



139 Campanelli Drive, Middleboro, MA 02346
Phone 800-723-1123
Outside US 001-508-923-5200
Fax 508-946-1019

**20th Symposium for Computer Applications in Radiology
Hynes Convention Center
Boston, Massachusetts**

June 7 - 9, 2003

Dear Exhibitor:

We at Champion Exposition Services are pleased to have been selected by Show Management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show services order forms. Your prompt response will guarantee you delivery of items and colors ordered.

To qualify for discount prices, full payment must be included with your order and received at least two weeks prior to show opening or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

Please include the 5% Sales and Use Tax for rental items.

If you need assistance or additional information, please contact our Exhibitor Service Department at:

139 Campanelli Drive
Middleboro, MA 02346
Telephone within US: 800-723-1123
Outside US: 001-508-923-5200
Fax: 508-946-1019
email: help@championexpo.com

All orders and services (including labor and material handling) must be paid in full prior to the close of the show. For your convenience, we accept Visa, MasterCard, and American Express, as well as company checks and cash. A credit card charge authorization form is enclosed for your use and must accompany ALL ORDERS regardless of preferred method of payment before goods and services will be rendered.

20th Symposium for Computer Applications in Radiology

**Hynes Convention Center
Boston, MA
June 7 - 9, 2003**

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20th Symposium for Computer Applications in Radiology

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**Critical Show Information for
20th Symposium for Computer Applications in Radiology**

Booth Drape Colors: Teal & Purple

Booth Package Includes: 8' high backdrape
3' high siderail
Exhibitor ID sign

Aisle Carpet Color: Teal

Pre-existing Facility Carpet: None

EXHIBIT HALL HOURS

Exhibitor Installation:	Wednesday	June 4	2:00 p.m. - 5:00 p.m.
	Thursday	June 5	8:00 a.m. - 5:00 p.m.
	Friday	June 6	8:00 a.m. - 5:00 p.m.
	Saturday	June 7	8:00 a.m. - 2:00 p.m.
Open:	Saturday	June 7	5:00 p.m. - 7:00 p.m.
	Sunday	June 8	9:30 a.m. - 5:00 p.m.
	Monday	June 9	9:30 a.m. - 5:00 p.m.
Exhibitor Dismantle:	Monday	June 9	5:00 p.m. - 10:00 p.m.
	Tuesday	June 10	8:00 a.m. - 5:00 p.m.
All Out By:	Tuesday	June 10	5:00 p.m.

Note: All carriers (trucking companies) must check in no later than **11:00 a.m. on Tuesday, June 10, 2003** for freight pickup.

DEADLINES

Furniture Order Deadline (for discount price): May 21, 2003

Advance Freight Shipment Deadline: June 2, 2003

See Targeted Floorplan for Direct Freight Schedule.



You can now access your exhibitor account on-line!
From pre-show planning to Express Checkout you can control the
process with just a few clicks of the mouse.

- 1) From your internet browser go to **www.championexpo.com**
- 2) Click the "Login" button on the bottom of the web page.
- 3) Enter your Show Code, User ID and Password, which can be found on the cover of your service manual.
- 4) To shop on-line please select "Online Ordering".
- 5) Place your order. When you are ready to submit your order, please select "View Order Summary" found on the top of the web page.
- 6) Review your order and then select the "submit order" button.
- 7) An "Order Confirmation Receipt" will be sent to you via e-mail.

champion exposition services

139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

20th Symposium for Computer Applications in Radiology

June 7 - 9, 2003



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

Official Suppliers

Air Freight Service

EAX Worldwide

7183 Navajo Road, Suite J

San Diego, CA 92119

Tel: 800 255-5584

Fax: 619 668-5657

Audio/Visual Service

To Follow Under

Separate Cover

Booth Cleaning

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Booth Labor

Champion Exposition Services

139 Campanelli Drive

Middleboro, MA 02346

Tel: 800 723-1123

Outside U.S. 001 508 923-5200

Fax: 508 946-1019

Exhibitor Services Department

Catering Service

Aramark Sports and Entertainment, Inc.

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Fax: 617 954-2032

Computer Rental

To Follow Under

Separate Cover

Custom Furniture

Cort Tradeshow Furnishings

401 Penhorn Avenue, Suite 1

Secaucus, NJ 07094

Tel: 800 791-8230

Fax: 201 867-6911

Electrical Service

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Floral Service

Bloomin Exhibits

237 New Meadow Road

Barrington, RI 02806

Tel: 401 247-0590

Fax: 401 245-7719

Ground Carrier

Yellow Freight System

1555 Bedford Street

North Abington, MA

Tel: 800 610-6500

Internet Service

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Lead Retrieval

To Follow Under

Separate Cover

Official Contractor

Champion Exposition Services

139 Campanelli Drive

Middleboro, MA 02346

Tel: 800 723-1123

Outside U.S. 001 508 923-5200

Fax: 508 946-1019

Exhibitor Services Department

Official Facility

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Security Service

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Telephone Service

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

Water, Air, Drain & Compressed Gas

Hynes Convention Center

900 Boylston Street

Boston, MA 02115

Tel: 617 954-2230

**20th Symposium for Computer Applications in Radiology
 June 7 - 9, 2003**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Before the Show

First, please read through this Manual.

- Review the **Table of Contents**, which will show you where to find your order forms.
- Review the **Order Form Discount Due Date Checklist**. This sheet will help you track your forms through the order process.
- Review the **How to Place Your Orders** information sheet. This sheet explains exactly how to submit your orders.
- Complete and submit your orders with your payment and a completed Credit Card Authorization form.

From 8:00 a.m. to 8:00 p.m. Eastern Standard Time, any questions you have may be directed to Champion's Exhibitor Services Department internet help line: HELP@championexpo.com, or you may call our Exhibitor Services Department at 1-800-723-1123 during those hours.

2 During the Show

Champion's On-Site Exhibitor Service Center

- **Champion maintains an on-site Exhibitor Service Center for the duration of the show.** If there are items you need, but did not order, or should new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Center for assistance.
- **Champion will coordinate the shipment of all crates and materials out of the exhibit hall.** If you wish to have your crates warehoused or shipped to another trade show, we can also assist you. Stop by the Exhibitor Service Center to complete the necessary forms.

3 After the Show

Champion Critique Cards will be available at the Exhibitor Service Center during the show. We would appreciate your taking a moment to complete a critique card so that we may better serve you at future shows.

Please contact Champion any time throughout the year for assistance with any trade shows, special events, exhibits rentals, I&D labor or material storage.

We look forward to serving you in the future.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Order Form Discount Deadline Date Checklist

INFORMATION ONLY

This form has been prepared for your convenience only. Please **DO NOT** fax or mail back to Champion.
 Save money...
 Complete the Champion Order Forms listed below before each Advance Order Deadline Date to take advantage of our discount prices.

1	Champion Order Forms	Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
<i>Fax or mail completed forms directly to Champion Exhibitor Services Department.</i>		Carpet (Standard)*	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Carpet (Prestige)*	May 7, 2003	<input type="text"/>	\$ <input type="text"/>
		Exhibitor-Appointed Non-Official Service Contractor	May 7, 2003	<input type="text"/>	\$ <input type="text"/>
		Custom Exhibits Rental*	May 14, 2003	<input type="text"/>	\$ <input type="text"/>
		Special Signage* [■]	May 14, 2003	<input type="text"/>	\$ <input type="text"/>
		Furniture & Accessories*	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Tables, Counters & Drapery*	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Credit Card Authorization	Submit with first order	<input type="text"/>	\$ <input type="text"/>
		Third-Party Payment Authorization	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Booth Labor (I&D)	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Rigging & Forklift [■]	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Hanging Non-Electric Ceiling Signs [■]	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Freight Handling	June 2, 2003	<input type="text"/>	\$ <input type="text"/>

**Taxable item. ■ If applicable.*

2	Other Official Supplier Order Forms	Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
<i>Rental services and utilities.</i>		Air Freight Service	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Telephone Service	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Electrical	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Water, Air, Drain, Gas	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Floral Service	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Cleaning	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Computer Rental	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Internet Service	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Security	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Catering Service	May 21, 2003	<input type="text"/>	\$ <input type="text"/>
		Other <input type="text"/>	May 21, 2003	<input type="text"/>	\$ <input type="text"/>

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
 Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.
 By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Save time and money...

Follow these steps to take advantage of our money saving discounts!

Complete the Champion Order Forms for furniture, carpeting, freight handling, etc., *before* each Advance Order Discount Deadline Date indicated in the upper right corner of each form to receive our discount prices. For your convenience, we have included an Order Form Discount Deadline Date Checklist in your Exhibitor Service Manual. All payments must be made in United States Currency.

1 Pre-Show Champion Orders

Follow these procedures for orders submitted directly to Champion.

Submission of Pre-Show Discount Orders to Champion.

- Complete the necessary Champion forms and calculate the cost of each order.
- If Champion will be invoicing an approved third party for payment, please complete **both sections of the Third Party Payment Authorization** form.
- For your reference, make a photocopy of each completed Champion form used from this manual.
- Forward your order forms and payment to Champion.
 - **To fax your order:** Fax your order forms with completed **Credit Card Charge Authorization** to Champion at **1-508-946-1019**. *Your faxed order will be processed only if accompanied by the Credit Card Authorization form.*
 - **To mail your order:** Mail your original order forms with completed **Credit Card Charge Authorization**, and attach your company check to the top form. Mail to: **Champion Exposition Services, Attn.: Exhibitor Services Department, 139 Campanelli Drive, Middleboro, MA 02346.**
 - **PLEASE, NO TELEPHONE ORDERS.**

2 Other Official Supplier Orders

Submission of Orders for Other Official Show Suppliers

- To submit order forms for other official suppliers (i.e., electrical, plumbing, telephone, air freight, audio/visual equipment, photography service, floral, etc.), please follow the payment and mailing instructions indicated on each individual supplier form located in this Manual.

To place orders after advance discount dates and at show site...

Follow these steps to place standard price and show site orders.

3 Post Discount Deadline Orders

Submission of Orders after Advance Order Discount Date

- Order forms may be submitted **after** the advance discount deadline date; however, they will be invoiced at the higher, standard billing rate. As the show date draws nearer, please allow sufficient time for receipt and processing if submitting additional orders.

4 Show Site Orders

Submission of Orders on Show Site

- Once on show site, please see Champion staff at the Exhibitor Service Center concerning any additional orders. Invoices will be calculated at the higher, standard billing rate and payment will be required with placement of orders.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



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Questions about this form?
 E-mail us at help@championexpo.com.
 Please include the name of show.

Order Forms Recap

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

- 1** Instructions for use of this form.
- A. Please put together all of your **Champion Exposition Services** order forms and transfer the totals from each onto this "Order Forms Recap."
 - B. Complete the "Credit Card Authorization," "Third Party Payment Policies," and "Exhibitor Appointed Non-Official Contractors," if applicable.
 - C. Staple all the **Champion Exposition Services** forms together with this "Order Forms Recap" on top and attach your check to this form if you are pre-paying by check. Mail this set of documents to **Champion Exposition Services**.

2 Mailing Address

CHAMPION EXPOSITION SERVICES, INC.
 139 Campanelli Drive
 Middleboro, MA 02346
 Attention: Exhibitor Services Department
 (Re: **20th Symposium for Computer Applications in Radiology**)

3 Calculate your Orders

Freight Handling Form	\$ _____
Booth Labor Order Form (Estimate)	\$ _____
Hanging of Ceiling Signs Order Forms	\$ _____
Rigging and Forklift Order Form	\$ _____
Furniture and Accessories Order Form*	\$ _____
Tables, Counters & Drapery Order Form*	\$ _____
Prestige & Standard Carpet Order Form*	\$ _____
Special Signage Order Form*	\$ _____
Custom Exhibits - Booth Rental Order Form*	\$ _____
Custom Exhibits - Accessories Order Form*	\$ _____

Grand Total (includes 5% tax, where applicable) | \$ _____

*These are taxable items. Using the original forms, remember to include and transfer the sales tax into the grand total above.



To: SCAR 2003 Exhibitors

From: Heidi Prange, CMP
Director of Meetings

Subject: **Exhibit Service Manual for the SCAR 2003 Annual Meeting**

Thank you for your participation in the **20th Symposium for Computer Applications in Radiology**, SCAR's 2003 Annual Meeting to be held June 7-10 at the Hynes Convention Center in Boston, MA.

Enclosed in the Exhibitor Service Manual, you will find the following forms:

- ⇒ Sponsorship Opportunities
- ⇒ Hotel Reservation Form
- ⇒ Function Space Request Form
- ⇒ Press Room Announcement
- ⇒ SCAR 2003 Exhibitors' Post Show Meeting Announcement

SCAR is an excellent opportunity to announce your new products and/or services, and to keep everyone aware of the progress your company is making in electronic imaging, image management and information systems. There is no better mid-year opportunity.

The SCAR Program Committee and staff continually strive to make the SCAR Annual Meeting a worthwhile and enriching time for attendees and participating vendors.

If you have any questions or comments, you can reach me at 703-757-0054 and/or SCAR2003@scarnet.org.

Thanks again for your participation!



**SCAR 2003 Annual Meeting
June 7-10, 2003
Boston, Massachusetts**

**GROUP EXHIBITOR
HOUSING ROOM BLOCK
REQUEST FORM
(FOR GREATER THAN 10 ROOMS)**

**SCAR 2003
10105 Cottesmore Court
Great Falls, Virginia 22066
FAX: 703-757-0454**

RETURN BY MARCH 28

Please print or type:

Companies requiring greater than 10 rooms each night need to contact **Leone Collins**, Convention Service Manager at the **Sheraton Boston** at **617-236-6002**, fax 617-236-6061. In addition, you must submit this room block request form to the SCAR office by March 28.

A two night's deposit by check or credit card number is required in order to guarantee each room reservation. A deposit will be refunded if cancellation of reservation is received by April 14th.

Company: _____

Contact Name: _____

Email: _____

Phone: _____

If outside USA please also include country and city codes.

Number of Rooms Requested: _____

Number of Room Nights Requested: _____

Individual Housing Forms for those requiring fewer than 10 rooms are available on the SCAR website at www.scarnet.org, and click on SCAR 2003, under Hotel and Travel for a SCAR 2003 Housing Form. These forms should be submitted directly to the Sheraton Boston Hotel.

**Please submit this room block request form to the
SCAR office (FAX: 703-757-0454) by March 28, 2003**



FUNCTION SPACE REQUEST FORM

SCAR 2003
10105 Cottesmore Court
Great Falls, Virginia 22066
FAX: 703-757-0454

SCAR 2003 Annual Meeting
June 7-10, 2003
Boston, Massachusetts
www.scarnet.org - click SCAR 2003

RETURN BY MARCH 28

Please print or type:

Date of Request: _____

Meeting Title: _____ Meeting Date: _____

Begins: _____ Ends: _____ Estimated Attendance: _____

Type and Purpose of Function (i.e. reception, user group meeting, educational, etc.)
*Please attach a copy of the agenda and a list of intended participants. If not available
please provide a description of the nature of the meeting and invited participants.*

Company: _____

Contact Name: _____

Email: _____ Phone: _____

Exhibitors who wish to use any of the following properties for meetings/events must submit a *Function Space Request Form* directly to SCAR prior to making arrangements directly with the facility:

Hynes Convention Center
Sheraton Boston Hotel

Exhibitors are to plan gatherings for SCAR meeting participants in coordination with the SCAR Program Committee and cannot schedule functions at the same time as educational or social activities planned by the Program Committee. Non-SCAR meetings and programs should be scheduled prior to Saturday, June 7 or after 1:00 pm on Tuesday, June 10, or in the evenings after the SCAR events. Companies are asked to consider sponsoring a SCAR reception or function.

Please submit this Function Space Request Form to the
SCAR office (FAX: 703-757-0454) by March 28, 2003



To: SCAR 2003 Exhibitors

From: Heidi Prange, CMP
Director of Meetings

Subject: **Press Room at SCAR**

To enhance your exposure at the **SCAR 2003 Annual Meeting**, show management has implemented facilities to heighten access to trade press and industry consultants. A Press Room will be located in the Hynes Convention Center, Room #108 and will be available to distribute your press kits and to organize news conferences. Take advantage of this opportunity.

The trade press has noticed the growth and popularity of the SCAR Annual Meeting. Over the past several years, the meeting has enjoyed increased print and web coverage. A significant number of key editors and writers routinely attend the meeting. To better accommodate members of the news media, SCAR will provide a Press Room, which makes it possible for exhibitors like you to better coordinate your press-related activities.

SCAR is an excellent opportunity to announce your new products and/or services, and to keep everyone aware of the progress your company is making in electronic imaging, image management and information systems. There is no better mid-year opportunity.

You are encouraged to drop off your press kits on **Friday afternoon, June 6** and if appropriate, to schedule your news conference. News conferences can be scheduled by contacting Heidi Prange at the SCAR office at 703-757-0054 or e-mail: SCAR2003@scarnet.org.

The SCAR Program Committee and staff continually strive to make the SCAR Annual Meeting a worthwhile and enriching time for attendees and participating vendors. We trust you will find value in the Press Room.

Thank you for your participation!



SCAR 2003
Exhibitors
Post Show Meeting

Monday, June 9, 2003

9:00 am - 9:30 am

Sheraton Boston Hotel

Room: Fairfax A & B



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Outside US 001-508-923-5200
Fax 508-946-1019

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Questions about this form?
E-mail us at help@championexpo.com.
Please include the name of show.

Union Guidelines

This page is informational only.

Please read carefully!

BOSTON UNION GUIDELINES

Teamsters are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, and aisle carpeting, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths, and rigging.

Individual exhibitors who wish to install and dismantle their own booths can do so if they: use company personnel, do not attempt to bring in "pick-up labor," comply with local and state fire, safety and insurance regulations and rules set by Exposition Management.

Exhibitors also may handle their own freight subject to the following condition: if material can be hand-carried to and from the booth via accepted freight entrances. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all other circumstances.

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UNITED STATES FIRE DEPARTMENT REGULATIONS For Exhibits, Exhibitions, Displays and Trade Shows - Public & Private

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

**20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003**

Champion Exposition Services, Inc., Champion Exposition Services of Northern California, and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, Champion) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if Champion has been advised of the potential for such damages.

Champion shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to Champion to obtain the proper equipment.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Champion and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Champion shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall Champion be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to Champion by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

Champion shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

It is understood that Champion is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by Champion hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Champion does not provide for full liability should loss or damage occur. In the event that Champion should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Champion.

CHAMPION SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF CHAMPION HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.

Claims for loss or damage must be submitted to Champion by the close of the show. No suit or action shall be brought against Champion more than one year after the cause of action accrues.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that Champion will provide these services as Exhibitor's agent and not as bailee or shipper, and Champion shall have no responsibility or obligation thereunder. If Champion shall sign a delivery receipt, bill of lading or other document, the parties agree that Champion will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

Champion shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.

Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Champion assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

In order to expedite removal of freight from the show site, Champion shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. Champion assumes no liability as a result of such rerouting or handling.

The Exhibitor agrees, in the event of a dispute with Champion relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Champion for freight handling services or any other services provided by Champion as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Champion prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Champion shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of Champion in its sole discretion. Upon Champion's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once Champion has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Champion on behalf of Exhibitor shall be bound by the terms and conditions set forth above.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Credit Card Authorization

In order to process ANY orders, this form MUST be on file regardless of your preferred method of payment.
(We accept MasterCard, Visa and American Express.)

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Champion Credit Card Payment Policy

- **This Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.**
- **All accounts must be settled at Champion's Service Desk on show site prior to the close of the show.**
 An itemized invoice will be prepared at the show for your signature, and we will process your payment for any outstanding balance at that time. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. Please notify your company representative who will be at the show site of our payment policy.
International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. banks.
- **The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf.**
 If a third party is to be invoiced for certain items or services, please complete and submit Champion's **Third Party Payment Authorization Form**.
- **Discount Pricing**
IMPORTANT: To obtain advance order discount pricing, full payment MUST BE included with your order.
 A purchase order is not considered payment. If your company has any unpaid balances for previous show services, please arrange for settlement of outstanding invoices prior to placement of new orders.
- **Tax Exempt Status**
 If you claim **tax exempt status**, you **MUST** provide us with a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place, simultaneously with the placement of your initial order.

2 Credit Card Charge Authorization

- **If you wish to charge your orders to your credit card account, please complete information below and submit with your initial order. Subsequent orders will automatically be charged to the same account number.**
 Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing automatically will be charged to your credit card account.
- **Incomplete and/or unsigned forms will not be accepted.**

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ || Expiration Date: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ || Fax #: _____

- **Please note: No credits will be issued after close of show.**

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Third-Party Payment Authorization

Deadline:
May 21, 2003

20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Third-Party Payment Conditions

Champion Exposition Services will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

- The payment record of third party is acceptable to Champion.
- This form is completed and signed by **both parties** and returned to Champion at least 14 days prior to show move-in; i.e., by May 21, 2003.
- Champion's pre-payment policy is adhered to; i.e., orders must be received with payment by the deadline dates.
- If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice to exhibiting firm at show site.
- The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

2 Services to be Invoiced to Third Party

Please indicate which items/services are to be invoiced to the third party:

- All Champion Services Furniture/Carpet
 Freight Handling Booth Cleaning
 Booth Labor Other specify

3 Acknowledgment & Credit Card Authorization of Exhibiting Firm

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the third party named below does not make payment, such charges will be presented to the exhibiting firm, and exhibiting firm will make payment to Champion prior to the close of the show. (Signature required below.)

Authorized Firm Representative Signature: _____

Incomplete and/or unsigned forms will not be accepted.

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ | Expiration Date: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

Charge to: MasterCard Visa American Express

Cardholder's Signature: _____

PLEASE PRINT OR TYPE:

Account #: _____ | Expiration Date: _____

Cardholder's Name: _____

Company Name: _____

Cardholder's Billing Address: _____

City/State/Zip: _____

Telephone #: _____ | Fax #: _____

4 Third-Party Credit Card Charge Authorization

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Freight Handling
Advance Freight Deadline Date:
June 2, 2003
(for receipt of advance freight to warehouse)

20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Rates quoted below are based upon straight time move-in and move-out. All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs. Champion will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Champion will receive direct shipments at showsite on scheduled move-in day(s). Champion will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets.

1 Rate Classifications
 Calculate freight handling based on method of shipping.

- **Common Carrier:** Use this rate for common carriers, which maintain an established local terminal with regular routes. They accept crated materials only and consolidate freight of more than one customer into one shipment headed for a particular destination. Examples of common carriers are: Yellow, CF, Roadway, and ABF.
- **Select Carrier/Special Handling / Crated / Uncrated:** This rate applies to van lines, company owned trucks, air freight carriers, Federal Express, UPS, and privately owned vehicles (POV's) delivering crated / boxed / skidded materials and / or uncrated / pad wrapped / loose material. Also applicable are any shipments (crated or uncrated) that are loaded and charged by cubic space, and / or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, multiple or stacked shipments).

Advance Shipments to Warehouse, Crated Only - 200 lb. minimum charge per shipment

- Common Carrier Shipment weight _____ cwt x \$65.50 per 100 lbs.** = \$ _____
- Select Carrier, Crated Only * Shipment weight _____ cwt x \$82.00 per 100 lbs.** = \$ _____

Direct Shipments to Show Site, Crated and Uncrated - 200 lb. minimum per shipment

- Common Carrier Shipment weight _____ cwt x \$63.50 per 100 lbs.** = \$ _____
- Select Carrier, Crated / Uncrated Shipment weight _____ cwt x \$87.50 per 100 lbs.** = \$ _____

Total Estimated Freight Charges \$ _____

* Uncrated shipments will **NOT** be accepted at the Advance Warehouse.

**200 lb. minimum

Overtime Surcharges (Overtime is: Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.; ALL DAY Saturday, Sunday or observed union holidays.)

Based upon the freight handling rates quoted above, a **50% surcharge per cwt, for each occurrence, will apply if:**

- Shipments are received on overtime.
- Your shipment is moved onto or out of showsite on overtime due to scheduling conflicts beyond Champion's control.
- Your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control, is moved into showsite on overtime.

Additional Surcharges \$50 minimum

- **Off-Target:** Direct shipment arriving off-target; i.e., if your direct shipment does not arrive on the appropriate date or time assigned, you will be charged an additional **30% per cwt**.
- **Late to Warehouse Fee:** Shipments arriving after June 2, 2003 will be charged an additional 30% per cwt.
- **Early Shipments to Warehouse:** Advance shipments arriving to the warehouse prior to the 30-day free storage will be charged an additional 30% per cwt per month or portion thereof.
- **Marshaling Yard Fee:** A Marshaling Yard may be established to ease congestion at the facility and better utilize dock space. If a Marshaling Yard is used, all carriers and privately owned vehicles must check into the Marshaling Yard prior to unloading. \$25 per shipment will be added to your invoice for use of this Yard.
- **Shipments Returned to Warehouse:** Shipments returned to warehouse at close of show will be charged an additional 35% per cwt 1,000 lb. minimum. Shipments not picked up from warehouse within 72 hours will be charged for storage.

Estimated Advance / Direct Freight Charges (total from section 1) \$ _____

Estimated Surcharges (total from section 2) \$ _____

Total Estimated Freight Handling \$ _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.



Shipping Addresses and Information

Advance Freight Deadline Date:

June 2, 2003

See Targeted Floorplan for Direct Freight
Delivery Schedule.

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

1 Advance Shipments
Use this address and information if shipping your freight to the Advance Warehouse

ADVANCE SHIPMENTS **ALL MATERIALS SHIPPED IN** **ADVANCE TO THE WAREHOUSE** **MUST ARRIVE BY** **June 2, 2003.**

Any shipment arriving after this date will be charged an additional 30% per cwt, \$50.00 minimum.

All shipments by whatever means of transportation MUST BE PREPAID and should be shipped to arrive at our warehouse up to 30 days prior to the move-in date for the show. Late and / or early shipments are subject to additional handling and delivery charges. All shipments should be addressed to CHAMPION EXPOSITION SERVICES, INC.

ADVANCE SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **20th Symposium for Computer Applications in Radiology**
CHAMPION EXPOSITION SERVICES
c/o: Yellow Freight System
1555 Bedford Street
North Abington, MA 02351

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

2 Direct Shipments
Use this address and information if shipping your freight directly to Show Site

DIRECT SHIPMENTS

SEE TARGETED FLOORPLAN FOR **DIRECT FREIGHT SCHEDULE.**

Shipments sent directly to the facility will be received only on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in, WILL BE REFUSED as the facility does not have storage space for these shipments. ALL DIRECT SHIPMENTS MUST BE CONSIGNED TO CHAMPION EXPOSITION SERVICES.

DIRECT SHIPPING ADDRESS

TO: (name of exhibitor and booth #)

FOR: **20th Symposium for Computer Applications in Radiology**
CHAMPION EXPOSITION SERVICES
c/o: Hynes Convention Center
900 Boylston Street via Cambria Loading Dock
Boston, MA 02115

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

PLEASE READ: Liability and Insurance Bulletin - Champion Exposition Services shall not be responsible for damage to uncrated or improperly packed materials or concealed damage. **Champion Exposition Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after it has been delivered to exhibitor's booth.

INBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his/her representative, **and during such time the materials will be left unattended.** Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO THE EXHIBITOR'S BOOTH AT THE SHOW SITE. **Champion Exposition Services** recommends the securing of security services from Facility or Show Management.

(continued on reverse)

WEIGHT TICKETS:

In the event no weight is indicated on the delivery documents presented, Champion shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the exhibit. All shipments received at the warehouse and exhibit site are subject to re-weigh.

OVERTIME:

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Surcharge also applies if your shipment is moved onto show-site or out of show-site due to scheduling conflict beyond Champion's control.
- Surcharge also applies if your advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Champion's control is moved into show-site on overtime.
- **Overtime is:**

* - **Monday through Friday prior to 8:00 a.m. and after 4:30 p.m.**

- **ALL DAY Saturday, Sunday, or observed union holidays**

OUTBOUND SHIPMENT(S):

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pickup of materials from the booths for loading onto a carrier and **during such time the materials will be left unattended. Champion Exposition Services WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Champion Exposition Services** highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to **Champion Exposition Services** by EXHIBITOR will be checked at time of pickup from the booth, and corrections will be made where discrepancies exist between the quantities of items on any agreement form submitted to **Champion Exposition Services** and the actual count of such items in the booth at the time of pickup.

Bills of lading covering outgoing shipments that are furnished to **Champion Exposition Services** by exhibitors will be checked at the time of actual pickup from booth and corrections made where discrepancies occur. **Champion Exposition Services** shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

Champion Exposition Services' liability shall be limited to physical loss or damage to the specific article that is lost or damaged. If found liable for any loss, **Champion Exposition Services'** sole and exclusive **MAXIMUM** liability for loss or damage to EXHIBITOR'S materials; and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a Dollar amount limit equal to the amount paid by EXHIBITOR to **Champion Exposition Services** for material handling services during the show or exposition under this contract.

Champion Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to **Champion Exposition Services** by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. Your present insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CHAMPION EXPOSITION SERVICES RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME.

SHIPINFO



**20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003**

DIRECTIONS TO MARSHALING YARD

ALL VEHICLES, including common carriers and van lines MUST check in at the Champion Exposition Services' Marshaling Yard BEFORE proceeding to the Hynes Convention Center.

From Massachusetts Turnpike (Route #90 East)

- 1) Take Rte. 90 East to Exit 18 (Allston, Brighton, Cambridge)
- 2) Stay in the left lane and follow signs to Tandem Trailer Yard on right
This is the Champion Exposition Services' Marshaling Yard

From Massachusetts Turnpike (Route #90 West)

- 1) Take Rte. 90 West to Exit 20 (Brighton, Allston, Cambridge)
- 2) Stay in the left lane and follow signs to Tandem Trailer Yard on right
This is the Champion Exposition Services' Marshaling Yard

DIRECTIONS TO THE HYNES CONVENTION CENTER FROM THE MARSHALING YARD

- 1) Exit yard, turn right onto Cambridge Street and follow to 2nd set of lights (North Harvard Street)
- 2) Take right onto North Harvard Street to 2nd set of lights (Western Avenue)
- 3) Take right onto Western Avenue
- 4) Bear right before 1st set of lights
- 5) Take right onto Rte. 90 East (Mass Pike) just before 2nd set of lights
- 6) Take Rte. 90 East to Exit 22 (Prudential Center, Copley Square) bearing left to 2nd set of lights (Mass Avenue)
- 7) Take right onto Mass Avenue and follow to 4th set of lights (Boylston Street)
- 8) Take right onto Boylston Street to Cambria Street – about 50 yards on the right

*Check in with the Champion employee at the top of the ramp.
Note that vehicles delivering hand-carry material must have two people to off-load and pick up.*

UNATTENDED VEHICLES ARE NOT PERMITTED

Use these labels **only** if shipping
in advance to warehouse.



Use these labels **only** if shipping
in advance to warehouse.

From: _____

From: _____

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

c/o: Yellow Freight System

c/o: Yellow Freight System

1555 Bedford Street

1555 Bedford Street

North Abington, MA 02351

North Abington, MA 02351

Show: **20th Symposium for Computer Applications in
Radiology**

Show: **20th Symposium for Computer Applications in
Radiology**

Exhibitor: _____

Exhibitor: _____

Booth #: _____

Booth #: _____

Piece #: _____ of _____

Piece #: _____ of _____

**RUSH
Exhibit Material**

**RUSH
Exhibit Material**

Use these labels **only** if shipping
in advance to warehouse.



Use these labels **only** if shipping
in advance to warehouse.

From: _____

From: _____

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

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Show: **20th Symposium for Computer Applications in
Radiology**

Exhibitor: _____

Exhibitor: _____

Booth #: _____

Booth #: _____

Piece #: _____ of _____

Piece #: _____ of _____

**RUSH
Exhibit Material**

**RUSH
Exhibit Material**

Use these labels **only** if shipping
direct to show site.



Use these labels **only** if shipping
direct to show site.

From: _____

From: _____

To: **CHAMPION EXPOSITION SERVICES**

To: **CHAMPION EXPOSITION SERVICES**

Hynes Convention Center
900 Boylston Street via Cambria Loading Dock
Boston, MA 02115

Hynes Convention Center
900 Boylston Street via Cambria Loading Dock
Boston, MA 02115

Show: **20th Symposium for Computer Applications in
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Exhibitor: _____

Booth #: _____

Booth #: _____

Piece #: _____ of _____

Piece #: _____ of _____

**RUSH
Exhibit Material**

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direct to show site.

From: _____

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Radiology**

Exhibitor: _____

Exhibitor: _____

Booth #: _____

Booth #: _____

Piece #: _____ of _____

Piece #: _____ of _____

**RUSH
Exhibit Material**

**RUSH
Exhibit Material**

Exhibitor must sign up for
accessible storage at Champion
Service Desk on show site.

20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003

Unsecured Accessible Storage will be available to you at the show. You must, however, sign up for this service ON SHOW SITE at the Champion Service Desk. Champion will provide you with labels to apply to your items. When your items have been properly labeled, they will be placed in storage.

1 Set-Up Fee

Set-Up Fee

When you select this service, you will be charged a one-time set-up fee of \$100.

2 Storage Rates

Storage Rates

Storage rates are based upon square feet increments, or portions thereof, per day:

- Up to 25 square feet \$100 per day
- 26 to 50 square feet \$150 per day
- 51 to 100 square feet \$200 per day
- 101 to 150 square feet \$250 per day
- 151 to 200 square feet \$300 per day

3 Access Labor Rates

Access Labor Rates

Each time you deposit or reclaim one or more items from the accessible storage area, you will be charged a minimum of one-half hour of labor according to the following schedule and at the hourly rates indicated on the Champion Booth Labor form:

- **Straight-Time:** 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** Prior to 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday.
- **Double-Time:** All hours on Sunday and observed union holidays, where applicable.

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Labor Install/Dismantle

Calculate needs for installing and dismantling your exhibit.

Rates

- **Straight-Time:** \$71.00 per man hour 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** \$106.50 per man hour before 8:00 a.m. and after 4:30 p.m, Monday through Friday, and all hours on Saturday.
- **Double-Time:** \$134.00 per man hour all day Sunday and observed union holidays, where applicable.
- **Orders placed on show site:** Add 20% to hourly rates.

Calculate Labor

	Date	Time	Number of Men	Total Hours	Rate per Man	Total Cost
Installation.....	<input type="text"/>	<input type="text"/>	<input type="text"/> x	<input type="text"/>	<input type="text"/>	= \$ <input type="text"/>
Dismantle	<input type="text"/>	<input type="text"/>	<input type="text"/> x	<input type="text"/>	<input type="text"/>	= \$ <input type="text"/>
Total Labor Cost:						\$ <input type="text"/>

2 Supervision of All Labor is Required.

Please select supervision plan.

Exhibitor Supervision

All labor performed under the supervision of Exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of labor services. If such notice is not provided, and laborers ordered are not picked up, exhibitor will be charged one hour minimum per laborer ordered. Exhibitor **MUST** check in at the Champion Service Desk to pick up labor ordered, and check out labor at Champion Service desk upon completion of work.

Representative Name/Company

Champion Supervision

All labor performed under the supervision of Champion. **Our fee for this service is 50% of exhibitor's total labor bill .** In order to perform the labor without exhibitor's representative present, Champion **MUST** have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Exhibitor must also include outbound shipping instructions with this labor order. (SEE NEXT PAGE – BOOTH LABOR, PART 2)

Total Labor Cost (from 1, above):..... \$

Champion Supervision Fee (multiply Total Labor Cost x 50%):..... \$

Total Booth Labor: \$

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization **MUST** be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include the name of show.

Booth Labor (I&D)
Part 2 - Outbound
Shipping Instructions

Order Deadline:
May 21, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

3 Outbound Shipping Instructions

Please complete this section if Champion will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: *If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company/Show:	Booth #:
Address:	
City/State/Zip:	
Attention:	

■ **Select Shipping Method:**

Select carrier ▶

Ship via carrier of exhibitor's choice.

Name of Carrier: _____

Ship via official show freight carrier.

Select shipping method ▶

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Champion cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Champion's discretion.

4 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature):	Shipper (print name):
Freight Charges Billed To (Company/Show):	
Address:	
City/State/Zip:	
Telephone:	Attention:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Rigging & Forklift

Order Deadline:
May 21, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Rigging Rates

Exhibitors ordering rigging will be assigned a forklift, operator and crew.

A rigging crew usually includes a forklift operator and two riggers; however, determination of crew size is at the discretion of the official service contractor. Exhibitors ordering rigging to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs (see 2, below).

- **Straight-Time:** 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** Before 8:00 a.m. and after 4:30 p.m, Monday through Friday, and all hours on Saturday.
- **Double-Time:** All day Sunday and observed union holidays, where applicable.
- **Orders placed on show site:** Add 30% to hourly rates.

Rates per hour	Straight Time	Overtime	Double Time
Forklift* and operator	\$146.00	\$181.50	\$209.00
Additional rigger	\$ 71.00	\$106.50	\$134.00

***5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request.**

NOTE: Supervision of all labor is required. Time for workmen to get tools and check in and out at Champion Service Desk will be charged to exhibitor and included in the work order.

2 Order Forklift & Rigging

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of rigging services. If such notice is not provided, and an order has been placed but not picked up, exhibitor will be charged a one-hour minimum "No-Show" fee. Exhibitor MUST check in at the Champion Service Desk to pick up rigging ordered, and check out at the Champion Service Desk upon completion of work.

Calculate your needs

	Date	Time	Forklifts & Operators	Total Hours	Hourly Rate	Cost
Forklift & Operator						
Installation				x	\$	= \$
Dismantle				x	\$	= \$

	Date	Time	# of Riggers	Total Hours	Hourly Rate	Cost
Additional rigger(s)						
Installation				x	\$	= \$
Dismantle				x	\$	= \$
Total Due:						\$

Exhibitor Show Site Contact (available for logistical questions):

Name: _____ Phone/Pager: _____

3 Describe Work to be Done

Help us assess your needs.

- Please describe the largest piece of equipment to be handled:
 Weight: _____ lbs. Size: _____ x _____ x _____ Height to be placed: _____
LENGTH WIDTH DEPTH
- Please indicate work to be performed:
 Uncrating Unskidding Reskidding of Machinery
 Installation/Dismantling Header Other (describe) _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Order Deadline:
May 21, 2003

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Champion Exposition Services, Inc. reserves the right to assemble, install and dismantle all "Hanging Signs" with approved devices and cable to safely hang signs.

1 Procedure for Ordering Hanging of Ceiling Signs

- **Orders for hanging of ceiling signs must be submitted with payment to Champion Exposition Services no later than May 21, 2003. Late orders or orders placed on show site will be surcharged. See below for charges.**
- **A detailed diagram showing location of hanging sign must be submitted with order.**
- **Hanging sign(s) must be shipped in advance of show, prior to June 2, 2003. Please use Advance Shipment Hanging Sign labels included in this Manual.**
- All signs will be approved by Show Management, Champion Exposition Services, Inc. and the facility prior to hanging. **Exhibitors ordering hanging of ceiling signs will be assigned a lift and crew.* Determination of crew size is at the discretion of the official service contractor.**
- **Straight-Time:** \$355 per hour 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- **Overtime:** \$475 per hour before 8:00 a.m. and after 4:30 p.m, Monday through Friday, and all hours on Saturday. One hour minimum.
- **Double-Time:** \$595 per hour all day Sunday and observed union holidays, where applicable. One hour minimum.
- **Orders placed on show site:** Add 30% to hourly rates.

2 Rates for Hanging Ceiling Signs

Calculate labor	Date	Time	# Lift & Crew	Total Hours (Min. 1 Hour)	Rate	Total
Installation				x	\$	= \$
Dismantle				x	\$	= \$
Total Lift & Labor Cost:						\$

*If signs require assembly, dismantling, installation of support devices or hoisting cable, work will be done on a time-and-material basis. All labor to assemble is at exhibitor's expense, and will be charged at Champion's show labor rates. Hanging is a separate charge. Hanging sign dismantle is mandatory.

3 Labor Supervision

- Does sign need to be assembled? Yes No
 - May Champion hang and/or assemble sign without exhibitor supervision? Yes No
- If Exhibitor supervised, please complete:**

	Date	Time	Hours	Contact On Site	Telephone Number
Installation					
Dismantle*					

*Removal of non-electric signs will be done at the discretion of the general service contractor and the sign will be placed within the confines of the booth upon dismantle. If exhibitor supervision is required, please complete schedule below.

Scheduled Exhibitor Supervised Dismantle	Preferred Date	Preferred Time	# Lift & Crew	Total Hours (Min. 1 Hour)	Rate per Crew	20% scheduled dismantle	Total Cost
				x	\$	x	= \$

■ **Exhibitor Show Site Contact** (available for logistical questions):
 Name _____ Phone/Pager: _____

4 Placement Information for Hanging Signs

Please provide the following information for accurate hanging of sign(s):

- **Sign Specifications:**
 Weight: _____ lbs. Height: _____ Length: _____ # Hanging Points: _____ Weight/Point: _____
- **Sign Description:** (check all that apply)
 Fabric Non-Fabric Rectangle Square
 Triangle Circle Other _____
- **Sign Location:**
 Distance from floor to top of sign _____ feet
 Distance in from front of booth _____ feet
 Distance in from left side of booth _____ feet
 Distance in front right side of booth _____ feet

Designate with asterisk (*) front of booth: _____

--	--

Aisle # _____

Aisle _____

Front of Show

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

For Advance Shipments Only

From: _____
To: _____
Booth #: _____
(EXHIBITING COMPANY)

CHAMPION EXPOSITION SERVICES

Yellow Freight System
1555 Bedford Street
North Abington, MA 02351

20th Symposium for Computer Applications in Radiology
DELIVER PRIOR TO JUNE 2, 2003
HANGING SIGN

For Advance Shipments Only

From: _____
To: _____
Booth #: _____
(EXHIBITING COMPANY)

CHAMPION EXPOSITION SERVICES

Yellow Freight System
1555 Bedford Street
North Abington, MA 02351

20th Symposium for Computer Applications in Radiology
DELIVER PRIOR TO JUNE 2, 2003
HANGING SIGN

For Advance Shipments Only

From: _____
To: _____
Booth #: _____
(EXHIBITING COMPANY)

CHAMPION EXPOSITION SERVICES

Yellow Freight System
1555 Bedford Street
North Abington, MA 02351

20th Symposium for Computer Applications in Radiology
DELIVER PRIOR TO JUNE 2, 2003
HANGING SIGN

For Advance Shipments Only

From: _____
To: _____
Booth #: _____
(EXHIBITING COMPANY)

CHAMPION EXPOSITION SERVICES

Yellow Freight System
1555 Bedford Street
North Abington, MA 02351

20th Symposium for Computer Applications in Radiology
DELIVER PRIOR TO JUNE 2, 2003
HANGING SIGN

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Please read, complete and submit this authorization form with required documentation for each contractor (see 2, below) to Champion Exposition Services, Inc. if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

1 Official Service Contractors

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

2 Exhibitor-Appointed Non-Official Service Contractor Authorization

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:

- The EXHIBITOR must inform CHAMPION EXPOSITION SERVICES, INC. of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by the CHAMPION EXPOSITION SERVICES, INC. office no later than 30 days prior to the show. **If notification is NOT received 30 days prior to the show, Champion labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.**
- The contractor hired by the exhibitor must:
 - Provide no later than 30 days prior to the show a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Champion Exposition Services, Inc. as additional insured.
 - Agree to abide by all rules and regulations of the show.
 - Agree to abide by all union rules and regulations.
 - Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Acknowledged and agreed to:

By: Signature of Exhibitor: | Date:

Service to be performed: | Contact Name:

Name of Service Contractor:

Contractor Street Address:

Contractor Telephone #: | Contractor Fax #:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Prestige & Standard Furniture

Select furniture for your booth (see brochure).

Prestige Furniture

	Qty.	Discount Price	Standard Price	Extended Price
Prestige side chair <input type="checkbox"/> Grey (H) <input type="checkbox"/> Black (E)	<input type="text"/>	\$ 68.00	\$ 95.00	<input type="text"/>
Prestige arm chair <input type="checkbox"/> Grey (G) <input type="checkbox"/> Black (F)	<input type="text"/>	79.00	111.00	<input type="text"/>
Prestige 42" conference table (I)	<input type="text"/>	281.00	394.00	<input type="text"/>
Prestige bar stool (D)	<input type="text"/>	106.00	149.00	<input type="text"/>
Prestige computer stand* (kiosk)	<input type="text"/>	153.00	215.00	<input type="text"/>
Prestige computer stand* (kiosk) & bar stool package	<input type="text"/>	201.00	281.00	<input type="text"/>

*Computer Stand (kiosk) style: choose one: Maple (A) Frosted Acrylic (B) Cherry (C)

Standard Furniture

Arm chair, padded (K)	<input type="text"/>	55.00	76.00	<input type="text"/>
Side chair, padded (L)	<input type="text"/>	42.00	59.00	<input type="text"/>
Upholstered bar stool (J)	<input type="text"/>	59.00	82.00	<input type="text"/>

2 Accessories

Select accessories for your booth.

Accessories

Clothes tree (O)	<input type="text"/>	NA	NA	<input type="text"/>
Chrome bag stand (N)	<input type="text"/>	61.00	85.00	<input type="text"/>
Chrome sign stand (22"x28") (P)	<input type="text"/>	83.00	117.00	<input type="text"/>
4'x8' display board (R)	<input type="text"/>	131.00	183.00	<input type="text"/>
choose one <input type="checkbox"/> Peg board <input type="checkbox"/> Tack board <input type="checkbox"/> Velcro board				
Literature stand (T)	<input type="text"/>	92.00	129.00	<input type="text"/>
Stanchion (S)	<input type="text"/>	27.00	37.00	<input type="text"/>
Plastic chain (per foot)	<input type="text"/>	2.00	3.00	<input type="text"/>
Raffle drum (U)	<input type="text"/>	81.00	114.00	<input type="text"/>
Security container (M)	<input type="text"/>	351.00	491.00	<input type="text"/>
Tripod easel (Q)	<input type="text"/>	24.00	34.00	<input type="text"/>
Wastebasket	<input type="text"/>	17.00	24.00	<input type="text"/>

3 Total Your Order

Please note:

- ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN May 21, 2003.
- Equipment is provided on a rental basis and remains property of Champion.
- No credit will be issued after close of show.
- Items ordered and delivered, but subsequently cancelled, will be charged at 50% of the Standard Price.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.

Sub-Total:

State Sales Tax (5%):

Total:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Draped Display Tables & Counters

Select display table

Display Tables - 30" high		Qty.	Discount Price	Standard Price	Extended Price
Draped:	2'x2' wood table	<input type="text"/>	\$ 66.00	\$ 92.00	<input type="text"/>
	4'x2' wood table	<input type="text"/>	78.00	110.00	<input type="text"/>
	6'x2' wood table	<input type="text"/>	98.00	137.00	<input type="text"/>
	8'x2' wood table	<input type="text"/>	111.00	156.00	<input type="text"/>
	30" round table	<input type="text"/>	77.00	108.00	<input type="text"/>
	Fourth Side Drape (needed when ordering 6' or 8' table in order to cover entire perimeter)				
	6'x2' table fourth side drape	<input type="text"/>	46.00	65.00	<input type="text"/>
	8'x2' table fourth side drape	<input type="text"/>	46.00	65.00	<input type="text"/>

Select display counter

Display Counters - 40" high		Qty.	Discount Price	Standard Price	Extended Price
Draped:	2'x2' wood counter	<input type="text"/>	83.00	117.00	<input type="text"/>
	4'x2' wood counter	<input type="text"/>	96.00	134.00	<input type="text"/>
	6'x2' wood counter	<input type="text"/>	116.00	163.00	<input type="text"/>
	8'x2' wood counter	<input type="text"/>	131.00	183.00	<input type="text"/>
	Fourth Side Drape (needed when ordering 6' or 8' counter in order to cover entire perimeter)				
	6'x2' table fourth side drape	<input type="text"/>	46.00	65.00	<input type="text"/>
	8'x2' table fourth side drape	<input type="text"/>	46.00	65.00	<input type="text"/>

Select drape color

- Royal Blue Red Gold Silver Burgundy Navy
 Hunter Green Black White Seafoam Dusty Rose Plum

2 Undraped Tables & Counters, Table Risers, and Custom Booth Drapery/Skirting

Undraped Display Tables & Counters available at 50% of Draped Table and Counter prices above.

Undraped table: Size	<input type="checkbox"/> 2'	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>
Undraped counter: Size	<input type="checkbox"/> 2'	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>

Table Risers - 10" high		Qty.	Discount Price	Standard Price	Extended Price
Draped:	4' riser	<input type="text"/>	47.25	68.00	<input type="text"/>
	6' riser	<input type="text"/>	52.50	76.00	<input type="text"/>

Table riser drape color: (see choices above)

Custom Booth Drapery/Skirting		Qty.	Discount Price	Standard Price	Extended Price
	8' high drape - backdrop (per linear foot)	<input type="text"/>	10.25	17.75	<input type="text"/>
	3' high drape - siderail (per linear foot)	<input type="text"/>	7.00	11.50	<input type="text"/>
	Skirting (per linear foot) 30" or 40" high	<input type="text"/>	5.50	8.25	<input type="text"/>

Drape/skirting color: (see choices above)

3 Total Your Order

- Please note:**
- ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN May 21, 2003.
 - Equipment is provided on a rental basis and remains property of Champion.
 - If you do not indicate color selection on appropriate items, the show color will be provided.
 - If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.
 - Items ordered and delivered, but subsequently cancelled, will be charged at 50% of the Standard Price.
 - Orders will be confirmed upon request only.
 - No credit will be issued after close of show.

Sub-Total:

State Sales Tax (5%):

Total:

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

Advance Order Discount Deadline:
 ■ Prestige May 7, 2003
 ■ Standard May 21, 2003

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Prestige Carpet

Enhance your exhibit with 30 oz. plush, heavy-cut polyester pile carpet with built-in ScotchGuard® and anti-static control. Rental includes installation prior to delivery of your exhibit and poly covering to protect carpet during show move in.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
carpet size x = sq. ft. x \$3.35/sq. ft.			\$4.75/sq. ft.	=

Prestige carpet color (please refer to colors in the exhibitor catalog included in this manual to choose your color):

Emerald Red Charcoal Grey Pearl Plum Silver Cloud Blue Mist Colony Blue
 Berry Peacock Navy Black White French Beige Burgundy Creme

Standard Carpet

9' carpet **WILL** cover the exposed surface of a 10' in-line / linear booth.
 Standard carpet is supplied **only** for in-line / linear booths. For larger booths or island/peninsula configuration, **you must order** Prestige or Custom Cut carpet.

Qty.	Discount Price	Standard Price	Extended Price
9'x10'	\$118.00	\$165.00	
9'x20'	236.00	330.00	
9'x30'	354.00	495.00	
9'x40'	472.00	660.00	

Standard Carpet - Custom Sizes

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
x = x sq. ft.		\$2.85/sq. ft	\$4.00/sq. ft	\$

Custom sizes are available in any dimensions.
 Price includes cutting, laying and taping front seams and edges.

Standard carpet color (please refer to colors in the exhibitor catalog included in this manual to choose your color):

Blue Red Black Grey Navy Burgundy Plum Green Seafoam

Additional Items

(These items are available with *Prestige, Standard or Custom Cut Carpets)

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
1/2" foam padding x = sq. ft. x \$1.45/sq. ft.			\$2.00/sq. ft.	=
Visqueen (protective plastic covering) x = sq. ft. x \$0.60/sq. ft.			\$0.85/sq. ft.	=

If you would like **double** padding, check here and multiply your area and pricing by two (2).
 *Visqueen is included with your Prestige Carpet Order. You do not need to order it separately.

Total your Order: (add all "extended prices") Sub-Total: | |

State Sales Tax (5%): | |

Total: | |

Important Information

ADVANCE DISCOUNT ORDERS FOR PRESTIGE OR STANDARD CARPET MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN:

May 7, 2003 FOR PRESTIGE, or May 21, 2003 FOR STANDARD.

- Carpet is provided on a rental basis and remains the property of Champion.
- Standard carpet ordered in multiples of two or more are not guaranteed to match in color.
- Prestige carpet orders, if cancelled, are not refundable.
- Standard carpet items ordered and delivered, but subsequently cancelled, will be charged 50% of the standard price.
- If you claim Tax Exempt status, you MUST include a Tax Exempt Certificate with order.
- Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment.
- Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.
- No credit will be issued after close of show.

? Frequently Asked Questions... ?

Q: Will a 9' x 10' carpet cover the floor of a 10' x 10' booth space?

A: Yes, carpet is placed leaving the exposed area at the back of your booth. Back Drape along with booth furnishings and displays will cover the remaining exposed area.

Q: What exactly is "Visqueen"?

A: Visqueen is a plastic protective covering for your carpet. Use of this is highly recommended due to debris and high volume of traffic in your booth during set up. Removal is automatically done prior to show opening.

Q: What is the difference between "Prestige" and "Standard" Carpet?

A: Prestige is a plush 30 oz. deep pile carpet, which is available in 16 custom colors. Standard carpet is a 16 oz stock carpet available in 9 standard colors.

Q: What happens if I forget to choose a carpet color?

A: We will attempt to reach you to obtain your color preference. If we have not been able to do so by the time of move-in, you will receive either the show colors or a neutral color depending upon availability.

**20th Symposium for Computer Applications in Radiology
 June 7 - 9, 2003**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1

Champion Rental Units

Champion Rental Units (Please refer to Exhibitor Catalog in Exhibitor Service Manual for details.)

All packages include one header sign (not backlit), standard color carpet, track light with one head per panel (power not included), setup and removal, and opening day cleaning. Any additional features are listed below.

	Qty.	Discount Price	Standard Price	Extended Price
10' x 10' Rental Booth Packages				
■ Package A	<input type="text"/>	\$1,404.00	\$1,716.00	<input type="text"/>
■ Package B includes 40" h side returns and three 12" flat shelves . . .	<input type="text"/>	1,534.00	1,846.00	<input type="text"/>
■ Package C includes 40" h side returns and three 12" angled shelves .	<input type="text"/>	1,586.00	1,924.00	<input type="text"/>
■ Package D includes 40" h side returns, 38" w x 18" d x 40" h counter with sliding doors and three 12" angled shelves.	<input type="text"/>	1,716.00	2,080.00	<input type="text"/>
10' x 20' Rental Booth Packages (includes text on one header sign*)				
■ Package E includes 40" h side returns and two 39" w x 18" d x 40" h counters with sliding doors.	<input type="text"/>	3,016.00	3,640.00	<input type="text"/>
■ Package F includes 40" h side returns, six 12" flat shelves and one storage closet, one header only	<input type="text"/>	3,536.00	4,316.00	<input type="text"/>
■ Package G includes 40" h side returns, 78" w x 40" d x 40" h counter with sliding doors, five 12" flat shelves and 78" diameter meeting area. .	<input type="text"/>	3,822.00	4,758.00	<input type="text"/>
■ Package H includes 40" h side returns, 78" w x 40" d x 40" h counter with sliding doors, five flat shelves, 78" diameter meeting area, four prestige chairs and prestige table.	<input type="text"/>	4,134.00	5,174.00	<input type="text"/>
20' x 20' Rental Booth Packages (includes text on one header sign*)				
■ Package I	<input type="text"/>	6,656.00	8,112.00	<input type="text"/>
■ Package J includes four prestige chairs, one prestige table and one media rack	<input type="text"/>	6,968.00	8,424.00	<input type="text"/>

Select material ▶

Material Type & Color:
 (Choose **one** material only)

- Fabric Panels (Velcro friendly) Color: Blue/Grey Grey Black
 Laminated Panels Color: White Grey Black

Select carpet color ▶

Carpet Colors:

- (Choose **one** carpet color) Blue Red Black Grey Navy
 Burgundy Plum Green Seafoam

2

Header

Header Copy (Please print clearly)

Lettering color: Blue Green Grey Red Burgundy Black

- Add your company's logo for an additional cost of \$250.00 (flat rate). Artwork must be supplied by customer. If work has to be done by Champion (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to logos@championexpo.com.

■ ***Additional Header(s)** Qty advance @ \$150.00 On-site @ \$210.00

Please note:

- **ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN May 14, 2003.**
- Orders cancelled prior to the show move-in will be charged 50% of original price.
- Orders cancelled after installation on show site will be charged 100% of original price.
- Equipment is on a rental basis only and remains property of Champion.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.
- If color selection is not indicated where specified, show colors will be provided.

Logo Cost:

Sub-Total:

State Sales Tax (5%):

Total:

3

Total Your Order

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Hynes Convention Cen

20th Symposium for Computer Applications in Radiology June 7 - 9, 2003

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Rental Booth Accessories

Accessories

	Qty.	Discount Price	Standard Price	Extended Price
A. 40"h x 39"w x 18"d counter *Select Material and Color Below	<input type="text"/>	\$234.00	\$291.25	<input type="text"/>
B. 40"h x 78"w x 18"d counter *Select Material and Color Below	<input type="text"/>	442.00	551.25	<input type="text"/>
C. 40"h quarter round counter with shelf storage *Select Material and Color Below	<input type="text"/>	364.00	452.50	<input type="text"/>
D. 40"h quarter round counter with sliding door storage. *Select Material and Color Below	<input type="text"/>	390.00	478.50	<input type="text"/>
E. 40"h x 96"w x 43d" 45° counter *Select Material and Color Below	<input type="text"/>	572.00	712.50	<input type="text"/>
F. 40"h x 39"w x 18"d lighted glass display counter (white only)	<input type="text"/>	390.00	478.50	<input type="text"/>
G. 40"h x 78"w x 18"d lighted glass display counter (white only)	<input type="text"/>	442.00	551.25	<input type="text"/>
H. Black clip on spotlight In conjunction with Booth Package only	<input type="text"/>	21.00	26.00	<input type="text"/>
I. Long arm spotlight	<input type="text"/>	36.50	51.00	<input type="text"/>
J. Brochure holder (velcro adhesive)	<input type="text"/>	15.75	20.00	<input type="text"/>
K. 96"h x 39"w wire wall panel	<input type="text"/>	244.50	307.00	<input type="text"/>
L. 96"h x 20"w x 20"d lighted vertical display cabinet (white only)	<input type="text"/>	884.00	1,104.50	<input type="text"/>
M. 39"w x 12"d angled shelf In conjunction with Booth Package only	<input type="text"/>	31.25	39.75	<input type="text"/>
N. 39"w x 12"d flat shelf In conjunction with Booth Package only	<input type="text"/>	31.25	39.75	<input type="text"/>
O. Cabinet or Showcase lock	<input type="text"/>	10.50	15.75	<input type="text"/>

* Select material **Material Type & Color:** Fabric Panels (Velcro friendly) Color: Blue/Grey Grey Black
 (Choose **one** material only) Laminated Panels Color: White Grey Black

2 Total Your Order

Please note:

- ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN May 14, 2003.
- Orders cancelled prior to the show move-in will be charged 50% of original price.
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- Equipment is on a rental basis only and remains property of Champion.
- If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.
- If color selection is not indicated where specified, show colors will be provided.

Sub-Total:

State Sales Tax (5%):

Total:

**Advance Order Discount Deadline:
 May 14, 2003**

**20th Symposium for Computer Applications in Radiology
 June 7 - 9, 2003**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Please note: In order to receive the **discount rate** on your signs and graphics, this form **must** arrive at Champion Exposition Services at least three (3) weeks prior to the exhibitor move-in date of the show. If you have any questions regarding billing or shipping, please call Exhibitor Services at 1-800-723-1123.

***PLEASE USE REVERSE SIDE FOR COPY / LAYOUT IF NEEDED.**

1 Special Signs

- Prices are based upon one color copy on white background, 10 words or less per sign. Signs will be computer generated either digitally or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Champion Exposition Services.

Description	Quantity	Orientation		Lettering Color*	Advance Order Discount Price	Standard Price	Amount
		Vertical	Horizontal				
8.5"x11" Sign.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$26.00	\$ 39.00	\$ <input type="text"/>
7"x44" Sign.....	<input type="text"/>	N/A	<input type="checkbox"/>	<input type="text"/>	\$30.00	\$ 45.00	\$ <input type="text"/>
14"x22" Sign.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$38.00	\$ 57.00	\$ <input type="text"/>
22"x28" Sign.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$46.00	\$ 69.00	\$ <input type="text"/>
28"x44" Sign.....	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	\$70.00	\$105.00	\$ <input type="text"/>
Total Special Signs:							\$ <input type="text"/>

*Please choose from the following colors : Blue, Green, Grey, Red, Burgundy, Black

2 Optional Services (additional words, logos, etc.)

- Logos, Images and Pictures:**
 - Add your company's logo / image for an additional cost of \$250.00 (flat rate). Artwork must be supplied by customer. If work has to be done by Champion (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to logos@championexpo.com.

Description	Quantity	Advance Order Discount Price	Standard Price	Amount
Logos	<input type="text"/>		\$250.00	\$ <input type="text"/>
Over 10 words (per word)	<input type="text"/>	\$1.35	\$ 2.00	\$ <input type="text"/>
Cardboard Easel Backs	<input type="text"/>	\$5.00	\$ 7.50	\$ <input type="text"/>
Total Optional Services:				\$ <input type="text"/>

3 Total Your Order

- Please note:**
- ADVANCE DISCOUNT ORDERS MUST INCLUDE PAYMENT. PAYMENT MUST BE RECEIVED BY CHAMPION NO LATER THAN May 14, 2003.**
 - If you claim Tax Exempt status, you must include a Tax Exempt Certificate with order.

Subtotal (add #1 & #2): \$

State Sales Tax (5%): \$

Total: \$

Please e-mail us at: logos@championexpo.com if you have questions about your signage needs!

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

**20th Symposium for Computer Applications in Radiology
June 7 - 9, 2003**

Please supply information below:

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

Indicate your sign copy here



Keystone Computer Rentals

Computer Equipment Order Form

*****RATES ARE FOR THE ENTIRE SHOW*****

EXHIBITOR INFORMATION (Please write clearly)	SHOW INFORMATION
Company Name _____	Show Name _____
Billing Contact _____	Location _____ City _____
Address _____	Delivery Contact _____
City, State, Zip _____	Booth # _____ Onsite Cell# _____
Phone _____	Delivery Date _____ Time (Within 2 hrs) _____
Fax _____	Show Starts _____ Time _____
Email Address _____	Show Ends _____ Time _____

COMPUTERS includes 17" Monitor, Ethernet Card, Win. 98 or 2000	LARGE MONITORS *Pc's & Video Compatible																																																								
<table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>Show Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>___</td><td>P4 2.0/512meg/40gig 48xCdrom*</td><td>\$ 260</td><td>___</td></tr> <tr><td>___</td><td>P3 800/128meg/30gig 48xCdrom*</td><td>\$ 185</td><td>___</td></tr> <tr><td>___</td><td>P3 500/128meg/10gig 24xCdrom*</td><td>\$ 155</td><td>___</td></tr> <tr><td>___</td><td>Notebook P4 2.0/128meg/40gig Dvdcrw</td><td>\$ 380</td><td>___</td></tr> <tr><td>___</td><td>Notebook P3 500/128/12gig Dvd</td><td>\$ 200</td><td>___</td></tr> <tr><td>___</td><td>G4/533/128meg/40gig Cdrw*</td><td>\$ 375</td><td>___</td></tr> </tbody> </table>	Qty	Description	Show Rate	Total	___	P4 2.0/512meg/40gig 48xCdrom*	\$ 260	___	___	P3 800/128meg/30gig 48xCdrom*	\$ 185	___	___	P3 500/128meg/10gig 24xCdrom*	\$ 155	___	___	Notebook P4 2.0/128meg/40gig Dvdcrw	\$ 380	___	___	Notebook P3 500/128/12gig Dvd	\$ 200	___	___	G4/533/128meg/40gig Cdrw*	\$ 375	___	<table border="1"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>Show Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>___</td><td>50" Plasma Lcd Monitor*</td><td>\$1475</td><td>___</td></tr> <tr><td>___</td><td>42" Plasma Lcd Monitor*</td><td>\$ 995</td><td>___</td></tr> <tr><td>___</td><td>37" Plasma Lcd Monitor*</td><td>\$1195</td><td>___</td></tr> <tr><td>___</td><td>20" Flat Lcd Monitor</td><td>\$ 295</td><td>___</td></tr> <tr><td>___</td><td>18" Flat Lcd Monitor</td><td>\$ 195</td><td>___</td></tr> <tr><td>___</td><td>20" TV/VCR Combos w/auto repeat</td><td>\$ 150</td><td>___</td></tr> </tbody> </table>	Qty	Description	Show Rate	Total	___	50" Plasma Lcd Monitor*	\$1475	___	___	42" Plasma Lcd Monitor*	\$ 995	___	___	37" Plasma Lcd Monitor*	\$1195	___	___	20" Flat Lcd Monitor	\$ 295	___	___	18" Flat Lcd Monitor	\$ 195	___	___	20" TV/VCR Combos w/auto repeat	\$ 150	___
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PERIPHERALS *for Mac & Pc	DISPLAY ACCESSORIES																																																
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RENTAL TOTALS ** Order Early! **	*** Rental Payment is Due in Advance ***
SUBTOTAL _____	Rental Payment: ___ Visa/MC ___ AMEX ___ Check (in advance)
SALES TAX _____	Card Number: _____ Exp. Date: _____
DELIVERY / SETUP / PICKUP _____ \$75	Card Holder Name: _____
Onsite orders subject to 20% additional fee _____	Card holder & signature represents above company or companies.
Grand Total _____	Authorized Signature: ** _____
Complex setups subject to Labor charges \$75/per hour & Networking.	** I authorize this credit card to be used as payment for this contract.**
**Minimum order \$100 before tax.	

Rent-A-Pc/Keystone
Phone 212-333-3338
Fax 212-333-3339
www.Rentapc.com



Rental rates are based on a 3 to 5 day show including setup day. Customer is responsible for all loss or damage to equipment. All orders are subject to KCR standard terms and conditons. A company representative **must** be present upon delivery and pick up or additional fee may apply. 25% min. cancellation fee will apply for orders cancelled 72 hours in writing before delivery date. Any items cancelled on-site are subject to 100% cancellation fee. Prices subject to availability. **Drayage/union/handling fees are not included.**

Order Notes: _____

LEAD CAPTURE ORDER FORM

SCAR 2003 - 20th Sym.
 Hynes Conv. Center
 Boston, MA
 June 7-10, 2003
 Show code: 12995



Fax or mail Form to:
PCR Corporation, Trade Show Div.
 211 College Road East, 1st Floor
 Princeton, NJ 08540
 Phone: (609) 720-1106 Fax: (609) 720-1468
 Toll Free (888) 640-8695 www.pcrcorp.com

LEAD CAPTURE SOLUTION:	IF ORDERED BY: May 16, 2003	IF ORDERED AFTER: May 16, 2003	ONSITE RENTAL	QUANTITY	TOTAL PRICE
Bartizan Expo! Terminal System includes scanner, display, qualifiers, hard copy printout and diskette of attendee information saved as a text file.	\$250.00	\$275.00	\$300.00		
Accessories:					
<i>Additional Roll of Paper</i>	\$10.00	\$15.00	\$20.00		
<i>Battery</i>	\$75.00	\$85.00			
<i>Keyboard</i>	\$15.00	\$20.00	\$30.00		
<i>Custom Qualifiers</i>	\$75.00	\$85.00	\$95.00		
*Optional Booth Delivery & Setup	\$50.00	\$75.00	\$95.00		
*All equipment must be picked up from the PCR service desk unless delivery option is chosen. Delivered units must be returned to the PCR Service Desk by exhibitor at the end of the event.				Tax: 5%	
				TOTAL	

TERMS & CONDITIONS/CREDIT CARD CHARGE AUTHORIZATION

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be cancelled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders cancelled 5-7 days prior to the show and 100% of the total charge for orders cancelled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

I hereby authorize PCR to charge my credit card account (identified below) for: the total rental amount (identified above); any applicable cancellation fees; and, any other amounts due to PCR. Further, I hereby authorize PCR to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

EXHIBITOR INFORMATION: CREDIT CARD INFORMATION:

Ordered by: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone: _____

Fax: _____

Email Address: _____

Show Contact: _____

Mobile Phone Number: _____

Booth Number: _____

Cardholder's Name: _____

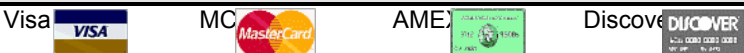
Credit Card #: _____ Exp. _____

Cardholder's Signature: _____

Cardholder's Address: _____

City: _____ State _____ Zip Code: _____

Cardholder's Phone: _____



Please Print Legibly.

20 years of trade show experience!