

Exhibitor Information and Order Forms

GLOBAL EQUITY ORGANIZATION

2007 Annual Conference
27 – 29 June 2007
Park Plaza Riverbank Hotel
London, UK

SHOW SCHEDULE

Exhibitor Move In

Wednesday, 27 June 2007 - 12.00 to 16.00
All exhibits to be fully installed by 16.00

Exhibitor Hours

Wednesday, 27 June 2007 - 17.00 to 19.00 Opening Reception
Thursday, 28 June 2007 - 7.45 to 16.15 Exhibiting Hours
Friday, 29 June 2007 - 8.00 to 13.45 Exhibiting Hours

Exhibitor Move Out

Friday, 29 June 2007 - 14.00

BOOTH EQUIPMENT

Each booth is a 3m x 3m hard white foamex panel sodem shell scheme. See booth diagram for visual reference.

MATERIAL HANDLING

Melville Logistics is the official service contractor for the 2007 GEO Conference in London, United Kingdom. Material handling includes unloading your exhibit material, accepting shipment of materials and storing up to 15 days in advance at the warehouse address, delivery to your booth, moving empty containers to and from storage, and the removal of repacked material to the Melville Logistics warehouse address for reloading onto outbound carriers. Melville Logistics services do not include the cost to transport your exhibit material to and from the Melville Logistics warehouse.

Shipping to the Melville Logistics Warehouse

- Melville Logistics will accept freight beginning 1 June 2007.
- Warehouse shipping dates are from 1 June – 22 June. The warehouse will receive shipments Monday – Friday, 9.00 – 16.00.
- To check on your freight arrival, call Paul Bessey at +44 (0)121 782 4433, or email paul.bessey@melville.co.uk
- Exhibitor materials arriving after 22 June should be sent directly to the Park Plaza Riverbank Hotel in care of your company representative. Please contact the Park Plaza Riverbank Hotel directly for rates. Please note, Global Equity Organization nor Melville Logistics will be responsible for handling materials shipped directly to the Park Plaza Riverbank Hotel.
- The warehouse will accept boxes, crates, cartons, skids, trunks/cases, and carpets.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise, and weight.
- Do not ship items 'Collect'. 'Collect' shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading 'pre-paid'.

- 'Pre-paid' designates that the transportation charges will be paid by the exhibitor. Handling charges will be based on the size and weight of your shipment. Each shipment received is considered separately. See the 'Material Handling Order Form' for pricing.
- Shipments received without receipts or freight bills will be delivered to your booth without guarantee of piece count or condition.
- Materials shipped to Melville Logistics will be delivered to your booth by noon on Wednesday, 27 June 2007.

Shipping Options

Courier Shipments (Non-US) – Shipping Deadline 22 June, 2007

If you wish to send a courier shipment to the show, please arrange for it to be sent to the Melville Logistics depot prior to the show, to ensure delivery to the show at your preferred date and time. The majority of courier companies do not deliver on weekends. Please consign the shipment as below and fax a copy of the consignment note once the shipment has departed.

Melville Logistics

Unit 27, Exhibition Way
NEC, Birmingham, B40 1PJ
Telephone: +44 (0) 121 782 4433
Fax: +44 (0) 121 782 4545
Contact: Matthew Williams

Please ensure that all charges (including UK duties & taxes) are payable by the sender, as we are unable to accept these costs.

Labeling your Couriered Freight

- Your label must contain the following information:
GEO Conference
Booth # _____
Melville Logistics
Unit 27, Exhibition Way
NEC, Birmingham, B40 1PJ
UK
1 of (# in shipment)

Courier Shipments (US Only) – Shipping Deadline 19 June, 2007

MAST UNITED Expo Logistics Services offers coordinated transport logistics from U.S. locations to Melville Logistics in the U.K. MAST UNITED offers coordinated transport logistics from your factory, warehouse, office or supplier, until delivery to your booth. MAST UNITED is providing a **turnkey service in expo logistics**, incorporating transport with onsite coordination of materials handling services to and from your booth, and Customs formalities. At the end of the event, MAST UNITED arranges removal of your cargo and forwarding to your next exhibition or return to your selected facility. We appreciate the importance of your tradeshow material being there **where you need it and when you need it**. Your MAST UNITED team is ready and willing to assist you in your preparations. For your convenience, below are our recommended ship dates for this event.

SHIPPING SCHEDULE

(subject to change without notice)

All dates herein are subject to space availability and Customs/Security restrictions.

AIRFREIGHT		Latest PICK-UP date from most major US & CANADA cities
Regular Airfreight:	June 13, 2007	
Express Airfreight:	June 19, 2007	

OCEANFREIGHT - LCL		Partial listing only. Call for additional cities.
Receiving Terminal Cities	San Francisco CA	Upon request
	Los Angeles CA	
	Chicago IL	
	Philadelphia PA	
	Atlanta GA	
	New York NY	
		Call Receiving Dept

SHIP EARLY! AVOID THE DEADLINE CRUSH!

MAST UNITED

TEL: 800-978-8288
(310) 841-4281
FAX: (310) 879-1802

VENDER CONTACT:

Danielle Marfil , **MAST UNITED**
Logistic Management Services
Los Angeles, CA 90045
Tel. 1-800-978-8288 x 208
Fax 1-714-288-1802

Documentation and Customs

You must include appropriate documentation with your shipment to ensure that it clears customs. Check with you carrier if you have any questions.

- Address invoice as follows: Exhibitor's Name
Booth Number
Global Equity Organization Annual Conference
Park Plaza Riverbank Hotel
London
- Detailed description of each item
- Quantity of each item
- Value of each item

Empty Boxes

- Exhibitors should place empty labels (provided upon Move In) with booth numbers on each empty container. Labeled containers will be picked up periodically and stored by Melville Logistics during the show.
- Exhibitors must ensure that all previous labels are removed or obliterated.
- At the close of the show, all empty containers will be returned to booths as swiftly as possible in random order.

Protecting Show Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show – the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative in your organization to stay with your materials for safe keeping.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Bank Details

National Westminster Bank PLC
PO Box 4RY
250 Regent Street
London
W1A 4RY

Account number: 27607275
Sort code: 56 00 27
Account name: Melville

Shipping from Melville Logistics after the Event

- Each outbound shipment must have a completed 'Materials Handling Agreement' in order to ship materials from the show. All pieces must be labeled individually.
- The 'Materials Handling Agreement' will be available to exhibitors prior to show closing.
- Each exhibitor will need to supply their own labels for outbound shipping.
 - After materials are packed, labeled, and ready to be shipped, the completed 'Materials Handling Agreement' must be turned into the Melville Logistics show foreman on-site.
- All outbound shipments will be transferred to the Melville Logistics warehouse for pickup. Exhibitors must call their designated outbound carrier with the following pickup location and dates:

Pick up location: Melville Logistics
Unit 27,
Exhibition Way
National Exhibition Centre
Birmingham, B40 1PJ U.K.
Tel + 44 (0) 121 780 3025

Pick up dates: Monday, 2 July, through Friday, 6 July
between 9.00 & 16.00 daily

Insurance

- Be sure that your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage by adding 'riders' to your existing policy.
- No claims against Melville Logistics, the Park Plaza Riverbank Hotel, or the Global Equity Organization will be entertained for loss or damage to your materials, however caused.

Additional Items or Services

- Melville Logistics provides a wide range of furnishings, accessories, electric, and graphic options for your booth. Please refer to order forms for details and pricing.
- Please contact Melville Logistics directly if you require additional items or services, including labor, not listed in the event order forms.

AUDIO VISUAL/TELECOMMUNICATIONS

AVC Productions will provide audio visual services for the GEO conference. Please see AV order form for details and pricing.

Andy Langford
AVC Productions
Park Plaza Riverbank Hotel
18 Albert Embankment
London SE1 7TJ
Email: alangford@pphe.com
Tel. +44 (0) 20 7958 8000
Fax. +44 (0) 20 7769 2401

GEO Annual Conference 27 – 29, June 2007
Exhibitors A/V - Telecommunications Order Form

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY, (STATE), POSTCODE: _____

TELEPHONE: _____

EMAIL: _____

CONTACT ON SITE: _____

GEO BOOTH NUMBER: _____



LONDON

Riverbank Park Plaza Hotel
 18 Albert Embankment
 London SE1 7TJ United Kingdom

 T: +44 (0) 20 7958 8000
 F: +44 (0) 20 7769 2401

The following items are **INCLUDED** in your booth registration fee. Please indicate by checking Yes or No for each item if you want these items included in your booth set up:

ITEM	YES	NO
Wireless Internet Connection	<input type="checkbox"/>	<input type="checkbox"/>
500w Socket Outlet	<input type="checkbox"/>	<input type="checkbox"/>
(1) Six Foot Table per Single Booth Purchased	<input type="checkbox"/>	<input type="checkbox"/>
(2) Chairs per Single Booth Purchase	<input type="checkbox"/>	<input type="checkbox"/>

The following items may be purchased at an **ADDITIONAL CHARGE**:

Item	Quantity	Charge (Per day)	Date Required
Telephone line – analogue		£50.00 per line	
Telephone line – digital		£50.00 per line	
29" TV & Video (VHS)		£90.00	
50" Plasma Screen		£470.00	
Laptop Computer		£200.00	
Laser Printer		£150.00	
CD Player & Speakers (pwr)		£90.00	
DVD Player		£85.00	
LCD Projector		£200.00	
Flatscreen 18" VGA monitor		£150.00	

Additional items may be available contact Andy Langford (details below) with inquiries.
 alangford@pphe.com or +44 (0) 20 7769 2483

TERMS & CONDITIONS

* Orders will not be accepted without a guarantee of payment (i.e. Credit Card number below)

* All orders will be charged in full * All orders to be received by 18th June 2007

PLEASE PROVIDE CREDIT CARD DETAILS BELOW:

Charges will be posted to the Credit Card prior to the event and receipts will be forwarded to you thereafter.

Cardholder Name		
Type	Number	Expiry Date

SIGNED: _____

GRAPHICS Price List- Jan 2007

<u>You Are Heres</u>	Freestanding Ocy Frame (D/S) 900mm x 1459mm	£352ea
	Freestanding Ocy Frame (S/S) 900mm x 1459mm	£242ea
<u>Illuminated F/S</u>	Inlite 220 (D/S) 2085mm x 1000mm p/x + lit rack	£565ea
<u>Illuminated F/S</u>	Inlite 220 (S/S) 2085mm x 1000mm p/x + lit rack	£405ea
<u>Illuminated F/S</u>	Inlite 120 (D/S) Poster 1200mm x 1800mm (P)	£437ea
<u>Illuminated F/S</u>	Inlite 90 (D/S) Poster 970mm x 1300mm (P) + lit rack	£309ea
<u>Illuminated F/S</u>	Inlite 90 (S/S) Poster 970mm x 1300mm (P) + lit rack	£180ea
<u>Shell Mounted</u>	Inlite 90 (S/S) Poster 970mm x 1300mm (P) + lit rack	£154ea

<u>A-Frames</u>	S/S 895mm x 1500mm	£115ea
	D/S 895mm x 1500mm	£192ea
<u>Inkjet Prints on Panels, 300dpi</u>		
(for interior use)	AO Print onto 3mm f/x or 5mm f/core (841 x 1189)	£77ea
	A1 Print onto 3mm f/x or 5mm f/core (594 x 841)	£53ea
	A2 Print onto 3mm f/x or 5mm f/core (420 x 594)	£40ea
	A3 Print onto 3mm f/x or 5mm f/core (297 x 420)	£34ea
	A4 Print onto 3mm f/x or 5mm f/core (210 x 297)	£21ea
	<i>(Prints Only Minus -25%)</i>	
<u>Arizona Prints onto Panels, 150dpi</u>		
(for external use)	AO Print onto 3mm f/x or 5mm f/core (841 x 1189)	£50ea
	A1 Print onto 3mm f/x or 5mm f/core (594 x 841)	£38ea
	A2 Print onto 3mm f/x or 5mm f/core (420 x 594)	£33ea
	A3 Print onto 3mm f/x or 5mm f/core (297 x 420)	£28ea
	A4 Print onto 3mm f/x or 5mm f/core (210 x 297)	£21ea
	<i>(Prints Only Minus -25%)</i>	
<u>Pedestal Hire</u>		
	Small Ped Base & Frame (No Graphic)	£36ea
	Freestanding Small Ped (D/S)	£78ea
	Freestanding Small Ped (S/S)	£54ea
	Freestanding Small Ped, exterior, heavy weight base (S/S)	£74ea
	Freestanding Small Ped, exterior, heavy weight base (D/S)	£114ea
	Large Ped Base & Frame (No Graphic)	£55ea
	Freestanding Large Ped (D/S)	£149ea
	Freestanding Large Ped (S/S)	£95ea

<u>Vinyl Graphics</u>	2 Colours (1m sq.) add £10 per additional colour	£45ea
	2 Colours onto f/x (1m sq.) add £10 per additional colour	£60ea
	<i>(Small Text to be quoted separately)</i>	

<u>Stair Risers</u>	Laminated Prints stuck direct to Staircase 2m x 100mm	£30ea
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Floor Graphics

Print mounted onto f/x inc. non-slip laminate (500 x 500)	£41ea
Print mounted onto f/x inc. non-slip laminate (1m x 1m)	£90ea
Printed Carpet Tiles (Max Imaging) 500mm x 500mm	£51ea
Printed carpet tiles as above but 4 together to make 1msq	£145 pmsq
Printed Carpet (Imaginators 01992 890 800) Any Size	£109 pmsq
<u>NB. minimum order £1,000</u>	
Printed Patch Direct to Hall Floor 2 colours	£74 pmsq
Exterior Pavement/Road tiles, (William Smith 01833 690305)	£165 pmsq

(All floorgraphics should be priced ex-fitting, except patch direct to Hall Floor and exterior. Fitting charge £10 per 1m sq)

Banners (ex-rig)

PRODUCT WITH FULL COLOUR IMAGE	MAXIMUM WIDTH IN ONE PIECE [LENGTH TO SUIT]	COST PER ² M QUANTITY	Double sided		
		1 - 25 m			
PVC Banners (Frontlit or Block Out)	3m	£25	£45		
50% Mesh Banners	3m	£25	N/A		
Cotton Banners	3m	£30	£55		
Flag Banner (Lightweight, Semi Translucent Material)	3m	£25	N/A		
Canvas Banners	3m	£30	£55		
Polyester Banners	3m	£30	£55		
Contravision (One Way Image on Glass)	1.3m	£45	N/A		
Blue Back Paper (Billboards & Posters)	1.6m	£20	N/A		
Tyvec Drop Paper	2.4m	£25	£45		
Self Adhesive Vinyl (Matt/Gloss/Clear)	1.5m	£25	N/A		

Pop-Ups and Banner stands

Outright Sale Only / See Exhibitor Brochure

<u>Mount/Seal only</u>	1m x 1m	Minimum Order £50	£42ea
<u>Scanning</u>	A3 (anything larger contact Rayfount 024 7671 2248)		£38ea
<u>Sign Posts</u>	Directional Text & Logo Header (Re-coated), includes bolting down		£514ea

Delivery Charges

Next Working Day Delivery upto 10 Kilos (11 kilos+ add 50p per kilo)	£22ea
Next Working Day Before 9.00a.m. upto 10 Kilos (11 kilos+ add £1.10 per kilo)	£40ea
Next Working Day Before 10.30a.m. upto 10 Kilos (11 kilos+ add 92p per kilo)	£34ea
Next Working Day Before Noon upto 10 Kilos (11 kilos+ add 78p per kilo)	£27ea

Saturday upto 10 Kilos (11 kilos+ add 50p per kilo)	£49ea
Saturday Before 9.00a.m. upto 10 Kilos (11 kilos+ add £1.10 per kilo)	£68ea
Saturday Before 10.30a.m. upto 10 Kilos (11 kilos+ add 92p per kilo)	£62ea
Saturday Before Noon upto 10 Kilos (11 kilo+ add add 78p per kilo)	£54ea

Installation/Service/Pull out Costs

These are included expect in the following circumstances:

- Any job in England not in B'ham or London and under £3000 in total. Charge depends on location and timings.
- Any job outside of England. Charge depends on location and Timings.

Artwork costs

These are included expect in the following circumstances, charged at £25 per hour in normal time, £35 per hour in overtime:

- Any job where the artworking exceeds approximately 20% of the turnover total.

For further information please contact one of the following individuals:

Gary Turnball, Divisional Manager - Melville Graphic Services
Email: gary.turnball@melville.co.uk Phone: +44 20 8962 1022

Or

Sarah Harper, Event Manager – Melville Exhibition and Event Services
Email: sarah.harper@melville.co.uk Phone: +44 12 1780 0381

Contact Information

Global Equity Organization

Jean Ulrich, Events Director

Email: julrich@globalequity.org

Phone: +1 813 792 1921

Melville Logistics

Main Contact: Graphics, Furniture, Shell Schemes

Sarah Harper

Email: sarah.harper@melville.co.uk

Phone: +44 (0) 121 780 0831

Freight Contact:

Paul Bessey

Email: paul.bessey@melville.co.uk

Phone: +44 (0) 121 782 4433

Logistics Contact: Shipping OUTSIDE the United States

Matthew Williams

Email: matthew.williams@melville.co.uk

Phone: +44 (0) 121 782 4433

Logistics Contact: Shipping FROM the United States

MAST UNITED Expo Logistic Services

Danielle Marfill

Email: dsmarfil@massunited.com

Phone: +1 800 978 8288

AVC Productions

Audio Visual/Telecommunications Contact:

Andy Langford

Email: alangford@pphe.com

Phone: +44 (0) 207 958 8000