

WORLDWIDE SHIPPING INSTRUCTIONS
MRO ASIA 2009
8 - 10 DECEMBER 2009

ASIA WORLD EXPO
HONG KONG

TWI has been appointed by *McGraw-Hill Companies, Inc.* as the official worldwide transportation coordinator and onsite handling agent of equipment and display materials for all exhibitors participating in MRO ASIA 2009. On the following pages is specific information regarding this exhibition; including deadline dates, consolidation points and documentation requirements for the transportation of your material into Hong Kong. A TWI representative will be on site to assist you.

ARRIVAL DATES

Air Freight - Exhibition goods must arrive at Hong Kong Airport by: 1 December 2009

Sea Freight - Goods must arrive at the Hong Kong Seaport no later than: 1 December 2009 FCL
24 November 2009 LCL

7 December 2009

ON SITE DELIVERY DATE

DOCUMENT DATES

Sea Freight 19 November 2009

- 1 original Bill of Lading or 1 copy of an Express Bill of Lading
- 1 copy of the Commercial Invoice / Packing List
- 1 original ATA Carnet with Power of Attorney if applicable
- 1 copy of the Insurance Policy (if insured)

Air Freight 26 November 2009

- 1 copy of the Airway Bill
- 1 copy of the Commercial Invoice/ Packing List
- 1 original ATA Carnet with Power of Attorney if applicable
- 1 copy of the Insurance Policy (if insured)



CONSIGNMENT INSTRUCTIONS

All documents including Bills of Lading, Air Waybills, & Commercial Invoice must to be consigned "Freight Prepaid" to:

Consignee:

AGILITY FAIRS & EVENTS LOGISTICS LIMITED
29/F, Fook Lee Commercial Centre,
Town Place, 33 Lockhart Road,
Wanchai, Hong Kong
Tel: (852) 2594 9218
Fax: (852) 2529 1508

Notify Party:

AGILITY FAIRS & EVENTS LOGISTICS LIMITED
Attn: Dick Leung
Tel: (852) 2594 9218
Fax: (852) 2529 1508
For: [MRO Asia Conference & Exhibition 2009](#)

All documents such as Bill of Lading and Airway bills must be consigned as above. Additional charges will be incurred for incorrect consignee information. (A 5% outlay commission will be imposed on all "Freight Collect" consignments).

PRE-ALERTS SHOULD BE SENT VIA FAX / OR E-MAIL TO:

TWI Group, Inc.
4480 South Pecos Road
Las Vegas, NV 89121
Attn: Team One Operations
Tel: 702/691-9000
Fax: 702/691-9045

CONTROLLED ITEMS INTO HONG KONG

In case the shipment contains any controlled items by Hong Kong Government, we strongly recommend that the Commercial Invoice / Packing list be faxed or emailed to TWI for checking prior to departure from country of origin. If required, TWI's in country partner will apply for the necessary license / permit on behalf of the exhibitors. Under no circumstances, however, does TWI guarantee that such licenses will be granted. The following items may require import / re-export license in Hong Kong. Please contact your TWI representative for more information. For further details, please visit <http://www.tid.gov.hk>.

- Animals, Birds, Reptiles and their parts
- Endangered Animals & Plant Species
- Controlled Chemicals
- Controlled Medicines
- Dutiable Commodities: alcoholic liquors, tobacco, hydrocarbon oil & methyl alcohol
- Fresh / Frozen meat
- Optical disc mastering & replication equipment
- Radio transmitting equipment
- Strategic / Hi-Tech / Communication commodities
- Vehicles (left-hand)
- Textiles, etc.

You may be asked to provide any or all of the following documents to process the import / re-export license. All applicable fees associated with the license will be invoiced to the exhibitor.

- Catalogue / Brochure of commodities
- Export permit issued by the products' originating country
- Certificate of Origin
- Commercial Invoice / Packing List or ATA Carnet

DEADLINE: 14 DAYS PRIOR TO DEPARTURE



PACKING/CASE MARKINGS

We strongly advise exhibitors to use strong wooden cases for the transportation of their exhibit material due to the multiple handling of the cases. Bolted, returnable types of cases that offer protection from the elements are ideal. In the event that your cases are secured with a lock or combination, don't forget to provide the key or combination number to us for Customs purposes.

For easy identification, all packages shall be marked as follows:

MRO Asia 2009

c/o Agility Fairs & Events

Name of Exhibitor: _____

Stand Number: _____

Case Numbers: _____

Gross Weight/Net Weight: _____

Dimensions: _____

COMMERCIAL INVOICE/PACKING LIST

A sample invoice is attached to these instructions for your review, and blank copies are included for your shipment. The commercial invoice/packing list should be prepared with the following details:

- Commercial invoices and packing lists can be combined on one document if they list quantity, description, and value of EACH ITEM shipped as well as weight and dimensions of EACH PACKAGE in the shipment.
- Make sure to include (in English only), a complete, precise and simple non-technical description of all items on the commercial invoice.
- Please include the case size and Cubic Meter (CBM); the following calculations will provide assistance:
LxWxH in inches x .0000164 = CBM OR LxWxH in centimeters ÷ 1,000,000 = CBM
- Your shipment should include two (2) typewritten copies of each commercial invoice, with each copy bearing an original signature in blue ink.

ATA CARNET

An ATA Carnet is a special document that facilitates customs procedures for the temporary importation of equipment into foreign countries. Please note the following:

- Currently there are 75 countries that accept an ATA Carnet.
- Use an ATA Carnet if you plan to send equipment to multiple countries or if you plan to send highly valued equipment.
- Shipments on ATA Carnets are subject to customs inspection. Your equipment must be packed and marked for easy inspection.

COURIER SHIPMENTS

We do have the ability to handle courier shipments (individual shipments which do not exceed 80kgs in weight). These shipments should be sent to the following address with a copy of the Airway bill and commercial invoice pre-alerted as outlined above.

AGILITY FAIRS & EVENTS LOGISITCS LOGISTICS LIMITED
ASIA WORLD-EXPO, M/F
HONG KONG INTERNATIONAL AIRPORT
NEW TERRIROITIES,
HONG KONG SAR
ATTN: MRO ASIA 2009
TEL: 852-3606 1467
FAX: 852-3606 1461



FUMIGATION RULES IN HONG KONG

For shipments that will be re-exported from Hong Kong to the USA, Canada, Australia, Europe, Korea, India, China, etc, all wooden packaging materials are required to be fumigated or treated with preservatives prior to departure. All related charges will be for the exhibitor's account as per outlay.

INSURANCE

We would like to advise that it is the responsibility of each exhibitor to arrange Marine (Transport) Insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile, including the period the exhibits are handled by Agility Fairs & Events Logistics Pte Ltd, and also ensure that Transport Insurance is arranged for exhibits sold locally.

Our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

Upon written instructions, AGILITY FAIRS & EVENTS LOGISTICS PTE LTD can offer the exhibitor insurance coverage at competitive premiums.

TERMS OF PAYMENT

All TWI invoices for this exhibition are for immediate payment unless prior arrangements have been made. Prior arrangements include a written request for deferred **invoicing received by TWI at least two weeks in advance of the date service is provided**, or make forwarding arrangements through one of TWI's recognized agents (see list attached), who will invoice exhibitors for on-site services according to their credit terms. Major credit cards accepted include American Express, Visa and MasterCard.

Courier and On-Site shipments MUST be paid for in full at the time services are rendered.

CONTACTS

TWI LAS VEGAS, NV

4480 South Pecos Road
Las Vegas, NV 89121
Telephone: 702/691-9000
Fax: 702/691-9065
www.twiglobal.com

LeAnn O'Malley
Andrea Haight
Laurie Klein
Tyler Hunt
Patrick Thomas

lomalley@twiglobal.com
ahaight@twiglobal.com
lklein@twiglobal.com
thunt@twiglobal.com
pthomas@twiglobal.com



LIST OF INTERNATIONAL AGENTS

Below is a list of TWI's worldwide network of preferred agents who can provide forwarding services for the movement of your freight. If you are shipping from a country that is not listed, please contact us for information on the recommended partner in your area.

AUSTRIA
SCHENKER & CO AG VIENNA
TELEPHONE 43/5/7686-211529
FAX: 43/5/7686-211529
CONTACT: SABINE GREWIN
SABINE.GREWIN@SCHENKER.AT

AUSTRALIA
SCHENKER & CO. (AUST) PTY
TELEPHONE: 61/2/9333 0371
FAX: 61/2/9333 0470
CONTACT: JENS GROVERMANN
JENS.GROVERMANN@SCHENKER.COM

BELGIUM
ZIEGLER EXPO LOGISTICS
TELEPHONE: 32/2/478 4805
FAX: 32/2/478 2625
CONTACTS: THIERRY DEMEURE
THIERRY_DEMEURE@ZIEGLERGROUP.COM

CANADA
TWI GROUP, INC.
TELEPHONE: 905/812 1124
FAX: 905/812 0133
CONTACT: SANDI TROTTER
STROTTER@TWIGLOBAL.COM

DENMARK
ON-SITE
TELEPHONE: 45/3/282 0210
FAX: 45/3/282 0211
CONTACT: CHARLOTTE MAHLER
CHARLOTTE@ONSITGROUP.DK

FINLAND
SUOMEN MESSULOGISTIIKKA OY
TELEPHONE: 358/10/309 6600
FAX: 358/50/430 7083
CONTACT: TIINA SARA
TIINA.SARA@SMLOG.FI

FRANCE
FEI
TELEPHONE: 33/01/4891-0046
FAX: 33/ 01/4891-1654
CONTACT: SABINE GUENIN
FEI-EXPO@WANADOO.FR

GERMANY
PRO MESSE-SERVICE GMBH
TELEPHONE: 49/8271801440
FAX: 49/82718014740
CONTACT: ROBERT WIMMER
EMAIL: R.WIMMER@PRO-MESSE.DE

HONG KONG
AGILITY FAIRS & EVENTS
DICK LEUNG
Tel: 852/2866 2594 9812
Fax: 852/2866 2529 1508
DLEUNG@AGILITYLOGISTICS.COM

INDIA
R.E. ROGERS INDIA PVT LTD
TELEPHONE: 91/11/694 9801, 2
FAX: 91/11/694 9803
CONTACT: RAVINDER SETHI
REROGERS58@HOTMAIL.COM

ITALY
EXPOTRANS
TELEPHONE: 39/02/36628610
FAX: 39/02/36628606
CONTACT: ALESSANDRA DELLAVEDOVA
ALESSANDRA.DELLAVEDOVA@EXPOTRANS.IT

JAPAN
ISHIKAWA-GUMI, LTD.
TELEPHONE: 81/3/3474-8102
FAX: 81/3/5460-9841
CONTACT: JUN NAKAJIMA
J_NAKAJIMA@ISHIKAWA-GUMI.CO.JP

NETHERLANDS
CEVA LOGISTICS
TELEPHONE: 31/ 26/ 319 5204
FAX: 31/26/319 5222
CONTACTS: BASTIAAN WIGMAN
BASTIAAN.WIGMAN@NL.CEVALOGISTICS.COM

P.R. CHINA
AGILITY LOGISTICS
TELEPHONE 86/21/6237-5656 X 228
FAX: 86/21/6237-5657
CONTACT: TALEN WENG
TWENG@AGILITYLOGISTICS.COM

SINGAPORE
AGILITY FAIRS & EVENTS
TELEPHONE: 65/6463 9770
FAX: 65/6467 9467
CONTACT: GHAZALI SAAD
MGHAZALI@AGILITYLOGISTICS.COM

SOUTH KOREA
KEMI-LEE EXPO SERVICE
TELEPHONE: 82/2/561-5268
FAX: 82/2/561-9321
CONTACT: SUPER LEE
SUPERLEE@KEMI-LEE.COM.KR

SPAIN
COMARFEX LOGISTICA DE FERIAS, S.L.
TELEPHONE: 34/93/3191269
FAX: 34/93/3191383
CONTACT: JUAN CARLOS PEREZ MARMOL
JCPEREZ@COMARFEX.COM

SWEDEN
SCHENKER INT'L AB
TELEPHONE: 46/31/337 0400
FAX: 46/31/337 0507
CONTACT: IRIS KIHMBERG
IRIS.KIHMBERG@SCHENKER.COM

SWITZERLAND
SCHENKER SWITZERLAND Ltd.
TELEPHONE: 41/0585 895 600
FAX: 41/0585 895 973
CONTACTS: CHRISTOPH ROCK
CHRISTOPH.ROCK@DBSCHENKER.COM

THAILAND
AGILITY LOGISTICS
TELEPHONE: 662/6812000
FAX: 662/6812910
CONTACTS: JAKRAWUT WICHITPORNCHAI
JWICHITPORNCHAI@AGILITYLOGISTICS.COM

TURKEY
GRUPTRANS
TELEPHONE: 90/212/426-2728
FAX: 90/212/664-6869
CONTACT: UMRAN OZDINDAR
UMRAN@GRUPTRANS.COM

UNITED KINGDOM
CEVA SHOWFREIGHT
TEL: 44/121/782 8888
FAX: 44/121/782 2875
CONTACT: DANIEL BATES
DANIEL.BATES@CEVALOGISTICS.COM



STANDARD TRADING CONDITIONS

LEGAL LIABILITY LIMIT: The liability for loss or damage of material shipped under TWI's direction on behalf of its clients is limited to the legal liability limit of the carriers (international air cargo legal liability: \$9.07/lb. - ocean NVOCC: \$500.00 per package) and/or service contractors employed on the client's behalf as stated in their tariff or conditions of operation. At the written request of the shipper, and if the appropriate premium is paid or agreed to be paid in writing by the shipper and that fact recorded on the shipping documents, the goods covered will be insured on behalf of the shipper under an open policy for the amount requested by the shipper as set forth in the shipping documents (recovery being limited to that actual loss or damage not exceeding the insured value) against all risks of physical loss or damage from any external cause whatsoever except those arising directly or indirectly from war risks, strikes, riots, hostilities, legal seizure or delay and subject to the terms and conditions of such policy, which is available for inspection by the shipper.

We strongly suggest that all exhibitors request the additional policy of insurance that is available through TWI or that all exhibitors carry an insurance policy from point of departure to final destination. Policies are readily available through your corporate insurance department or agent.

A notice of intent to file claim must be received in writing within ten (10) calendar days of receipt of the material and a formal claim received within thirty (30) days of the receipt of the material. Both the notice of intent to file claim and the formal claim will be accepted only at TWI's Las Vegas office. Transport/handling charges must be paid in full before the respective carrier or its agents will accept a formal claim. Use of TWI's services implies acknowledgement and acceptance of the foregoing.

RESTRICTED ARTICLES: The FAA has very strict regulations governing the packaging and shipping of restricted articles and special arrangements must be made for their movement. It is the shipper's responsibility to label the cartons containing restricted articles correctly and to provide TWI with the proper documents for the international shipment. **IMPORTANT** Plan to have your restricted articles shipment arrive at the consolidation point of your choice one week prior to the dates listed on page one. Pilots have the final say on whether a restricted articles shipment will fly on their aircraft and considerable delays can occur in their movement. Restricted articles include paints, flammable substances, cleaning solvents, oil and gasoline and their by-products, aerosols, explosives, corrosives, matches/lighters, magnetized and radioactive items. Failure to ship these items properly will seriously delay both the movement and inbound clearance of your equipment. **Please give TWI advance notice if you are planning to ship restricted articles.

SHIPMENTS OF FOREIGN-MADE GOODS: In order to avoid the possibility of U.S. Customs assessing duties and/or penalties on returning foreign merchandise, you may wish to have these goods registered prior to their being exported from the United States for the exhibition. The registration process itself is relatively simple; however, since it requires a physical inspection of the goods by U.S. Customs, you must allow additional time for its completion. If you would like to have any of your equipment registered, we ask that you pay particular attention to the following rules and suggestions: List the goods to be registered on a separate commercial invoice. The serial and model numbers must be accessible for the customs inspector to find on the equipment itself. Please ensure that the equipment to be registered arrives at the domestic consolidation point one day prior to the export deadline date shown on page one. The completed registration will be held at the export point until the subsequent return of your equipment or else it can be returned directly to you if required.

ON-FORWARDING AND INTERIM STORAGE: If you plan to use your equipment at another exhibition in the United States or at another location overseas, please notify us in advance so that the necessary arrangements can be coordinated with the on-site service contractor. TWI can also arrange for bonded storage in many locations throughout the world, enabling you to save substantial time and money by keeping your exhibit material overseas between shows.

IMPORTS BACK TO THE USA: Should you wish to designate a specific broker to handle the import clearance formalities of your return goods, please notify the TWI Las Vegas office at once. We will require the full address, telephone number, and person to contact at your designated brokerage firm. All import documents will be transferred to your broker immediately upon arrival in the United States so that customs clearance can be accomplished expeditiously. If you prefer that TWI coordinate the entire re-import process, please advise us which port your goods will return to and we will forward the appropriate forms and power of attorney details immediately.

SALE OF EXHIBITS: Goods may be sold during the exhibition, but under no circumstances can they be removed from the exhibition site until duty/tax has been paid and permanent customs import procedures have been completed and the exhibition is over.

ON-SITE CHARGES: TWI has made arrangements with the on-site service contractor to be invoiced for all their services to you. Therefore, it will not be necessary for you to carry cash with you to pay the on-site service contractor at **MRO ASIA 2009**. The charges will be billed to you on TWI's invoice.

PAYMENT OF CHARGES AND TERMS: Our terms are net 10 days from date of invoice. This is because the charges for which you are being invoiced represent monies already advanced by TWI and/or its agents. TWI reserves the right to deliver any material in its possession on a C.O.D. basis, with an additional assignment of 1-1 ½ percent per month on any past due amounts, inclusive of all charges to the point of delivery.

CONSTRUCTION OF TERMS, JURISDICTION AND VENUE AND ATTORNEY FEES: The foregoing terms and conditions shall be interpreted under the laws of the State of Nevada and applicable U.S. Statutes. It is further agreed that jurisdiction and venue for any suit arising out of this transaction shall be in Clark County Nevada or in the United States District Court for the District of Nevada- Las Vegas. It is further agreed that in the event of any suit to enforce the terms and conditions hereof, then in that instance the prevailing party shall be entitled to reasonable attorney fees and costs as fixed by court.



ON-SITE / RETURN SHIPPING REQUIREMENTS

SHOW NAME: _____

DATES: _____

EXHIBITOR NAME: _____

BOOTH NUMBER: _____

REQUIRED SET UP /DELIVERY DATE: _____

YOUR ON-SITE REPRESENTATIVE INFORMATION

What is the name of your company's representative who will be attending the show?

At what hotel will they be staying? Please include hotel phone # and room # if available.

On-site telephone # and cell phone # of your representative:

RETURN DELIVERY INFORMATION

At the conclusion of the show, to what address should we return your freight?

COMPANY NAME: _____

DELIVERY ADDRESS: _____

ATTENTION: _____

TELEPHONE NUMBER: _____

METHOD OF RETURN TRANSPORT SELECT ONE:

Rush Air _____ *Normal Air* _____ *10-14 Days* *Ocean* _____

If you require a different return method, please specify: _____

CUSTOMS CLEARANCE ON RETURN TO USA TO BE COMPLETED BY / SELECT ONE:

_____ Your Customs Broker / Name & Phone # _____
_____ TWI

PLEASE FAX OR E-MAIL THIS FORM TO YOUR TWI REPRESENTATIVE.



SHIPPING TARIFF

INWARD/OUTWARD HANDLING TARIFF

(For individual exhibits not exceeding 5,000 kg)

1. SEAFREIGHT

From arrival at Port of Hong Kong to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee		US \$75.00 per consignment / per exhibitor
Basic Handling Rate		US \$95.00 per CBM or 1,000 kg, whichever is greater
Minimum Charge	LCL	US \$95.00 per consignment (HBL) / per exhibitor
Minimum Charge for FCL	FCL 20'	US \$2280.00 per 20' GP Container
	FCL 40'	US \$4565.00 per 40' GP Container
		US \$5180.00 per 40' HC Container
* LCL Terminal Handling Charge		Approx US \$50.00 per CBM or 1,000 kg, whichever is greater
Minimum Charge		US \$50.00 per consignment (HBL) / per exhibitor
* FCL Terminal Handling Charge		Approx US \$340.00 per 20' container
		Approx US \$490.00 per 40' container

** Current and actual cost levied by the Container Freight Stations (CFS), all third party charges incurred will be charged at cost.*

2. AIRFREIGHT

From arrival Hong Kong International Airport to exhibition stand inclusive of removal and temporary storage of empty packing cases (where applicable) at site or vice versa.

Documentation & Communication Fee		US \$70.00 per consignment / per exhibitor
Basic Handling Rate		US \$1.08 per kg based on actual or volumetric weight, whichever is greater
Minimum Charge		US \$120.00 per consignment (HAWB) / per exhibitor
*Airport Terminal Handling Charge		Approx US \$0.63 per kg based on actual or volumetric weight, whichever is greater
Minimum Charge		US \$70.00 per consignment (HAWB) / per exhibitor

** Current and actual cost levied by Airport, all third party charges not listed will be charged at cost.*

NOTES:

>> The above rates (for both sea freight and airfreight) exclude stand dressing, assembly of display panels or machinery or decoration of any kind. If these special services are required, it will be subject to a mutual agreement with the exhibitor and additional charges will be levied.

>> Above rates are based on directly MAWB/OBL consigned to Agility. If the shipment is sent through a consolidator, any additional fees imposed by the consolidator will be billed as additional costs to the exhibitor / agent.

>> All consolidated shipments by sea freight or airfreight must be issued with a House Bill of Lading and/or House Airway Bill. A Consolidated Cargo Manifest must also be provided.

>> A late arrival surcharge of 30% (based on basic handling rate) will be applicable if the shipment arrives after the stipulated deadlines. In the event of late arrivals, TWI and Agility Fairs & Events will make all reasonable efforts to ensure delivery before the show opens; however, no guarantee will be given. The surcharge will apply regardless of delivery date to show site.

OTHER POSSIBLE CHARGES

1. CONTROLLED ITEMS IN HONG KONG

Application for import / re-export license in Hong Kong (if required)

License Application Fee	US \$70.00 per application
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2. COURIER SHIPMENT HANDLING FEE

Handling of courier shipments from arrival Agility Fairs & Events Asia World Expo office up to delivery booth or vice versa; for individual shipments which do not exceed 80kgs in weight.

Handling Rate	US \$210.00 per consignment / per exhibitor
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** Plus Government Import Declaration Fee as outlined below.*

3. GOVERNMENT IMPORT / EXPORT DECLARATION FEES

Declaration Fee	0.05% of declared CIF Value
Minimum Charge	US \$20.00 per consignment / per exhibitor

4. ON-SITE HANDLING SERVICES

(For individual shipments not exceeding 3,000 kg)

Local exhibits arriving at the venue hall will be subject to the following On-Site Handling Services From arrival Exhibition Venue to delivery Booth or vice versa. Service includes re-positioning and empty box storage.

Handling Rate	US \$48.00 per CBM or 1,000 kg, whichever is greater
Minimum Charge	US \$72.00 per consignment / per exhibitor



5. **HEAVY-LIFT / OVERSIZED SURCHARGES**

Our tariff for sea freight and airfreight consignments is applicable for individual exhibits not exceeding 5,000 kg per package. Individual exhibits in excess of 5,000 kg per package will incur heavy-lift surcharge (in addition to the basic handling charge) as per the table below:

Weight Per Package	Heavy-Lift Surcharge
From 5,001 to 7,000 kg	US \$80.00 per 1,000 kg (based on the total weight of the package)
From 7,001 to 9,000 kg	US \$100.00 per 1,000 kg (based on the total weight of the package)

Exhibits exceeding 9,000 kg per package will be subject to an individual quotation when weights and dimensions are provided.

30% oversized surcharge on basic handling rates for airfreight / sea freight will be levied if the dimensions of a single package exceeds that of L6m x W2.2m x H2.2m.

6. **ATA CARNET HANDLING FEE**

If an ATA Carnet is used for temporary import, an administration fee is applicable to the exhibitor at US \$60.00 per Carnet per entry and exit.

7. **THIRD PARTY AGENCY FEE**

At cost per outlay, minimum charge per HAWB / HBL / Per exhibitor USD \$55.00.

8. **STORAGE CHARGES**

Goods not re-exported or remaining in storage for another exhibition shall be transferred from booth to the Agility Fairs & Events warehouse for temporary storage. Please contact TWI or Agility for storage rates.

9. **ADDITIONAL SERVICES, HIRE OF LABOR, ETC**

These rates include unpacking and repacking on-site during normal work hours. If the exhibitor requires additional labor or any additional services not listed in these pages, please contact us directly for a quotation.