

MIND BODY & SPIRIT EXPO

OCTOBER 26-28, 2007

Valley Forge Convention Center
Valley Forge, PA

ORDER DEADLINE DATE
October 12, 2007

Please prepare and return to:
Reber-Friel Company, Convention & Exposition Services
550 South Henderson Road
King of Prussia, PA 19406
Telephone # (610) 265-7310 Fax # (610) 265-7390

• Standard Rate Applies •
After Deadline

ORDER IN ADVANCE . . . SAVE TIME & LATE CHARGES . . . ALL MATERIALS ON RENTAL

• FURNITURE AND ACCESSORIES •

		Discount	Standard
_____ * Executive Swivel Arm Chair		\$72.00	\$97.00
_____ Modular Arm Chair		51.50	69.50
_____ Side Chairs		32.00	43.50
_____ Stool with Back		57.00	77.00
_____ Waste Basket		14.00	19.00
_____ Sign Easel		29.00	39.00
_____ Coat Tree		30.50	41.00
_____ * Modern Table (Walnut) 24" Round 18" High		43.50	59.00
_____ * Conference Table (Walnut) 30" Diameter 30" High		75.50	102.00

*Limited Quantities

• DISPLAY TABLES •

	*Undraped Tables	**Draped Tables
2' x 4' x 30" High Table	\$38.00	\$99.50
2' x 6' x 30" High Table	48.50	116.50
2' x 8' x 30" High Table	60.00	132.00
	\$51.50	\$134.50
	65.50	157.00
	81.00	178.00

*For undraped 42" high, add \$15.00 per table; Check Here ** For tables 42" high w/skirt, add \$43.00 per table; Check Here

Price for Skirted Table includes; Top; (White Vinyl Plastic), Front & 2 Sides.

Circle Color Choice for Skirting – Black – Blue – Burgundy – Gold – Hunter Green – Grey – Red – Teal

• WOODEN RISERS •

	Riser & Cover (white)
4' Long, 10" Wide x 11" High	\$46.00
6' Long, 10" Wide x 11" High	69.50
	\$62.00
	94.00

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• DISPLAY PANELS •

_____ 4' x 8' Pegboard Panel – White*	\$128.00	\$173.00
_____ 4' x 8' Foamcore Panel – White*	149.00	201.00

[] Vertical [] Horizontal

*Colors–Additional \$50.00 per panel–Please Specify Color _____

_____ Special Requirements (List Specs.) _____

• FLOOR COVERING (Standard Sizes) •

Circle Color Choice: Blue – Burgundy – Hunter Green – Grey – Gold – Red – Teal

_____ 9' x 10' Carpet	131.00	177.00
_____ 9' x 20' Carpet	262.50	354.50
_____ 9' x _____ Carpet (Ten Foot Segments) Per Lin. Ft.	13.50/ft.	18.00/ft.
Carpet to cover your entire display area (Per Sq. Ft.)	3.50/sq. ft.	4.75/sq. ft.

(Includes laying, cutting, cutting waste & taping)

_____ x _____ ft.

• CARPET ACCESSORIES •

_____ Foam Padding (Min. 100 Sq. Ft.)	2.00/sq. ft.	2.75/sq. ft.
_____ Visqueen (Min. 100 Sq. Ft.)	1.50/sq. ft.	2.00/sq. ft.

Charges for rentals listed include delivery to your space, installation only as specified, and removal at close of exhibit. Cancellation of equipment delivered will be subject to a 50% cancellation charge for labor involved.

COMPANY NAME _____ BOOTH # _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

ORDERED BY _____ PHONE _____ FAX _____

RF026%0207

URGENT

**IMPORTANT
NOTICE**

**No Shipment of Any Kind
Will Be Accepted
By
VALLEY FORGE CONVENTION CENTER**

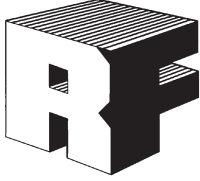
Refer to Shipping Information Form

Your Cooperation is Appreciated – Reber-Friel Company

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CUSTOM CLEANING ORDER FORM

All advance orders will be billed to the exhibitor if the Service Desk is not notified no later than opening day that the service was not performed.

The Building Management provides general cleaning of the exhibit hall. If you require booth cleaning, you must contract for it by using this form, or arrange for it at the Service Desk upon arrival.

WE WILL REQUIRE THE FOLLOWING CLEANING:

Vacuuming before opening of Exhibit & DAILY
thereafter30¢ per sq. ft. per day

Daily Service ()
(100 sq. ft. min.)

Service Only (Date) _____
(100 sq. ft. min.) _____

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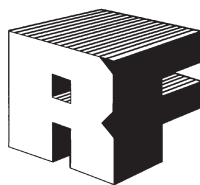
ALL RATES BASED ON GROSS BOOTH AREA
(100 sq. ft. minimum)

COMPANY NAME _____ BOOTH # _____ DATE _____
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SET-UP & DISMANTLE LABOR ORDER FORM

In the interest of prompt and efficient processing of exhibitors labor requirements for set-up and dismantling of exhibits, it is urged that advance notice be provided on this form. Orders received at the show will be processed after advance orders in all cases. Orders placed on the floor, without prior notification via this form, may be subject to a twenty percent (20%) additional surcharge.

Display persons are assigned to orders at 8:00 a.m. daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00 a.m. cannot be guaranteed, although we will make every attempt to provide labor at requested times.

You must call for labor at the service desk and bring display person back to service desk when finished to check in labor. **Failure to call for labor at requested time will result in a one-hour charge per display person requested, unless 24 hour advance written is provided.**

SERVICE #1

To save you time and personal supervision, we suggest Service #1, using our qualified personnel, trained to erect your display prior to your arrival.

- () You are authorized to erect our display prior to our arrival. For your information, we are forwarding blueprints, photographs or instructions. Where possible, all work should be done on straight time. In the event of shortage in shipment, or damage, please contact our representatives immediately for instructions. A supervision charge of 30% will be added to our bill for carpenters furnished at the rate shown below.
- () We will use the same service to dismantle and pack our exhibit. Before the end of the Show, shipping instructions, address, and waybill will be left in the service office.

SERVICE #2

- () We would like _____ carpenters available on _____ (DATE)
at _____ (A.M.) (P.M.) for approximately _____ hours to erect our display under the supervision of our representative
- () We would like _____ carpenters available on _____ (DATE)
at _____ (A.M.) (P.M.) for approximately _____ hours to assist our representative in dismantling and packing our exhibit.

**EXHIBITORS MUST COME TO SERVICE DESK
TO SIGN IN AND OUT FOR MEN REQUIRED.**

CARPENTER RATES

Straight Time \$72.50 per hour
Over Time \$98.25 per hour*
Doubletime. \$139.00 per hour**

*After 3:30 P.M. daily
**All day Sunday & Holidays

Note: Starting time for all labor is 8:00 A.M. - One hour minimum per man.

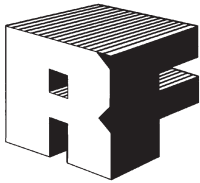
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EXHIBITORS PROPERTY WILL BE HANDLED IN A WORKMANLIKE AND PROFESSIONAL MANNER, HOWEVER, REBER-FRIEL CO. IS NOT RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.



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SPECIAL SIGNS

• **Price List and General Information** •

SIZE	10 WORDS OR LESS
7" x 11"*	\$ 33.50
9" x 44"*	47.00
11" x 14"*	47.00
14" x 22"*	56.00
14" x 28"*	63.00
22" x 28"	82.25
14" x 44"	82.25
20" x 60"	104.50
28" x 44"	104.50
40" x 60"	185.00

1. Copy exceeding 10 words will be charged at the rate of 83¢ per word.
2. * Cardboard easel backs at \$2.50 each.
3. A sales tax will be added where applicable.
4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.
5. Signs ordered after Deadline Date or at Show Site are subject to **'Overtime Charge' of 75%**.

INDICATE SIGN COPY BELOW

SIZE: _____

VERTICAL: _____

HORIZONTAL: _____

CARD COLOR: _____

LETTERING COLOR: _____

EASEL BACK: _____

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All orders are subject to 6% State Sales Tax.