

**NATIONAL SOCIETY OF BLACK ENGINEERS**



**2012 ANNUAL  
CONVENTION**

NSBE Blueprint: Leadership, Teamwork, and Inspiration

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**TECHNICAL EXPO REGISTRATION PACKET**

9/20/2011



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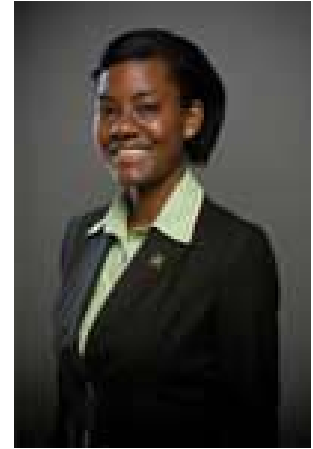
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Dear Business Professionals:



On behalf of the National Society of Black Engineers (NSBE), I cordially invite you to participate in NSBE's 38th Annual Convention in Pittsburgh, PA as an exhibitor in the first annual NSBE Technical Expo. The NSBE Technical Expo is an excellent opportunity for your company to showcase your newest technologies to some of the best and brightest engineering professionals in the world. Whether as a relatively auxiliary to the Career Fair, or a stand-alone entity, the NSBE Technical Expo is a venue where you can also illustrate your research and development projects in progress to persuade NSBE engineers to work for you to help complete and deploy



them. The National Executive Board Business Diversity Chairperson, Ayanna Berry ([nebbusiness@nsbe.org](mailto:nebbusiness@nsbe.org)), requests that participating companies make their Technical Expo booths as interactive as possible. They may feature hands-on workstations that will simulate the work experience for prospective engineers. In addition, they may be stationed by engineers working on the technologies on display to explain how new recruits can get involved. Without revealing too much about your company's upcoming innovations, yet showing just enough to capture the NSBE membership's fascination, the Technical Expo is the best place to market yourself at Convention as *the* place to work!

NSBE's Annual Convention returns to the city of Pittsburgh after much success of the 2006 Annual Convention where more than 7,500 students, alumni, and professional members were in attendance and more than 300 companies participated in our career fair, competing for the best engineering talent in the black community. The NSBE Technical Expo, accordingly, is a great place to encourage our college and graduate members to contribute to your company's success and diversity. During the 2006 Annual Convnetion, Emmy Award-winning broadcaster Ed Gordon hosted our Golden Torch Awards (GTA) and Randall Pinkett, the winner of the 2005 season of "The Apprentice," received our Golden Torch Award for Entrepreneur of the Year. GTA recognizes excellence among technical professionals, corporate, government, and academic leaders, as well as university and pre-college students. These awards illustrate the possibilities that can be cultivated through support and responsibility. The proceeds of GTA are used to create college scholarships for gifted high school students. Media coverage of the 2006 Annual Convention included: KDKA 1020 AM Radio, WTAE-TV, WPXI-TV, *The Pittsburgh Tribune-Review*, *The New Pittsburgh Courier*, and *The Pittsburgh Post-Gazette*. NSBE's 38th Annual Convention will be held at the David L. Lawrence Convention Center from March 28 – April 1, 2012. To request a registration packet or more information, please contact me by email at [mhendricks@nsbe.org](mailto:mhendricks@nsbe.org) or Lashonda M. Winston at [lwinston@nsbe.org](mailto:lwinston@nsbe.org).

Founded in 1975, NSBE is the nation's leading 501 (c) 3 non-profit, "student-governed organization, with over 35,700 active members world-wide. The organization is dedicated to the academic and professional success of African-American engineering students and professionals. NSBE offers its members leadership training, professional development, mentoring opportunities, career placement services and more. NSBE is comprised of 242 collegiate, 70 professional and 82 pre-college active chapters nationwide and overseas." I hope to see you there!

Sincerely,  
Marcus Hendricks  
CPC NSBE Expo Manager  
[mhendricks@nsbe.org](mailto:mhendricks@nsbe.org)



# ANNUAL CONVENTION EXHIBITOR GUIDELINES

## Exhibit Booth Information

Each booth area is 10 ft x 20 ft and includes:

- A 3ft high flameproof side-rail and drape
- One (1) booth identification sign
- Two (2) skirted 6 ft. table
- Two (2) folding chairs
- One (1) wastebasket

## Additional Booth Cost

All additional services or equipment required by the vendor will be available through the NSBE Expo office

Each registered vendor will receive a copy of the manual via email by March 1, 2012.

## Exhibit Times (subject to change)

	Setup	Sales
Wednesday	8 – 10 AM	10 AM - 5 PM
Thursday	8 – 10 AM	10 AM - 5 PM
Friday	8 – 10 AM	10 AM - 5 PM

Vendors are permitted to open booth once setup is completed.

## Refunds/Transfers

All registrations include a \$100 non-refundable security deposit. Refunds (less \$100 security deposit) will not be issued after February 1, 2012.

## Exhibit Booth Fees

**General Technology Expo Exhibitor - \$500**

**NSBE Career Fair Company Participant (Your company must have a booth in the two-day career fair) - \$400**

All prices increase by \$100 after 12/31/11.

## Contact NSBE

**National Society of Black Engineers**

C/o NSBE Technical Expo  
205 Daingerfield  
Alexandria, VA 22314

**Office:** (703) 549-2207 x 453; **Fax:** (703) 683-5312

**Email:** [lwinston@nbse.org](mailto:lwinston@nbse.org) or  
[nebbusiness@nsbe.org](mailto:nebbusiness@nsbe.org)



## ANNUAL CONVENTION EXHIBITOR APPLICATION

This agreement is written to confirm the exhibitor booth space reservations for the company/individual/chapter listed below. I am signing up to have an exhibitor booth for the following. **(Check the one that applies to you.)**

### Entity Types – select one

- General Technical Expo Exhibitor \$500  
 Participating Career Fair/Technical Expo Exhibitor \$400 Company Name \_\_\_\_\_  
All prices increase by \$100 after 12/31/11.

Product Description/Type: \_\_\_\_\_

Service Type: \_\_\_\_\_

Method of Payment  Check/Money Order  Visa  MC  Discover  AmEx

Credit Card No. \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV2 \_\_\_\_\_

Authorized Signature \_\_\_\_\_

### BOOTH CONTACT INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_ Company Name \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Please list all products or services rendered during the event

\_\_\_\_\_  
\_\_\_\_\_

Will you be selling items at your event  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please PRINT legibly especially your email address for correspondence

**No Checks Accepted after February 24, 2012**

## ACKNOWLEDGEMENTS

I acknowledge that **(Company Name)** \_\_\_\_\_ is aware that the NSBE Technology Expo is a non-recruiting event and that if any representative from my company is observed recruiting we will be required to leave the Expo floor without reimbursement.

\_\_\_\_\_  
Print/Sign Name Initial Here

I acknowledge that **(Company Name)** \_\_\_\_\_ is aware that any additional cost accrued from electrical and/or internet services provided by the convention center to **(Company Name)** \_\_\_\_\_ is the sole responsibility of **(Company Name)** \_\_\_\_\_ and that NSBE is not responsible for any of these additional costs. In the event extra costs are accrued and paid for by NSBE without the approval of a NSBE representative, I **(Company Name)** \_\_\_\_\_ authorize NSBE to submit an invoice to the offending company for the amount of the accrued charges plus an additional \$25.00 administrative fee. \_\_\_\_\_

\_\_\_\_\_  
Print/Sign Name Here



## **ANNUAL CONVENTION EXHIBITOR RULES AND REGULATIONS**

**By signing the enclosed agreement, I agree to adhere to the following rules.**

1. All exhibits must be professional in appearance. There shall be no handwritten signs; all storage boxes must be hidden and exhibit personnel should be present at all times during the expo.
2. Each exhibitor is responsible for set-up of the designated booth(s) during assigned set-up times unless other arrangements have been made. Any booth that is not set up by the assigned time as designated by the expo coordinator is subject to forfeiture without refund or compensation.
3. All exhibits must remain in operation until the close of the Expo, unless arrangements have been made in advance.
4. No flyers or other forms of exhibitor information may be passed out at the front entrance of the expo without prior consent from NSBE.
5. Booths must be visible with no side poles or drapes blocking the view of the booth. Displays must remain inside the booth dimensions.
6. All exhibits must be strictly confined to the space assigned by the NSBE management team.
7. The use of helium tanks or burning of incense is strictly prohibited.
8. Any exhibitor caught in violation of this contractual agreement forfeits his/her right to participate in the NSBE Expo and may be asked to leave without refund or compensation.
9. NSBE is not responsible for lost/stolen items. NSBE will provide 24-hour security. Additional security can be obtained through our official security provider. Please contact the NSBE Expo team for information. NSBE will not provide any storage space for expo participants.



## **ANNUAL CONVENTION EXHIBITOR FREQUENTLY ASKED QUESTIONS**

### **If I have any booth questions who should I contact?**

You should contact the NSBE Expo Management team at 703-549-2207 x 453

### **What is the policy regarding outside vendors?**

There is absolutely no solicitation from any exhibitor who does not have a NSBE Expo booth

### **Can vendors attend convention events?**

Attendance at select events is available at a la carte pricing

### **How secure are my products/inventory?**

From the move-in time, there is 24 hour security for your products/inventory. NSBE is not responsible for any lost/stolen items. Expo participants can contact our official security provider for additional security. NSBE will not provide storage for expo participants.

### **Can I have my booth placed at a specific location?**

All booths are placed by the NSBE Expo team. Notice of placement location will be sent prior to the start of the Expo.

### **Are there additional costs for labor?**

Typically, there is no labor cost for a basic set-up. Contact the NSBE Expo team for questions on more advanced set-ups.

### **What is the vendor move-in date?**

The official move-in date is Wednesday, March 28, 2012.



## **ANNUAL CONVENTION EXHIBITOR FREQUENTLY ASKED QUESTIONS (CONT'D)**

### **I completed the vendor registration process, what's next?**

You will be contacted by the Expo Team with a welcome letter and updates. We will also highlight processes and procedures.

### **Is there adequate parking?**

Yes, there is adequate parking at the convention center.

### **Will there be vendor identification during the expo?**

There will be two vendor badges provided for each exhibitor booth

### **What are the charges for exhibiting in the Technical Expo?**

The exhibitor cost is: General Exhibitor - \$1,000. For companies that also have a booth on our career fair floor the cost is \$800. **All prices increase by \$100 after 12/31/11.**

# REQUEST FOR ELECTRICAL SERVICES



David L. Lawrence Convention Center

**(PLEASE PRINT)**

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service <small>(Electrical outlets approximately 120/208 A.C. 60 Cycle)</small>	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$115.00	\$142.50	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$250.00	\$334.75	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$460.00	\$620.00	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$610.00	\$798.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$490.00	\$664.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$885.00	\$1,194.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,240.00	\$1,648.00	\$
Over 100 AMPS or 480 Volts Service	Disconnect		Call for Quote		\$
				Services Total	\$
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
<i>Outlets will be dropped to the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of drop.</i>				Subtotal	\$
				Tax (7%)	\$
				<b>Total</b>	<b>\$</b>

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 74.00	\$
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 101.95	\$
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 133.15	\$
			<b>Total</b>	<b>\$</b>

*Note: Taxes are not required for labor services.*

Additional Services	Quantity	*Advance Rate	Standard Rate	Total	
<i>Cable Service:</i>					
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$	
<i>Electrical Equipment:</i>					
• Extension Cord: 3 wire, multi plug, does not include power		\$ 32.50	\$ 32.50	\$	
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 90.00	\$ 90.00	\$	
				Subtotal	\$
				Tax (7%)	\$
				<b>Total</b>	<b>\$</b>

**Total for all Electrical Services: \$**

# REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For overhead Electrical Service (480 volt service), call Exhibitor Services Department (412-325-6102) for quote.
17. For 24-hour power service, add an additional 50% to electrical service charge.
18. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
19. Advanced/Faxed order receipts can be obtained at the Service Desk during move-in only.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

Visa     MasterCard     American Express     Discover     Check

Card # : \_\_\_\_\_ CVV# : \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2011

*\* In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

## RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



Smart City  
 5795 W. Badura Ave, Suite 110  
 Las Vegas, Nevada 89118  
 888-446-6911 • 702-943-6001 (Fax)

*David L. Lawrence*  
 David L. Lawrence  
 Convention Center

Company Name		Booth / Room	Show Name:
Billing Name		<i>If a show directory is published, do you want your company name and assigned numbers listed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY): /	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important! Important!** Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at [www.smartcity.com](http://www.smartcity.com) "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,095	\$ 1,370	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 595	\$ 745	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 450	\$ 565	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 4,995	\$ 6,245	
<b>2. Internet – Networking Services: Equipment</b>					
a. Hub Rental (8 Port) – 10 / 100 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 / 100 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "8" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "8" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only ) upon request	CC / TLD				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x ( number of lines )</b>		
			<b>SUBTOTAL</b>		
<b>Unused portions of deposits returned with final billing.</b>			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2009 - 028 -</b>
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ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

## Terms and Conditions / Payment Options

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.</li> <li>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies or individuals.</b></li> <li>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any of our shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> </ol> | <ol style="list-style-type: none"> <li>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>13. <b>CANCELLATION</b> – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li>15. <b>Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</b></li> <li>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></li> <li>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></li> <li>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</li> <li>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>22. Prices are based upon current rates and are subject to change without notice.</li> </ol> |
|--|--|

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

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|---|--|
| <ol style="list-style-type: none"> <li>23. A valid Credit Card number with signature <b>MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: <b>Smart City.</b></li> <li>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol> | <p style="text-align: center;"><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p style="text-align: center;">SMART CITY<br/>5795 W. BADURA AVENUE, SUITE 110<br/>LAS VEGAS, NEVADA 89118<br/>(888) 446-6911 FAX (702) 943-6001</p> |
|---|--|

### Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2009 - 028 -</b>	

ORDER ON LINE: [www.smartcity.com/orders/placeorder.asp](http://www.smartcity.com/orders/placeorder.asp)

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: DLLCC (028) - Pittsburgh

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2009 - 028 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated: \_\_\_\_\_ Date Security Updates Last Performed: \_\_\_\_\_ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# Floor Plan – Communications Cable

Center: DLLCC (028) - Pittsburgh

Company Name: \_\_\_\_\_

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2009 - 028 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



## Parking within a 15- minute walk of the David L. Lawrence Convention Center

I.D	Location	Hours of Operation	Regular Rates	Special Rates	Overnight	Clearance	Restrictions	Number of Spaces
P1 *	Convention Center Parking Garage 10th and Ft. Duquesne Blvd.	Monday - Friday 5:00am-11:00pm (except for events)  Weekends/Holidays closed (except for events)	0-2 hours \$5.00 2-4 hours \$6.00 4-6 hours \$7.00 6-8 hours \$9.00 8-15 hours \$11.00 15-24 hours \$20.00	Night Rate (after 4:00pm) \$5.00  Weekend Rates \$5.00 Event Rate \$10.00	Yes	7'	No trailers	443
P2	Courtyard by the Marriott Parking Lot	24 hours	Valet (in & out priveleges) \$22.00	N/A	Yes	Open Lot	None	100
P3 *	11th and Smallman Strip District	Monday-Friday 5:00am-1:00pm Closed Saturdays & Sundays (except for events)	Flat Rate \$7.00	Event Rate \$10.00	Not Guarded	Open Lot	No Trucks or buses	415
P4 *	15th and Smallman Strip District	Monday - Tuesday 5:00am-9:00pm Wednesday 5:00am - Midnight Thursday - 5:00am-10:00pm Friday - 5:00am-1:00am Saturday - 4:00pm-1:00am Sunday - 5:00pm-1:00am	5:00am-4:00pm \$5.00 4:00pm-Close \$5.00 Trucks to 24 ft. \$10.00 Buses / Motorhomes \$30.00 Tractors & Trailors \$50.00	Weekend Rates \$5.00 Event Rate \$5.00	Not Guarded	Open Lot	None	1500
P5	9th and Penn 136 9th Street	7 days a week 24 hours a day	1 hour or less \$3.75 1-2 hours \$4.75 2-4 hours \$7.50 4-24 hours \$9.75	Weekend Rates: 1 hour or less \$2.00 1-2 hours \$3.00 2- max \$5.00	Yes	6'	No Trucks or buses	631
P6	Smithfield and Liberty	7 days a week 24 hours a day	1 hour or less \$5.00 3 hours or less \$8.00 4 hours or less \$11.00 4-24 hours \$13.75	Night/Weekend Rates 1 hour or less \$2.00 2 hours or less \$3.00 3 hours to max \$5.00	yes	6'	No Trucks or buses	596
P7 *	Lower Pennsylvanian 1100 Liberty Avenue	Monday - Friday 6:00am-11:00pm  Weekends 6:00am-4:00pm	6:00am-10:00am \$10.00 10:00am-9:00pm \$7.00		NO all cars must be out by close	Open Lot	No Trucks or buses	39
P8 *	Upper Pennsylvanian 1100 Liberty Avenue	Monday - Friday 6:00am-9:00pm  Weekends 6:00am-4:00pm	6:00am-10:00pm \$10.00 10:00am-9:00pm \$7.00	Weekend Rates \$5.00	NO all cars must be out by close	Open Lot	No Trucks or buses	32
P9 *	Benedum 7th and Penn	Monday - Friday 7:00am - Midnight Saturday - 4:00pm-Midnight Closed Sundays (except for events)	0-1/2 hour \$5.00 1/2 hour - 2 hours \$8.00 2 - 4 hours \$10.00 4 - 24 hours \$14.00	Night Rate (after 4:00pm) \$10.00  Weekend Rate \$10.00	Not Guarded	Open Lot	No Trucks or buses	40
P10 *	Cultural Trust 7th and Ft. Duquesne Blvd.	Open as needed for overflow parking Determined by ALCO	Flat Rate \$10.00	Weekend Rate Events Only \$5.00	Not Guarded	Open Lot	No Trucks or buses	45
P11 *	6th and Penn	Monday - Saturday 5:00am-1:00am  Sunday - 7:00am-1:00am	0 - 1/2 hour \$3.00 1/2 hour - 2 hours \$7.00 2 - 4 hours \$9.00 4 - 24 hours \$12.00	Night Rate (after 4:00pm) \$5.00 Weekend Rate \$5.00 Event Rate \$10.00	Yes	6' 6"	No Trucks or buses	500
P12 *	North Shore Garage 20 E. General Robinson Street	Monday - Saturday 5:00am-12:00am  Closed Sundays	2 hours or less \$2.00 2 - 4 hours \$4.00 4 - 24 hours \$7.00	Night Rate 4:00pm-4:00am \$3.00 Saturday Rate \$3.00  Game events: Restrictions Apply. For complete Info Log onto <a href="http://www.alcoparking.com">www.alcoparking.com</a>	Yes	7' 3"	No Trucks or buses	960
P13 *	North Shore Lots (Various)	Monday - Friday 5:00am-1:00am	Before 3:00pm \$6.00 After 3:00pm \$5.00	Game events: Restrictions Apply. For complete Info Log onto <a href="http://www.alcoparking.com">www.alcoparking.com</a> or call (412) 323-4455	Yes	Open Lot (s)	None	3800 (various)
P14	Westin Hotel	7 days a week 24 hours a day	Self park \$20.00 Valet \$22.00	Event Rate \$8.00 (Only if there are signs)	Yes	6'	No full size vans No Trucks or buses	400
P15 *	Theatre Square Garage 7th and Penn Avenue	7 days a week 24 hours a day	0 -1/2 hour \$3.00 1/2 - 2 hours \$6.00 2 - 4 hours \$9.00 4 - 24 hours \$12.00	Event Rate \$10.00 Monday-Friday 8:00am-6:00pm \$6.00 Weekend Rate 8:00am-8:00am \$6.00	Yes	7' 2"	No Trucks or buses	800
P16	6th and Fort Duquesnde Blvd.	7 days a week 24 hours a day	1 hour or less \$3.75 2 hours or less \$4.75 4 hours or less \$7.50 5 hours - 24 hours \$9.75	Evening/Weekend Rates 1 hour or less \$2.00 2 hours or less \$3.00 3 hours to max \$5.00	Yes	6' 6"	No Trucks or buses	920
P17	Mellon Square - 6th and William Penn Way	7 days a week 24 hours a day	1 hour or less \$5.00 3 hours or less \$8.00 4 hours or less \$11.00 4 - 24 hours \$13.75	Evening/Weekend Rates 1 hour or less \$2.00 2 hours or less \$3.00 3 hours to max \$5.00	Yes	6'	No Trucks or buses	1048
P17	Grant Street Transp. Ctr. 11th & Penn & Liberty Ave	7 days a week 24 hours a day	2 hours or less \$4.50 4 hours or less \$6.00 6 hours or less \$8.00 6 - 24 hours \$13.00	Evening/Weekend Rates 1 hour or less \$2.00 2 hours or less \$3.00 over 2 hours \$5.00	Yes	6'	No Trucks or buses	991

\* Garages and lots are managed by: Alco Parking Corp., DL Clark Building, 501 Martindale Street, Pittsburgh PA 15212-5844  
Phone: 412-323-4455 [www.alcoparking.com](http://www.alcoparking.com)  
For additional downtown parking info, log onto [www.downtownpittsburgh.com](http://www.downtownpittsburgh.com)

David L. Lawrence Convention Center is not responsible for rates.  
Rates are Subject to change without notice

**PARKING WITHIN A 15 MINUTE WALK OF THE CONVENTION CENTER**

- P1 Convention Center Parking Garage**  
(10th & Ft. Duquesne Blvd.)
- P2 10th & Penn Ave.**
- P3 11th & Smallman St.**
- P4 15th & Smallman St.**
- P5 9th & Penn Ave.**
- P6 Smithfield & Liberty Ave.**
- P7 Lower Pennsylvanian** (1100 Liberty Ave.)
- P8 Upper Pennsylvanian** (1100 Liberty Ave.)
- P9 Benedum** (7th & Penn Ave.)
- P10 Cultural Trust** (7th & Ft. Duquesne Blvd.)
- P11 6th & Penn Ave.**
- P12 North Shore Garage** (20 General Robinson St.)
- P13 North Shore Lots**
- P14 Federated/Westin Hotel**
- P15 Theatre Square Garage** (7th & Penn Ave.)
- P16 6th & Fort Duquesne Blvd.**
- P17 Mellon Square Parking Garage**  
(6th & William Penn Way)
- P18 Grant Street Transportation Center Garage**  
(11th & Penn Ave. & Liberty Ave.)

 Subway Stations     Three Rivers Park Trail

