

## SECTION 4.0

# PRE-SHOW ORDERING INFORMATION

- BEFORE, DURING & AFTER SHOW
- OFFICIAL SUPPLIERS
- EXHIBITOR DEADLINES ORDER WORKSHEET
- SUBMITTING YOUR CHAMPION ORDER
- CHAMPION ONLINE ORDERING INFORMATION
- CHAMPION ONLINE ORDERING
- FINAL CONSOLIDATED CHAMPION ORDER FORM

## EXHIBITOR SERVICES KIT



Oracle OpenWorld 2008  
September 21 - 25  
Moscone Convention Center  
San Francisco, CA

Before, During  
& After Show  
INFORMATION ONLY

## 1 Before the Show

### *Please read the entire Exhibitor Services Kit.*

- Review the **Table of Contents**.
- Review the **Exhibitor Deadlines Order Worksheet** (page 4.3), will help you track your forms through the order process.
- Review **Submitting Your Champion Order** (page 4.4).
- Complete and submit your orders with payment and a completed Credit Card Authorization form (page 5.2).

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](mailto: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, Installation & Dismantle labor or material storage.

We look forward to serving you in the future.



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**Official  
Suppliers  
INFORMATION ONLY**

<b>Service:</b>	<b>Supplier:</b>	<b>Telephone:</b>	<b>Fax:</b>	<b>Email/Website:</b>
Audio/Visual	AV Images	+1.925.245.7400	+1.925.245.7485	<a href="mailto:breyes@avimages.com">breyes@avimages.com</a>
Booth Cleaning	Champion Exposition Services	800.723.1123	+1.508.946.1019	<a href="mailto:help@championexpo.com">help@championexpo.com</a>
Booth Labor	Champion Exposition Services	800.723.1123	+1.508.946.1019	<a href="mailto:help@championexpo.com">help@championexpo.com</a>
Catering Service	Catering by SMG	+1.415.974.4040	+1.415.974.4074	<a href="http://www.CateringbySMG.com">www.CateringbySMG.com</a>
Computer Rental	Menlo Event Services	800.675.0016	+1.510.687.7898	<a href="mailto:sales@menlogroup.com">sales@menlogroup.com</a>
Custom Furniture	CORT Trade Show Furnishiings	+1.888.267.8937	+1.650.624.0935	<a href="http://www.corttradeshow.com">www.corttradeshow.com</a>
Direct Marketing	Direct Market Solutions, Inc	+1.415.642.8600	+1.415.642.8640	<a href="mailto:glenn@directmailing.com">glenn@directmailing.com</a>
Electrical	Champion Exposition Services	800.723.1123	+1.508.946.1019	<a href="mailto:help@championexpo.com">help@championexpo.com</a>
Floral Service	Overend Designs	+1.949.457.9544	+1.949.768.7656	<a href="mailto:overenddesigns@cox.net">overenddesigns@cox.net</a>
Ground Carrier	Yellow Transportation	800.610.6500		<a href="http://www.myyellow.com">www.myyellow.com</a>
Lead Retrieval	American Exposition Technologies	800.490.9941	+1.714.634.9016	<a href="http://www.expobadge.com">www.expobadge.com</a>
Official Contractor	Champion Exposition Services	800.723.1123	+1.508.946.1019	<a href="mailto:help@championexpo.com">help@championexpo.com</a>
Official Facility	Moscone Center	+1.415.974.4000	+1.415.974.4073	<a href="http://www.moscone.com">www.moscone.com</a>
Photography	Oscar Einzig	+1.312.922.0056	+1.312.922.2866	<a href="http://www.oscareinzig.com">www.oscareinzig.com</a>
Reservations Tonight	San Francisco Restaurant Concierge	800.392.3463	+1.707.795.4885	<a href="http://www.reservationstonight.com">www.reservationstonight.com</a>
Shipping	Schenker, Inc	+1.650.875.2021	+1.650.875.2012	
Security	Contemporary Service Corporation	+1.650.524.8889	+1.650.524.8896	
	Corporate Security Service, Inc.	+1.415.543.3460	+1.415.541.0464	
	D. L. Simmons Security Services	+1.407.669.5308	+1.415.923.9354	
	Event Security & Services, LLC	+1.415.923.9395	+1.415.923.9354	
	K-Dubb Security	+1.415.467.4900	+1.415.467.5226	
	King Security Services	+1.415.433.5464	+1.415.433.5614	
	Maloney Security, Inc	+1.650.593.0163	+1.650.593.1101	<a href="http://www.maloneysecurity.com">www.maloneysecurity.com</a>
	Placement Pros	+1.415.397.3384	+1.415.397.2464	
	Security Industry Specialists	800.201.3742		
Telephone/Internet	Moscone Center	+1.415.974.4080	+1.415.974.4065	<a href="http://www.moscone.com/forms">www.moscone.com/forms</a>
Transportation	Kushner & Associates	+1.310.274.8819	+1.310.273.9535	<a href="http://www.kushnerdmc.com">www.kushnerdmc.com</a>



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**Exhibitor  
 Deadlines Order  
 Worksheet**  
 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.**

Champion Exposition Services 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](mailto:help@championexpo.com)

**1 Champion Order Forms**  
*Email, Fax or mail completed forms directly to Champion Exhibitor Services Department.*

Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Exhibitor-Appointed Non-Official Contractor Authorization Form . . . . .	August 21, 2008	<input type="text"/>	\$ <input type="text"/>
Carpet (Prestige) Order Form* . . . . .	August 21, 2008	<input type="text"/>	\$ <input type="text"/>
Rental Booth Package Order Form . . . . .	August 28, 2008	<input type="text"/>	\$ <input type="text"/>
Booth Accessory Rental Order Form . . . . .	August 28, 2008	<input type="text"/>	\$ <input type="text"/>
Custom Signage Order Form* <sup>■</sup> . . . . .	August 28, 2008	<input type="text"/>	\$ <input type="text"/>
Electrical Services Order Form . . . . .	August 28, 2008	<input type="text"/>	\$ <input type="text"/>
Carpet (Standard) Order Form* . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Furniture & Accessories Order Form . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Tables, Counters & Drapery Order Form . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Credit Card Authorization . . . . .	<b>Submit with first order</b>	<input type="text"/>	\$ <input type="text"/>
Third-Party Payment Authorization . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Booth Labor (Installation & Dismantle) . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Rigging & Forklift Order Form <sup>■</sup> . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Booth Cleaning & Porter Service Order Form* . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Hanging Ceiling Signs Labor Order Form <sup>■</sup> . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Exhibition Floor Vehicle Placement Order Form . . . . .	September 4, 2008	<input type="text"/>	\$ <input type="text"/>
Freight Handling Information . . . . .	September 12, 2008	<input type="text"/>	\$ <input type="text"/>

*\*Taxable item. ■ If applicable.*

**2 Other Official Supplier Order Forms**  
*Rental services and utilities.*

**Please email, fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not submit these forms to Champion.**


Form Name	Advance Order Discount Deadline Date	Date Order Placed	Order Total (including sales tax)
Telephone/Internet - Moscone Center . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Audio Visual - AV Images . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Catering by SMG . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Computer - Menlo Event Services . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Direct Marketing . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Floral - Overend Designs . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Lead Retrieval - Amer. Expo. Technologies . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Photography - Oscar Einzig . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Security Service . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Tours/Guest Services - Reservations Tonight . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Transport - Schenker, Inc . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Transportation - Kushner . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Yellow/Exact Express Freight Service . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>
Other <input type="text"/> . . . . .	SEE FORM FOR DETAILS	<input type="text"/>	\$ <input type="text"/>

**Full payment must accompany order. Telephone Orders Will Not Be Accepted.**

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](mailto:help@championexpo.com).  
Phone: 800 723-1123  
Please include name of show.

Submitting Your  
Champion Order

## 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 a Exhibitor Deadlines Order Worksheet (page 4.3) in your Exhibitor Service Kit. All payments must be made in United States Currency. International exhibitors must make payment to Champion for all amounts due prior to show closing in U.S. funds drawn on U.S. Banks.

## 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.
- Review Champion's **Payment Policy & Process** (page 5.1).
- If Champion will be invoicing an approved third party for payment, complete **both sections of the Third Party Payment Authorization** (page 5.3).
- For your reference, make a photocopy of each completed Champion form.
- Forward your order forms and payment to Champion.
  - **To fax your order:** Fax your order forms with completed **Credit Card Charge Authorization** (page 5.2) to Champion at **1-508-946-1019**. *Your faxed order will be processed only if accompanied by the Credit Card Authorization.*
  - **To email your order:** Email your order forms with completed **Credit Card Charge Authorization** to Champion at [help@champion-nationwide.com](mailto:help@champion-nationwide.com). *Your emailed order will be processed **ONLY** if accompanied by the Credit Card Authorization.*
  - **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.**
  - **TELEPHONE ORDERS WILL NOT BE ACCEPTED.**

## 2 Other Official Supplier Orders

### Submission of Orders for Other Official Show Suppliers

- To submit order forms for other official suppliers (i.e., telephone, air freight, audio/visual equipment, photography service, floral, etc.), please follow the payment and mailing instructions indicated on each individual supplier form. Champion cannot accept orders or payment for these suppliers.

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

## 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. Telephone Orders Will Not Be Accepted.**

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On-Line  
Ordering  
INFORMATION ONLY

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**From pre-show planning to Express Checkout,  
with just a few clicks of the mouse you can do it all on-line!**

- 1) From your internet browser go to [www.championexpo.com](http://www.championexpo.com)
- 2) Click the "Continue" button under the Online Services section at the top of the page.
- 3) Enter your Show Code, User ID and Password, which will be emailed to your primary contact.
- 4) To shop on-line, please select "Place Your Order."
- 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.

*Need help connecting?* E-mail us at: [onlineorders@championexpo.com](mailto:onlineorders@championexpo.com).



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**?** *Questions about this form?*  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Phone: 800 723-1123  
 Please include name of show.

# Final Consolidated Champion Order Form

Exhibitor Name:	Date:	Tel. #:	Booth Number
Billing Address:		Fax #:	
City/State/Zip:	Email:	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 "Final Consolidated Champion Order."
- B. Complete the "Credit Card Authorization" page 5.2, "Third Party Payment Policies" page 5.3, and "Exhibitor Appointed Non-Official Contractors" page 7.10, if applicable.
- C. Staple all the **Champion Exposition Services** forms together with this "Final Consolidated Champion Order" on top and attach your check to this form if you are pre-paying by check. Submit this set of documents to **Champion Exposition Services**.
  - **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 email your order:** Email your order forms with completed **Credit Card Charge Authorization** form to Champion at [help@champion-nationwide.com](mailto:help@champion-nationwide.com). *Your emailed 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. *Your order will be processed **ONLY** if accompanied by the Credit Card Authorization.* Mail to: **Champion Exposition Services, Attn.: Exhibitor Services Department, 139 Campanelli Drive, Middleboro, MA 02346. (re: Oracle OpenWorld 2008)**

## 2 Calculate your Orders

Freight Handling Information Form	\$	<input type="text"/>
Booth Labor Order Form	\$	<input type="text"/>
Hanging Ceiling Signs Labor Order Forms	\$	<input type="text"/>
Rigging & Forklift Order Form	\$	<input type="text"/>
Furniture & Accessories Order Form	\$	<input type="text"/>
Tables, Counters & Drapery Order Form	\$	<input type="text"/>
Carpet Order Form - Prestige/Standard*	\$	<input type="text"/>
Custom Signage Order Form*	\$	<input type="text"/>
Rental Booth Package Order Form	\$	<input type="text"/>
Booth Accessory Rental Order Form	\$	<input type="text"/>
Booth Cleaning & Porter Service Order Form*	\$	<input type="text"/>
Electrical Service Order Form	\$	<input type="text"/>
Exhibition Floor Vehicle Placement Order Form	\$	<input type="text"/>
1% Energy Surcharge:	\$	<input type="text"/>
Sub Total:	\$	<input type="text"/>
State Sales Tax (8.5%):	\$	<input type="text"/>
<b>Grand Total:</b>	\$	<input type="text"/>

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

**Full payment must accompany order. Telephone Orders Will Not Be Accepted.**

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.