



MEDIA SERVICES RATE CARD TABLE OF CONTENTS

APEC 2011 Leaders' Week – General Information

- ◆ General Information – *location, schedule, advance orders*
- ◆ Union Rules & Regulations
- ◆ Contacts

Media Services

- ◆ Payment & Credit Card Information
- ◆ Rate Card & Order Form – International Media Center: Standard Unassigned & Assigned Workspace
- ◆ Rate Card & Order Form – Assigned Editing Suite/Office
- ◆ Rate Card & Order Form – Stand-Up Location: International Media Center – Exhibit Hall OR Roof Top
- ◆ Rate Card & Order Form – Standard Furnishings & Accessories
- ◆ Electrical Services Order Form
- ◆ Shipping & Material Handling
- ◆ Limits of Liability

Important Information Regarding the International Media Center

- ◆ The International Media Center shall consist of a combination of 624 standard unassigned and assigned media workstations; assigned editing suites/offices, and TV stand-up locations. A description of each can be found on the applicable Rate Card & Order Form.
- ◆ Quantity available of each assigned location is limited. In order to receive an **assigned space** of any kind in the Media Center, upgraded services must be purchased. These assigned spaces shall be allocated on a *first-come, first-served basis* and are secured by filling out the appropriate Rate Card & Order Form and returning to Hargrove Exhibitor Services – accompanied by full payment – **by no later than Monday, October 10, 2011.**

Additional Services

Technical (Voice, Data & IT) Services and Office Equipment Orders – *submit order [online](#) to Showcall Inc. (www.am2011.net)*

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



GENERAL INFORMATION

International Media Center Location

Hawai'i Convention Center
Kamehameha Exhibit Hall
1801 Kalakaua Avenue
Honolulu, HI 96815 USA

Media Access Days & Hours

Monday, November 7	Media Move-In/Set-Up – 8:00 AM to 6:00 PM
Tuesday, November 8	24-hour access begins <i>following the Security Sweep completion</i>
Sunday, November 13	Broadcasting ends at Midnight (Hawaii time)
Monday, November 14	Media Move-Out complete by COB

Schedule

Tuesday, November 8	Senior Finance Officials Meeting Concluding Senior Officials Meeting (CSOM)
Wednesday, November 9	Finance Deputies Meeting Concluding Senior Officials Meeting (CSOM)
Thursday, November 10	Finance Ministerial Meeting Finance Ministerial Press Conference
Friday, November 11	APEC Ministerial Meeting (AMM)
Saturday, November 12	APEC 2011 Cultural & Social Events*
Sunday, November 13	APEC Economic Leaders' Meeting (AELM)* ABAC Meeting*

* Held outside of the convention center

Advance Orders

Prices quoted herein for Media Services apply to orders received with payment in full no later than:
Monday, October 10, 2011

Orders received by Hargrove after Monday, October 10 subject to ① availability and ② surcharge. For additional information, please call Hargrove Exhibitor Services at +1 301.306.4627 (8:00 AM to 5:00 PM Eastern) or send an email to exhibitorservices@hargroveinc.com. Please include your company name, contact information and "APEC 2011" in any voicemail or email messages.

Cable Management

Each media-supplied cable must be marked every 3' - 6' with the organization's name and telephone number prior to installation.

Media-supplied cables must be removed by Monday, November 14. Any cables left behind will result in a \$250/cable removal charge.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



UNION RULES & REGULATIONS

IN HONOLULU, HAWAII

FREIGHT HANDLING

Hargrove, Inc. has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of APEC 2011. Hargrove, Inc. will not be responsible for any material we do not handle.

GRATUITIES

Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove, Inc. employee, as all are paid at an appropriate wage scale.

IN GENERAL

Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove, Inc. project manager at APEC 2011. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any media representative.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove, Inc. cannot be responsible for injuries or falls caused by the improper use of rental furniture.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



CONTACTS

Media Services – Rate Card Orders

Hargrove Exhibitor Services
Telephone: +1 301.306.4627
Fax: +1 301.731.5438
Email: exhibitorservices@hargroveinc.com
Web: www.hargroveinc.com/servicekits

All orders placed via a Rate Card & Order Form may be submitted directly to Hargrove Exhibitor Services.

Media Center Assignments

Ron Nicynski
Hargrove, Inc.
Telephone: +1 301.306.4606
Cell: +1 443.623.2017
Fax: +1 301.306.9318
Email: ronnicynski@hargroveinc.com

To secure space, submit an order to Hargrove Exhibitor Services noting your desired location on the applicable Rate Card & Order Form. Once your order is received, you will be contacted with your space assignment verification.

Other Contacts

VOICE / DATA / IT SERVICES and OFFICE EQUIPMENT:

All voice, data and IT services – such as telephone lines and supplemental/dedicated data (Internet) connections – **must be ordered [online](#) through Showcall Inc.**

Showcall Inc.
Telephone: +1 888.392.3865
Email: apec2011@showcallusa.com
Web: www.am2011.net

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



RATE CARD & ORDER FORM – INTERNATIONAL MEDIA CENTER

Company Name: _____

Workspace #: _____

Contact Name: _____

Product Description – Standard <u>Unassigned</u> Media Center Workspace	Price (US\$)	Qty	Total
One (1) unassigned workstation (24" wide x 24" deep space) within shared space, including: <ul style="list-style-type: none"> ▪ One (1) Chair ▪ Two (2) standard-service electrical outlets ▪ Wireless Internet access – 256k limit ▪ One (1) Desk Lamp 	N/C		N/C
<i>There is no need to place an order for Standard Unassigned Media Center Space – additional services in this location are NOT available.</i>	Subtotal:		N/C
	Tax – 4.712%:		N/A
	TOTAL (US\$):		N/C

Product Description – Standard <u>Assigned</u> Media Center Workspace	Price (US\$)	Qty	Total
One (1) personal assigned workstation (24" wide x 24" deep space) within shared space, including: <ul style="list-style-type: none"> ▪ One (1) 10 Amps/120 Volts standard-service electrical outlet 	\$510.00		
<ul style="list-style-type: none"> ▪ All prices in US Dollars (US\$) and payable to Hargrove, Inc. ▪ Standard <u>Assigned</u> Media Center Workspace must be ordered from Hargrove by October 10; availability cannot be guaranteed after October 10. ▪ The workstation itself is an inclusive RENTAL item and requires payment to Hargrove only. ▪ Electrical service in excess of 10 Amps/120 Volts provided at additional cost by Hargrove (see enclosed order form). ▪ Voice and data services provided at additional cost by Showcall Inc. 	Subtotal:		
	Tax – 4.712%:		
	TOTAL (US\$):		

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



RATE CARD & ORDER FORM – ASSIGNED EDITING SUITE/OFFICE

Company Name: _____

Workspace #: _____

Contact Name: _____

Product	Assigned Editing Suite / Office	Price (US\$)	Qty	Total
Suite	100 sq ft space (approx 3m x 3m) including: <ul style="list-style-type: none"> ▪ Four (4) Hard Walls (<i>no ceiling</i>) ▪ One (1) Locking Door 	\$2,100.00		
<ul style="list-style-type: none"> ▪ All prices in US Dollars (US\$) and payable to Hargrove, Inc. ▪ Order deadline: Monday, October 10, 2011. ▪ Furnishings provided at additional cost by Hargrove. ▪ Voice and data services provided at additional cost by Showcall Inc. ▪ Electrical services provided at additional cost by Hargrove; see enclosed order form. ▪ See <i>General Information</i> regarding cable management. ▪ For additional customization of this work space, please contact Hargrove Exhibitor Services at exhibitorservices@hargroveinc.com or +1 301.306.4627 for available options. 		Subtotal:		
		Tax – 4.712%:		
		TOTAL (US\$):		

Custom Editing Suites/Offices are available; contact Ron Nicynski at ronnicynski@hargroveinc.com or +1 301.306.4606 for a quote.

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



RATE CARD & ORDER FORM – STAND-UP LOCATION: EXHIBIT HALL

Company Name: _____

Workspace #: _____

Contact Name: _____

Product Description	Price (US\$)	Qty	Total
One (1) stand-up location (8' wide x 8' deep x 2' high space) including: <ul style="list-style-type: none"> ▪ 24" high skirted platform (black) ▪ Platform carpeting ▪ Overhead ambient lighting ▪ Two (2) 10 Amps/120 Volts standard-service electrical outlets 	\$850.00		
<ul style="list-style-type: none"> ▪ In the event additional services are not required, there is no need to contact Hargrove regarding these locations. ▪ See <i>General Information</i> regarding cable management. 	Subtotal:		
	Tax – 4.712%:		
	TOTAL (US\$):		

STAND-UP LOCATION: ROOF TOP

Product Description	Price (US\$)	Qty	Total
One (1) stand-up location (8' wide x 8' deep x 2' high riser) <ul style="list-style-type: none"> ▪ Two (2) 10 Amps/120 Volts standard-service electrical outlets 	\$775.00		
One (1) 8' wide x 4' deep section of astro turf to be included between camera and riser	\$160.00		
One (1) 10' x 10' pop-up relief tent	\$290.00		
<ul style="list-style-type: none"> ▪ In the event additional services are not required, there is no need to contact Hargrove regarding these locations. ▪ See <i>General Information</i> regarding cable management. 	Subtotal:		
	Tax – 4.712%:		
	TOTAL (US\$):		

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



RATE CARD & ORDER FORM – STANDARD FURNISHINGS & ACCESSORIES

Company Name: _____

Workspace #: _____

Contact Name: _____

Product Description	Price (US\$)	Quantity	Total
Barstool, with padded seat and back	\$ 85.00		
Cable Ramp (each)	\$ 40.00		
Chair – Side (armless), with padded seat and back	\$ 75.00		
Easel	\$ 45.00		
Stanchion – Retractable, with black belt	\$ 115.00		
Stanchion – Chrome (per stanchion)	\$ 95.00		
Velour Rope (8 foot length)	\$ 50.00		
Wastebasket	\$ 20.00		
Tables			
Round Table – 18" high x 30"	\$ 150.00		
Round Table – 30" high x 30"	\$ 150.00		
Round Table – 42" high x 30"	\$ 150.00		
4' x 2' x 30" Black Draped Table	\$ 100.00		
4' x 2' x 30" Undraped Table	\$ 75.00		
6' x 2' x 30" Black Draped Table	\$ 150.00		
6' x 2' x 30" Undraped Table	\$ 100.00		
3' High Black Drape (per linear foot)	Call for Quote		
8' High Black Drape (per linear foot)	Call for Quote		
For carpeting and/or additional customization options , such as hardwalls, signage, etc., please contact Hargrove Exhibitor Services for availability and a quote (exhibitorservices@hargroveinc.com or +1 301.306.4627).			
<ul style="list-style-type: none"> ▪ Additional furnishings/accessories available upon request. ▪ Orders for these items received after Monday, October 10, 2011 will be subject to a 25% surcharge. 	Subtotal:		
	Tax – 4.712%:		
	TOTAL (US\$):		

SP

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



SHIPPING & MATERIAL HANDLING

Company Name: _____ Workspace: _____

Contact Name: _____

As the Official Services Contractor for this event, Hargrove, Inc. will schedule the moving in and out of **all materials**.

Advance Shipping:

Shipments accepted from Oct. 5 at 8:00 AM to Nov. 2 at 4:00 PM
 (Company Name & Workspace #)
 APEC 2011 c/o Hargrove, Inc.
 YRC Hawaii
 94-164 Leokane Street
 Waipahu, HI 96797
 USA

Direct Shipping:

Shipments accepted beginning Nov. 7 at 8:00 AM
 (Company Name & Workspace #)
 APEC 2011 c/o Hargrove, Inc.
 Hawaii Convention Center
 1801 Kalakaua Avenue
 Honolulu, HI 96815
 USA

Advance shipments will be received at the designated warehouse and moved to the Hawaii Convention Center by Hargrove. Any **direct shipments** to the convention center **will not be accepted prior to 8:00 AM on Monday, November 7.**

Each shipment must be accompanied by a Bill of Lading. When completing your Bill of Lading and shipping labels, please include the name of the event (APEC 2011), your company name, and your workspace.

Remember that all shipments must be PREPAID. **DO NOT SHIP "COLLECT", AS COLLECT SHIPMENTS WILL BE REFUSED.**

MATERIAL/FREIGHT-HANDLING FEES:

\$105/100 lbs. (1 CWT)

NOTE: Minimum = 200 lbs./2 CWTs (\$210 per shipment)

Description <small>(carton, case, crate, skid, etc.)</small>	# of Pieces	Carrier	# of CWTs	Price per CWT	Total Price
<ul style="list-style-type: none"> ◆ Material Handling is billed by the hundredweight, or per CWT, with a 2 CWT minimum. ◆ When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. ◆ Each delivery to the dock constitutes a shipment, and is billed accordingly. ◆ Shipments received without weight tickets will be weighed and charged special handling rates. ◆ Advance shipments received after Wednesday, November 2 may be subject to a late-to-warehouse and/or truck & driver fee to move late-received materials to the event site. 				Subtotal:	
				Tax – 4.712%:	
				TOTAL (US\$):	

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
 Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



ELECTRICAL SERVICES ORDER FORM

Company Name: _____ Workspace #: _____

Contact Name: _____

Supplemental power for the Media Center shall be ordered as follows:

STANDARD ELECTRICAL SERVICE <small>(120 Volts – per single receptacle)</small>	QTY	ADVANCE RATE <small>(by 10/10/11)</small>	FLOOR RATE <small>(after 10/10/11)</small>	24-HOUR POWER: <small>double the rate</small>	TOTAL
10 Amps (approx 1200 watts)		\$ 310.00	\$ 454.00		
15 Amps (approx 1800 watts)		\$ 358.00	\$ 511.50		
20 Amps (approx 2400 watts)		\$ 395.50	\$ 565.00		

MOTOR / MACHINERY & DISTRIBUTION SERVICE <small>(208 Volts – labor order* & layout required)</small>	QTY	ADVANCE RATE <small>(by 10/10/11)</small>	FLOOR RATE <small>(after 10/10/11)</small>	24-HOUR POWER: <small>double the rate</small>	TOTAL
10 Amps (single phase)		\$ 412.50	\$ 589.50		
15 Amps (single phase)		\$ 465.00	\$ 664.50		
20 Amps (single phase)		\$ 531.00	\$ 739.50		
30 Amps (single phase)		\$ 675.50	\$ 965.00		
40 Amps (single phase)		\$ 772.00	\$1,078.00		
60 Amps (single phase)		\$1,123.00	\$1,604.50		
100 Amps (single phase)		\$1,377.50	\$1,967.50		
150 Amps (single phase)		\$1,824.50	\$2,607.00		
200 Amps (single phase)		\$2,442.50	\$3,489.00		

10 Amps (three phase)		\$ 728.00	\$1,040.00		
15 Amps (three phase)		\$ 807.50	\$1,153.50		
20 Amps (three phase)		\$ 930.00	\$1,328.50		
30 Amps (three phase)		\$1,255.00	\$1,792.50		
40 Amps (three phase)		\$1,403.50	\$2,005.00		
60 Amps (three phase)		\$1,456.00	\$2,080.00		
100 Amps (three phase)		\$2,245.50	\$3,207.50		
150 Amps (three phase)		\$2,710.50	\$3,872.00		
200 Amps (three phase)		\$3,298.50	\$4,712.00		

ELECTRICAL RENTAL PRODUCTS <small>(power / electrical service not included)</small>	QUANTITY	ADVANCE RATE <small>(by 10/10/11)</small>	STANDARD RATE <small>(after 10/10/11)</small>	TOTAL
15' Extension Cord		\$ 37.50	\$ 53.50	
25' Extension Cord		\$ 51.50	\$ 73.50	
50' Extension Cord		\$ 79.50	\$113.50	
Power Strip		\$ 35.50	\$ 51.00	

- Electricity will be turned on one (1) hour prior to each day's opening session and off 30 minutes after the day's final session. For 24-hour power and dedicated circuits (20 Amps minimum), double the list price.
- See next page for **Electrical Labor***

Subtotal:	
Tax – 4.712%:	
TOTAL (US\$):	

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE
TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438
exhibitorservices@hargroveinc.com



ELECTRICAL LABOR ORDER FORM

Company Name: _____

Workspace #: _____

Contact Name: _____

- Orders for 208 Volt services require an electrical labor order; a minimum of one (1)-hour labor will be charged.
- Outlets are dropped to the rear of the ordering location, in the most convenient manner. Labor charges may be required for installation other than the manner described.
- Electrical labor charges shall be applied as deemed necessary.
- Electrical Labor is charged in one (1)-hour minimum increments at the following rates:

Straight Time: Monday – Friday 8:00 am – 4:30 pm (except holiday)

\$ 108.00 per man, per hour

Overtime: All other hours

\$ 208.50 per man, per hour

Type of Labor	# of Workers	# Hours per Worker	Total Hours	Rate	Total
Installation Labor					
Dismantling Labor					
Subtotal:					
Add 25% (\$75.00 minimum) for Hargrove Supervision:					
Tax – 4.712%:					
TOTAL (US\$):					

*Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Advance order/payment guarantees rate only, not availability of service.*

Submit this form along with the Payment & Credit Card Information Form by Monday, October 10, 2011.

HARGROVE

TRADE SHOWS | EVENTS | CUSTOM EXHIBITS

1 Hargrove Drive • Lanham, MD 20706 • USA Telephone: +1 301.306.4627 Fax: +1 301.731.5438

exhibitorservices@hargroveinc.com

TERMS & CONDITIONS

ELECTRICAL SERVICES:

1. Advance order payment guarantees discounted rate only, not availability of service.
2. Payment in full must be rendered prior to delivery of service.
3. Advance orders must be received by Monday, October 10, 2011.
4. Credit will not be given for service installed but not used.
5. Change of orders after installation may be subject to labor charges. Minimum of one (1) hour.
6. All material and equipment furnished by Hargrove, Inc./its agent for the service order shall remain the property of Hargrove, Inc./its agent and shall be removed only by the staff of Hargrove, Inc./its agent at the close of APEC 2011.
7. Rates quoted for all connections cover the delivery of service to the workspace in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services, such as placing cords or relocating service(s), will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns, and permanent building utility outlets are not part of workspace and are not to be used by the media.
10. Claims will not be considered unless filed by the media contact prior to the close of APEC 2011.
11. All equipment to be connected must comply with federal, state, and local safety codes.
12. Under no circumstance should anyone other than a technician designated by Hargrove, Inc./its agent make service connections.
13. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
14. Electrical service for lights and displays will be turned on one (1) hour prior to each day's opening session and turned off 30 minutes after the day's final session. If needed, please order 24-hour electrical service on the Electrical Order Form.
15. All exhibitors' cords must be of the 3-wire grounded type and comply with federal, state, local safety and electric codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
16. Unless otherwise noted, the electricians of Hargrove, Inc./its agent are authorized to cut floor coverings to permit installation of service.
17. Overhead Electrical Service: *Call for quote.* 24-Hour Service: *Add 100% to service requirement charge.*
18. Hargrove, Inc./its agent is not responsible for equipment that is not powered down correctly at end of day.

LIMITS OF LIABILITY

Please read carefully, as the consignment of a shipment to Hargrove, Inc., or the placement of an order with Hargrove, Inc. by a Customer, or by any shipper to or on behalf of the customer, shall be construed as an acceptance by such Customer (and/or other shipper) of the terms and conditions set forth below.

NOTE: Protection of all materials belonging to the Customer is the sole responsibility of the Customer. Remember to insure your customer and all collateral materials from the time they leave your firm until they are returned after the show. A "rider" to an existing insurance policy can usually do this.

Damage & Loss

HARGROVE, INC. and its subcontractors do not insure the Customer's property against loss or damage. Further, Hargrove, Inc. and its subcontractors do not provide for full replacement value should loss or damage occur. *The Customer shall obtain insurance for Customer's property.*

If Customer's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove, Inc. or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove, Inc. and its subcontractors shall be limited to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1000.00 per shipment, whichever is less. This amount shall be the Customer's agreed upon damages.

Specifically, Hargrove and its subcontractors shall not be liable for:

- Damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage.
- Loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Customer's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Customer.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove, Inc. and its subcontractors' control.
- Loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers).
- Actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to a Customer's materials which may make it impossible or impractical for the Customer to exhibit its materials.

Agreement between Hargrove, Inc. and Customer

HARGROVE, INC. and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove, Inc. and its subcontractors regarding loss or damage to any of the Customer's property, the Customer agrees that payment for services provided by Hargrove, Inc. or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Customer agrees to pay the full amount for the services provided by Hargrove, Inc. and its subcontractors prior to the close of the show. The Customer further agrees that any claim against Hargrove, Inc. or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Customer agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove, Inc. and its subcontractors will act as the Customer's agent when signing any documentation related to its shipment. If any employee of Hargrove, Inc. and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove, Inc. and its subcontractors are doing so on behalf of the Customer, and the Customer accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove, Inc. Exhibitor Service Center. Affixing the labels is the sole responsibility of the Customer and/or his representatives. All previous labels should be removed. Hargrove, Inc. assumes no responsibility for containers with incorrect labels. Further, Hargrove, Inc. assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where Customers store materials with Hargrove, Inc. (empty, accessible, dry, refrigerated, or otherwise), they do so at their own risk. Hargrove, Inc. assumes no liability for items placed in such storage.

HARGROVE, INC. and its subcontractors reserve the right to change designated carriers; if the carrier assigned by the Customer does not pick up Customer's freight on time. The Customer will be responsible for payment to the carrier that Hargrove, Inc. and its subcontractors choose to reroute the Customer's freight. Hargrove, Inc. and its subcontractors assume no responsibility as a result of rerouting or handling of freight.