



Marriott Waterfront
Baltimore, Maryland
August 1 - 5, 2011

Dear Exhibitor:

AFFLINK Business Services is the Official Service Contractor for the upcoming NCER Conference.

We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this exhibitor service kit are forms for ordering various services. The Exhibit Services forms are to be returned to our office, the others to the specific contractors who are providing the services. Please analyze and submit your order forms by **July 18th, 2011** to take advantage of our discount pricing.

Please carefully review the shipping information and dates in order to allow enough time to meet the posted deadlines. If you have any additional questions please do not hesitate to email rcunningham@afflink.com or fax (866) 847-3687. An Exhibitor Service Desk will be maintained in the exhibit area during exhibitor move-in to answer your questions and assist with any last minute requirements. We look forward to working with you and your company towards a successful show.

Thank You.



4th National Conference on Ecosystem Restoration

The Spirit of Cooperation

SCHEDULE

**EXHIBITOR
MOVE-IN** Monday, August 1st, 7:30am – 12:30pm

**EXHIBIT
HOURS** Monday, August 1st, 1:00pm – 5:30pm

Tuesday, August 2nd, 7:30am – 8:00pm

Wednesday, August 3rd, 7:00am – 1:00pm

Thursday, August 4th, 7:30am – 8:00pm

**EXHIBITOR
MOVE-OUT** Friday, August 5th, 10:30am – 2:00pm

All exhibitor shipments **must be received** at the Advance warehouse by: **Wednesday July 27th**

All exhibitor materials **must be removed** from the Exhibit Hall by **Friday August 5th at 2:00**

NOTE: It is not mandatory to have a display representative present at all times. As a conference attendee, exhibitors are invited to participate in all conference meetings and networking functions. There will be daily mid-morning and afternoon refreshment breaks served to attendees in the Exhibit Hall. Refer to the detailed program agenda for a full schedule of conference activities.

GENERAL INFORMATION

CUSTOMER SERVICE

- Richard Cunningham's email: rcunningham@afflink.com
Fax: (866) 847-3687
- Questions regarding shipping, table & drape, booth furnishings, labor, material handling, rental exhibits, signs, hanging signs, booth cleaning, and forklift service.
- No telephone orders accepted; please email or fax your order and credit card information to the above fax number.

EACH BOOTH INCLUDES

- 10' X 10' booth space (carpet is provided in the exhibit hall)
- 8' high drape back walls – blue/white
- 3' high drapery sidewalls – blue
- 1 – 6 x 2' skirted table
- ~~100~~ Chairs
- 1 – booth identification sign
- 1 wastebasket

SHOW COLORS

- Blue & White

UTILITIES

- Electric is **NOT** included in your booth package and **MUST** be ordered separately if your booth will need power. Please fill out the enclosed Electrical Order Form and fax directly to the Hotel to order power for your booth.

SHIPPING TO THE SHOW

ALL Freight going to this show is being consolidated in Henrico, VA. The freight to and from Henrico to your location is not included in the fee below. You may use your carrier of choice UPS, FedEx, or other LTL carriers to and from Henrico, VA. Keep in mind that all freight must be sent to the Advance warehouse as the hotel has advised AFFLINK no freight storage will be available.

- A credit card is required for Material Handling Services.

SHIPMENTS TO WAREHOUSE - \$112.00 per/100 lbs

This fee includes:

Receive shipments at warehouse, store shipment prior to convention. Deliver to booth, remove and store crates labeled EMPTY, return crates to booth at the close of the show, remove freight from booth, return freight to Advance warehouse, load on outbound carrier from the loading dock.

SHIPMENTS TO THE WAREHOUSE MUST BE SENT TO THE ADDRESS BELOW BY JULY 27TH, 2011. LATE SHIPMENTS SUBJECT TO ADDITIONAL HANDLING FEES

NOTE: ENCLOSED LABELS MUST BE ATTACHED TO SHIPMENT

AFFLINK BUSINESS SERVICES

EXHIBITOR NAME _____

7420 RANCO ROAD (DOCK 9A)

HENRICO, VA 23228

(804) 237-1166



Estimated Material Handling Order Form
INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS:

(Please use provided freight labels)

AFFLINK BUSINESS SUMMIT

Exhibitor Name _____
7420 Ranco Road (Dock 9A)
Henrico, VA 23228

(804) 237-1166

DIRECT SHIPMENTS:

NO DIRECT SHIPMENTS TO THE HOTEL

**THE MARRIOTT WATERFRONT DOES NOT HAVE
 STORAGE SPACE FOR VENDOR PACKAGES**

COMPLETE AND RETURN TO AFFLINK BUSINESS SERVICES

	Number of pieces	Est. Weight	Carrier(s)	Tracking # (Please provide number)	Estimated Cost* (of Material Handling) (200 lbs min per shipment)
ADVANCE SHIPMENTS (warehouse)					
ADVANCE SHIPMENTS (warehouse)					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

PLEASE FILL OUT THE INFO BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
 FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

SHIPPING ADVISEMENT

_____ Exhibitor Name

_____ Emergency Exhibit Contact Name

_____ Emergency Telephone Number

On _____ (date), Our Company Shipped

- _____ Number or Parcels
- _____ # Weight of Parcels
- _____ Tracking #'s / Pro Numbers
- _____ Tracking #'s / Pro Numbers
- _____ Tracking #'s / Pro Numbers
- _____ Tracking #'s / Pro Numbers
- _____ Tracking #'s / Pro Numbers
- _____ Tracking #'s / Pro Numbers
- _____ Mode of Transportation
- _____ Carrier

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

SHIP TO:

HOLD FOR



4th National Conference on Ecosystem Restoration

The Spirit of Cooperation

EXHIBITOR NAME _____

AFFLINK BUSINESS SERVICES DOCK 9A

7420 RANCO ROAD

HENRICO, VA 23228

MUST BE DELIVERED BY JULY 27th

SHIP TO:

HOLD FOR



4th National Conference on Ecosystem Restoration

The Spirit of Cooperation

EXHIBITOR NAME _____

AFFLINK BUSINESS SERVICES DOCK 9A

7420 RANCO ROAD

HENRICO, VA 23228

MUST BE DELIVERED BY JULY 27th

PLEASE KEEP IN MIND
THAT NO PRODUCTS OR
MATERIALS CAN BE
SHIPPED TO "VJ G
OCTTQV"Y CVGTHQP V
ALL SHIPMENTS MUST BE
SENT TO THE AFFLINK
ADVANCE WAREHOUSE

PAYMENT / PRICING POLICIES & HELPFUL INFORMATION

DISCOUNT & STANDARD PRICING

- To take advantage of any discount pricing, orders must be received with payment in full, no later than **July 18TH, 2011**
- Orders received, with payment in full AFTER the deadline date, will be invoiced at "Standard-Floor" pricing

PAYMENT SCHEDULE

- Orders received without full payment or credit card information will not be processed.
- All balances must be paid prior to close of the show.

METHOD OF PAYMENT

- For your convenience, we accept checks and money orders drawn on U.S. banks in U.S. funds, Visa, MasterCard, and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.

CANCELLATION & ADJUSTMENTS

- Cancellation clauses are noted on each order sheet.

EXHIBITOR SAFETY

- Standing on chairs, tables or other rental furniture is prohibited. Exhibit Services will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

MISCELLANEOUS

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All rental items remain the property of AFFLINK Business Services.

CONVENTION & DISPLAY TRADE SHOW

To assist you in planning for your show at the Marriott Waterfront, we are certain you will appreciate knowing in advance that specific labor will be required for certain aspects of your exhibit handling.

DECORATORS

Currently we have an agreement to provide labor for display installation and dismantling. Full time employees of exhibiting companies however, may set their own exhibits. Labor can be ordered in advance by returning the Display Labor order form.

MATERIAL HANDLING

Exhibitors may be limited to hand-carrying their own materials into the exhibit facility. The use of dollies, flat trucks and other mechanical equipment is not permitted. Access to the loading docks will be controlled in order to provide for safe and orderly move-in/move-out.

WORKERS COMPENSATION

All onsite workers must be covered by Workers Compensation Insurance.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your weight. We cannot be responsible for injuries in assembling your booth. Please order labor on the Display Labor Form and the necessary ladders and/or tools will be provided.

Recap of Services Ordered / Billing Authorization

MATERIAL HANDLING FEE (\$112/100 LBS) \$ _____
TABLE & FURNISHINGS ORDER \$ _____
ESTIMATED MATERIAL HANDLING ORDER \$ _____
BOOTH DECOR \$ _____
LABOR ORDER \$ _____
AV ORDER \$ _____
PROCESSING FEE \$ 25.00

**Credit Card Charge will be listed on your
Statement as: AFFLINK**

TOTAL ESTIMATED CHARGES \$ _____

PAYMENT METHOD

A CREDIT CARD IS REQUIRED FOR SERVICES RENDERED

I authorize Exhibit Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges for any goods received. If credit card is declined or a check is returned for insufficient funds, then Standard – Floor pricing prevails and a \$45.00 service charge will be added.

Cardholder's Name _____ Cardholder's Signature _____

Cardholder's Address _____

City _____ State _____ Zip _____

Card Number _____ Exp. Date _____

CVV# _____ Visa/MC Last 3 digits on back of card on signature strip
Amex 4 digits printed on front of card above account number

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO AFFLINK, LLC

Check Number _____ Name on Check _____

Dated _____ In the Amount of \$ _____

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

TABLE & BOOTH FURNISHINGS ORDER FORM

Quantity		Early Discount Price	Show Standard Price	
<u>ADDITIONAL TABLES – DRAPED</u>				
_____	4' x 2' Draped Table w/ White Skirt	95.00	105.00	_____
_____	6' x 2' Draped Table w/ White Skirt	105.00	115.00	_____
_____	8' x 2' Draped Table w/ White Skirt	115.00	125.00	_____
<u>TABLE RISERS - DRAPED</u>				
_____	4' x 12" Draped Riser	60.00	70.00	_____
_____	6' x 12" Draped Riser	75.00	85.00	_____
<u>BOOTH FURNISHINGS</u>				
_____	Chairs	55.00	65.00	_____
_____	Pedestal Table 30" Round	85.00	95.00	_____
_____	Floor Easel	55.00	65.00	_____
_____	Bag Rack	65.00	75.00	_____
_____	Plastic Floor Protection (10x10)	55.00	65.00	_____

PLEASE FILL OUT THE INFORMATION BELOW TOTAL _____

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

AV EQUIPMENT ORDER FORM

Quantity

		Standard Price	
_____	<u>Sound Equipment</u> PA System (mid-size)	245.00	_____
_____	Microphone Wireless (hand/lavaliere)	205.00	_____
_____	Microphone Wired (hand/lavaliere)	80.00	_____
_____	Custom Systems Available	(Per Quote)	
<u>Video Equipment</u>			
_____	VHS/DVD Player	115.00	_____
_____	46" Plasma Monitor with stand	785.00	_____
_____	LCD Projector (includes cart/setup)	550.00	_____
_____	100" Projection Screen	285.00	_____
<u>Computer Equipment</u>			
_____	Desktop with Monitor	215.00	_____
_____	Laptop	285.00	_____
_____	17" Flat Screen Monitor	190.00	_____
_____	20" Flat Screen Monitor	260.00	_____
_____	Literature Rack	105.00	_____
_____	Macintosh Computer	(Per Quote)	

PLEASE FILL OUT THE INFORMATION BELOW

TOTAL _____

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329 Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

BOOTH DÉCOR PACKAGE

As the AFFLINK Summit quickly approaches, Décor Services is ready to assist with your booth décor. From full booth décor to attention grabbing touches our dedicated staff is equipped with creative ideas to manage any booth decor.

Below are a few décor options to choose from to add excitement and interest to your booth. Complete package delivery, labor setup and strike charges included.

Deluxe cluster balloon arch in your choice of colors

Fits standard booth size

\$250.00_____



Deluxe live foliage and planter package

Fits standard booth size

\$450.00_____



Customize hard prop display

Fits standard booth size

from \$850_____



Note: Additional Décor available

PLEASE FILL OUT THE INFORMATION BELOW

Company Name_____ Contact Person_____

Address_____

City_____ State_____ Zip_____

Phone () _____ Fax () _____

Email address_____

To discuss other options please call Terry Cunningham at (804) 237-1153

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329 Road Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

DIGITAL GRAPHICS ORDER FORM

Supplier Company Name: _____

Quality graphics contribute significantly to the impact of your exhibit by creating visual excitement. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. EVENTS Unlimited has partnered with Design & Print Services and their high-quality print technology to provide you with the finest digital graphics available.

Standard Sizes (please call Design & Print Services at 804.237.1110 for price quotes on graphics not considered Standard Sizes)

22" x 28" color sign mounted & laminated to foamcore

	Price ea.	x	Quantity	=	Total print
Print	\$68.00	x	_____	=	\$ _____

Design

I will be supplying print-ready file (per artwork guidelines) \$0.00* x _____ = \$ 0.00

File name

I need to have my sign designed \$175.00**x 1 = \$ _____

Vertical Horizontal

Sign copy

TOTAL 22" x 28" signs \$ _____

60" x 36" color vinyl banner with 6 grommets

	Price ea.	x	Quantity	=	Total print
Print	\$113.00	x	_____	=	\$ _____

Design

I will be supplying print-ready file (per artwork guidelines) \$0.00* x _____ = \$ 0.00

File name

I need to have my sign designed \$175.00**x 1 = \$ _____

Vertical Horizontal

Banner

copy

TOTAL 60" x 36" banners \$ _____

8.5" x 11" color table top sign with cardboard easel

	Price ea.	x	Quantity	=	Total print
Print	\$21.00	x	_____	=	\$ _____

Design

I will be supplying print-ready file (per artwork guidelines) \$0.00* x _____ = \$ 0.00

File name

I need to have my sign designed \$175.00**x 1 = \$ _____

Vertical Horizontal

Sign copy

[Grey rectangular box]

TOTAL 8.5" x 11" signs \$ _____

GRAND TOTAL \$ _____

** File conversion, retouching, or color correction to supplied completed files may incur additional labor charges & will be estimated before work begins.*

*** Design fee includes basic design & layout – more extensive design & layout will be additional & will be estimated before work begins.*

PLEASE FILL OUT THE INFORMATION BELOW

Supplier Company Name _____

Contact Person _____ Email address _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Artwork Guidelines

- Minimum requirements for artwork, such as logos, when Design & Print Services is providing design and layout:
 - 300 dpi resolution at a size of 8" x 10" (higher resolution files will result in improved final product)
 - All related PMS and/or CMYK color codes
 - Contact name, phone # and email address of art creator if applicable
 - If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths
- Minimum requirements for final artwork that Design & Print Services will reproduce exactly as provided:
 - 100 dpi resolution at full size of actual finished product
 - All related PMS and/or CMYK color codes
 - Accurate color proof of artwork
 - Contact name, phone # and email address of art creator if applicable
 - If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths
- Acceptable file software formats with files saved in their native format (MAC software)
 - ADOBE – Illustrator, InDesign, and Photoshop
 - Quark XPRESS
 - Hi-res PDF
- Acceptable file types
 - EPS and AI (especially when submitting logos)
 - Hi-res PDF
 - TIF (especially when submitting photos)
 - JPG (provided resolution is high enough for photo images – not recommended for logos)
- Unacceptable file types
 - GIF files
 - Microsoft Office software files such as Word, PowerPoint or Publisher
- Ways to send artwork
 - Ship CD or DVD
 - Post files to ftp site (Please contact Wes Morgan at 804-237.1110 to obtain ftp site access information)

LABOR ORDER FORM

	Per Person Per Hour	Labor Hours
Straight Time	\$125.00	Monday – Friday 8:00am to 4:30pm
Over Time	\$187.50	Monday – Friday 4:30pm to Midnight
Double Time	\$250.00	All Other Times

- ONE HOUR MINIMUM PER PERSON – Labor thereafter is charged in ½ hour increments per person
- Labor cancellations must be received prior to move-in and move-out respectively. Failure to notify Afflink Business Services of such cancellation will result in a one hour minimum charge per person requested. Exhibitor supervised labor ordered yet not used will result in a one hour minimum no-show labor charge.
- A credit card is required for all labor orders.
- Shrink wrap services are available for \$30.00 per skid plus a minimum of ½ hour site order labor charge.

	DATE	TIME	# OF MEN	Estimated Hours
Install	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____

EXHIBITOR SUPERVISION REQUIRED

PLEASE FILL OUT THE INFORMATION BELOW

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228

FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com



CLEANING ORDER FORM

Quantity		Early Discount Price	Show Standard Price
# of Days	<u>BOOTH VACUUMING (per 100 sq ft)</u>		
_____	Booth Vacuuming (ea. day before show) (Includes emptying waste basket)	35.00	42.00 _____
	<u>PORTER SERVICE</u> (During Show)	Price	Price
_____	Empty Trash every hour	85.00	100.00 _____
			TOTAL _____

PLEASE FILL OUT THE INFORMATION BELOW

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Fax () _____

Email address _____

MAIL OR FAX TO: AFFLINK Business Services PO Box 28329, Henrico, VA 23228
FAX: (866) 847-3687 EMAIL: rcunningham@afflink.com

CONTACT INFO

EMAIL: candace.veight@marriott.com
 VOICE: 410-895-1895
 FAX: 410-895-1959



BALTIMORE WATERFRONT

OFFICE USE ONLY

AVEO#

PMS#

PLEASE PRINT LEGIBLY

2011 EVENT EQUIPMENT ORDER FORM

COMPUTER		QTY	TOTAL	INFORMATION		
Desktop PC w/windows/OfficeXP	\$ 250.00			EVENT NAME		
Laptop PC w/Windows/Office XP	\$ 250.00					
Laser Printer	\$ 195.00			COMPANY		
A/V		QTY	TOTAL			
6' Brass Easel	\$ 9.00			ADDRESS		
Flipchart	\$ 55.00					
37" LCD Monitor	\$ 300.00			CITY		
LCD Projector - Small Meeting Room	\$ 650.00					
LCD Accessory Package	\$ 150.00			STATE		
DVD Player	\$ 150.00			COUNTRY	ZIP	
19" Flat Panel Monitor	\$ 200.00			PHONE #		
5' - 8' Tripod Screen	\$ 105.00			FAX #		
42" Plasma Monitor w/ floor stand	\$ 650.00			MOBILE #		
Wired Microphone	\$ 85.00			EMAIL		
4-6 Channel Mixer	\$ 85.00			FORM COMPLETED BY		
Wireless Microphone	\$ 195.00					
JBL 10" Powered Speaker	\$ 75.00					
INTERNET		QTY	TOTAL			
High Speed Internet-CAT5 per PC	\$ 75.00					
High Speed Internet-Wireless per PC	\$ 75.00					
TELEPHONE		QTY	TOTAL			
House Phone (calls within hotel only)	\$ -			ON SITE CONTACT		
Local/Long Distance (dial 9 - no incoming)	\$ 100.00					
Direct-In-Dial (own phone #)**	\$ 125.00					
RIGGING		QTY	TOTAL	ROOM	BOOTH	
Rig Points (per ceiling point)	\$ 250.00					
ELECTRICAL		QTY	TOTAL	SETUP DATE	ACTUAL SHOW DATES	
20 Amp /110 Volt Dedicated Circuit	\$ 25.00			ADDITIONAL INSTRUCTIONS		
100Amp 208 Volt 3 Phase	\$475.00					
What will you be utilizing the electrical for?						
***** ALL CHARGES ARE ON A PER DAY BASIS*****				PAYMENT BY CHECK		
SUB TOTAL				Please mail checks to the address posted below, payable to the Baltimore Marriott Waterfront.		
HOTEL SERVICE CHARGE 22%				Payments by check MUST be received 10 days prior to installation.		
SUB TOTAL				PAYMENT BY CREDIT CARD		
NUMBER OF DAYS NEEDED*				CREDIT CARD NUMBER		
SUB TOTAL						
Sales Tax 6%				TYPE		
GRAND TOTAL				EXP DATE		
A 6% State Tax & 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 72 hour notice or full rental charges will apply. Credit or payment MUST be established before installation. **.75 charge per local call. Long Distance rates apply plus 55%.				CARDHOLDERS NAME		
				SIGNATURE		

LIMITS OF LIABILITY

LIMITATIONS OF AFFLINK'S LIABILITY AND RESPONSIBILITY

1. AFFLINK shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.
2. AFFLINK shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. AFFLINK shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show.
4. AFFLINK shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which make it impossible to exhibit same.
5. The consignment of delivery of a shipment to AFFLINK by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. AFFLINK shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. AFFLINK shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. AFFLINK liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of AFFLINK is limited to .30 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1000.00 per shipment. This applies while these goods are in AFFLINK custodial care.
7. Claims for loss or damage which are not submitted in writing to AFFLINK within 30 days of the close of the show on which the loss or damage occurred shall be considered waived.
8. Exhibitors should arrange for outbound shipments during the show or immediately after its close. AFFLINK will assist in the preparation of bills of lading. Be sure that your material has been carefully packed and properly tagged or marked.
9. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.