

NATIONAL SOCIETY OF BLACK ENGINEERS



2012 ANNUAL CONVENTION

NSBE Blueprint: Leadership, Teamwork, and Inspiration

MARKETPLACE REGISTRATION PACKET

9/20/2011



Dear Sir or Madam:

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 a participant in our NSBE Marketplace. The NSBE Marketplace is an excellent opportunity for your business to sell your products and services to some of the best and brightest engineering professionals in the world. Our collegiate, graduate, technical professional and Board of Corporate Affiliate members will be able to buy your products and services throughout the five-day convention. You have a chance to market yourselves and form new partnerships that may significantly grow your company's clientele.

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. During the 2006 Annual Convention, 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.

Founded in 1975, NSBE is the nation's leading 501 (c) 3 non-profit, student-governed organization with more than 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.

NSBE's 38th Annual Convention will be held at the David L. Lawrence Convention Center from March 28 – April 1, 2012. To request more information, please contact me at mhendricks@nsbe.org or Lashonda M. Winston at lwinston@nsbe.org. I hope to see you there.

Very respectfully,

Marcus Hendricks
NSBE 2012 CPC NSBE Expo Manager
mhendricks@nsbe.org



Table of Contents

Page 1: Cover

Page 2: Invitational Letter

Page 3: Table of Contents

Page 4 - 9: Application and Rules - *return page 5 to NSBE WHQ

Page 10: President Certification – will need if registering only as an NSBE chapter - *return page 8 to NSBE WHQ if registering as a chapter

Pages 11 – 18: Licensing Application (for participants wishing to sell items bearing the NSBE name, logo or acronym (NSBE) - *return page 10 -12 to NSBE Licensing Committee (nebbusiness@nsbe.org) if selling NSBE-related products (they will be turned away if not on file, no refunds)

Page 19 -20: City of Pittsburgh Sales Permit

Page 21 – 26: Additional Services Order Form (Electricity, internet services ect.) - *return to Edlen Exhibitor Services

Pages 27 – 28: Parking Information



ANNUAL CONVENTION EXHIBITOR GUIDELINES

Exhibit Booth Information

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

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

Additional Booth Cost

2nd booth - \$150.00

3rd booth - \$100.00

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 7:30 – 9:00 PM
Thursday 8 – 10 AM	10 AM – 5 PM 7:30 – 9:00 PM
Friday 8 – 10 AM	10 AM – 5 PM 7:30 – 9:00 PM
Saturday 8 – 10 AM	12 – 5 PM

Vendors are permitted to start selling once the setup of their booth is completed. On Saturday the Marketplace will close for General Session at 10 AM and reopen at 12:00 PM

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 Exhibitor - \$300/\$400 after 12/31/11

NSBE Member /Business Showcase Participant - \$250/\$350 after 12/31/11

Licensed Vendor - \$150/\$250 after 12/31/11
Individuals who have been approved to sell items bearing the NSBE name/logo.

NSBE Chapter – \$100/\$150 after 12/31/11
All chapter registrations must be completed and certified by the Chapter President

VIP Exhibitor – Contact WHQ for info

NSBE Licensing

All vendors wishing to sell items bearing the NSBE name and/or logo must submit a NSBE Licensing Application. Applications can be obtained by emailing nebbusiness@nsbe.org

Contact NSBE

National Society of Black Engineers

c/o NSBE Expo
205 Daingerfield
Alexandria, VA 22314

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

Email: lwinston@nsbe.org or
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 all that apply)

<u>Entity Types – select one</u>			<u>Business industry – select one</u>	
	Before <u>12/31/11</u>	After <u>12/31/11</u>		
<input type="checkbox"/> General Exhibitor	\$300	\$400	<input type="checkbox"/> Product Type: _____	
<input type="checkbox"/> NSBE Member/Business Showcase Participant	\$250	\$350	<input type="checkbox"/> Service Type: _____	
<input type="checkbox"/> Licensed NSBE Vendor	\$150	\$250	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> NSBE Chapter	\$100	\$150		

Number of Booths _____ (Contact NSBE for multiple booth pricing) Total Cost \$ _____

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 **(Person/Company Name)** _____ is aware that any additional cost accrued from electrical and/or internet services provided by the convention center to **(Person/Company Name)** _____ is the sole responsibility of **(Person/Company Name)** _____ and that NSBE is not responsible for any of these additional cost. In the event extra cost are accrued and paid for by NSBE without the approval of a NSBE representative, I **(Person/Company Name)** _____ authorize NSBE to submit an invoice to the offending company/person 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 products services/displayed and/or sold from exhibits must be listed on my application and pre-approved by NSBE.
2. 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.
3. 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.
4. All exhibits must remain in operation until the close of the Expo, unless arrangements have been made in advance.
5. There is one table, two (2) chairs and one (1) wastebasket per booth. Anyone taking equipment from a surrounding booth will be subject to a fine and dismissal from the expo.
6. There is a limit of four (4) tables per vendor.
7. No flyers or other forms of exhibitor information may be passed out at the front entrance of the expo without prior consent from NSBE.
8. Booths must be visible with no side poles or drapes blocking the view of the booth. Displays must remain inside the booth dimensions.
9. All exhibits must be strictly confined to the space assigned by the NSBE management team.
10. The use of helium tanks or burning of incense is strictly prohibited.
11. 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.
12. 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

Can I use the NSBE Logo on my products?

Anyone wishing to use the NSBE logo on their products must pay the NSBE licensing fee. This cost is separate from NSBE Expo registration fee. Chapters can also partner with manufacturers who are licensed to produce items using the NSBE logo. Email nebbusiness@nsbe.org for a listing of approved manufacturers.

Do NSBE Chapters have to pay to participate in the expo?

NSBE chapters can participate in the expo at a discounted rate of \$100 (before December 31st) and \$150 (after December 31st). Chapter presidents must sign the attached certification and include this with the registration.

What are the charges for exhibiting in the expo?

The exhibitor cost is: General Exhibitor - \$300; NSBE member/Business Showcase participant - \$250; licensed vendor - \$150; NSBE chapter – \$100. **All prices increase by \$100 (\$50 for chapters) after 12/31/11.**



NSBE CHAPTER PRESIDENT EXPO CERTIFICATION

I, _____ certify that the enclosed agreement had been submitted on behalf of the _____ chapter of the National Society of Black Engineers. The profits from the products/services being displayed will go directly to the benefit of the chapter. The individuals who will be present at the booth are representatives of the chapter.

I also certify that all products bearing the NSBE Logo have been produced by manufacturers who are licensed to use the NSBE Logo.

Signature _____

Date _____



October 1, 2011

Dear Prospective Vendor

Please be advised that you must be issued a certified vendor contract to 1) manufacture or sell retail products bearing the name National Society of Black Engineers, NSBE or the NSBE Logo (also known as paraphernalia) and/or 2) sell paraphernalia or different items at any NSBE public function.

You may apply for this contract by completing the enclosed application and sending samples (preferably clear pictures) of each item you wish to be licensed to this office. Each contract must be renewed annually. All contracts expire on July 31, 2012.

Contracts are only issued for products which sustain and enhance the NSBE image. The organization reserves the right to revoke the contract should the items sold promote a negative image and/or be obviously contrary to the views and standards of this organization.

Upon approval, the license fee is \$300.00 (\$250.00 for active members). Upon receipt and acceptance of the licensing application, vendors will receive an invoice and contract from NSBE. Vendors will need to sign the contract and return with payment. NSBE will forward a licensing certificate. Vendors are not allowed to produce or sell items carrying NSBE trademarks until this certificate is received. This certificate should be kept on hand when manufacturing products and/or selling items at NSBE events or online.

This fee does not include National Convention and Regional Conference marketplace registration. See the NSBE vendor package for more information on participating in events. Please be advised that a separate licensing fee must be paid for the right to sell items bearing the NSBE Convention logo and/or theme. Email nebbusiness@nsbe.org for information on convention logo licensing.

NSBE Chapters are permitted to use the NSBE name and/or logo to create paraphernalia strictly for chapter members. Those chapters wishing to sell NSBE items as fundraisers must work with a NSBE-certified manufacturer. A list of certified manufacturers can be obtained by emailing nebbusiness@nsbe.org.

Be advised that NSBE relies heavily on almost 30,000 members to monitor the sale of products bearing our trademark/trade name. Violators will be prosecuted to the fullest extent of the law.

Sincerely,

Calvin Phelps
National Chairperson

National Society of Black Engineers
Licensing Policy/NSBE-MEMO-CN-002

General Overview

Anyone wishing to sell manufacture or distribute any products bearing the National Society of Black Engineers "NSBE" name, symbol or other trademarks is required to be licensed by the organization.

All licenses expire on December 31. Licenses will be pro-rated on a monthly basis, based on the date that the application is first received.

Submission and approval

Anyone wishing to sell items bearing NSBE trademarks must complete and submit a licensing application to the NSBE Licensing Committee. All items which the vendor wishes to sell, manufacture or distribute must be submitted with the application.

Vendors must re-design and re-submit any items that are rejected by the licensing committee or remove said items from licensing application.

Upon approval, vendor will receive a NSBE licensing agreement. The vendor must return the signed agreement and appropriate payment to NSBE.

Upon receipt of the agreement, vendor will receive an official NSBE license. The license shall not be duplicated or transferred to any parties.

Licensing Committee

The Licensing Committee shall be responsible for overseeing the licensing process.

The Licensing Committee shall be comprised of the following members:

- A representative from the National Business Diversity Committee who shall serve as a liaison to potential vendors
- A representative from the National Publications Committee who shall ensure that all products fall in line with the NSBE logo usage guidelines
- A representative from the National Finance Zone who shall serve as resource on financial issues concerning licensing
- A representative from the World Headquarters Staff as recommended by Executive Director
- A member of National Advisory Board as recommended by the National Advisory Board Chairperson

Rates

General Business Owner

\$300.00

Financially Active NSBE Member (as of the date of application)

\$250.00

NSBE Chapters: Those wishing to make products to sell or give to the members to promote the chapter
Not required *

*NSBE will encourage chapters to use licensed vendors

NSBE Chapters: Those wishing to sell products as a business (to parties outside of their chapter
membership)

Two Options

1. \$150.00
2. Free with completed certification form (to be provided at events or upon request for online sales)

NSBE Events

All groups wishing to sell items bearing NSBE trademarks at NSBE conferences are required to submit their NSBE license at the beginning of the event

Online Sales

Anyone wishing to sell items bearing NSBE trademarks online must a) post a link to the NSBE License or b) include their current license number on their site.

License Addendums

Licensed vendors who wish to add or modify products on their license must submit a request to the Licensing Committee.

Violations

Vendors who arrive at national and regional conferences with unlicensed products will not be allowed to display or sell the unlicensed items. No refunds will be granted.

Online vendors who are found to be selling items without a license will receive an email warning. Failure to respond to email request will result in a “cease and desist” order being issued to the vendor.

Failure to respond to the “cease and desist” order will subject the vendor to a permanent ban from selling, manufacturing and/or distributing any items bearing NSBE trademarks.

Vendors found to be in possession of a fraudulent license shall be permanently banned from obtaining an NSBE license.

2011 VENDOR LICENSING APPLICATION

National Society of Black Engineers

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Fax Number () _____ Email: _____

Primary Contact Person: _____ Check One Mr. Ms. Mrs. Dr.

The company is primarily: (Please circle one)

- Business Concession Mail Order/Online Store Manufacturer/Wholesale Retail Store

**Are you, or a primary member of your organization, an active NSBE member Yes No

If yes, please complete the following:

Name: _____ Position: _____ Member # _____

Check the merchandise that you wish to sell bearing NSBE trademarks. Please include pictures of each item you wish to be licensed.

- | | | |
|---|--|--|
| <input type="checkbox"/> Accessories | <input type="checkbox"/> Desk/Office Accessories | |
| <input type="checkbox"/> African Artifacts | <input type="checkbox"/> Dolls | <input type="checkbox"/> Monograms |
| <input type="checkbox"/> Apparel [Children/Infants] | <input type="checkbox"/> Furs | <input type="checkbox"/> Pens/Pencils |
| <input type="checkbox"/> Apparel [Ladies] | <input type="checkbox"/> Garment Bags | <input type="checkbox"/> Photos/Pictures/Posters |
| <input type="checkbox"/> Apparel [Men] | <input type="checkbox"/> Glassware | <input type="checkbox"/> Sculptures |
| <input type="checkbox"/> Arts/Prints/Posters | <input type="checkbox"/> Hats/Caps | <input type="checkbox"/> Shirts/T-Shirts |
| <input type="checkbox"/> Auto Accessories | <input type="checkbox"/> Hosiery/Socks | <input type="checkbox"/> Shoes |
| <input type="checkbox"/> Badges/Buttons | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Sportswear/Sweatsuits |
| <input type="checkbox"/> Banners/Flags | <input type="checkbox"/> Khaki/Safari Shirts | <input type="checkbox"/> Sweaters |
| <input type="checkbox"/> Bath Accessories | <input type="checkbox"/> Lamps | <input type="checkbox"/> Toys/Games |
| <input type="checkbox"/> Beachwear/Playwear | <input type="checkbox"/> License Plates/Frames | <input type="checkbox"/> Travel Kits/Tote Bags |
| <input type="checkbox"/> Books/Literature | <input type="checkbox"/> Linen/Bedding | <input type="checkbox"/> Umbrellas |
| <input type="checkbox"/> Candy/Cookies | <input type="checkbox"/> Loungewear | <input type="checkbox"/> Wooden Artifacts |
| <input type="checkbox"/> Ceramics/Cups/Mugs | <input type="checkbox"/> Luggage/Purses | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Cosmetics/Cosmetiques | <input type="checkbox"/> Mirrors/Accessories | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Crafts/Quilted Crafts | | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Decals | | <input type="checkbox"/> _____ |

*Members must be in a decision-making, position, an officer, owner or partner. Note: This individual will be publicly listed as the contact person for your company.

If you plan to sell NSBE paraphernalia, please list the Distributor and/or Manufacturers who regularly handle your products. Indicate who will receive certificates from you through this office, under your authorization as an authorized vendor. [This certification will require an additional fee of \$10 per distributor and/or manufacturer.]

DISTRIBUTORS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone () _____

DISTRIBUTORS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone () _____

MANUFACTURERS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone () _____

MANUFACTURERS

Locations in which your products are sold or displayed

Company Name

Address

City State Zip

Phone () _____

Duplicate Certificates [] Yes [] No Number _____

Please list other organizations and/or companies with which you are or have been affiliated.

NSBE Conferences

The company [] does [] does not plan to attend regional conferences

The company [] does [] does not plan to attend national convention

Please return your application to:

National Society of Black Engineers

c/o Vendor Licensing

205 Daingerfield

Alexandria, VA 22314

FOR OFFICE USE ONLY

All Items Approved

All Items Not Approved

Explain: _____

Date Received _____

Amount Paid: _____

**NSBE Licensing
Licensed Vendors**

Below is a listing of currently licensing vendors. If you are a vendor or know of a vendor that would benefit from NSBE licensing, please contact nebbusiness@nsbe.org or return to the downloads page to obtain the licensing application. Chapters are encouraged to **ONLY work with licensed vendors to produce NSBE garments.**

Mprint dba/NSBEApparel.com

License# 2010-002M

585 Birch Ct #C

Colton, CA 92324

info@nsbeapparel.com

www.nsbeapparel.com

Contact: Michael Hendricks (NSBE Member)

NSBESTuff

License# 2010-003M

27029 Charles Drive

Southfield MI 48076

info@nsbestuff.com

www.nsbestuff.com

Contact: Mark White (NSBE Member)

Reignmakers Apparel

License# 2010-001M

19418 Nadol Drive

Southfield, MI 48075

313-477-4148

service@reignmakersincorporated.com

www.reignmakersapparel.net

Contact: Delano White (NSBE Member)

CITY OF PITTSBURGH

CONVENTIONS, EVENTS, AND SHOWS REGISTRATION



DEPARTMENT OF FINANCE
SPECIAL EVENTS
414 GRANT ST RM 207
PITTSBURGH PA 15219-2476
(412) 255-2543



EVENT NAME _____

EVENT LOCATION _____ DLLCC _____

EVENT DATE(S) _____

OFFICE USE ONLY			
CITY ACCT #	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE REC'D	_____	DATE PROC'D	_____

PLEASE PRINT ALL INFORMATION CLEARLY

FEDERAL ID #: - SOCIAL SECURITY #: --

LEGAL NAME: _____

TRADE NAME: _____

MAILING ADDRESS: _____

TYPE OF BUSINESS: (SELECT ONE)

INDIVIDUAL CORPORATION NON-PROFIT OTHER (SPECIFY): _____

BUSINESS PHONE #: () _____ HOME PHONE #: () _____

E-MAIL ADDRESS: _____ FAX #: () _____

CONTACT PERSON: _____

CONTACT ADDRESS: _____

CONTACT PHONE #: () _____

SIGNATURE _____ DATE _____

THE EMERGENCY AND MUNICIPAL SERVICES (EM) TAX: \$52.00
PLEASE MAKE CHECKS PAYABLE TO: **TREASURER, CITY OF PITTSBURGH**
SEE REVERSE FOR ADDITIONAL INFORMATION

Welcome to the City of Pittsburgh and thank you for participating in this event. Following is an explanation of the tax liabilities related to this event.

All individuals or businesses of any kind that engage in vending or sales within the City of Pittsburgh are required to pay the **Emergency & Municipal Services Tax** (formerly the Occupation Tax). The fee for this tax is **\$52.00**.

Every employer doing business in the City of Pittsburgh for any period of time is required to pay a **Payroll Tax** on the payroll expense of employers and of their net earnings distribution of sole proprietors, individuals, partnerships, associations, joint ventures or other entities that perform work or provide service within the City of Pittsburgh. The City Code imposes a Payroll Tax on all persons that engage, hire, employ or contract with one or more individuals, as employees, to perform work or render services within the City of Pittsburgh. The tax rate is .0055 or .55%.

A **license fee** equal to three percent (3%) of earned income is hereby imposed upon each nonresident who uses a publicly funded facility to engage in an athletic event or otherwise render a performance for which a nonresident receives remuneration.

If your business is already registered with the City, please enter your account number in the appropriate space.

Please make checks payable to: **Treasurer, City of Pittsburgh**.

FAILURE TO COMPLY MAY RESULT IN FINES AND/OR REVOCATION OF PERMIT TO SELL WITHIN THE CITY OF PITTSBURGH.

A return envelope will be enclosed for your convenience.

If you have any questions regarding this matter, please contact **Dorothea Peniel** at the following:

By mail: City of Pittsburgh
Department of Finance
414 Grant St Rm 207
Pittsburgh PA 15219

By phone: (412) 255-2543 Monday – Friday, 8 AM-4 PM EST
Voice messaging available

By fax: (412) 255-6821 Monday – Friday, 8 AM-4 PM EST

By e-mail: dorothea.peniell@city.pittsburgh.pa.us

Thank you for your cooperation in this matter. Best wishes to you with this event!

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%)	\$
				Total	\$

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	\$
			Total	\$

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%)	\$
				Total	\$

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
Convention Center

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

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>	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 "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
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	
2. Internet – Networking Services: Equipment					
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	
3. Voice Services: PBX Service – Dial "8" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
4. Voice Services: Dedicated Line (Direct line do not dial "8")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
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)		
7. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

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

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

Terms and Conditions / Payment Options

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling 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. 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 cannot be resold or distributed to other companies or individuals. 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. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price 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) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 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. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. 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. 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. 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. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. 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. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: 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. 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. 13. CANCELLATION – 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. 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. 15. 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. 16. Equipment Management: (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. 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. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. 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. 20. Long Distance (International Calls) and Line Restrictions: (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. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
|--|--|

(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.

- | | |
|---|--|
| <ol style="list-style-type: none"> 23. A valid Credit Card number with signature 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. 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: Smart City. 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. | <p style="text-align: center;">Mail or Fax Completed Orders with Payment and Floor Plan To</p> <p style="text-align: center;">SMART CITY
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(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: 2009 - 028 -	

ORDER ON LINE: 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 www.alcoparking.com	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 www.alcoparking.com 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
For additional downtown parking info, log onto 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

