 PM. Trucks signing in after 2 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays and Holidays

Use "ST/ST" rate if freight will be handled on Straight Time into the show and out of the show.

Use "ST/OT" rate if freight will be handled one way on Straight Time and one way on overtime, either into the show or out of the show.

Use "OT/OT" rate if freight will be handled on overtime into the show and out of the show.

CALCULATION OF MATERIAL HANDLING CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

We will be shipping: _____ lbs. @ _____ per 100 lbs., 200 lbs minimum per shipment \$ _____

We will be shipping approximately _____ number of pieces.

Our shipment will be sent to Exhibit Site Warehouse on: _____ via: _____

1. Total Estimated Charges	\$
2. 30% Late Arrival Surcharge	\$
3. Excess Declared Value	\$
4. Payment Enclosed	\$

All orders are subject to the terms and conditions as outlined on the payment form.

STORAGE SERVICE ORDER FORM

4-R5

2009 Accounting and Business Expo
Long Island Marriott
May 12-13, 2009

Deadline Date
May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

“Full Service” Advantages After The Show **Keep Your Exhibit Materials in the (City) Area —** **Avoid Double Loading and Unnecessary Shipping Costs**

CSI Worldwide has available warehouse space throughout the country with facilities and services to:

- A.** Receive and hold your equipment and/or exhibition materials.
- B.** Provide delivery services for outbound shipping and/or local delivery.
- C.** Facilitate interstate shipping.
- D.** Coordinate labor installation and dismantling services for shows.
- E.** Provide complete personalized supervision.

In addition, our facilities include a Carpenter Shop to refurbish damaged materials.

Storage Rates are as follows:

Freight routed to warehouse for carrier pick-up and/or

Forwarding Instructions (1000 lb. minimum) \$34.00 cwt.

CSI Warehouse for long-term storage (1000 lb. minimum) \$28.00 cwt.

CSI Warehouse for an upcoming CSI show (1000 lb. minimum) \$17.00 cwt.

Storage per month minimum charge of \$45.00 per month or \$ 6.00 cwt.

Warehouse handling in (1000 lb. minimum) \$12.00 cwt.

Warehouse handling out (1000 lb. minimum) \$12.00 cwt.

Note: CSI has warehouse facilities and services in many cities throughout the country.
Contact us for information in your area.

Yes! We are interested in storing our exhibition materials after this show.

Please contact our representative _____

Telephone: _____

All orders are subject to the terms and conditions as outlined on the payment form.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Contact CSI Worldwide for additional labels.

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

2009 Accounting and Business Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
210 Clifton Boulevard
Clifton, NJ 07011

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Wednesday, May 6, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

2009 Accounting and Business Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
210 Clifton Boulevard
Clifton, NJ 07011

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Wednesday, May 6, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

2009 Accounting and Business Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
210 Clifton Boulevard
Clifton, NJ 07011

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Wednesday, May 6, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

2009 Accounting and Business Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
210 Clifton Boulevard
Clifton, NJ 07011

SHIPMENT SHOULD ARRIVE ON OR BEFORE:
Wednesday, May 6, 2009

Carrier _____

Number _____ of _____ pieces



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Contact CSI Worldwide for additional labels.

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
2009 Accounting and Business Expo
NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY 11553

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, May 11, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
2009 Accounting and Business Expo
NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY 11553

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, May 11, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
2009 Accounting and Business Expo
NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY 11553

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, May 11, 2009

Carrier _____

Number _____ of _____ pieces



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY
2009 Accounting and Business Expo
NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
Long Island Marriott
101 James Doolittle Boulevard
Uniondale, NY 11553

SHIPMENT WILL BE ACCEPTED BEGINNING:
Monday, May 11, 2009

Carrier _____

Number _____ of _____ pieces



CARPET RENTAL ORDER FORM

1-F

2009 Accounting and Business Expo
 New York Hilton Hotel & Towers
 May 12-13, 2009

Discount Deadline Date
 May 4, 2009
Custom Carpet Deadline Date
 April 10, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE

X

STANDARD EXHIBIT BOOTH CARPET

Standard exhibit booth carpet includes rental, installation, removal and front edge taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet IS NOT designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area carpet is desired, see selection below. Color/Size Selection: Choices NOT indicated will be selected by CSI Worldwide to coordinate with show colors and size of exhibit.

DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	STANDARD EXHIBIT BOOTH CARPET COLORS (Please Choose)
10'x10'	124	\$ 166.50	\$ 249.75	<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Navy (08) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Green (10) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18)
10'x20'	125	\$ 335.25	\$ 503.00	
10'x30'	126	\$ 503.00	\$ 754.50	
10'x40'	127	\$ 611.75	\$ 917.75	

COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

Color/Size Selection: Choices NOT indicated will be selected by CSI Worldwide to coordinate with show colors and size of exhibit.

DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	COMPLETE EXHIBIT AREA CARPET COLORS (Please Choose)
Complete Exhibit Area	(128)	\$3.50 Sq Ft	\$5.25 Sq Ft	<input type="checkbox"/> Black (04) <input type="checkbox"/> Blue (06) <input type="checkbox"/> Maroon (11) <input type="checkbox"/> Navy (08) <input type="checkbox"/> Gray (09) <input type="checkbox"/> Green (10) <input type="checkbox"/> Red (14) <input type="checkbox"/> Teal (18)

CUSTOM DECORATORS PLUSH CARPET

Custom carpet is an upgraded 34 oz. Carpet in 12 decorator colors. Swatches will be sent to you upon request.

ORDERS MUST BE RECEIVED IN OUR OFFICE 4 WEEKS PRIOR TO THE SHOW. Minimum order for custom carpet is 100 sq. ft.

DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE	CUSTOM DECORATORS PLUSH CARPET COLORS (Please Choose)
Custom Carpet	(150)	\$3.75 Sq Ft	\$5.75 Sq Ft	<input type="checkbox"/> Medium Blue (45) <input type="checkbox"/> Silver Cloud (59)) <input type="checkbox"/> Cabernet (48) <input type="checkbox"/> Navy (47) <input type="checkbox"/> Emerald (46) <input type="checkbox"/> Frost (41) <input type="checkbox"/> Charcoal (60) <input type="checkbox"/> Wheat (49)

PADDING - VISQUEEN (PLASTIC COVERING) AND CARPET TAPE

Rates include Installation and Dismantling.

DESCRIPTION	ITEM #	DISCOUNT PRICE	STANDARD PRICE
Padding	(132)	\$2.00/Sq Ft	\$3.00/Sq Ft
Visqueen (Plastic Covering)	(149)	\$.80/Sq Ft	\$1.25/Sq Ft
Additional Carpet Tape		\$1.50/Ln Ft	\$2.25/Ln Ft

PLACE ORDER HERE

Item #	Description	Price	Quantity	Total Price
124	10'x10' Standard Carpet			\$
125	10'x20' Standard Carpet			\$
126	10'x30' Standard Carpet			\$
127	10'x40' Standard Carpet			\$

Item #	Description	Total Sq Ft	x	Price/Sq Ft	=	Total Price
						\$
						\$
						\$

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate.
 Cancellation after installation will be 100% of prevailing rate.

1. Total All Items Ordered	\$
2. 8.375% NY Sales Tax	\$
3. Payment Enclosed	\$

Late Request: Requests after deadline will be filled as available at the standard rate.

FURNITURE & ACCESSORIES ORDER FORM

1-F1

2009 Accounting and Business Expo
 New York Hilton Hotel & Towers
 May 12-13, 2009

Discount Deadline Date
May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CHAIRS				CUSTOM BOOTH DRAPE			
101	Plastic Side Chair	\$ 57.00	\$ 85.50	<i>8' H Back Drape and 36"H Side Drape — 4 feet minimum order</i>			
102	Upholstered Side Chair	\$ 80.25	\$ 120.50	001	Linear Ft. of Back Drape per ft.	\$ 14.75	\$ 22.25
103	Upholstered Stool	\$ 87.25	\$ 91.75	002	Linear Ft. of Side Drape per ft.	\$ 12.75	\$ 19.25
TABLES				<input type="checkbox"/> Beige(01) <input type="checkbox"/> Black(02) <input type="checkbox"/> Blue(03) <input type="checkbox"/> Maroon(04) <input type="checkbox"/> Forest Green(05) <input type="checkbox"/> Gold(06) <input type="checkbox"/> Gray(07) <input type="checkbox"/> Purple(09) <input type="checkbox"/> Red(10) <input type="checkbox"/> Teal(11) <input type="checkbox"/> White(12)			
105	36" Round Pedestal Table (30" High or 40" High) "Please Specify"	\$ 160.00	\$ 240.00	BOOTH ACCESSORIES			
DISPLAY TABLES (30" HIGH X 2' WIDE)				133	Chrome Sign Holder	\$ 62.50	\$ 93.75
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt on 3 Sides</i>				134	Aluminum Easel	\$ 27.75	\$ 41.75
114	Skirted 4' Table (Skirted 4 Sides)	\$ 109.00	\$ 163.50	135	Clothes Tree	\$ 69.25	\$ 138.50
115	Skirted 6' Table	\$ 132.25	\$ 198.50	136	Bag Stand	\$ 69.25	\$ 104.00
116	Skirted 8', Table	\$ 172.25	\$ 258.50	137	Garment Rack	\$ 69.25	\$ 104.00
117S	4th Side Skirted, Optional	\$ 39.50	\$ 59.25	139	Literature Rack	\$ 69.25	\$ 104.00
DISPLAY COUNTERS (42" HIGH X 2' WIDE)				140	Stanchion	\$ 37.00	\$ 55.50
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt on 3 Sides</i>				141	Stanchion Chain <i>Price/Ft.</i>	\$ 4.00	\$ 6.00
121	Skirted 4' Counter (Skirted 4 Sides)	\$ 138.00	\$ 207.00	142	Ticket Tumbler	\$ 107.25	\$ 161.00
122	Skirted 6' Counter	\$ 155.25	\$ 233.00	143	Refrigerator	\$ 272.75	\$ 409.25
123	Skirted 8' Counter	\$ 172.75	\$ 259.25	144	Pegboard, White	\$ 119.75	\$ 179.75
117T	4th Side Skirted, Optional	\$ 45.50	\$ 68.25	"Select Placement Below"			
RISERS				145	Tackboard, Gray (4'x8')	\$ 126.50	\$ 189.75
<i>(12"W, Draped in White Plastic)</i>				"Select Placement Below"			
129	6' Single Tier, 7" H x 12" W	\$ 30.75	\$ 46.25	146	Wastebasket	\$ 15.50	\$ 23.25

PLACE ORDER HERE

Table / Counter Skirt Color (Color not indicated will be selected by CSI to coordinate with show colors):

Beige(01) Black(02) Blue(03) Maroon(04) Forest Green(05) Gold(06) Gray(07) Purple(09)
 Red(10) Teal(11) White(12)

SELECT

Optional 4th Side TABLE Skirt: 6' 8' **Optional 4th Side COUNTER Skirt:** 6' 8'

Tackboard / Pegboard Placement: Horizontal Vertical

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$

Prices include delivery, installation, rental, and removal.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Orders received after the discount deadline date are subject to availability and/or substitutions.

1. Total All Items Ordered **\$**

2. 8.375% NY Sales Tax **\$**

3. Payment Enclosed **\$**

FURNITURE PACKAGE ORDER FORM

1-FP

2009 Accounting and Business Expo

Long Island Marriott
May 12-13, 2009

Deadline Date

May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

CSI Worldwide Furniture Packages offer significant savings! Rent any furniture package and save 10% off the regular price, if these items were rented separately.

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
FP101	Furniture Package 1 <i>Includes: (1) 6' Decorated Table, (2) Plastic Chairs, (1) Wastebasket</i>	\$ 235.50	\$ 353.25	FP102	Furniture Package 2 <i>Includes: (1) 6' Decorated Counter, (2) Stools, (1) Wastebasket</i>	\$ 318.50	\$ 477.75
FP103	Furniture Package 3 <i>Includes: (1) 8' Decorated Table, (2) Chairs, (1) Wastebasket</i>	\$ 271.50	\$ 407.25	FP104	Furniture Package 4 <i>Includes: (1) 8' Decorated Counter, (2) Stools, (1) Wastebasket</i>	\$ 334.25	\$ 501.50
FP105	Furniture Package 5 <i>Includes: (1) Starbase Table, (3) Chairs, (1) Wastebasket</i>	\$ 334.25	\$ 501.50	<i>Prices include delivery, installation, rental and removal</i>			

PLEASE INDICATE COLOR CHOICE

Table Skirt Color

For Furniture Packages 1, 2, 3 and 4 Only

Choices not indicated will be selected by CSI to coordinate with show colors of exhibit.

- | | | |
|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Green(10) | <input type="checkbox"/> Plum(19) | <input type="checkbox"/> White(16) |
| <input type="checkbox"/> Black(04) | <input type="checkbox"/> Gold(08) | <input type="checkbox"/> Red(14) |
| <input type="checkbox"/> Blue(06) | <input type="checkbox"/> Gray(09) | <input type="checkbox"/> Teal(18) |
| | <input type="checkbox"/> Maroon(11) | |

PLACE ORDER HERE

ITEM #	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
<i>Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</i>				1. Total All Items Ordered	\$
<i>Orders received after the discount deadline date are subject to availability and/or substitutions.</i>				2. 8.375% NY Sales Tax	\$
				3. Payment Enclosed	\$

CSI MODULAR DISPLAY ORDER FORM

5-M

2009 Accounting and Business Expo

Long Island Marriott
May 12-13, 2009

Deadline Date

May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM #	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
CSI MODULAR DISPLAY EXHIBITS				ACCESSORIES			
505A	10x20 Inline	\$ 11129.75	\$ 21464.63	535	Small Light Box	\$271.75	\$407.75
530A	10X10 Inline	\$ 1343.75	\$ 1411.00	536	Medium Light Box	\$439.75	\$659.75
530F	10x10 Inline	\$ 2534.75	\$ 3802.25	537	Large Light Box	\$557.00	\$835.50
				538	1-Meter Information Counter	\$306.25	\$459.50
				539	2-Meter Information Counter	\$518.50	\$777.75
				540	1-Meter Curved Info. Counter	\$605.25	\$908.00
				541	1-Meter x 8' Slatwall	\$384.00	\$576.00
				542	Waterfall with Hooks	\$ 24.75	\$ 37.25
				543	1-Meter Shelf	\$ 51.50	\$ 77.25
				544	Wire-Wall Panel, Black or White	\$374.75	\$561.75
				545	Armlight, Black or White	\$ 65.50	\$ 98.25

Delivery, installation, rental, and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

INDICATE CHOICES AND PLACE ORDER

16 oz. Standard Carpet

Choices not indicated will be selected by CSI to coordinate with show colors and size of exhibit.

- Black(04) Navy(08) Plum(19)
 Blue(06) Gray(09) Red(14)
 Maroon(11) Green(10) Teal(18)

Choose Fabric or Laminate Panel Type (a or b) and then select Color.

Choices not indicated will be selected by CSI to coordinate with show colors and size of exhibit.

a. Fabric Panel:

- Black Blue Gray

b. Standard Laminate Panels:

- Black White
 Blue Gray

Optional Panels are Maple or Amber Wood (Call for Quote / Availability)

Standard Metal Choice Silver Black

Optional Metal Choice is White (Call for Quote / Availability)

Armlight: Black White

Wirewall Panel: Black White

Plexi: Clear Smoke

Electrical Under Carpet? Yes No

Table Skirt Color

Choices not indicated will be selected by CSI to coordinate with show colors and size of exhibit.

- Green(10) Plum(19) White(16)
 Black(04) Gold(08) Red(14)
 Blue(06) Gray(09) Teal(18)
 Maroon(11)

ITEM #	DESCRIPTION	PRICE	QTY.	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

1. Total All Items Ordered	\$
2. 8.375% NY Sales Tax	\$
3. Payment Enclosed	\$

An EPS Vector format file with all fonts converted to outline and hard copy must be received with this order to receive a Custom ID Sign. Signs will be Black text on White. Color signs are additional, please call for a quote.

If Custom ID is not required, please indicate ID copy. Print or type.

- For Additional Custom Graphics, please call (718) 931-2088
- For Custom Exhibits, please call (718) 931-2088

SIGNAGE AND ARTWORK ORDER FORM

6-S

2009 Accounting and Business Expo
 New York Hilton Hotel & Towers
 May 12-13, 2009

Discount Deadline Date
 May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small>		<small>AUTHORIZED CONTACT - PLEASE PRINT</small>
X		<small>DATE</small>

All standard signs are digitally produced on foamcore.
 Standard sign include up to 10 words and a selection of colors.

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	QUANTITY	TOTAL PRICE
600	7" x 11"	\$ 45.25	\$ 68.00		
601	7" x 44"	\$ 50.50	\$ 75.75		
602	11" x 14"	\$ 63.00	\$ 94.50		
603	14" x 22"	\$ 83.00	\$ 124.50		
604	14" x 44"	\$ 109.25	\$ 164.00		
605	22" x 28"	\$ 128.25	\$ 192.50		
606	28" x 44"	\$ 219.50	\$ 359.25		
607	10" x 60"	\$ 134.50	\$ 201.75		
608	20" x 60"	\$ 208.50	\$ 312.75		
609	40" x 60"	\$ 281.00	\$ 421.50		
610	48" x 96"	\$ 544.50	\$ 816.76		
	Additional Words Cost per Word	\$ 3.75	\$ 5.75		
	Easel Back	\$ 10.50	\$ 15.75		

SELECT COLORS	Background Color: (White will be provided if no color is chosen below) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Yellow	1. Total All Items Ordered \$
	Copy Color: (Black will be provided if no color is chosen below) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Yellow	2. 8.375% NY Sales Tax \$
		3. Payment Enclosed \$

COMPLETE COPY	Indicate: <input type="checkbox"/> Vertical — OR — <input type="checkbox"/> Horizontal. Please print. Attach a layout to this form if necessary.
----------------------	---

CUSTOM SIGNS • Graphic Design • Large Format Printing • Desktop Publishing • POP Displays • Backlit Graphics
 Lamination • Vinyl Graphics • Logo Reproduction • Graphics Presentation • Vinyl Banners
 Call CSI Worldwide at (718) 931-2088 for Custom Work and Quotation.

2009 Accounting and Business Expo
 Long Island Marriott
 May 12-13, 2009

Deadline Date
May 4, 2009



RETURN TO: CSI Worldwide • 16 Plaza Place • Bronx, NY 10465 • Phone (718) 931-2088 • Fax (718) 931-2888

<small>COMPANY</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
<small>AUTHORIZED CONTACT SIGNATURE</small> X	<small>AUTHORIZED CONTACT - PLEASE PRINT</small>	<small>DATE</small>

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY CSI.** CSI requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE DISPLAY LABOR RATES IF ORDERED BY THE ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	CARPENTERS
Overtime	All other times Monday through Friday, and all day on Saturdays	\$137.25 per hour
Double Time	All day on Sundays and Holidays	\$188.50 per hour
		\$242.50 per hour

REGULAR DISPLAY LABOR RATES IF ORDERED AFTER THE ABOVE DEADLINE DATE

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	CARPENTERS
Overtime	All other times Monday through Friday, and all day on Saturdays	\$171.50 per hour
Double Time	All day on Sundays and Holidays	\$235.50 per hour
		\$302.75 per hour

PLEASE INDICATE SERVICE NEEDED

- CSI SUPERVISED LABOR (Please complete the Display Labor Information Form Page 2 of 2)**
CSI will provide the following service:
1. Unpack and install display labor before exhibitor arrival at show site
 2. Dismantle, pack and arrange to ship display after show closing
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED LABOR** **NOTE: If exhibitor fails to pick up men at time ordered, a one (1) hour no-show charge will be assessed.**
Exhibitor will supervise.
1. Indicate workers needed for installation and dismantling.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. CSI Worldwide will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of CSI Worldwide is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 30% (\$50.00) CSI Supervision	\$
3. 8.375% NY Sales Tax	\$
4. Total Payment Enclosed	\$

2009 Accounting and Business Expo

Long Island Marriott
May 12-13, 2009

Deadline Date
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DATE

X

Inbound Freight Information

Carrier Shipped By Date
Number of Pieces Weight Pro Number
Target Date Loose Display Crated Display
Shipped To: (Check One) Warehouse Showsite

Set-up Information for CSI Installation

Set Up Drawings Attached Rental Carpet Color
Set Up Drawings With Exhibit Own Carpet Color
Case/Crate Number Padding
Number of Workers required for set up Approximate time for set up
Forklift Ordered Hrs. Time Special Equipment Required

Did You Order —

Electrical Yes No Electrical Under Carpet Yes No
Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
Booth Cleaning Yes No Other Items
Furniture Yes No
A/V Furniture Yes No
Telephone Yes No

Outbound Freight Information

Outbound Freight Charges Consigned To
Prepaid Collect Address
Bill To City/State/Zip
Second Consignee
Address
City/State/Zip
Method Common Carrier AirFreight Vanline Other
Carrier (if known)
Contact Phone

Emergency Contact Information / Showsite Contact

Name Title
Telephone
Other Means of Contacting This Person
Contact's Hotel Arrival Departure
Purchasing Authorization Yes No

FORKLIFT & LABOR ORDER FORM

3-F

2009 Accounting and Business Expo
 Long Island Marriott
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DATE

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**PLEASE COMPLETE THIS FORM FOR ALL FORKLIFT AND LABOR NEEDED.
 TO DETERMINE IF YOU NEED FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning and reskidding equipment and machinery.
2. A forklift is required for moving equipment and materials weighing 200 pounds or more.
3. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24 hour notice shall be charged a (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and forklift. Equipment and Labor thereafter is charged in half (1/2) hour increments.

GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY CSI. CSI requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE DISPLAY LABOR RATES IF ORDERED BY THE ABOVE DEADLINE DATE:		FORKLIFT WITH OPERATOR	EXTRA LABORER (\$)
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$300.00 per hour	\$ 96.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$393.75 per hour	\$137.75 per hour
Double Time	All day on Sundays and Holidays	\$499.25 per hour	\$198.50 per hour

REGULAR DISPLAY LABOR RATES IF ORDERED AFTER THE ABOVE DEADLINE DATE			
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$375.00 per hour	\$120.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$492.25 per hour	\$172.00 per hour
Double Time	All day on Sundays and Holidays	\$623.75 per hour	\$248.25 per hour

PLEASE INDICATE SERVICE NEEDED

CSI WORLDWIDE IS RESPONSIBLE FOR THE FOLLOWING SERVICES: (Please Circle One)

- UNCRATING
- LEVELING
- RESKIDDING
- UNSKIDDING
- DISMANTLING
- POSITIONING
- RECRATING

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. CSI Worldwide will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of CSI Worldwide is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 8.375% NY Sales Tax	\$
3. Total Payment Enclosed	\$

SIGN HANGING INFORMATION FORM

3-H

2009 Accounting and Business Expo

Long Island Marriott
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HANGING SIGNS

CSI is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with the order.

TRUSS & HOISTS

CSI is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by CSI.

**Please complete and return the
Hanging Sign/Truss Order Form
by May 4, 2009.**

By sending us this information in advance,
you will help us assure your sign is
properly assembled and installed.

Shipping Instructions

All "CSI Supervised" hanging signs should be received in advance at the CSI Warehouse by May 6, 2009.

Please ship all hanging signs in a separate container with the special sign label on this sheet. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.

See *Shipping Information* and *Shipping Guidelines* for more information.

RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2009 Accounting and Business Expo

NAME OF EXHIBITION

BOOTH NUMBER

C/O CSI WORLDWIDE
210 Clifton Boulevard
Clifton, NJ 07011

**SHIPMENT SHOULD ARRIVE ON OR BEFORE:
May 6, 2009.**

Carrier _____

Number _____ of _____ pieces



SIGN HANGING LABOR ORDER FORM

3-H1

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AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

CSI WORLDWIDE IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS AND TRUSSES.

A crew will be assigned consisting of a lift with two riggers for aerial work.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the labor desk and supervise the work to be done for EXHIBITOR SUPERVISED labor not scheduled for 8 AM. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24 hour notice shall be charged a (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and lift will apply.

The minimum charge for labor is one (1) hour per worker and lift. Equipment and Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY CSI.** CSI requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE DISPLAY LABOR RATES IF ORDERED BY THE ABOVE DEADLINE DATE:		LIFT WITH CREW	EXTRA LABORER (S)
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$518.25 per hour	\$ 96.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$621.00 per hour	\$137.75 per hour
Double Time	All day on Sundays and Holidays	\$710.25 per hour	\$198.50 per hour

REGULAR DISPLAY LABOR RATES IF ORDERED AFTER THE ABOVE DEADLINE DATE			
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$645.25 per hour	\$120.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays	\$776.25 per hour	\$172.00 per hour
Double Time	All day on Sundays and Holidays	\$888.00 per hour	\$248.25 per hour

SIGN INFORMATION, DESCRIPTION AND PLACEMENT

CSI SUPERVISED

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

SHAPE OF SIGN (Circle one sign typer per order)

Square Rectangle Triangle
Circle Other _____

EXHIBITOR SUPERVISED

Exhibitor will supervise.

DIMENSIONS & WEIGHT OF SIGN

Width _____ Length _____ Height _____
Weight _____ lbs.
_____ of Structural Pick Points
lbs _____ at each point

TYPE OF SIGN (Circle one sign typer per order)

Banner Structural Sign Systems

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN

(Must be compliant with Show Rules and Regulations) _____ Feet

IS YOUR SIGN ELECTRICAL? If yes, order requirements on

Electrical Order Form and not "For Hanging Sign" YES NO

DOES YOUR SIGN REQUIRE ASSEMBLY? If yes, CSI will assemble your sign prior to hanging. See Sign Hanging Information Form.
YES NO

Include engineer stamped assembly and hanging instructions with the order. CSI accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend CSI and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

LOCATION OF SIGN / DIMENSIONS OF TRUSS: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign / truss placed.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
						\$
						\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

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1. Total Labor Ordered	\$
2. 30% (\$50.00) CSI Supervision	\$
3. 8.375% NY Sales Tax	\$
4. Total Payment Enclosed	\$

BOOTH LAYOUT

3-B

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X

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- Hanging Signs
- Pegboard / Tackboard
- Special Colored Drape
- CSI Modular Display (If exhibit size is smaller than booth size)
- Pad and Carpet (If you are not carpeting your entire booth)

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

CLEANING ORDER FORM

2-C

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X

The cleaning services provided by the exhibit hall include only a general sweeping of the aisle. All rental carpets ordered from CSI Worldwide are installed in clean condition. Any cleaning service required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below. Cleaning will be done each evening. **The cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth, 100 square feet minimum. Any cleaning service required within your booth the following morning will result in a re-vacuum charge of \$.21 per square foot.**

VACUUMING

	<i>Discount Price</i>	<i>Regular Price</i>
<small>This service includes emptying your wastebasket nightly.</small>		
200 Vacuuming for Duration of the Show.....price per square foot per day of show	\$ 0.30	\$ 0.45
201 Vacuuming Per Day.....price per square foot per day	\$ 0.40	\$ 0.60
202 Vacuuming Before Show Open Only.....price/sq. ft.	\$ 0.45	\$ 0.70

PORTER SERVICE

CSI Worldwide will empty wastebasket and wipe down counters at two hour intervals, show hours only, for the duration of the show. **Vacuuming not included.** Calculate by your booth size.

205 0-500 Sq. Ft.....per day	\$ 205.25	\$ 308.00
206 501-1500 Sq. Ft.....per day	\$ 277.75	\$ 416.75
207 1500-3000 Sq. Ft.....per day	\$ 350.75	\$ 526.25
208 3001 Sq. Ft. and above.....per day	\$ 435.50	\$ 653.25

PORTER SERVICE LABOR RATES AS FOLLOWS:

Use for booth wipedown, ice removal, etc. Hourly rates are listed below (4 Hour Daily Minimum).

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 39.00 per hr	\$ 58.50 per hr
Overtime	All other times Monday through Friday, and all day on Saturdays & Sundays	\$ 58.25 per hr	\$ 87.50 per hr

PLEASE INDICATE SERVICE NEEDED

Calculate Total Square Footage: _____ Width x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service? _____ Yes _____ No

Please List dates Vacuuming Per Day / Periodic Porter Service is needed:

PLACE ORDER HERE

ITEM#	DESCRIPTION	TOTAL SQ. FT.	X	PRICE/SQ. FT.	X	NO. OF DAYS	=	TOTAL PRICE
200	Vacuuming Duration							\$
201	Vacuuming Per Day							\$

ITEM #	DESCRIPTION	TOTAL SQ. FT.	X	PRICE/SQ. FT.	X	NO. OF DAYS	=	TOTAL PRICE
202	Vacuuming Before Show Only							\$

ITEM #	DESCRIPTION	TOTAL SQ. FT.	X	NO. OF DAYS	X	NO. OF DAYS	=	TOTAL PRICE
	Periodic Porter Service							\$

	1. Total All Items Ordered	\$
	2. 8.375% NY Sales Tax	\$
	3. Payment Enclosed	\$

To avoid any misunderstanding regarding services, please bring any discrepancies to our attention at the CSI Worldwide Service Desk. CSI will be unable to adjust invoices after the close of the show.