



Florida Academy of Pain Medicine

2005 Annual Meeting

**The Gaylord Palms Resort & Convention Center
Kissimmee, FL
July 29 - 31, 2005**

GEMS is proud to be your Exposition Management team for **the 2005 FAPM Annual Meeting**. Following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
1134 Central Florida Parkway, Orlando, Florida 32837
Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drapes: Burgundy & Cream
Side-wall Drapes: Burgundy
Room Carpet Color: Multi
Booth Size: 8' x 10'
Booth Includes: (1) 6' Skirted table, (2) chairs
Pipe & drape, and (1) ID sign provided

• **Please note that your booth space has NO Electrical service.** Please order this and additional services from the order forms in this manual. Order by the deadline date and take advantage of the discount prices.

• **Important Dates:**

Monday	June 27th	Shipments may begin arriving at warehouse	
Friday	July 15th	Discount deadline for orders received with payment	
Thursday	July 28th	Last day for advance shipments to arrive at the warehouse without surcharges	
Friday	July 29th	Exhibitor Set-up	4:00 pm - 7:00 pm
Saturday	July 30th	Exhibit Hall Open	7:00 am - 6:30 pm
Sunday	July 31st	Exhibit Hall Open	7:30 am - 11:30 am
Sunday	July 31st	Exhibit Tear Down	12:00 pm - 2:00 pm

Please inform your drivers to be checked in at the loading area by 1:15 pm on Sunday. Freight not picked up by 2:00 pm will be redirected.

Please see the enclosed information sheet for Overnight Transportation.
Overnight Transportation will be on location if you prefer to ship with our show carrier.

During the show:

• *GEMS maintains an on-site Exhibitor Center throughout the show. If there is anything you forgot to order, or new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.*

SHIPPING ADDRESSES:

Advance to the Warehouse:

GEMS Events
Company Name and Booth #
c/o 2005 FAPM
1134 Central Florida Parkway
Orlando, Florida 32837

Direct to Show site:

Gaylord Palms Convention Center
6000 West Osceola Parkway
Kissimmee FL, 34746
Company Name and Booth #
c/o GEMS for 2005 FAPM

**Do Not Send to Show-site
Prior to
Thursday July 29, 2005**

After the show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, special events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to serving you
in the future!**



GEMS

April Austin, Project Manager E-mail: April@gemsevents.com
1134 Central Florida Parkway, Orlando, Florida 32837
Phone: (407) 438-5002 Fax (407) 852-0286

**DEADLINE DATE
July 15, 2005**



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**PAYMENT & CREDIT CARD
 CHARGE AUTHORIZATION**

Payment Policy

Payment for Services—GEMS requires payment in full at the time services are ordered. Further, GEMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment—GEMS accepts MasterCard, VISA, Discover & American Express, and Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.

Third Party Billing— Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GEMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt— If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. GEMS must receive your certificate with your order; otherwise tax will appear on your invoice.

Adjustments and Cancellations— Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details.

If you have any questions regarding our payment policy, please call exhibitor services at 407-438-5002 or visit our Service Desk at the show. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GEMS. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file. For your convenience, we will use this authorization to charge your credit card for any addition amounts ordered by your representative or services rendered to your company for this event.

Please list all authorized persons for credit card use.

Credit Card Charge Authorization

(All Information Must Be Provided)

EXPIRATION DATE

MasterCard VISA American Express

Corporate Personal

Account Number

Card Holders Name

Please Print

Billing Address

City

State

Zip

Phone Number

Fax Number

Email Address

Card Holders Signature

Company Name & Booth Number

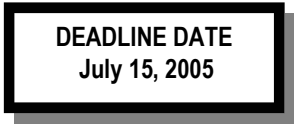
Calculation of Orders

	Total
Shipping & Handling	\$ _____
Installation & Dismantle Labor	\$ _____
Furnishing, Carpet & Accessories	\$ _____
GEMS Rental Exhibits	\$ _____
Booth Cleaning	\$ _____
Floral Service	\$ _____
Electrical Service	\$ _____
Hardware/AV Rental	\$ _____
Other	\$ _____
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$ _____
GEMS Federal ID #59-3543480	_____
GEMS is exempt from backup withholding tax.	_____

To simplify payment, send a check payable to GEMS for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of \$ _____

Check # _____ Amount \$ _____



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THIRD PARTY PAYMENT AND STATEMENT OF TERMS

GEMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 12 of this manual.
2. The payment record of the third party must be acceptable to GEMS. Also, the charge card information must be completed and submitted to GEMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires GEMS to fax an invoice from the Convention Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the names third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting form for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____ BOOTH#: _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____

COMPLETE ADDRESS: _____

CITY, STATE: _____ ZIP CODE: _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE _____

PHONE NUMBER: _____ FAX NUMBER: _____

ITEMS TO BE BILLED TO THIRD PARTY: _____

MASTERCARD VISA DISCOVER AMERICAN EXPRESS

ACCOUNT NUMBER: _____ EXPIRATION DATE: _____

NAME ON CARD: _____ SIGNATURE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY, STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ FAX NUMBER: _____



GEMS

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1134 Central Florida Parkway, Orlando, Florida 32837
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ELECTRICAL SERVICE ORDER FORM

ELECTRICAL OUTLET	120 VOLT	208 VOLT	QTY.	SUBTOTAL
5 Amps / 500 Watts or Less	\$125.00	N/A	_____	\$ _____
10 Amps / 1000 Watts or Less	\$140.00	N/A	_____	\$ _____
20 Amps / 2000 Watts or Less	\$160.00	\$200.00	_____	\$ _____
30 Amps/ 2 h.p or less	N/A	\$385.00	_____	\$ _____

ELECTRICAL LABOR RATES

80.00/hr., straight time; \$155.00, hr., over-time

Date for work to commence if not in conjunction with advance move-in:

____/____/____

Fill out location grid on next page.

All outlets over 15 amps and with a voltage of 120

Volts require a minimum 1 hour labor, please see

rates. All extension cords concealed under carpet

must be provided by GEMS.

Miscellaneous	PRICE	QTY.	SUBTOTAL
Extension Cords	\$35.00	_____	\$ _____
Surge Protectors	\$35.00	_____	\$ _____

• ORDERS WILL BE SUBJECT TO 30% ADDITIONAL CHARGE IF RECEIVED WITHOUT PAYMENT AFTER DEADLINE DATE NOTED BELOW OR ORDERED ON-SITE.

EXHIBITING FIRM:	BOOTH#
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Please retain one copy for your files

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SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the move-in date of the show. Such shipments must arrive on or before July 28, 2005 between the hours of 8:00 AM and 4:30 PM, Monday through Friday.

No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407-438-5002 **AND HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.**
- **NOTE: Shipments arriving at the warehouse after move-in has begun, will be charged an additional 25% overtime rate of the advance warehouse rate.**
- **Label each package or crate as follows: TO ARRIVE ON OR BEFORE JULY 28, 2005**

TO: GEMS
Company's Name & Booth #
FOR: 2005 FAPM
1134 Central Florida Parkway
Orlando, Florida 32837

SHIPMENTS TO THE CONVENTION FACILITY

- All shipments arriving prior to July 29, 2005, could be REFUSED and returned to the local trucking terminal.
- NOTE: Shipments will only be received at the show site *during the move-in periods* - **SEE PAGE ONE OF THE SERVICE MANUAL.**
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility.
- Weight tickets of Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.
- Label each crate or package as follows: **DO NOT DELIVER PRIOR TO July 29, 2005 - Facility could refuse shipment**

TO: Gaylord Palms Resort & Convention Center
6000 West Osceola Parkway Kissimmee, FL 34746
Company's Name & Booth #
FOR: 2005 FAPM
c/o GEMS

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.



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FOR ADVANCE SHIPMENTS
TO ARRIVE BY July 28, 2005



RUSH
EXHIBITON MATERIALS

To: _____
EXHIBITOR NAME
C/O GEMS
1134 Central Florida Parkway
Orlando, FL 32837

Name of Show: _____
Booth #: _____
#of Pieces _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY July 28, 2005



RUSH
EXHIBITON MATERIALS

To: _____
EXHIBITOR NAME
C/O GEMS
1134 Central Florida Parkway
Orlando, FL 32837

Name of Show: _____
Booth #: _____
#of Pieces _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY July 28, 2005



RUSH
EXHIBITON MATERIALS

To: _____
EXHIBITOR NAME
C/O GEMS
1134 Central Florida Parkway
Orlando, FL 32837

Name of Show: _____
Booth #: _____
#of Pieces _____
Carrier: _____

FOR ADVANCE SHIPMENTS
TO ARRIVE BY July 28, 2005



RUSH
EXHIBITON MATERIALS

To: _____
EXHIBITOR NAME
C/O GEMS
1134 Central Florida Parkway
Orlando, FL 32837

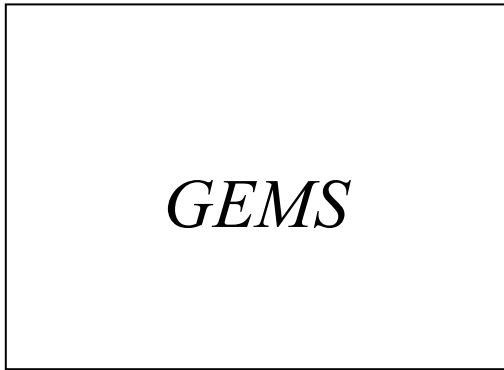
Name of Show: _____
Booth #: _____
#of Pieces _____
Carrier: _____



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and



Have teamed up to offer significant savings and unprecedented service in addressing exhibitors' needs.

- ✓ *Effective* planning and communication with local operations
- ✓ Pre-show contact offering *discounted freight rates* to and from shows
 - *\$68.00 each way for shipments under 100 lbs.*
 - *\$88.00 each way for shipments 101-150 lbs.*
 - *Round Trip discount package:* discounts available on shipments over 150 pounds when you set up for Overnite Transportation to service your shipment both in to and out of the show!
- ✓ Discount protection for exhibitors on *all traffic* out of shows *including* "forced" freight
- ✓ *Aggressive* regional *and* nationwide service times
- ✓ *Top-down commitment* to the Trade Show Industry
- ✓ *24 hour tracking* at www.overnite.com

***Call Overnite's Trade Show Specialists toll free at
1-800-988-9889
to set up your reduced freight charges and arrange a pick up!***

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FREIGHT ROUTING FORM

INFORMATION GUIDE ON INCOMING SHIPMENTS FOR THE SHOW

Company Name: _____ Booth #: _____
Origin of Shipment: _____ Carrier: _____
Shipping Date: _____ Approximate Arrival Date: _____
Total Number of Containers: _____ Total Weight of Shipment: _____
Pro # _____

PLEASE NOTE: To enable our tracing delayed shipments, please fax duplicate Bills of Lading to 407 852-0286.
COLLECT SHIPMENTS WILL NOT BE RECEIVED

INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW IF AVAILABLE

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID: COLLECT:
Total Number of Containers: _____ Total Weight of _____ of Ship-

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID: COLLECT:
Total Number of Containers: _____ Total Weight of _____ Ship-

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Street Address: _____
City: _____ State: _____ Zip: _____
Attention: _____ Telephone: _____
Authorized Signature: _____ Title: _____
Date: _____ Telephone: _____

Please retain one copy for your files

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MATERIAL HANDLING RATES

MATERIAL HANDLING RATES FOR SHIPMENTS TO THE WAREHOUSE

- \$64.00 per hundred weight (or fraction thereof).
- Minimum of \$128.00 per shipment delivered - 200 lb. minimum.

- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur during overtime there will be a 25% surcharge for each occurrence.
- Overtime hours are Mon-Fri before 8:00 am and after 4:00 pm and all day Saturday, Sunday and on Holidays.

MATERIAL HANDLING RATES FOR SHIPMENTS TO THE CONVENTION FACILITY

- \$59.00 per hundred weight (or fraction thereof).
- Minimum of \$118.00 per shipment delivered - 200 lb. minimum.

- **Rates are calculated on a round trip basis.**
- If the inbound and / or outbound receiving hours occur on overtime there will be a 25% surcharge on each occurrence.
- Overtime hours are from Mon-Fri before 8:00 am and after 4:00 pm and all day Saturday, Sunday and Holidays.

SMALL PACKAGE SHIPMENTS

Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. GEMS will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.

LABOR AND EQUIPMENT

Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.

SHIPMENTS REQUIRING SPECIAL HANDLING

Add 50% to the quoted convention facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the convention facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.

INBOUND BILL OF LADING OR DELIVERY RECEIPT

All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, GEMS shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if GEMS finds it necessary to provide this weigh scale service. No adjustments will be made after the show closes. Copies of the Bills of Lading, including pro number, should be mailed to GEMS as soon as shipments are made. This will assist in tracing, if necessary.



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MATERIAL HANDLING RATES

-CONTINUED-

EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. GEMS assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

- Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
- Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to GEMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. GEMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. GEMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with GEMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. GEMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by GEMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, should shipments need to be brought back for any reason, there will be an additional charge of \$69.00 per cwt. for straight time and \$138.00 per cwt. for overtime, with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor, from the time they leave his firm until they are returned after the show. All exhibits or materials handled by GEMS and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, GEMS and its subcontractors are not insurers. The amounts paid to GEMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. GEMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. GEMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage. All Bills of Lading covering outgoing shipments, which are given to GEMS by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. *Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of GEMS.* GEMS and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to GEMS within thirty (30) days of the close of the show shall be considered waived.

No suit or action shall be brought against GEMS or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the show site, GEMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to GEMS or its subcontractors by the exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.

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SHIPPING AND MATERIAL HANDLING RECAP

For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."

COMPUTATION OF ORDERS

When recording weight, round up to the next one hundred (100) pounds.

DIRECT SHIPMENTS TO THE WAREHOUSE:	
SHIPMENTS SENT VIA COMMON CARRIER (OVERNITE, YELLOW, ETC.)	
We will ship _____ pieces @ _____ lbs. @ \$64.00 per 100 lbs. (200 lb. minimum)	
	\$ _____
SHIPMENTS OTHER THAN COMMON CARRIER (UPS, FEDERAL EXPRESS, VAN LINES, AIR FREIGHT CARRIES, ETC.)	
We will ship _____ pieces @ _____ lbs. @ \$69.00 per 100 lbs. (200 lb. minimum)	
	\$ _____
DIRECT SHIPMENTS TO THE CONVENTION FACILITY	
SHIPMENTS SENT VIA COMMON CARRIER (OVERNITE, YELLOW, ETC.)	
We will ship _____ pieces @ _____ lbs. @ \$59.00 per 100 lbs. (200 lb. minimum)	
	\$ _____
SHIPMENTS OTHER THAN COMMON CARRIER (UPS, FEDERAL EXPRESS, VAN LINES, AIR FREIGHT CARRIES, ETC.)	
We will ship _____ pieces @ _____ lbs. @ \$64.00 per 100 lbs. (200 lb. minimum)	
	\$ _____
PAYMENT ENCLOSED \$ _____	

NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at show site. If you have any questions about material handling, please call 407-438-5002.

EXHIBITING FIRM:	BOOTH#
-------------------------	---------------

Please retain one copy for your files



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INSTALLATION AND DISMANTLING LABOR ORDER

INSTALLATION AND DISMANTLING LABOR RATES

Straight Time: \$67.00 per personnel hour Overtime: \$81.00 per personnel hour

Overtime rates prevail before 8:00AM and after 4:30PM, daily and all day on Saturdays, Sundays & Holidays. A minimum charge is one hour per labor personnel, with a ten percent service charge on show site orders.

PLAN A: Installation and dismantling of display under the supervision of I&D GEMS.

INSTALL Total Laborers: _____ Hours per Laborer: _____
DISMANTLE Total Laborers: _____ Hours per Laborer: _____

Please note the following:

- In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge.
- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and dismantling of display under the supervision of Exhibitor.

INSTALL Date: _____ Time: _____ Total Laborers: _____ Hours / Laborer: _____
DISMANTLE Date: _____ Time: _____ Total Laborers: _____ Hours / Laborer: _____

Please note the following:

- Labor personnel must be picked up at GEMS Exhibitor Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Workers are assigned to orders at 8:00AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8:00AM cannot be guaranteed, although every effort will be made to provide labor at requested times.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour charge per requested personnel.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

FORKLIFT ORDER

Straight Time: \$67.00 per personnel hour Overtime: \$81.00 per personnel hour Forklift: \$50.00 per hour
A forklift crew will consist of one forklift, one driver and one spotter.

INSTALL Date: _____ Time: _____ Total Crews: _____ Hours/Crew: _____
DISMANTLE Date: _____ Time: _____ Total Crews: _____ Hours/Crew: _____

Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.

ESTIMATED COST FOR FORKLIFT CREW LABOR \$ _____

EXHIBITING FIRM: _____

BOOTH# _____



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Kissimmee, FL
July 29 - 31, 2005

LIMITS OF LIABILITY AND RESPONSIBILITY FOR LABOR

1. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Gilbert Exposition Management, Inc., GEMS and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by Gilbert Exposition Management, Inc., or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Gilbert Exposition Management, Inc., GEMS or its subcontractor.
3. Gilbert Exposition Management, Inc., GEMS and its subcontractors 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, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Gilbert Exposition Management, Inc., GEMS, within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Gilbert Exposition Management, GEMS or its subcontractor more than one year after the accrual of the cause of action.
5. Gilbert Exposition Management, GEMS, will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Gilbert Exposition Management, Inc., GEMS, will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.



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NON-OFFICIAL CONTRACTORS' RULES & REGULATIONS

Gilbert Exposition Management, Inc. (GEMS), has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the GEMS Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the GEMS exhibitor Service Center by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the *Official Rules and Regulations* of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to GEMS no later than July 15, 2005.

- "INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Gilbert Exposition Management, Inc. (GEMS), as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.)

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO GEMS BY JULY 15, 2005. THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM GEMS.



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INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent on or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Gilbert Exposition Management Services, Inc. (GEMS), no later than the Deadline Date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
2. The Non-Official Contractor must provide GEMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. **NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.**
3. Failure to provide GEMS with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from GEMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the GEMS Exhibitor Service Center.

NOTIFICATION DEADLINE: *July 15, 2005*

EXHIBITING FIRM: _____ BOOTH #: _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE (if not same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please retain one copy for your files

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GEMS

April Austin, Project Manager E-mail: April@gemsevents.com
1134 Central Florida Parkway, Orlando, Florida 32837
Phone: (407) 438-5002 Fax (407) 852-0286

DEADLINE DATE
July 15, 2005

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STANDARD FURNISHINGS, CARPETING & ACCESSORIES

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	AMOUNT
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CHAIRS AND ACCESSORIES

_____	Basic Side Chair	\$40.75	\$55.00	\$ _____
_____	Padded Arm Chair	\$50.75	\$65.00	\$ _____
_____	Literature Stand	\$75.50	\$92.50	\$ _____
_____	Bar Stool (Black with backs)	\$65.50	\$85.00	\$ _____
_____	Waste Basket	\$15.50	\$21.00	\$ _____
_____	Easel, Chrome	\$32.00	\$39.75	\$ _____
_____	Bar Table 36" x 42" black top and base	\$215.00	\$235.00	\$ _____
_____	Conference Table 36" x 30"	\$215.00	\$235.00	\$ _____

MISCELLANEOUS

_____	TACK BOARD	\$150.00	\$175.00	\$ _____
_____	SLAT WALL 4x8	\$150.00	\$175.00	\$ _____
_____	BAG RACK	\$60.00	\$80.00	\$ _____

• *FOR ANY ADDITIONAL FURNISHINGS NOT LISTED ABOVE, PLEASE CONTACT THE EVENT COORDINATOR AT **GEMS** FOR ORDERING AND PRICING DETAILS.*

SPECIAL DRAPERY BACKGROUNDS

Check Color: Red Blue Black Tea I Grey White

_____	3' Drapery Installed, per linear foot	\$9.25	\$13.75	\$ _____
_____	8' Drapery Installed, per linear foot	\$12.00	\$18.25	\$ _____

DRAPED DISPLAY TABLES—30" High x 24" Wide

Check Color: Red Blue Black Tea I Grey White Burgundy

_____	4' Draped	\$89.75	\$115.50	\$ _____
_____	6' Draped	\$99.25	\$138.50	\$ _____
_____	8' Draped	\$107.25	\$154.50	\$ _____
_____	4th Side Draped	\$22.00	\$33.00	\$ _____

EXHIBITING FIRM:

BOOTH#



GEMS

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STANDARD FURNISHINGS, CARPETING & ACCESSORIES

-Continued-

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	AMOUNT
DRAPED DISPLAY COUNTERS—42" High x 24" Wide				
Check Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Tea l <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Burgundy				
_____	4' Draped	\$95.75	\$129.25	\$ _____
_____	6' Draped	\$108.75	\$147.00	\$ _____
_____	8' Draped	\$120.50	\$162.75	\$ _____
_____	4th Side Draped	\$22.00	\$29.75	\$ _____

TABLE RISERS AND DRAPING

Check Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Tea l <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Burgundy				
_____	4' x 10" x 12" Draped	\$35.25	\$47.50	\$ _____
_____	6' x 10" x 12" Draped	\$45.00	\$60.75	\$ _____
_____	8' x 10" x 12" Draped	\$57.75	\$78.00	\$ _____

CARPET—Carpet Ordered in Multiples are not Guaranteed a Color Match

Check Color: <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Burgundy <input type="checkbox"/> Red				
_____	10' x 10'	\$125.00	\$163.50	\$ _____
_____	10' x 20'	\$250.00	\$326.75	\$ _____
_____	10' x 30'	\$375.00	\$490.00	\$ _____
_____	10' x 40'	\$490.00	\$653.50	\$ _____
_____	Carpet Padding per 10' space	\$75.00 x _____	\$95.00 x _____	\$ _____

SPECIAL CUT CARPET—(Minimum Order is 100 Square Feet)

_____	Per Square Foot—Size	X	\$2.50	\$2.85	\$ _____
				SUBTOTAL:	\$ _____
				SALES TAX @ 6.5%:	\$ _____
				TOTAL:	\$ _____

EXHIBITING FIRM:	BOOTH#
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Please retain one copy for your files



GEMS

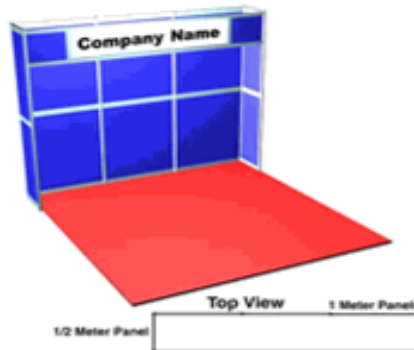
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GEMS RENTAL EXHIBITS ORDER FORM

ALL GEMS RENTAL EXHIBIT PACKAGES INCLUDE: One 6' table skirted and two chairs, one wastebasket, Installation and Dismantling Labor, Standard Booth Carpeting, three 75-watt spotlights (power included for spotlights only), header copy (in black), and daily booth vacuuming.



GEMS BASIC RENTAL

10-foot Exhibit: Standard White Panels - \$1,000.00 Velcro Panel - \$1,425.00**

**Indicate Velcro Color: Black Silver

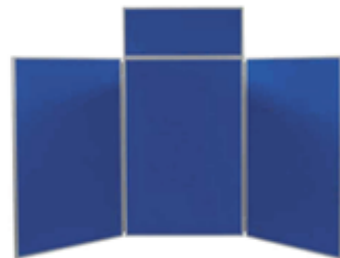
Indicate Carpet Color: Blue Red Grey

Indicate Drape Color: Blue Red Grey Black White

Shelves Qty. _____ Cost. \$65.00 each Total.\$ _____

6' wide table top display 4' tall folding panels Circle: Black or Gray

\$300.00 advance \$375.00 showsite



HEADER TO READ:

SUB TOTAL: \$ _____
6.5% Sales Tax: \$ _____
TOTAL: \$ _____

We can create anything from a single booth to a large, multi-dimensional selling environment. Call 407 438-5002 for other booth designs.

EXHIBITING FIRM:	BOOTH#
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All orders received after the deadline date will be charged an additional 50%.



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QTY

FLORAL SERVICE ORDER FORM

	ITEM DESCRIPTION	UNIT PRICE	TOTAL
_____	Flower Arrangement	\$66.00	\$ _____
_____	Boutonnieres with Carnations	\$16.75	\$ _____
_____	Boutonnieres with Rose	\$ 8.00	\$ _____
_____	Corsages with Carnations	\$10.75	\$ _____
_____	Corsages with Rose	\$15.00	\$ _____
_____	Azaleas (seasonal, check availability)	\$38.50	\$ _____
_____	Mums (seasonal, check availability)	\$29.50	\$ _____
_____	Large Fern	\$29.50	\$ _____
_____	2 Foot Green Plant	\$49.50	\$ _____
_____	3 Foot Green Plant	\$55.00	\$ _____
_____	4 Foot Green Plant	\$66.00	\$ _____
_____	5 Foot Green Plant	\$77.00	\$ _____
_____	6 Foot Green Plant	\$88.00	\$ _____

Pictures below may vary in color and size.



SUBTOTAL: \$ _____
TAX @ 6.5%: \$ _____
TOTAL: \$ _____

EXHIBITING FIRM:

BOOTH#



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BOOTH CLEANING ORDER FORM

Cleaning orders placed on show floor will be charged an additional 25%.

CARPET SERVICE (Check One):

- | | | |
|---|---|----------|
| <input type="checkbox"/> Vacuum Booth Carpet—One time (Before Show Opens) | \$0.38/sq. ft. times
_____ sq. ft. equals: | \$ _____ |
| <input type="checkbox"/> Vacuum Booth Carpet—Daily
(Before show opens, and each morning before show opens) | \$0.28/sq. ft. times
_____ sq. ft. times
_____ days equals: | \$ _____ |
| <input type="checkbox"/> Shampoo Booth Carpet—One time | \$0.46/sq. ft. times
_____ sq. ft. equals | \$ _____ |

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE: Empty wastebaskets, police floor at two-hour intervals.

\$65.00 per day Indicate Dates Required: _____ \$ _____

EXHIBIT CLEANING SERVICE: (Check One)

- | | |
|--|----------|
| <input type="checkbox"/> Cleaning and dusting of display background and furnishings ONCE before initial opening of show @ \$65.00 per 10 foot booth space. | \$ _____ |
| <input type="checkbox"/> Cleaning and dusting of display background and furnishings DAILY during show @ \$55.00 per day per 10 foot booth space. | \$ _____ |

Please include any specific instructions:

TOTAL: \$ _____

EXHIBITING FIRM:	BOOTH#
-------------------------	---------------

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HARDWARE RENTAL ORDER FORM

DESKTOPS (Includes 17" Monitor, Ethernet Card, Windows 98 or 2000)

_____	P4 2.05/512meg/40 gig 48x CDrom	\$400.00	\$ _____
_____	P3 800/128 meg/30 gig 48x CDrom	\$300.00	\$ _____
_____	Notebook P42.0/128 meg/40 gig Dvdcrw	\$650.00	\$ _____
			\$ _____
			\$ _____

LARGE MONITORS/DISPLAY ACCESSORIES

_____	50" Plasma LCD Monitor	\$1695.00	\$ _____
_____	42" Plasma LCD Monitor	\$1150.00	\$ _____
_____	37" Plasma LCD Monitor	\$1350.00	\$ _____
_____	17" CRT-XGA Multiscan Monitor	\$200.00	\$ _____
_____	21" CRT-XGA Multiscan Monitor	\$280.00	\$ _____
_____	32" Video Monitor with Receiver	\$950.00	\$ _____
_____	20" LCD 2010 FLAT SCREEN Monitor, Up to 1280 x 1024	\$400.00	\$ _____
_____	20" TV/VCR Combination Unit	\$350.00	\$ _____
_____	Dual Post or Cobra Stand for Plasmas	\$350.00	\$ _____
_____	Speakers for Plasma Screen—One Pair	\$100.00	\$ _____
_____	50" Cart with skirt	\$125.00	\$ _____

PRINTERS (INCLUDES PARTIAL TONER CARTRIDGE; CIRCLE PC OR MAC WHERE APPLICABLE)

_____	HP 4 Laser Printer, 2 RAM, 8PPM, 600 DPI	(PC only)	\$225.00	\$ _____
_____	HP 4M Laser Printer, 6 RAM, 8PPM, 600 DPI	PC/MAC	\$250.00	\$ _____
_____	HP 4000N 8RAM, 17PPM, 1200 DPI, Network Card	PC/MAC	\$275.00	\$ _____

MISCELLANEOUS EQUIPMENT

_____	Plain Paper Inkjet Fax (includes partial ink cartridge)	\$265.00	\$ _____
_____	4' x 6' Tripod Projection Screen	\$130.00	\$ _____
_____	Sound Package, Card and PC Speakers, 1 set	\$45.00	\$ _____

Data projectors available at a limited supply, call for quote

Please call for items not listed! A 40% surcharge applies to orders placed within 72 hours of delivery. No credits will be issued after delivery or attempted delivery. Exhibitor must be present in booth to accept delivery, or additional fees will apply. Appropriate cancellation fees will apply to orders cancelled within 5 days of delivery

DELIVERY	\$75.00
SUBTOTAL	\$ _____
TAX @ 6.5%	\$ _____
TOTAL	\$ _____

EXHIBITING FIRM:	BOOTH#
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