

ICES

INTERNATIONAL CONVENTION AND EVENT SERVICES

Dear Honolulu Marathon Expo 2010,

It is a great pleasure to have been selected as your Official Service Contractor once again. We will make every effort to make this a successful event for you.

Attached is the Exhibitors Service Kit for services you may require for your booth. Should you have any questions regarding services within your booth, please don't hesitate to contact us. Your Account Executive will be Shawntel. You may contact us via the following:

Main Office #808-832-2430

Office Fax #808-832-2431

Email: ices@iceshawaii.com

Or

Shawntel Pacheco, Account Executive

Direct Office #808-832-2215

Office Fax #808-832-2431

Email: shawntelp@iceshawaii.com

We look forward towards servicing you.

Sincerely,

ICES Management



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HONOLULU MARATHON EXPO 2010
HAWAII CONVENTION CENTER / DECEMBER 8 - 11, 2010

SERVICE CONTRACTOR

ICES

1004 MAKEPONO ST
HONOLULU, HI 96819
PHONE (808) 832-2430 * FAX (808) 832-2431

SHOW INFORMATION

Backwall Drape: RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)
Sidewall Drape: RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)
Aisle Carpet Color: GRAY

BOOTH PACKAGE:

Booth Size: 10' X 10'
(1) 6' Skirted Table
(2) Chairs
(1) Wastebasket w/Liner
(1) One Line ID Sign (7" x 44") provided automatically

IMPORTANT DATES: (Be sure to check all order forms for additional deadlines)

Friday	19-Nov	Discount Deadline for orders received with payment	
Thursday	18-Nov	Advance Shipments may begin arriving at ICES Warehouse	
Friday	3-Dec	Last Day for Advance Shipments to arrive at ICES Warehouse without surcharges	
Monday	6-Dec	Direct Shipments may begin arriving at Convention Center from 12:00 Noon to 5:00PM (HST)	
Tuesday	7-Dec	Last day for Direct Shipments to arrive at Convention Center between 9:00 AM - 5:00 PM (HST)	
Monday	6-Dec	Installation	12:00 PM - 6:00 PM &
Tuesday	7-Dec		8:00 AM - 6:00 PM
Wednesday	8-Dec	Show Hours	10:00 AM - 6:00 PM
Thursday	9-Dec		9:00 AM - 6:00 PM
Friday	10-Dec		9:00 AM - 7:00 PM
Saturday	11-Dec		9:00 AM - 5:00 PM
Saturday	11-Dec	Dismantle	5:30 PM - 10:00 PM
Sunday	12-Dec		8:00 AM - 4:00 PM
Sunday	12-Dec	Carriers must be checked in by 3:00 PM	
Sunday	12-Dec	All exhibitor materials must be removed by 4:00 PM. If your freight remains on the exhibit floor at this time it will be going out via ICES Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the ICES Service Desk during Show Hours & not during dismantle.	

SHIPPING ADDRESSES:

Advance Shipments to Warehouse **ICES** Shipments should arrive on or before:
1004 Makepono St Honolulu, HI 96819 Friday, December 3 by 3:00 PM (to avoid surcharges)

Direct Shipments to Exhibit Site **c/o ICES** Shipments will be accepted beginning:
Hawaii Convention Center 1801 Kalakaua Avenue Monday, December 6 between 12:00 PM - 5:00 PM
Honolulu, HI 96815 Tuesday, December 7 between 9:00 AM - 5:00 PM

ICES Service Desk:

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

SHOW INFORMATION

ICES

(International Convention & Event Services)

Dear Exhibitor,

We are pleased Show Management has selected **ICES** as your Official Service Contractor. Our objective is to make your exhibit a success.

DISCOUNTED PRICES

Please take some time and read through the packet carefully. It contains information on rates & services provided by ICES. It is very important you process and place your order before **FRIDAY, NOVEMBER 19, 2010** (top right hand corner of each order form page), to take advantage of the discounted prices. **WE DO NOT ACCEPT PHONE ORDERS.** All orders must be placed by mail or fax. The deadline date for advance prices is as noted on the top of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

ICES require payment in full at the time the services are ordered. Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers (\$25.00 service fee will be added to your total for each wire transaction), a U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A \$25.00 handling charge will be assessed for any checks returned by your bank due to insufficient funds.

TRANSPORTATION:

For those requiring transportation, **ICES** suggests the following companies who will be able to assist you in meeting your needs. Please note: container dimensions are:

88" width x 88" height x 39-1/2' deep or 88" width x 102" height x 44-1/2' deep

AIR FREIGHT:

DB SCHENKER

PHONE (808) 836-2311

INLAND TRUCKING:

ESTES TRUCKING

PHONE (800) 541-1670 X 2561

OCEAN TRANSPORTATION:

H2O LOGISTICS LLC

PHONE (310) 324-8955

ICES will also have staff members on site at the **ICES** Service Desk during exhibitor set-up and throughout the show to assist you.

We look forward to working with you. **MAHALO!**

ICES

(International Convention & Event Services)

* HONOLULU MARATHON EXPO 2010 *

* HAWAII CONVENTION CENTER / DECEMBER 8 - 11, 2010 *

As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

Ordering Trade Show Services

- √ Always include your complete customer information on each order form including address with zip code, phone and fax, email address, contact name, and most importantly, booth number (if available). If you have multiple booth locations, please complete individual order forms for each location (booth, meeting rooms, etc.).
- √ Ensure that all credit card information is complete and correct including the expiration date & cvv #.
- √ When ordering carpet, draped tables or counters remember to select the colors you desire.
- √ Please make sure that the size of carpet ordered is appropriate for your booth space (e.g.: DO NOT order a 9' x 20' carpet for a 10' x 10' booth).
- √ Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

Inbound - Move In

- √ Confirm your furnishing orders with ICES. You should receive a confirmation of your order within 3 - 5 days of placement.
- √ Confirm target dates with ICES and communicate them to your carrier. Refer to the Special Handling section on the Material Handling Information Sheet to ensure you do not incur special handling charges.
- √ Keep phone number of your carrier with you, including weekend contacts.
- √ Have your hotel information available, including phone number, address, etc.
- √ After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

Show Site

- √ Put together a trade show survival kit to include in your freight or carry with you, including:
 - > Small Tool Kit
 - > Staples, Scissors, Tape
 - > Pens & Markers for Labels
 - > First Aid Kit
 - > Bottled Water

Outbound - Move Out

- √ Keep in mind, the return of empty containers can take from 2 to 12 hours (depending upon the size of the show), so coordinate your outbound flight to accommodate this.

HONOLULU MARATHON EXPO 2010

HAWAII CONVENTION CENTER
DECEMBER 8 - 11, 2010

RETURN TO:

ICES

1004 MAKEPONO STREET
HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 19, 2010

Tables & Chairs	\$
Custom Booth Rentals	\$
Carpeting	\$
Electrical	\$
Electrical Labor	\$
Booth Cleaning	\$
Installation / Dismantle	\$
Forklift Service	\$
Signs & Graphics	\$
Tripod Banner Frame	\$
Plants & Floral	\$
Audio Visual	\$
Computer Equipment & Accessories	\$
Freight Handling	\$
TOTAL AMT. DUE:	\$ -

Please complete order forms and calculation sheet and return with payment in full. **ICES requires your credit card authorization to be on file with us.** For your convenience, we will use this authorization to charge your credit card account for your advance orders, & any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all ICES, or any charges which ICES may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

METHOD OF PAYMENT:

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Expiration Date	C V V # (3-4 digit code)
Name of Cardholder:		Signature:	

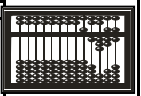
CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			
STREET ADDRESS	CITY	STATE	ZIP CODE

SHOW REPRESENTATIVE'S INFORMATION:

COMPANY NAME			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

PAYMENT & CALCULATION FORM


ICES

(International Convention & Event Services)

* HONOLULU MARATHON EXPO 2010 *
* HAWAII CONVENTION CENTER / DECEMBER 8 - 11, 2010 *

- 1.) Full payment is due with all service orders. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a (U.S. Bank) payable to ICES and accepted credit cards (Visa, Mastercard, Discover & AMEX).
- 2.) Service orders will not be processed without payment unless prior arrangements were made with the ICES Account Executive handling this event. All orders must include a valid credit card number event through payment will be made with check.
- 3.) Exhibitors with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- 4.) Advance rates will be applicable to service orders received by advance order deadline date shown on each order form. Order forms received after the advance order deadline date will be charged at floor rate.
- 5.) ICES will not be responsible for any orders not received due to transmittal problems.
- 6.) Third party billing is available upon request. Please contact ICES at (808) 832-2430 or email us at: ices@iceshawaii.com.
- 7.) All balances remaining after the close of the show will be charged to the credit card provided on the payment form. Should the credit card provided be invalid, a company check must be sent immediately for total amount due. Interest will be charged & collected on all past due balances.
- 8.) A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- 9.) Credit or refund will not be given for services cancelled after the advance order deadline, installed or not used.
- 10.) Claims regarding all services provided by ICES will not be considered unless filed by exhibitor prior to close of show.
- 11.) Refunds of overpayment will be issued by submitting request to ICES via fax (808) 832-2431 or email at: ices@iceshawaii.com within thirty (30) days of the close of final invoice.
- 12.) For unpaid balances on pre-approved invoices, terms will be net due and payable upon receipt of invoice. Effective after thirty (30) days after invoice date, unpaid balance will bear a finance charge of 1.5% per month.
- 13.) International exhibitors are required to pre-pay all services ordered.
- 14.) State of Hawaii charges excise tax & **not** sales tax.

PAYMENT TERMS & CONDITION

HONOLULU MARATHON EXPO 2010

HAWAII CONVENTION CENTER
 DECEMBER 8 - 11, 2010

RETURN TO:

ICES

1004 MAKEPONO STREET
 HONOLULU, HI 96819

PH (808) 832-2430 * FAX (808) 832-2431

Advance Order Deadline: NOV. 19, 2010**EXHIBITING FIRM'S INFORMATION:**

COMPANY NAME			BOOTH NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER		
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT			DATE

You may arrange for a third party to handle your display and be billed for services. ICES will agree to this agreement if the third party has a satisfactory payment record with us **BOTH** firms must complete this form, and the **THIRD PARTY** must complete the credit card charge authorization on the Payment & Calucation Form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payment upon receipt.

THIRD PARTY FIRM'S INFORMATION:

COMPANY NAME				
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER		
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT-PLEASE PRINT			DATE

METHOD OF PAYMENT:

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Expiration Date	C V V # (3-4 digit code)
Name of Cardholder:		Signature:	

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME				
STREET ADDRESS		CITY	STATE	ZIP CODE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

THIRD PARTY BILLING REQUEST FORM

HONOLULU MARATHON EXPO 2010

DECEMBER 8 - 11, 2010

Safety is very important for everyone working in the exhibit hall - especially you!

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

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

EXHIBITOR LOSS PREVENTION GUIDESLINES AT SHOW SITE

- * Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standard.
- * Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- * Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designated to support your standing weight. Please use a ladder or ask an **ICES** personnel for assistance.
- * **ICES** forklifts and carts are to be used by authorized **ICES** personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a ICES representative at the Exhibitor Service Desk can provide it to you.
- * Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate of load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- * Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- * Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify an ICES supervisor if you need assistance repairing or removing a damaged cord. Do not overhead outlets or plugs.
- * Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- * If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- * Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- * Keep aisles free and clear of any and all debris.
- * Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- * Notify an ICES representative of any safety issues or concerns.

SAFETY FIRST!

ICES (Int'l Convention & Event Services)

1004 Makepono Street * Honolulu, HI 96819 * Phone (808) 832-2430 Fax (808) 832-2431

FIRE & SAFETY REGULATIONS - FOR ALL HAWAII CONVENTION SITES

HONOLULU MARATHON EXPO 2010

HAWAII CONVENTION CENTER

DECEMBER 8 - 11, 2010

- 1.) ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, which cannot be treated to meet the requirements, may not be used.
- 2.) ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3.) DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4.) ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 5.) VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine start system may be left connected. External chargers are recommended for demonstration purposes.
- 6.) COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7.) VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 8.) COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gases, etal; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
- 9.) ALL 100 VOLT EXTENSION CORDS SHALL BE THREE-WIRED (GROUNDED), #14 OR LARGER AWG, COPPERWIRE, CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.
- 10.) MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

- 11.) THE OFFICIAL ELECTRICAL CONTRACTOR MUST DO ELECTRICAL WORK UNDER CARPETS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.
- 12.) ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.
- 13.) NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.
- 14.) AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.
- 15.) ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.
- 16.) MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.
- 17.) FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strickly prohibited within the building.
- 18.) ALL FIRE HOSE BOXES MUST BE KEPT COMPLETELY CLEAR. All fire exit signs must be unobstructed.
- 19.) 9'0" wide aisles are the norm, although the state minimum is 5'0". A minimum of 20'0" in front of any exit/entrance door must be kept clear.

LABOR GUIDELINES - FOR ALL HAWAII CONVENTION SITES

- 1.) Hawaii is a right-to-work state and "producer's choice" applies
- 2.) If a producer requests/mandates union labor, it is supplied
- 3.) 90% of the trade shows in Hawaii use non-union labor from the Service Contractor and exhibitors may install/dismantle their own exhibits freely.

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DECEMBER 8 -11, 2010

ICES

1004 MAKEPONO ST
HONOLULU, HI 96819
PH (808) 832-2430 FAX (808) 832-2431

1.) DEFINITIONS:

Agents - Subcontractors, carriers and the agent of each
Customer - Exhibitor or other party requesting services from ICES
Carrier - Motor carrier, air carrier or surface carrier/freight forwarder
Shipper - party who tenders goods to carrier for transportation
Goods - Exhibits, property and commodity
Cold Storage - Holding of Goods in a climate controlled area
Services - Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services.
Show Site - Venue or place when a conference or event takes place.
Supervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space, and is supervised and/or directed.
Unsupervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by ICES. Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.

2.) SCOPE:

These terms and conditions shall be binding upon Customer, ICES and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

By acceptance of services of ICES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.

3.) CUSTOMER OBLIGATIONS:

Payment for services. Customer shall be liable for all unpaid charges for services performed by ICES or Agents. Customer authorizes ICES to charge its; credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
Credit Terms: All charges are due before services are performed unless other arrangements have been made in advance. ICES has the right to require prepayment or guarantee of the charges at the time of request for services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to ICES, ICES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1-1/2% per month until paid.

4.) MUTUAL OBLIGATIONS:

Indemnification:

Customer to ICES - Except to the extent of ICES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify ICES from and against any claims, lawsuits, demands liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property relating to or arising from performance under this Agreement.
Customer agrees to indemnify and hold ICES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.
ICES to Customer - To the extent of ICES' own negligence and/or willful misconduct, and subject to the limitations of liability below, ICES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees

and court costs, resulting from any injury to or death of person, or damage to property other than Goods. ICES assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

5.) No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

6. ICES Liability for Loss or Damage to Goods.
Negligence standard: ICES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of ICES.

Condition of Goods - ICES shall not be liable for damage, loss, or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. ICES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipts of Goods - ICES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count of condition.

Force Majeure (fawrs ma-zhcer) - ICES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism of war.

Cold Storage - Goods requiring cold storage are stored at Customer's own risk. ICES assumes no liability or responsibility for Cold Storage.

Accessible Storage - ICES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use for space and are not a form of insurance, or a guarantee of security.

Unattended Goods - ICES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

Labor - ICES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of ICES provided labor. If ICES supervises labor for a fee, ICES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide ICES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage - ICES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the ICES Service Desk for empty container storage. Damage that is the direct result of ICES' negligence shall be subject to the limitations of liability set forth in this document.

Forced Freight - ICES shall not be liable for Goods not picked up by Customers' chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled.

LIMITS OF LIABILITY & RESPONSIBILITY (page 1 of 2)

Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, ICES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases ICES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services / Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at ICES' discretion, and at Customer's expense assuming the Goods are labeled for return. ICES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage - ICES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - ICES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to ICES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage - ICES' liability shall be limited to the lesser of (1) the depreciated value of Goods, (2) repair cost, or (3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, with a maximum liability of \$50.00 (fifty dollars) per item or \$1000.00 (one thousand dollars) per shipment, whichever is less.

Excess Declared Value - If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the ICES services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by ICES. Maximum liability for damages resulting from ICES negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based upon weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and ICES' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - ICES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that ICES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage - In order to have a valid claim notice of loss or damage to Goods must be given to ICES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim - Any claim of loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of claim. Claims of Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by ICES within sixty (60) days after the close of the show. Claims of Goods alleged to be lost or damaged during transit must be received

by the responsible party within nine (9) months of date of delivery of Goods. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling Form/Bill of Lading. In the event of a dispute with ICES, Customer will not withhold payment of any amount due ICES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay ICES prior to the close of the show for all such charges and further agrees that any claim Customer may have against ICES shall be pursued independently by Customer as a separate action to be resolved on its merits. ICES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit - Any action at law regarding loss or damage to Goods must be filed within two (2) years of the date of declination of any part of a claim.

7. Jurisdiction, Choice of Forum -

This Agreement shall be governed by and construed in accordance with the application laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Hawaii. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's Circuit Court in Honolulu, Hawaii.

8. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "Storage Agreement" . In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to, ICES Liability for Customer's Goods:

The responsibility of ICES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. ICES shall be liable only for loss or damage to Goods caused by ICES' sole negligence. ICES' liability is limited to thirty cents per pound (\$0.30) of the actual cash value per item. In case of partial loss or damage, the maximum liability shall be prorated based on weight. ICES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond ICES' immediate control. ICES is not responsible for the marring, scratching or breakage of glass or other fragile items. ICES is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by ICES. In no event shall ICES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by ICES as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and ICES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

I have read & agree to this Limits of Liability:

[Signature Line]

Signature of Authorized Personnel

[Title Line]

Title & Date

STORING EMPTY CONTAINERS

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the **ICES** Service Desk or from your **ICES** Account Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty".

OUTGOING SHIPMENTS

An Outbound Material Handling Form/Bill of Lading must accompany all outgoing shipments. Shipping Information, outgoing forms and labels will be available at the **ICES** Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-side to oversee the outbound shipments of your display and product.

MACHINERY LABOR AND EQUIPMENT

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift & labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

INSURANCE

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. **ICES** has published **ICES** Limits of Liability and Responsibility that are in your service kit. Please read them carefully. It is recommended that your goods be insured.

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

ICES

1004 MAKEPONO STREET
 HONOLULU, HI 96819
 PH (808) 832-2430 FAX (808) 832-2431

Name of Show: **HONOLULU MARATHON EXPO 2010**
 * DECEMBER 8 -11, 2010 * HAWAII CONVENTION CENTER * HONOLULU, HI

COMPANY NAME: BOOTH #
 CONTACT NAME: PHONE #

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airborne/DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad wrapped.

NOTE: *Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.*

RECEIVING @ ICES' WAREHOUSE IS AS FOLLOWS:
 HONOLULU WAREHOUSE RECEIVING IS FROM THURSDAY, NOV. 18 THRU FRIDAY, DEC. 3 AT 3:00 PM (HST)
ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT.

DESCRIPTION	Price per CWT	Minimum
Warehouse Shipment (Honolulu) 8:00 a.m. - 3:00 p.m. Monday thru Friday		
Crated Shipment.....	\$70.00	\$140.00
Special Handling Shipment.....	\$75.00	\$150.00
Uncrated Shipment.....	\$80.00	\$160.00
Show Site Shipment AT HAWAII CONVENTION CENTER ON DEC. 6 12PM TO 5PM & DEC. 7 9AM TO 5PM		
Crated Shipment.....	\$80.00	\$160.00
Special Handling Shipment.....	\$85.00	\$170.00
Uncrated Shipment.....	\$90.00	\$180.00

DESCRIPTION	Price per Package	Additional Package
Small Package - Maximum Weight per Shipment is 50 lbs.		
Non-special Handling Shipment.....	\$50.00	\$5.00
Special Handling Shipment.....	\$65.00	\$6.50

DESCRIPTION	Weight	CWT	Unit Price	Est. Total Cost
SAMPLE (Honolulu Warehouse Crated)	1000 ÷ 100 =	10	\$70.00	\$700.00
	÷ 100 =			
	÷ 100 =			
	÷ 100 =			
	÷ 100 =			
			Sub-Total	\$
			4.712% Excise Tax	\$
			Total	\$

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

MATERIAL HANDLING

Notice of Intent to Use Exhibitor-Appointed Contractor

Return to: ICES * 1004 Makepono Street * Honolulu, HI 96819

Phone: (808) 832-2430 Fax: (808) 832-2431

HONOLULU MARATHON EXPO 2010

HAWAII CONVENTION CENTER * DECEMBER 8 – 11, 2010

FORM DEADLINE DATE:

NOVEMBER 19, 2010

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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A non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show management in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The non-Official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show management in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-Official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply ices exposition services with all necessary information by the deadline date indicated above.

Contract/Display House: _____
Street Address: _____
City, State, Zip: _____
Phone: (Area Code _____) _____ Fax: (Area Code _____) _____
Contact: _____
Description of Proposed Service for Event: _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Non-Official Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Exposition Managers.

RULES & REGULATIONS

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The non-official contractors shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
6. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with ICES.
7. The non-Official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. the show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for service.
9. Solicitation on the exhibit floor is prohibited. Any EAC or Non-Official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or ICES management.
10. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.

For Insurance & Safety reasons, the official contractor designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Drayage	Rigging	Millwright Work

TIPS TO EXHIBITOR APPOINTED CONTRACTORS (EACs)

1. Order services required from ices and the Exhibit Hall in advance. Ordering labor or services onsite which contractors may not be prepared to provide immediately, may delay the set-up of your booth or force your set-up into overtime.
2. Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
3. Please stay out of adjacent booths during set-up.
4. Label empty cartons and crates for storage as soon as they are ready. Holding back on "Empties" only adds congestion to the aisles.
5. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors may begin packing their product.
6. keep "No Freight Aisles" clear at all times. If ICES is required to rearrange any material situated in a clearly identified "No Freight Aisle" you or your client depending upon you billing arrangement with ICES will be charged a one hour minimum for forklift rental and labor.
7. Turn in outbound freight bills to the service desk on a timely basis. Holding freight bills until late in the day, or turning in large amounts of freight bills to the service desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

REGULATIONS AND GENERAL INFORMATION

1. ICES is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installation and connections to all electrical service must be made by an ICES electrician. ICES will not be responsible for any damage or loss equipment, component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than ICES's electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the list price.
4. Dedicated power (20 AMP min) is double the listed price, and can only be activated before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located in back of the booth. There will be electrical labor charges incurred for the placement of your electrical lines. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement in your booth, please call us at (808) 832-2430.
7. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
8. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitor equipment that is pre-wired to plug into our system.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

The above items require electrical labor, which may be ordered in the Electrical Labor section on the reverse side.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or floor lighting is a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!**

