



Questions about this form?

E-mail us at help@championexpo.com.

Please include name of show.

Online Ordering
Instructions

**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
- 2) Click Orderline Login in the red bar below the Exhibitors tab.
- 3) Enter your Show Code, User ID and Password, which was sent to you via United States Postal Service and e-mail from Champion.
- 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.



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Before, During
& After Show
INFORMATION ONLY

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.

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 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 <i>Fax or mail completed forms directly to Champion Exhibitor Services Department.</i> | Form Name | Advance Order Discount Deadline Date | Date Order Placed | Order Total (including sales tax) |
|---|--|---------------------------|--------------------------------------|-------------------|-----------------------------------|
| | | Credit Card Authorization | Submit with first order | | \$ |
| Freight Handling | March 23, 2009 | | \$ | | |
| Carpet (Standard)* | March 16, 2009 | | \$ | | |
| Furniture & Accessories | March 16, 2009 | | \$ | | |
| Tables, Counters & Drapery | March 16, 2009 | | \$ | | |
| Third-Party Payment Authorization | March 16, 2009 | | \$ | | |
| Booth Labor (I&D) | March 16, 2009 | | \$ | | |
| Rigging & Forklift [■] | March 16, 2009 | | \$ | | |
| Booth Cleaning & Porter Service | March 16, 2009 | | \$ | | |
| Hanging Ceiling Signs [■] | March 16, 2009 | | \$ | | |
| Electrical Service | March 16, 2009 | | \$ | | |
| Standard Exhibit Packages | March 9, 2009 | | \$ | | |
| Special Signage* [■] | March 9, 2009 | | \$ | | |
| Carpet (Prestige)* | February 27, 2009 | | \$ | | |
| Exhibitor-Appointed Non-Official Service Contractor | February 27, 2009 | | \$ | | |

**Taxable item. ■ If applicable.*

| 2 | Other Official Supplier Order Forms <i>Rental services and utilities.</i> | Please fax or mail the applicable forms listed below directly to the vendor specified on each form. See forms for details. Please do not fax or mail these forms to Champion. Thank you. | | | |
|-------------------------|--|--|--------------------------------------|-------------------|-----------------------------------|
| | | Form Name | Advance Order Discount Deadline Date | Date Order Placed | Order Total (including sales tax) |
| Custom Furniture Rental | SEE FORM FOR DETAILS | | \$ | | |
| Other _____ | SEE FORM FOR DETAILS | | \$ | | |



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Please include name of show.

How to Place Your Orders INFORMATION ONLY

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.
- Review Champion's **Payment Options & Policy** sheet included in this Manual.
- 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., custom furniture, 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.



139 Campanelli Drive, Middleboro, MA 02346

Phone 800-723-1123

Outside US 001-508-923-5200

Fax 508-946-1019

www.championexpo.com

Web 2.0 Expo San Francisco 2009

April 1 - 3, 2009

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Please include 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: **Web 2.0 Expo San Francisco 2009**)

3 Calculate your Orders

| | |
|--|----------|
| Freight Handling Form | \$ _____ |
| Booth Labor Order Form (Estimate) | \$ _____ |
| Hanging of Ceiling Signs Order Forms | \$ _____ |
| Rigging & Forklift Order Form | \$ _____ |
| Furniture & Accessories Order Form | \$ _____ |
| Tables, Counters & Drapery Order Form | \$ _____ |
| Prestige & Standard Carpet Order Form* | \$ _____ |
| Special Signage Order Form* | \$ _____ |
| Standard Exhibit Packages - Booth Rental Order Form | \$ _____ |
| Standard Exhibit Packages - Accessories Order Form | \$ _____ |
| Booth Cleaning & Porter Service Order Form | \$ _____ |
| Electrical Service Order Form | \$ _____ |
| 1% Energy Surcharge | \$ _____ |
| Grand Total (includes 8.5% tax, where applicable) | \$ _____ |

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

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.