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2017

11TH BIENNIAL

ISAKOS

CONGRESS 2017

JUNE 4-8, 2017
SHANGHAI, CHINA



EXHIBITION GUIDE

www.isakos.com

2017 11TH BIENNIAL
ISAKOS CONGRESS
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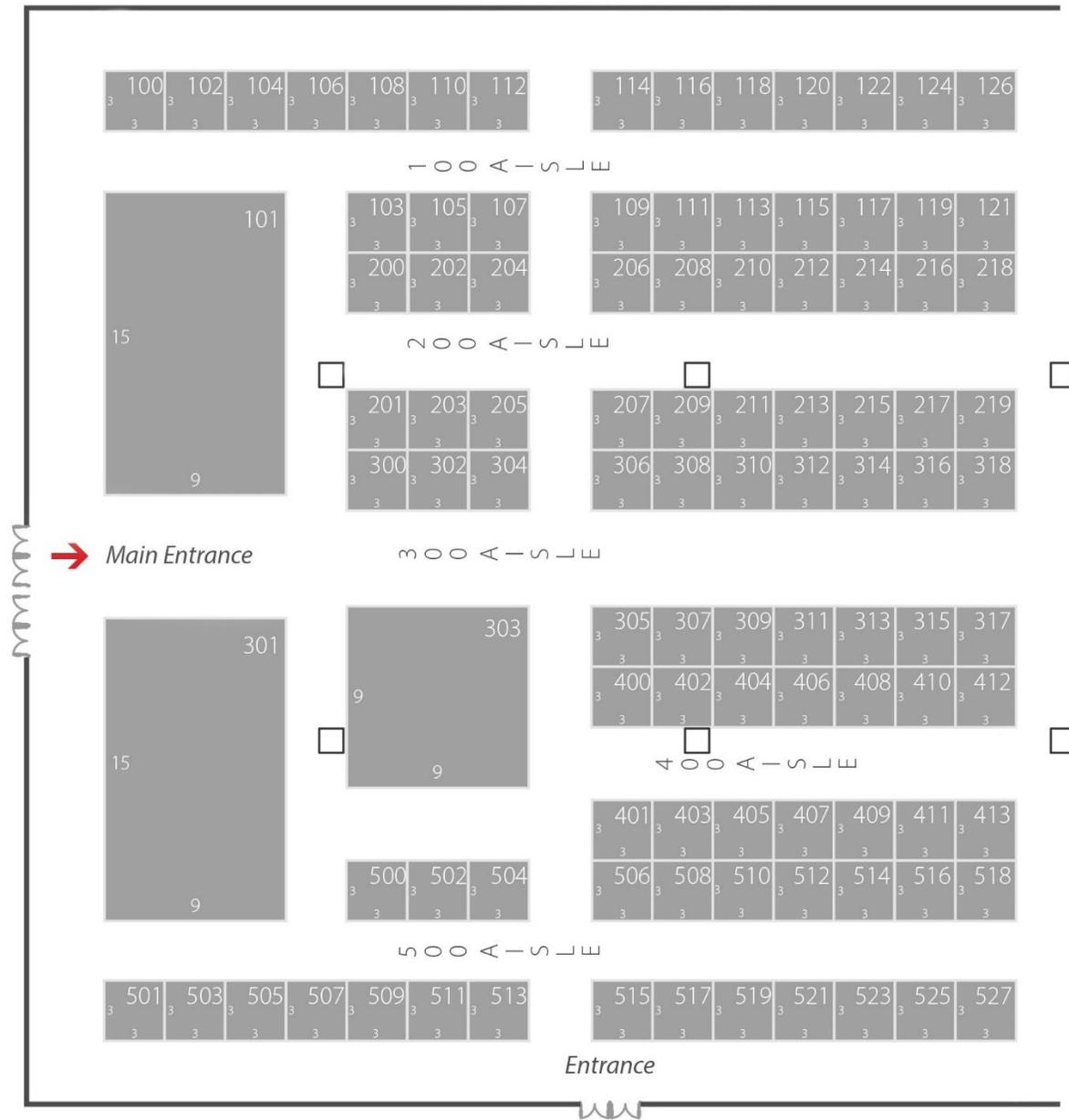
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EXHIBITION BOOTH FLOOR PLAN:

Exhibition hall is located on the 1F of SHECEC.

All Shell Scheme booths are 3m x 3m in size.



Please note:

- All exhibition materials must be kept within the allocated booth area.
- All aisles cannot be blocked by any materials or cargos

EXHIBITION HOURS:

- **Move-in and Set-up:**
Raw Space exhibitor: 13:00-17:00, Thursday, June 1, 2017
08:00-17:00, Friday, June 2, 2017
08:00-15:00, Saturday, June 3, 2017

Standard Shell Scheme: 08:00-17:00, Friday, June 2, 2017
08:00-15:00, Saturday, June 3, 2017

All exhibition booths must be in place and waste must be removed by 13:00 on June 3rd, 2017. Registration will open from 06:30-17:00, June 3 to June 7, 06:30-12:00 noon, June 8. Exhibition will open from 07:00 on June 4. If the booth space has not been occupied or set up by this time, the exhibitor will be considered a “no-show” and the ISAKOS Exhibition Secretariat Office reserves the right to use the space as it deems appropriate. Exhibitors must report to the **Exhibitor Registration Counter** for check-in on **June 1th**.

- **Official Exhibition Opening Hours:**

June 4, 2017	07:00-15:30
	17:30-20:00 (It is requested to open your booth during the congress welcome reception period)
June 5, 2017-June 7, 2017	07:00-15:30
June 8, 2017	07:00-09:30

All exhibits must be open and staffed during official opening hours. Please make sure to familiarize yourself with the timing of scheduled coffee and lunch breaks when traffic at your exhibition stand will be at its peak.

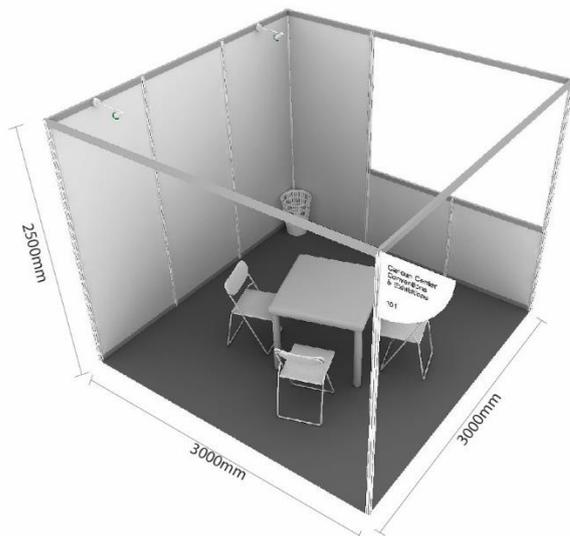
- **Dismantle and Move Out: June 8th, 2017 | 9:30 – 17:00**

All display materials must be cleared from the exhibition area by 17:00 on June 8th, 2017. Should an exhibitor fail to remove his exhibit and/or exhibit materials, SHCEC and Organizer have the right to remove such exhibits at the exhibitor’s expense. Any hardware, giveaways, and other display material move out will be based on the Gate Card, permitted and issued by SHCEC.

***Please kindly note any setup or dismantle exceed 17:00 will be considered as over time setup. Additional CNY2000/booth/hour will be charged during 17:00 to 22:00; CNY3000/booth/hour will be charged during 22:00 to 08:00; the unit price is subjected to change as per latest notice from the SHCEC. Please communicate with MAC by April 30, 2017 for the over-time setup application procedure.**

SHELL SCHEME BOOTH INFORMATION:

For any exhibitor who choose shell scheme, ISAKOS will provide basic shell scheme structure for free as below:



Booth Decoration of Shell Scheme:

- 1 x Square table
- 1 x220V, 500 watt power socket
- 2 x 100 watt spotlights per booth
- 3 x folding chairs
- 1 x Trash barrel
- Grey Carpet

Note: Each shell scheme structure requires pay USD 8 per square for power supply and electrical wire consumed during whole exhibition period. Please pay this fee to MAC before deadline by wire-transferring.
Electricity limitation: each shell scheme provide **500W power**, if you have extra electricity demand, please apply electrical box from **MAC**. Please fill the **electric order form** and send it back to **MAC** before deadline.

If you need any upgrading on the shell scheme, please contact our general exhibition services provider – **MAC**, you can find the contact information on **contact list**. Please note that all cost of booth upgrading will be charged to exhibitor.

SPECIAL DESIGN BOOTH NOTIFIATION:

Height limitation: 4m. (Note: the peak point of all structure should be under 4m)

Hanging point: None. (Hanging ceiling is forbidden)

Necessary Documents for all special design booth: 1) Booth Construction Drawing, 1 copy; 2) electric mapping drawing, 1 copy; 3) Booth 3D rendering, 1 copy; 4) Booth construction materials instruction, 1 copy.

Special Structure booth: special structure booth including double-deck booth or ceiling area covers more than 50% booth area, please contact **MAC** for drawing inspection qualifying. You can find MAC contact information in **contact list**.

Electricity: All special design booth need to apply electric box from **MAC**. Please fill **electric order form** according to your power consumption and send back to MAC before deadline. All electric mapping within booth should be responsible by exhibitor or their contractor. Electrician should work with qualification certification.

Booth builder temporary working pass: Exhibitor can use their own booth contractor or hire MAC as your booth contractor, please note all booth builder need to wear work pass during whole set-up and dismantle period.

Booth construction deposit: RMB10000 for each booth. Please wire this deposit to **MAC** directly, you can find MAC's bank information in **Stand information Collection Form**. Deposit will be refund in time of move-out, please keep the security deposit voucher to receive the refund.

Booth management fee: RMB40/m², please wire this management fee to **MAC** directly, you can find MAC's bank information in **Stand information Collection Form**.

Insurance certification: It is compulsive that booth contract need to purchase adequate insurance to guarantee exhibition hall and booth builder's safety, please send your insurance certification to **MAC**.

Fire Prevention Measure: Each raw space booth needs to prepare no less than 3 fire extinguisher. All booth structure materials fire-proof level should be higher than fire-proof level B1

Deadline of above documents: April, 30th, 2017

TECHNICAL INFORMATION OF EXHIBITION HALL:

- **Floor Loading: 1.5t/M² , Vibration floor loading: 0.75 t/M²**
- **Booth Construction Height Limit: 4m**
- **Minimum Cargo Corridor Limit(Gate 6, 7, 8): 7m(wide)*3.9m(height),**
- **Hanging Point Loading: Nil**

LIABILITY:

Neither ISAKOS, the Secretariat, the SHCEC, any suppliers, their employees or representatives, nor any member of the Conference Organizing Committee can be held responsible for any injury that may occur to the exhibitor or to the exhibitor's employees or representatives, or for physical loss or damage of their property, including personal property from any cause whatsoever. The Exhibitor expressly releases and holds harmless the above entities, associations, employees and members thereof from any and all claims arising from any cause whatsoever. The organizers strongly recommend securing your company and employees with adequate insurance.

SECURITY:

General security will be provided from beginning of move-in to the end of move-out (see 3. Exhibition Hours). Although general security will be provided, only the Exhibitor and its vendors will be responsible for loss or damage to merchandise or personal possessions before, during or after the exhibition, or for personal injury to the exhibitor, company employees or representatives. We ask for your assistance and cooperation with our security efforts by being aware of the following rules and guidelines:

- SHCEC security will inspect exhibit materials brought into the convention center and issue a Gate Card to verify Exhibitor's inventory. At move out, exhibitor materials will be confirmed against Exhibitor's recorded Gate Card inventory.
- If deliveries or pick-ups of any kind are to be made prior to, during or after the close of the exhibition, it is the exhibitor's responsibility to obtain the necessary paperwork/credentials at the **Exhibitor Registration Counter**.
- Exhibitors should keep all giveaways and other promotional material out of sight after exhibition hours.
- To maintain security, meetings in the exhibition booths outside of exhibition hours are prohibited.
- Safety and courtesy require that all aisles are free of obstacles such as protruding furniture, displays or display material. All exhibitor items must remain within their allocated space.

CARGO ENTRANCE (available during move-in and move-out):

Main entrance is located on East Yunlin Road, please find the cargo entrance map below for your reference. The address of SHCEC is No.235 East Yunling Road, Putuo District, Shanghai.



EXHIBITOR FREIGHT:

Kuehne & Nagel Limited has been appointed as the official shipping handler of ISAKOS 2017. **SHCEC will not receive any shipment sent by exhibitor or sponsor.** Please send all the shipment to Kuehne & Nagel’s warehouse. If you need Kuehne & Nagel provide custom clearance services, please fill **custom clearance application form on page 33**. If you need any further information, please find below contact information:

Rainsun Cheng

Operation Manager
Main Line: +86 21 2602 8667
Direct Line: +86 21 3387 0200 Ext. 8667
Email: rainsun.cheng@kuehne-nagel.com

INTERNET ACCESS:

Wi-Fi Internet access: Free Wi-Fi will not be provided in exhibition area, please use internet lounge or apply extra internet access from MAC. You can find the internet access in order form, please fill and send it back to MAC before deadline.

CONTACT LIST:

Official General Decorator Contractor, MCI Shanghai:

Contact Person: Mark Zhang, Exhibition Secretariat
Phone: +86 21 2312 3580
Mobile Phone: +86 15021976726
Email: mark.zhang@mci-group.com

MAC – ISAKOS 2017 official exhibition services partner:

Contact Person: Ms. Ruby Chen
Phone: +86 21 6127 8066-250
Fax: +86 21 61277216
E-mail: ruby.chen@mac-china.com

Kuehne & Nagel – Official Customs Broker

Contact Person: Rainsun Cheng
Main Line: +86 21 2602 8667
Direct Line: +86 21 3387 0200 Ext. 8667
Email: rainsun.cheng@kuehne-nagel.com

FURTHER EXHIBITION SERVICES OFFERED:

Exhibition Services:

MAC Exhibition Service (Shanghai) Co., Ltd. is recommended as a General Contractor for exhibition booth design and construction. Please find below attached service order form. If you need any services, please fill it and send to MAC directly.



Electricity Order Form
Electrical & Telecommunication Equipment
Deadline: 30 April 2017

**Form
A**

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: Fax: E-mail:
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Hall _____ Booth _____

We hereby order the following items to be used during the duration of the exhibition only.

Electrical Equipment and Installations

	Item / Description	Unit Price(USD)	Quantity	Total (USD)
2.25	Long Arm Spotlight 100W	50		
2.26	Floodlight 300W	40		
2.27	Fluorescent Tube 40W	38		
2.28	Highlight	70		
2.49	13A/220V SOCKET (MAX-500W)	38		
2.51	15A/ 380V 3/P main power for lighting use only	420		
2.52	30A/ 380V 3/P main power for lighting use only	460		
2.53	60A/ 380V 3/P main power for lighting use only	650		
2.54	100A/ 380V 3/P main power for lighting use only	1050		
2.55	15A/ 380V 3/P main power for machine use only	450		
2.56	30A/ 380V 3/P main power for machine use only	500		
2.57	60A/ 380V 3/P main power for machine use only	700		
2.58	100A/ 380V 3/P main power for machine use only	1100		

Telecommunication Equipment

	Item / Description	Unit Price(USD)	Quantity	Total (USD)
3.55	LDD telephone (telephone deposit USD500.00)	410		
3.56	IDD telephone (telephone deposit USD1000.00)	540		
3.57	10M Fiber-based broadband/1 Public static IP address	1250		
3.58	10M Fiber-based exclusive broadband/1 Public static IP address	2000		

*Rental telephone set plus refundable deposit RMB200.00

- If not otherwise stated, the prices specified are for the entire duration of the exhibition.
- All raw space exhibitors must order at least one main power for light.
- Main power for lighting and machine should be separated.
- Any power point and sockets are for exhibit only, and no lighting fixture is allowed to be connected by exhibitors from that. For details, please contact the stand fitter if have any queries
- Any outdoor power point will be subject to 50% surcharge.
- Any relocation of power socket & lighting fixture on site will be subject to service charge.
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- Any relocation on site of power main is subjected to 50% of the on site price.
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.
- All items are on rental basis, and can not make exchanging and cancellation.
- All the above items cannot be interchanged with other items.
- Items not listed on this Form will be offered on request and subjected to a separate quotation.
- 4) Any power point and sockets are for exhibits only, and no lighting fixture is allowed to be connected by exhibitors from that. Raw space exhibitors are obligated to order the Electricity for lighting use.

Payment

All orders must be accompanied with full payment telegraphic transfer to our a/c

Bank Name: Shanghai Pudong Development Bank, Head Office, Longyang Sub Branch

Bank Address: 2277 Longyang Rd. Shanghai, China

Account Name: **mac Exhibition Service (Shanghai) Co. Ltd.**

Account No: 97521455300000213

SWIFT: SPDBCNSHXXX

All the on-site additional order must be accompanied with full payment by cash.

As soon as you have faxed us your order form, we will issue you a debit Note. Once you have settled payment of the debit Note by the deadline stipulated on it, your order can be considered as confirmed.

Date

Signature & Stamp

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: _____ Fax: _____ E-mail: _____
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Hall _____ Booth _____

We hereby order the following items to be used during the duration of the exhibition only.

	Item No.	Description	Unit Price (USD)	Quantity	Total(USD)
AIR-COMPRESSOR	2.64	Ordinary air compressor 2HP (oil and water filter excluded)	400.00		
	2.65	Ordinary air compressor 5HP (oil and water filter excluded)	650.00		
Water	2.62	Water supply to booth	450.00		
	2.63	Water for machine use	720.00		

- If not otherwise stated, the prices specified are for the entire duration of the exhibition.
- All items are on rental basis, and cannot make exchanging and cancellation.
- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac about the detail info. of the Inlet & outlet pipe for water supply
- Pls contact the official contract—mac about the detail info. of the air pipe.
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- Any relocation on site of air compressor supply is subjected to 50% of the on site price.
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.
- Please indicate the air delivery rate__ L/min and the required pressure.
- Items not listed on this Form will be offered on request and subjected to a separate quotation..

Payment

All orders must be accompanied with full payment telegraphic transfer to our a/c
 Bank Name: Shanghai Pudong Development Bank, Head Office, Longyang Sub Branch
 Bank Address: 2277 Longyang Rd. Shanghai, China
 Account Name: **mac Exhibition Service (Shanghai) Co. Ltd.**
 Account No: 97521455300000213
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Hall _____ Booth _____

We hereby order the following items to be used during the duration of the exhibition only

(Reference Pictures are on page 15 to page 17)

Item No.	Description	Unit Price (USD)	Qty	Total
2.01	FOLDING CHAIR	16.00		
2.02	BLACK LEATHER CHAIR	52.00		
2.03	BAR STOOL	48.00		
2.04	BAR STOOL	40.00		
2.05	OFFICE CHAIR	46.00		
2.06	SINGLE SEAT SOFA	70.00		
2.07	DOUBLE SEAT SOFA	150.00		
2.08	INFORMATION COUNTER (1000mm x 500mm x 750mmH)	35.00		
2.09	SQUARE TABLE (700mm x 700mm x 800mmH)	54.00		
2.10	ROUND TABLE (700mm x 800mmH)	43.00		
2.11	RECTANGULAR TABLE (1400mm x 600mm x 750mmH)	43.00		
2.12	TEA TABLE (550mm x 550mm x 500mmH)	40.00		
2.13	LOCKABLE CUPBOARD (1000mm x 500mm x 750mmh)	78.00		
2.14	ARC RECEPTION TABLE (1360mm x 500mm x 1000mmH)	75.00		
2.15	TV RACK (660mm x 500mm x 1000mmH)	40.00		
2.16	DISPLAY CUBE (500mm x 500mm x 1000mmH)	40.00		
2.17	LOW GLASS SHOWCASE (1000mm x 500mm x 1000mmH)	100.00		
2.18	CORNER SHOWCASE (500mm x 660mm x 2500mmH)	92.00		
2.19	GLASS SHOWCASE (500mm x 500mm x 2500mmH)	105.00		
2.20	TALL GLASS SHOWCASE (1000mmx500mmx2500mmH)	300.00		
2.21	FLAT SHELF (1000mm x 300mm)	22.00		
2.22	SLOPE SHELF (1000mm x 300mm)	22.00		
2.23	CARD HOLDER	50.00		
2.24	LITERATURE RACK	55.00		
2.29	FOLDING DOOR (950mm x 2000mm)	53.00		
2.30	LOCKABLE DOOR (950mm x 2000mm)	70.00		
2.31	CURTAIN (950mm x 2000mm)	40.00		
2.32	WALL PANEL (1000mm x 2500mm)	100.00		
2.33	REFRIGERATOR-EXCLUDE POWER POINT (110L)	75.00		
2.34	WATER DISPENSER WITH WATER	75.00		

2.35	COAT HANGER	21.00		
2.36	WASTE PAPER BASKET	7.50		
	Total			

PAYMENT

1) All orders must be accompanied with full payment telegraphic transfer to our a/c

Bank Name: Shanghai Pudong Development Bank, Head Office, Longyang Sub Branch Bank
 Address: 2277 Longyang Rd. Shanghai, China
 Account Name: **mac Exhibition Service (Shanghai) Co. Ltd.**
 Account No: 97521455300000213
 SWIFT: SPDBCNSHXXX

All the on-site additional order must be accompanied with full payment by cash.

2) Orders without remittance will not be entertained.

3) Late orders: 30% penalty fee will be charged for any late orders received after the deadline. 50% penalty fee will be charged for any late orders received within two weeks before show open. On site orders: 50% penalty fee will be charged for any orders received on site. Any relocation on site of LDD & IDD is subjected to 50% of the on site price.

4) All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.

5) After we receive your order forms, we will issue the Invoice for you. Your order would become effective until you receive our Invoice and arrange the full payment before the deadline.

Exhibitor Name: Booth No.: _____

Contact Person: Signature: _____

Address: Tel / Fax: _____

Furniture Rental Category

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mac die messeexperten®



椅子 Chair 2.01
 460W×480D×770H mm



会议椅 Conference Chair 2.02
 490W×560D×820H mm



吧椅 Bar Chair 2.03
 350W×400D×900H mm



吧椅 Bar Chair 2.04
 440Φ×870H mm



办公椅 Office Chair 2.05
 540W×570D×900H mm



单人沙发 Sofa 2.06
 800L×730D×660H mm



沙发 Sofa 2.07
 1380W×730D×660H mm



咨询桌 Information Counter 2.08
 1000L×500W×750H mm



方桌 Square Table 2.09
 700L×700W×800H mm



圆桌 Round Table 2.10
 700Φ×800H mm



长方桌 Long Table 2.11
 1400L×600W×750H mm



茶几 Tea Table 2.12
 550L×550W×500H mm



锁柜 Lockable Cabinet 2.13
 1000L×500W×750H mm



弧形咨询台 Arc Reception Table 2.14
 1360L×500W×1000H mm



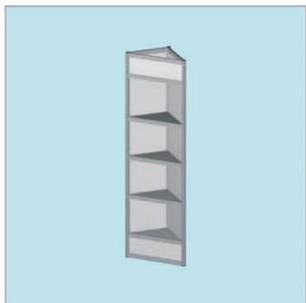
电视柜 TV-Video Stand 2.15
 660L×500W×1000H mm



展示柜 Tall Display Cube 2.16
 500L×500W×1000H mm



玻璃低柜 Low Glass Showcase 2.17
 1000L×500W×1000H mm



转角柜 Corner Showcase 2.18
 500L×660W×2500H mm



玻璃柜 Glass Showcase 2.19
 500L×500W×2500H mm



玻璃高柜 Tall Glass Showcase 2.20
 1000L×500W×2500H mm



层板 Flat Shelf 2.21
 1000L×300W mm



斜层板 Sloped Shelf 2.22
 1000L×300W mm



卡片盒 Catalogue Holder 2.23
 970L×50D×280H mm



资料架 Catalogue Rack 2.24



长臂射灯 Long Arm Spotlight 2.25
 100W



泛光灯 Floodlight 2.26
 300W



日光灯 Fluorescent Tube 2.27
 40W



强光灯 Highlight 2.28
 750W



折门 Folding Door 2.29
 950W×2000H mm



开门 Door 2.30
 950W×2000H mm



门帘 Curtain 2.31
 950W×2000H mm



背墙 Wall Panel 2.32
 1000W×2500H mm



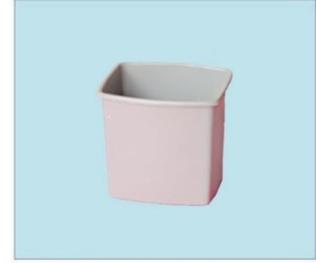
冰箱110立升 Refrigerator 2.33



饮水机 Drinking Water 2.34



衣架 Coat Hanger 2.19
650Φ×1850H mm



纸篓 Wastepaper Basket 2.36

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: _____ Contact: _____ Tel: _____ Fax: _____ E-mail: _____
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Hall _____ Booth _____

- Exhibitors who have booked Raw Space stands may use either the Official Stand Contractor or appoint another contractor of their choice, subject to the approval of the organizers /
- Hall Owner before they are permitted to work in the fair ground.
- All electrical connections must be inspected by the official contractor before circuits are activated.
- All workers for the construction must wear safety helmet, if there is any ascending job to be accomplished the safety belt is also necessary.
- For any double-deck stand design, the exhibitor must ask for rules and regulations for stand contractor from general contractors.

This form must be jointly signed by the exhibitor and the appointed stand contractor.

Stand Contractor:		
Address:		
Contact person:		
Tel:	Fax:	E-mail:
Signature:		Date:

Exhibiting company:		
Address:		
Contact person:		
Tel:	Fax:	E-mail:
Signature:		Date:

- 4 copies of Technical drawings (original) of the stand design must be submitted to the Official Contractor for approval 4 weeks prior to the Exhibition.
- These 4 copies will be submitted to 4 different Government department apply for the safety approval.
- Pls. mark the position of all the facilities you ordered on the hall plan.
- Stand designs without the approval will not be permitted in the Exhibition.

Mail address:

Ms. Ruby Chen
mac Exhibition Service (Shanghai) Co., Ltd.
 504 Yueda Huangpu Riverside Mansion, 356 Xinzha Rd,
 Shanghai 200003
 P.R.China

Date

Signature & Stamp

Raw space move-in registration guide

Attention	The badge is for temporary use, only valid for move-in and dismantling. All the contractors should present your badge to enter.	
Requirement	The contractor should first submit the final design to mac Exhibition Service (Shanghai) Co., Ltd. and sign the safety responsibility guaranty to the fairground. Customers can get working badge from the organizer only after all the fairground facilities and raw space deposit have been paid.	
Procedure	Raw space deposit	<p>Deposit process: All the exhibitor or contractor of raw space should transfer the deposit to mac's bank account no later than 20th, May. The exhibitor or contractor can get receipt of deposit from the service counter of mac at the lobby of SHCEC on the first move-in day. You will be informed by mac if any important information is updated.</p> <p>Deposit refund: After dismantling, the exhibitor or contractor should come to the service counter of mac to change the confirmation sheet of deposit refund with the deposit receipt signed by the sanitary staff of SHCEC. mac will transfer all the deposit back to the bank account of those who submit the receipt within two month starting from the dismantling day.</p> <p>Under the following condition, the organizer and mac reserve the right to settle the deposit.</p> <p>A. According to the rule of exhibition, if the backwall which is higher than it's neighbour hasn't been covered or the material isn't fire prevented, the organizer will ask mac to do such job. The service charge is 100rmb/sqm and will be deducted from the deposit.</p> <p>B. 500rmb will be deducted from the deposit if the power hasn't been cut off after show closed for the first time. If the second time, all the deposit would be deducted and the power would be cut off for this stand.</p> <p>C. The deposit will not be refunded if the place is not totally cleaned after dismantling.</p> <p>D. Any other rules violation, the organizer will deduct the deposit accordingly..</p>
	Fairground facilities	Please arrange the payment according to the invoice from mac.
Cost	Badge	Only cash is available for the move-in registration on-site.
	Raw space deposit	RMB 10,000/each

- ◆ Commissioned by the organizer and SHCEC, mac Exhibition Service (Shanghai) Co., Ltd. has the right to check and approve all the drawing plan of stand design
- ◆ All the workers for the construction must wear safety helmet, if there is any ascending job to be accomplished, the safety belt is also necessary
- ◆ The organizer arrange the badges in the on-site registration counter and meantime provide the invoice
- ◆ Please wait in queue when you process the payment and registrate
- ◆ One badge for one person. The badge can be confiscated if it was borrowed or sold
- ◆ If you still need a few badges for build-up during the show time, please send your application to the organizer directly
- ◆ Any inquiry, please feel free to let us know, thanks for your cooperation

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: _____ Contact: _____ Tel: _____ Fax: _____ E-mail: _____
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Hall _____ Booth _____

ISAKOS 2017 will provide shell scheme structure as exhibitor's request. Please note that shell scheme structure cannot be changed by exhibitors themselves. If you need to upgrade your shell scheme, please contact with MAC, all related cost will be charged to exhibitors.

All the standard items for shell scheme are on rental basis, and can not make exchanging.
 All the main power and sockets only could be used for the item on display. The exhibitors couldn't connect the lighting without any permission. More information please ask mac Exhibition Service (Shanghai) Co., Ltd..
 Screwing, drilling or nailing on any of the aluminum frames and panel of standard shell scheme booth are not allowed. USD 60 will be charged for each damage.

Each shell scheme structure requires pay **USD 8 per square** for power supply and electrical wire consumed during whole exhibition period. Please pay this fee to MAC before deadline by wire-transferring.

Please find below bank information of MAC for your reference, please note all payment should be finished by **May, 13, 2017**.

Payment

All orders must be accompanied with full payment telegraphic transfer to our a/c
 Bank Name: Shanghai Pudong Development Bank, Head Office, Longyang Sub Branch
 Bank Address: 2277 Longyang Rd. Shanghai, China
 Account Name: **mac Exhibition Service (Shanghai) Co. Ltd.**
 Account No: 97521455300000213
 SWIFT: SPDBCNSHXXX

All the on-site additional order must be accompanied with full payment by cash.

As soon as you have faxed us your order form, we will issue you a Debit Note. Once you have settled payment of the Debit Note by the deadline stipulated on it, your order can be considered as confirmed.

_____ Date

_____ Signature & Stamp

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: Fax: E-mail:
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Quotation of cleaning services depends on the booth area and working duration, please let choose the Services you may need in below form, then an quotation and payment notification will be sent to the above email address you provided

Hall _____ Booth _____

We hereby order the following items to be used during the request duration only.

ITEM	Item No.	Description	Duration
Daily Cleaning	3.01	Daily Cleaning services of your booth before exhibition open (Carpet Vacuuming, dusting of furniture, bin removal)	
Occasionally Cleaning	3.02	Daily Cleaning services of your booth during the event per day (Carpet Vacuuming, dusting of furniture, bin removal)	

- Prices is subject to the duration and booth area
- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac if you have any special cleaning request
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.
- Items not listed on this Form will be offered on request and subjected to a separate quotation..

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Date

Signature & Stamp

Please return form to: ISAKOS Headquarters Contact: Ms. Hilary Matthews Tel: +1 (925)807-1197 Fax: +1 (925)807-1199 E-mail: exhibits@isakos.com	Company: Contact: Tel: Fax: E-mail:
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Please note that exhibitors must receive permission to hold any educational or social event (of any kind) taking place over the ISAKOS Congress dates (June3-8, 2017). Please fill below form and submit it to the ISAKOS Exhibit Manager.

A.	Date/Time of Exhibitor Activity	
	Location	
	Date / Time	
B.	Contact Information	
	Company Name (as it should appear in marketing materials)	
	Address	
	Primary Contact	
	Phone Number	
	Fax Number	
	E-mail	
C.	Description of Exhibitor Activity	
	1. Description of Activity	Please attach title and description of activity.
	2. Number of Attendees	
D.	Marketing	
	1. Marketing Plan	
	2. Additional Strategy (Please Specify)	

After receiving your application form, ISAKOS will send you a permission letter. All exhibitor events or meetings outside of their assigned exhibit booth space during the ISAKOS congress must secure approve from ISAKOS. For more details, please refer to ISAKOS official website.

Date

Signature & Stamp

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: Fax: E-mail:
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Grey Carpet is included in Shell Scheme Package. If you need different-color carpet, please fill in below order form

Hall _____ Booth _____

We hereby order the following items to be used during the exhibition only.

Item No.	Description	Unit Price(USD)	Reference Picture	Quantity (sqm)
C01	Light grey needle punch carpet	8.00/sqm		
C02	Anthracite grey needle punch carpet	10.00/sqm		
C03	Blue needle punch carpet	10.00/sqm		
C04	Red needle punch carpet	10.00/sqm		

- Prices is subject to booth area
- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac if you have any special request
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
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SWIFT: SPDBCNSHXXX

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Date

Signature & Stamp

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: _____ Fax: _____ E-mail: _____
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Below Quotation is for the whole exhibition period (June 4 to June 8), including installation and dismantle. Below quotation is Only for AV equipment maintenance. Below quotation is only for rental fee, any damage to rental equipment during exhibition will cause compensation.

Hall _____ Booth _____

We hereby order the following items to be used during the request duration only.

Item No.	Description	Unit Price(USD)	Quantity
A01	42" plasma, USB display, free standing	450.00	
A02	50" plasma, USB display, free standing	550.00	
A03	60" plasma, USB display, free standing	700.00	
A04	42" touch screen	1500.00	
A05	50" touch screen	1800.00	
A06	Laptop, IBM T41/40/530/520	300.00	
A07	5000 lumens projector(Sony)	1000.00	
A08	7000 lumens projector(Sony)	1400.00	
A09	100" projection screen, free standing	110.00	
A10	100" folding projection screen	200.00	
A11	150" folding projection screen	250.00	
A12	P4 LED wall,500mm*500mm	400.00/sqm	
A13	PS15 sound	1500.00	

- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac if you have any special cleaning request
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.

- Items not listed on this Form will be offered on request and subjected to a separate quotation..

Payment

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Bank Name: Shanghai Pudong Development Bank, Head Office, Longyang Sub Branch

Bank Address: 2277 Longyang Rd. Shanghai, China

Account Name: **mac Exhibition Service (Shanghai) Co. Ltd.**

Account No: 97521455300000213

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Date

Signature & Stamp

Floral Arrangement Order Form
Deadline: 30 April 2017

**Form
K**

Please return form to: mac Exhibition Service (Shanghai) Co., Ltd. Contact: Ms. Ruby Chen Tel: (86)21 61278066-250 Fax: (86)21 61277216 E-mail: ruby.chen@mac-china.com	Company: Contact: Tel: Fax: E-mail:
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Floral Arrangement will be provided by MAC, all floral arrangement can be customized as your demand, please specify your demand. Please notice that floral quotation will be subject to flower materials and session, a quotation will be provided after receiving your request. Necessary flower maintenance will provided during exhibition duration. Floral arrangement quotation is for the whole exhibition duration (June 4 to June 8)

Hall _____ Booth _____

We hereby order the following items to be used during the exhibition only.

(Below pictures are only for your reference, actual flower may be different due to session)

Item No.	Description	Unit Price(USD)	Reference Picture	Quantity
F01	Table Flower Arrangement - A	35.00		
F02	Table Flower Arrangement - B	60.00		
F03	Table Center Floral Arrangement	80.00		

F04	Bouquet with transparent vase - A	80.00		
Item No.	Description	Unit Price(USD)	Reference Picture	Quantity
F05	Bouquet with transparent vase - B	100.00		
Plant Arrangement				
T01	Height: 1600mmHt	70.00		
T02	Height: 2000mmHt	120.00		
T03	Height: 1600mmHt	80.00		
T04	Height: 2500mmHt	140.00		

- Prices is subject to booth area
- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac if you have any special request
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.
- Items not listed on this Form will be offered on request and subjected to a separate quotation.

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Fascia Board is not included in Shell Scheme package, if you need fascia with your company name and booth number, please fill below fascia board order form.

For Shell Scheme only:
 Booth _____ (Please fill your booth number)

1. Fascia Board

We hereby order the fascia board to be used in above mentioned booth during the exhibition only.
*(Only company name and booth number will be printed on fascia board, size of fascia booth is 2943mm*213mm)*
Price: USD150/board, Liner booth can only can have one fascia board, corner booth can have at most two fascia boards

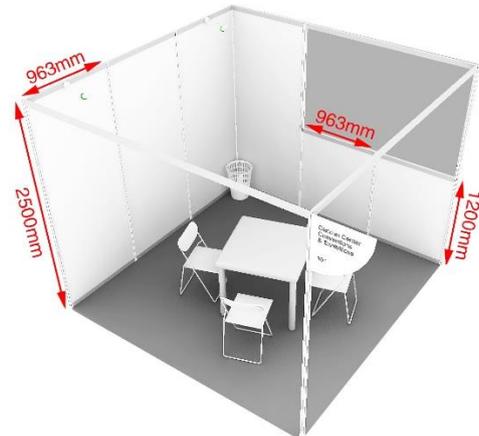
Please fill the information shown on fascia board in below form.

Booth No.	Company Name in English	Company Name in Chinese (If Need)

- Prices is subject to number of fascia boards
- Please make sure above information is correct and can be used for booth fascia board

2. Back Wall

According to ISAKOS Exhibition Regulation (Refer to page 12 of Sponsor Prospectus), All Booth needs to utilize a back-wall in your booth design, which must be constructed of rigid or hard-wall material. Exhibitor can bring their own back wall or purchase from MAC. Please find below dimension of each board for your reference and send the design to MAC for production if need.



Graphic wall will be made by KT board with painting
Price: USD 40/963mm*1200mmHt, USD 100/963mm*2500mmHt

Please indicate the size and number of graphic wall you need in below form:

Item No.	Description	Unit Price(USD)	Quantity
P01	KT board with Painting: 963mm*1200mmHt	40	
P02	KT board with Painting: 963mm*2500mmHt	100	

- Above price is not include design services. If you need graphic design services, please contact MAC for more detail.
- Above price including installation and dismantle
- All the above items cannot be interchanged with other items.
- Pls contact the official contract—mac if you have any special request
- Later order will be subject to 30% surcharge for orders received after the deadline and 50% surcharge for on site or two weeks before the show open
- All confirmed orders can not make exchanging and cancellation for refund in principle. If you want to make exchanging, you have to inform the official contractor - mac not late than 2 days before opening and will be subjected to 200% charge. All the confirmed orders can not get refund after cancellation.
- Items not listed on this Form will be offered on request and subjected to a separate quotation.

For Tailor-Made Graphic Wall:

If you have any special demand on graphic wall, please contact with Ms. Ruby Chen at ruby.chen@mac-china.com for more information. Quotation will be provided according to your request.

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Date

Signature & Stamp

Please return form to: Rouge Event Catering ., Shanghai Contact: Mr. Oscar Wang Tel: (86)21 62250039 Mob: (86)13917830615 E-mail: oscar@dinglish.cn	Company: Contact: Tel: Fax: E-mail:
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Please note: according to SHECES's safety regulation, all catering services and food only can be provided by Rouge Event Catering appointed by SHCEC. Other food and catering services is forbidden by SHCEC. Food and battle water also will be sold in the food station inside of SHCEC. Lunch box also can be brought from food station.

Catering Quotation Policy:

The minimum guaranteed number is 50 person, four type of catering package can be provided:

1. RMB 60 per person plus 15 % service charge including 2 kinds of cookies and coffee & tea.
2. RMB 80 per person plus 15 % service charge, able to choose 4 different kinds of food from coffee break menu including 2 kinds of cookies. Fresh fruits plate and coffee & tea.
3. RMB 100 per person plus 15% service charge, able to choose 6 different kinds of food from coffee break menu including 2 kinds of cookies. Fresh fruits plate and coffee & tea.
4. RMB 120 per person plus 15% service charge, able to choose 8 different kinds of food from coffee break menu including 2 kinds of cookies. Fresh fruits plate and coffee & tea.

Hall _____ Booth _____

Please choose the food in below form, please note that ordered food only can be used in above mentioned booth.

Item No.	Name	Order with "√"
<i>Pastries</i>		
F01	Home Made Cookies	
F02	Almond Cookies	
F03	Raisin Cookies	
F04	Fruit Muffins	
F05	Carrot and Passion Fruit Cake	
F06	Mango Pudding Cups	
F07	Chocolate Fudge Brownies	
F08	Vanilla Éclairs	
F09	Black Forest Cake	
F10	Baked Cheese Cake	
F11	Banana Nut Bread	
F12	Danish Pastries	
F13	Croissants	
<i>Finger Sandwich</i>		
	Smoked Turkey Breast with Egg and Aioli	
F14	Beef Pastrami with Sweet Mustard and Gherkins	
F15	Spicy Salami with Cheese, Olives and Caesar Dressing	
F16	Shaved Ham, Cheese and Tomato	
F17	Tuna Salad with Basil and Mayonnaise	
F18	Chicken and Sun-dried Tomato	

Hot Dim Sun		
F19	Siew Mai	
F20	Shrimp Dumplings	
F21	Xiao Long Bao	
F22	BBQ Pork Buns	
F23	Vegetable Buns	
F24	Pan-fried Shanghai Dumpling	
F25	Vegetable Spring Rolls	
F26	Hot Dog Sausage Rolls	
F27	Char Siew Puffs	
F28	Mini Pizza	
F29	Vegetable Samosa	

Below are the separate coffee machine and bottle water rates, which is not included in above package

Coffee Machine and Bottle Water				
Item No.	Name	Rate	Order with "v"	Remark
M01	Capsule coffee machine	RMB800/day		
M011	Coffee Capsule	RMB15/capsule		
M02	Coffee machine	RMB1000/day		Including 50 cups of coffee
M03	Battle Water – Ice Dew	RMB5/bottle		

- All the above items cannot be interchanged with other items.
- Pls contact Rouge Event Catering if you have any special request
- For late order, please contact Oscar for late order quotation, any order confirmed less than two weeks before conference will be rejected, due to the time limits.
- All confirmed orders can not make exchanging and cancellation for refund in principle.
- Items not listed on this Form will be offered on request and subjected to a separate quotation.

Payment

Please send your order to Oscar, then a quotation and payment notification will be sent to you. Please finish payment according to payment notification. Bank information also will be informed in payment notification.

Date

Signature & Stamp

Custom Clearance Application Form

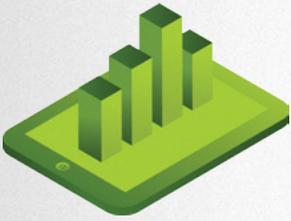
If you need Kuehne & Nagel to provide custom clearance, please fill below form and send it to rainsun.cheng@Kuehne-Nagel.com, an professional shipping manual and rate will be send to you after receiving your application form. Please carefully read related regulation and rates.

		展览会名称:								
		EXHIBITION:		ISAKOS CONGRESS 2017 4-8 June 2017 SHCEC - Shanghai Convention & Exhibit Center						
参展商 Exhibitor Name:								第 页 Page No.	1	
运输方式 - 海运/空运/陆运 Despatched by - Sea/Air/Rail		原产地国家 Country of Origin		馆 号 Hall No. :		展台号 Stand No.				
箱 号	毛重(公斤)	净重(公斤)	长(Length) ×		宽 (Width) ×		高(Height)		体积 (立方 米)	
Case No. :	Gross Wt.(kg)	Net Wt.(kg)	×				厘米 (cm)	Volume (m ³)		
货物名称规格摘要 (请用中文填写) Description of Contents in Chinese		货物名称规格摘要 (请用英文填写) Description of Contents in English Pls fill in H.S Code as well		数 量 Quantity	单 价 U/Price USD	总价 TOTAL C.I.F. USD	展品处理方法 Disposals			
							运 回 Return	已 售 Sold	赠 送 Donated	遗 弃 和 消 耗 Abandoned & Consumed
**This form must be completed accurately by typewriting.				总值 Total USD		-				
		Signature of Responsible Person: _____						Date: _____		

LEADVALU

REAL LEADS. REAL VALUE.

LeadValu offers state-of-the-art lead retrieval options for exhibitors. Use your own iOS or Android devices to collect leads anywhere – not just on the trade show floor.



- Scan badges directly with the camera in your iOS or Android device (phones or tablets)! Don't have such a device? No problem - see the Exhibitor Manual for rental options.
- You can use an iPad 3 or later, any iPad Mini, or an iPhone 4S or later with iOS 8 or greater.
- You can use an Android device with Android 4.0.3 (though Android 4.4 or later is preferred). Your device must have a rear-facing, auto-focus camera with at least 5 megapixels resolution.
- Use the standard qualifiers for your event, or create a custom survey that you design. Surveys can have unlimited pick-one (radio buttons), or pick-many (checkbox) questions.
- Capture any length of notes to improve post-show follow-up from your sales team.
- Have digital literature you need to get to your prospects? You can add eLiterature viewing and distribution to your system. Literature is viewable within LeadValu when working with attendees. Send literature via email that is customized with your brand and messaging.
- Thank-you emails (or any email message you wish to send) can also be sent automatically with LeadValu.
- LeadValu is all about access. No need to wait until the show is over, or stand in line to get your leads. Download your leads whenever and wherever you want from LeadValu's web portal.

For complete instructions on how to use the LeadValu portal, please [click here](#).

ISAKOS 2017
Shanghai, China
June 4 - 7, 2017

Official
Lead Retrieval



Advance Order Deadline: May 19th, 2017

Lead Services	Advance	Standard	Qty	Cost
LeadValu for iOS* (using your own device)	\$295	\$335		
Additional Device Licenses* (using your own device)	\$95	\$130		

*****Onsite iPad Rental not available for this event*****

Contact LeadValu for information on renting a device directly for this event.

*You must use an iPad 3 or later, iPhone 4s or later or iPad Mini. iOS 8 or above is required.
 *Compatible with Android 4.4 or later. Android devices must have a rear-facing, AUTO FOCUS camera with 5MP or greater resolution.
 **If ordering more than 5 activations, call for quote.

Additional Services	Before Deadline	After Deadline	Cost
Custom Survey	\$125	\$175	
Custom Email and eLiterature	\$175	\$250	
Survey, Email & eLit Bundle	\$250	\$350	

APP LICENSE TERMS: All cancellations received prior to (7) seven days out of Exhibitor move in will be charged a \$75 fee; inside of (7) days will be charged at full price. Custom Qualifiers and Surveys cannot be cancelled.

iPad Rental Options: Please contact LeadValu to discuss iPad rental options for this event.

All instructions will be emailed to the Email address provided below:

Company:		Booth:
Address:		
City/State/ZIP:		
Email: (required)		
Phone:		Fax:
Show Contact:		Mobile#:
Payment Method: (pick one) <input type="radio"/> AMEX <input type="radio"/> VISA <input type="radio"/> MC		
Credit Card#:		Security Code:
Cardholder Name & Signature:		Expiration:

FAX order form to: 866-480-9440 (no cover page is needed)

Email order form to: sales@leadvalu.com

Do you have a question or need assistance? Please call 866-884-8899 option 2