

Custom & Pre-Fabricated Conference Room Lighting Information

When creating a lighting plan, exhibitors should take into consideration that the SAPHIRE 2008 and the 2008 ASUG Annual Conference show floor lighting is low. Convention center "house" lighting will not be in use. Some level of ambient lighting will be provided but the halls will not be blanketed in light.

Exhibitors should plan for enough light within their own exhibit space and pre-fabricated conference room to conduct business and highlight their displays according to their company's taste/guidelines.

Sapphire, Onyx and Diamond level exhibitors

- Lighting packages are available for purchase (see page 2)
- Suspended lighting grids are permitted to a maximum height of 24-ft.
- Lighting equipment must be located within the exhibit space and shine into the booth area only
- Lighting must not create a distraction to the show or other exhibits
- Bright flashing lights are not permitted
- Any filters or audio-visual screens that the lighting is shining on must not exceed the 22-ft. booth height restriction

Ruby and Emerald level exhibitors

- Suspended lighting grids are not permitted
- Lighting equipment must be located within the exhibit space and shine into the booth area only
- Lighting must not create a distraction to the show or other exhibits
- Bright flashing lights are not permitted

Ruby Turnkey and Pod level exhibitors

- A lighting plan is included as a component of the exhibit package

Pre-fabricated conference room

- A lighting package for the interior of the room is available for purchase (see page 2)
- New this year – the exterior hanging banner will be illuminated (this lighting is included in the Pre-Fabricated Conference Room package and does not need to be ordered)

Exhibit Space Custom Lighting Design

(Offered to Sapphire, Onyx and Diamond level exhibitors)

Lighting design based on exhibitor's specific needs. Pricing begins at \$3,000 USD per booth, final pricing is based on booth size and lighting requirements. For further information contact Palazzo Lighting Design for a consultation and quote: Paul Palazzo, lead designer, Palazzo Lighting Design, Inc. www.palazzolighting.com, Email: design@palazzolighting.com.

Please complete and submit your order to Joe Venturella at joe@i4devents.com or fax: 219.310.1232.

Pre-Fabricated Conference Room Lighting Package

Lighting to the interior of the pre-fabricated conference room, via suspended lighting grid

Cost \$1,000 USD per conference room.

Method of Payment / Authorization

Company Check

Please make check payable to i4D Events, Inc., 1171 Breuckman Drive – Suite D, Crown Point, IN 46307

Reference SAPPHIRE/ASUG Annual Conference and booth number.

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders. Please complete the information requested below:

Card type: American Express MasterCard Visa

Account No.: Exp. Date:

Personal Credit Card Company Credit Card

Cardholder Name: Cardholder Phone:

Cardholder Billing Address:

City/ State/ ZIP:

Signature: _____

**Signature denotes acceptance of all terms and conditions stated in this document. **

Terms and Conditions

All services include lighting and truss equipment rental, electrical services and labor solely for the supplemental services contracted herein.

Cancellations

Cancellation of equipment rental and services must be received by the due date to avoid full charge on labor and equipment.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payment must be in U.S. dollars. Orders received without payment after the due date will be voided and services not rendered. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of i4D Events. It is the EXHIBITOR'S responsibility to advise i4D Events Exhibitor Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the show. If an exhibitor is exempt from payment of sales tax, i4D Events, Inc. requires the exhibitor to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. In the event of any dispute between the EXHIBITOR and i4D Events relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to i4D Events for its services, as an offset against the amount of any alleged loss or damage. Any claims against i4D Events shall be considered a separate transaction, and shall be resolved on its own merits.