

Utility Services

Assoc of Clinical Research Professionals Annual Conference April 24-26, 2010

Tampa Convention Center is pleased to host your event. We want to do everything possible to make your participation a very profitable and rewarding experience. We believe you will appreciate our personal touch to customer service and find our Exhibit Services staff to be very helpful.

The following service order forms are available at the Tampa Convention Center website:

- Advertising Network**
- Audio Visual**
- Catering** (*exclusive*)
- Cleaning** (*exclusive*)
- Computers**
- Electric** (*exclusive*)
- Internet** (*exclusive*)
- Plumbing/Air** (*exclusive*)
- Security**
- Telephone** (*exclusive*)

Please submit all order forms to the **TAMPA CONVENTION CENTER** as soon as possible. In order to receive the **INCENTIVE RATE**, your order with full payment and **required** floor plans (**all island booths**) must be post-marked by **March 31, 2010**. The TCC Service Desk will be located in the Exhibit Service Center area during your event to assist with inquiries.

If you need assistance prior to your event, a member of the Exhibit Services staff can be reached at 813-274-7761 or 1-800-426-5630.

www.TampaConventionCenter.com

P: 813-274-7761 F: 813-274-7859



TAMPA CONVENTION CENTER EXHIBITOR SERVICES



SERVICE ORDER FORMS: Orders must be postmarked 21calendar days prior to the first day of the show with full payment enclosed in order to receive the advance discount rate.

FORMS OF PAYMENT: Company check, cash, money order, Visa, MasterCard, or American Express. **NO BILLING OR PERSONAL CHECKS ACCEPTED.**

BADGING: All exhibitors are required to wear an exhibitor badge when on Tampa Convention Center property.

PARKING: Parking on the loading dock or inside the Center (except for loading or unloading) is prohibited; violators will be ticketed and/or towed at owner's expense. Parking is available in TCC's garage and at several more parking garages and lots within a two block area of TCC.

DOLLIES: Dollies (with labor) may be rented on site. Please check at the decorator's service desk or with a TCC Ambassador.

CHILDREN: No one under 16 is permitted in the hall or on the dock during the move-in/out.

FOOD AND BEVERAGE SAMPLING: Prior written approval from the Show Management must be given. Please contact Show Management for details. **NO OUTSIDE FOOD OR BEVERAGE IS ALLOWED INTO THE BUILDING.** Our Cafes and Restaurants will be open throughout the show hours.

VEHICLE(S) DISPLAYED: Show Management must be contacted for approval. Battery cables must be disconnected, gas tanks must be taped shut or locked and cannot contain more than 1/4 tank of fuel. Fueling or de-fueling shall not be done on TCC premises. Visqueen must be placed under all vehicles parked directly on TCC carpet and terrazzo tile. Keys to vehicles must be left on-site with the decorator, Show Management or TCC Security.

SMOKING: TCC complies with the Florida Clean Indoor Air Act. There is no smoking inside the facility.

DELIVERIES: Packages and freight are **NOT** accepted by TCC prior to the first move-in day of the show. Address the shipment to the contracted decorator with the name of the event, booth name and number.

FIRE MARSHAL: Please contact Show Management for any enclosed (or double decked) booths. All exits, hallways and aisles must be kept clear and unobstructed at all times. Materials used in exhibits must be flame-retardant and are subject to inspection by the Tampa Fire Marshal (The Fire Marshal may request that certification accompany items). All straw, hay or live evergreen trees are prohibited. **PROHIBITED:** compressed flammable gases, flammable or combustible liquids, and hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, and other petroleum-based materials). Helium balloons may be permitted provided Show Management approval is granted and TCC guidelines are followed. Adhesive-backed decals and stickers are not allowed inside the building.

TCC SERVICE DESK: Any questions about TCC services please call **(813) 274-7761**.

NOTICE TO EXHIBITORS



Tampa Convention Center looks forward to your arrival
and wishes you a most successful show.

Association of Clinical Research Professionals
April 23 - 27, 2010
Tampa Convention Center
Tampa, Florida

Official Contractor
AV & Computers

Questions? Call 800.966.4498 or email: exhibits@psav.com order on line at: ctsorders.psav.com

CUSTOMER INFORMATION		SHOW ID# 100411	
Alternate Venue	Booth Name	Booth Number	
Company	On-site Contact		
Address	On-site Cell		
City	State & Zip	Delivery Preference	<i>(someone MUST be present for delivery)</i>
Ordered By	Fax	Delivery Date *	Pickup Date
Phone	Email	AM PM	AM PM

ALL PRICING IS FOR THE LENGTH OF SHOW		Call for Items not listed on this form		Qty	On or Before 4/13/10	On or After 4/14/10	Total
LCD Monitors - Includes Speakers				Circle One			
					20% Discount Rate	Standard Rate	
23" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 480.00	\$ 600.00	
30" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 576.00	\$ 720.00	
32" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 684.00	\$ 855.00	
40" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 884.00	\$ 1,105.00	
46" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 1,260.00	\$ 1,575.00	
Plasma Monitors - Includes Speakers				Circle One			
42" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 864.00	\$ 1,080.00	
50" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 1,252.00	\$ 1,565.00	
61" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 1,636.00	\$ 2,045.00	
Computer ONLY Monitors - Speakers not included				Circle One			
17" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 120.00	\$ 150.00	
18" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 160.00	\$ 200.00	
19" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 200.00	\$ 250.00	
20" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 240.00	\$ 300.00	

Important: What source will be used with the monitor(s)? (i.e. DVD player, CD player, laptop, etc)
MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

Computers - Windows				
Pentium IV 3.0Ghz, 512 Mb SDRAM, DVD/CD-RW Drive, 128Mb DDR 5200 Video Card			\$ 320.00	\$ 400.00
Pentium IV 3.2 Ghz, Core Duo 2G-RAM, 160 GHD, DVD-RW			\$ 400.00	\$ 500.00
Pentium IV 3.4 Ghz, Core Duo 2G-RAM, 160 GHD, DVD-RW			\$ 500.00	\$ 625.00
PC Laptop - PIV, 2.0 Core Duo 2 GB Ram, 60 GB HD DVD/CD-RW			\$ 320.00	\$ 400.00

Computers - Macintosh				
MAC Mini 512 RAM, 80 GHD, DVD/CD-WL, NIC, Core Duo - Screen not included			\$ 224.00	\$ 280.00
20" IMAC 512RAM, 60GHD, Core Duo, 2.0GHZ / 512MB / 250GBHD / DVD-RW / W / LNIC - with Screen			\$ 476.00	\$ 595.00

Printers & Accessories				
HP LaserJet 4XXX Printer (25 PPM, Mac, PC, Network)			\$ 140.00	\$ 175.00
HP LaserJet 5XXX Printer (24 PPM, Mac, PC, Network) Tabloid			\$ 320.00	\$ 400.00
Keyboard and Mouse - Wired			\$ 32.00	\$ 40.00
Keyboard and Mouse - Wireless			\$ 40.00	\$ 50.00
Computer Speakers with Subwoofer			\$ 36.00	\$ 45.00

Miscellaneous				
Floor Stand <i>(For use with PSAV 30" - 61" Plasma & LCD only)</i>			\$ 136.00	\$ 170.00
Shelf for Floor Stand <i>(For use with PSAV Floor Stand only)</i>			\$ 52.00	\$ 65.00
54" Rolling Cart w/ Black Skirt			\$ 40.00	\$ 50.00
DVD Player (US compatible only)			\$ 116.00	\$ 145.00
VGA Distribution Amplifier			\$ 52.00	\$ 65.00
Video Distribution Amplifier			\$ 52.00	\$ 65.00

PSAV reserves the right to modify this form at any time.

Page Total

Continue next page

Association of Clinical Research Professionals
April 23 - 27, 2010
Tampa Convention Center
Tampa, Florida

Official Contractor
AV & Computers

SHOW ID# 100411

Company

Booth #

Total Page One

Audio	Circle One		QTY	20% Discount Rate	Standard Rate
Wired Microphone	Handheld	Lavaliere		\$ 52.00	\$ 65.00
UHF Wireless Microphone	Handheld	Lavaliere		\$ 240.00	\$ 300.00
UHF Wireless Microphone - Headset				\$ 376.00	\$ 470.00
Additional Wireless Headset				\$ 240.00	\$ 300.00
Individual Small Powered Speaker (up to 5 people)				\$ 72.00	\$ 90.00
Individual Small Powered Speaker (up to 10 people)				\$ 96.00	\$ 120.00
Sound System with (2) speakers (2) stands (up to 20 people)				\$ 136.00	\$ 170.00
Sound System with (2) speakers (2) stands (up to 50 people)				\$ 176.00	\$ 220.00
Sound System with (2) speakers (2) stands (up to 100 people)				\$ 212.00	\$ 265.00
Sound System with (2) speakers (2) stands (up to 250 people)				\$ 576.00	\$ 720.00
Audio Distribution Amplifier (splitter)				\$ 72.00	\$ 90.00
4 Channel Audio Mixer				\$ 60.00	\$ 75.00

Terms & Conditions

<p>➤ Please allow 24 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.</p> <p>➤ Your card WILL be charged approximately 10 days prior to show start date.</p> <p>➤ Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.</p> <p>➤ Cancellations: Received within 24 to 48 hours of the Show Start Date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery, "no-shows" are subject to the full amount.</p> <p>➤ Sales taxes are estimated and are due on all equipment and labor where applicable. The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p>➤ * PSAV can not guarantee specific delivery times due to possible decorator/builder delays and/or local union labor regulations.</p> <p>➤ PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.</p>	Rental Total										
<p>** Wall Mounting</p> <table border="0"> <tr> <td>ST Hours (1.0X)</td> <td>\$65.00</td> <td>Monday - Friday 8am to 5pm</td> </tr> <tr> <td>Tampa Rates OT Hours (1.5X)</td> <td>\$97.50</td> <td>Monday - Friday 5pm to 12am; Saturday after 8 hours</td> </tr> <tr> <td>DT hours (2.0X)</td> <td>\$130.00</td> <td>Monday - Saturday 12am to 8am; all day Sunday; after 14 hours</td> </tr> </table> <p>Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is NOT responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation.</p> <p>Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago require the Personal Property Lease/Rental Transaction Tax - 7550 form also.</p> <p>Damage Insurance If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgment.</p>	ST Hours (1.0X)	\$65.00	Monday - Friday 8am to 5pm	Tampa Rates OT Hours (1.5X)	\$97.50	Monday - Friday 5pm to 12am; Saturday after 8 hours	DT hours (2.0X)	\$130.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours	25% Delivery & Pickup Labor	
ST Hours (1.0X)	\$65.00	Monday - Friday 8am to 5pm									
Tampa Rates OT Hours (1.5X)	\$97.50	Monday - Friday 5pm to 12am; Saturday after 8 hours									
DT hours (2.0X)	\$130.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours									
	Wall Mounted Monitor(s), add \$130.00 PER monitor										
	7.0% Sales Tax Rental Total & Del/PU Labor										
	Damage Insurance 12% of Rental Total Yes ___ No ___										
	Grand Total										

NOTE: In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.

CREDIT CARD INFORMATION circle one



Name on Card	Company
Card Number	Billing Address
Expiration Date	City
Security Code	State/Zip
Card Holder Signature	Phone Number

Mail order with Payment to: PSAV

Paying by Check?

Please allow PSAV to confirm total PRIOR to SENDING check

925 Freeport Parkway, Suite 100, Coppell, TX 75019 Tel: 800.966.4498 Fax: 972.745.1694 (credit card orders only)

Wire Transfer: Call for instructions International orders can take up to one week to receive, please plan accordingly



Association of Clinical Research Professionals
 April 23 - 27, 2010
 Tampa Convention Center
 Tampa, Florida

Official Contractor Meeting Rooms

Questions? Call 800-966-4498 or email: exhibits@psav.com MEETING ROOM PRICING ONLY

CUSTOMER INFORMATION SHOW ID# 100411

Alternate Venue		Meeting Room Name / No.	
Company		On-site Contact	
Address		On-site Cell	
City	State & Zip	Meeting Start	Meeting End
Ordered By	Fax	Date	Date
Phone	Email	Time	Time

ALL PRICING IS PER DAY Call for Items not listed on this form Total Days Qty

					On or Before	On or After	Total
					4/13/10	4/14/10	
					20% Discount Rate	Standard Rate	
LCD Monitors - Includes Speakers			Circle One				
23" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 200.00	\$ 250.00	
23" Flat Panel Video and Data Monitor (16:9) DVD Player, 54" Rolling Cart w/ Black Skirt					\$ 252.00	\$ 315.00	
30" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 240.00	\$ 300.00	
30" Flat Panel Video and Data Monitor (16:9) DVD Player, 54" Rolling Cart w/ Black Skirt					\$ 292.00	\$ 365.00	
Plasma Monitors - Includes Speakers			Circle One				
42" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 360.00	\$ 450.00	
50" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 520.00	\$ 650.00	
61" Plasma Video and Data Monitor (16:9)	Wall Mount **	Tabletop			\$ 552.00	\$ 690.00	
Computer ONLY Monitors - Speakers not included			Circle One				
17" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 72.00	\$ 90.00	
18" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 80.00	\$ 100.00	
19" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 100.00	\$ 125.00	
20" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop			\$ 120.00	\$ 150.00	

Important: What source will be used with the monitor(s)? (i.e. DVD player, CD player, laptop, etc)

MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.

Computers - Windows

Pentium IV 3.0Ghz, 512 Mb SDRAM, DVD/CD-RW Drive, 128Mb DDR 5200 Video Card			\$ 152.00	\$ 190.00	
PC Laptop - PIV, 2.0 Core Duo 2 GB Ram, 60 GB HD DVD/CD-RW			\$ 120.00	\$ 150.00	

Projectors & Screens

3200 Lumens LCD Video & Data Projector			\$ 400.00	\$ 500.00	
5200 Lumens LCD Video & Data Projector			\$ 800.00	\$ 1,000.00	
35mm Projector, Stand, Wireless Remote, Lens, Tray			\$ 60.00	\$ 75.00	
Overhead Projector with Stand			\$ 56.00	\$ 70.00	
Tripod Projection Screen	Circle height	5' 6' 7' 8'	\$ 32.00	\$ 40.00	
Fastfold Front Projection Screen 7.5' x 10' includes dress kit			\$ 128.00	\$ 160.00	
Fastfold Front Projection Screen 9' x 12' includes dress kit			\$ 160.00	\$ 200.00	

Miscellaneous

Safelock Projector Stand			\$ 16.00	\$ 20.00	
Digital Speaker Timer			\$ 44.00	\$ 55.00	
Laser Pointer			\$ 36.00	\$ 45.00	
Flipchart, Easel, Pad and Markers			\$ 32.00	\$ 40.00	

PSAV reserves the right to modify this form at any time.

Page Total

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National Operations

Association of Clinical Research Professionals
 April 23 - 27, 2010
 Tampa Convention Center
 Tampa, Florida

Official Contractor Meeting Rooms

SHOW ID# 100411

Company _____ Meeting Room Name / No. _____ Total Page One

Audio & Video Accessories	Circle One		Days	Qty	20% Discount Rate	Standard Rate
Wired Microphone	Handheld	Lavaliere			\$ 24.00	\$ 30.00
UHF Wireless Microphone	Handheld	Lavaliere			\$ 124.00	\$ 155.00
UHF Wireless Microphone - Headset					\$ 176.00	\$ 220.00
Additional Wireless Headset					\$ 100.00	\$ 125.00
Sound System with (2) speakers (2) stands (up to 50 people)					\$ 160.00	\$ 200.00
Sound System with (2) speakers (2) stands (up to 100 people)					\$ 200.00	\$ 250.00
4 Channel Audio Mixer					\$ 32.00	\$ 40.00
DVD Player (US compatible only)					\$ 60.00	\$ 75.00
Floor Stand <i>(For use with PSAV 30" - 61" Plasma & LCD only)</i>					\$ 52.00	\$ 65.00
Shelf for Floor Stand <i>(For use with PSAV Floor Stand only)</i>					\$ 20.00	\$ 25.00

Operator Technician Labor
 i.e. Audio Technician, Slide Projectionist, Video Engineer, PowerPoint Technician, ect. call for quote

Terms & Conditions

<ul style="list-style-type: none"> ➤ Please allow 24 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received. ➤ Your card WILL be charged approximately 10 days prior to show start date. ➤ Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges. ➤ Cancellations: Received within 24 to 48 hours of the Show Start Date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery, "no-shows" are subject to the full amount. ➤ Sales taxes are estimated and are due on all equipment and labor where applicable. The prevailing sales tax rate at the time the customer's credit card is charged will be applied. ➤ * PSAV can not guarantee specific delivery times due to possible decorator/builder delays and/or local union labor regulations. ➤ PSAV will NOT deliver equipment to an unattended room. An authorized representative must sign for all equipment. <p>** Wall Mounting</p> <table border="0"> <tr> <td>ST Hours (1.0X)</td> <td>\$65.00</td> <td>Monday - Friday 8am to 5pm</td> </tr> <tr> <td>Tampa Rates OT Hours (1.5X)</td> <td>\$97.50</td> <td>Monday - Friday 5pm to 12am; Saturday after 8 hours</td> </tr> <tr> <td>DT hours (2.0X)</td> <td>\$130.00</td> <td>Monday - Saturday 12am to 8am; all day Sunday; after 14 hours</td> </tr> </table> <p>Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is NOT responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation.</p> <p>Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago require the Personal Property Lease/Rental Transaction Tax - 7550 form also.</p> <p>Damage Insurance If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgment.</p>	ST Hours (1.0X)	\$65.00	Monday - Friday 8am to 5pm	Tampa Rates OT Hours (1.5X)	\$97.50	Monday - Friday 5pm to 12am; Saturday after 8 hours	DT hours (2.0X)	\$130.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours	<p>Rental Total</p> <hr/> <p>25% Delivery & Pickup Labor</p> <hr/> <p>Wall Mounted Monitor(s), add \$130.00 PER monitor</p> <hr/> <p>7.0% Sales Tax Rental Total & Del/PU Labor</p> <hr/> <p>Damage Insurance 12% of Rental Total Yes ___ No ___</p> <hr/> <p>Grand Total</p>
ST Hours (1.0X)	\$65.00	Monday - Friday 8am to 5pm								
Tampa Rates OT Hours (1.5X)	\$97.50	Monday - Friday 5pm to 12am; Saturday after 8 hours								
DT hours (2.0X)	\$130.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours								

NOTE: In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.

CREDIT CARD INFORMATION circle one

Name on Card	Company
Card Number	Billing Address
Expiration Date	City
Security Code	State/Zip
Card Holder Signature	Phone Number

Mail order with Payment to: PSAV **Paying by Check?** Please allow PSAV to confirm total PRIOR to SENDING check