

VERY IMPORTANT INFORMATION PLEASE READ

Welcome to



Sponsored by: **E→TRADE™**

Co-located with:



If this packet has not been delivered to the person working the booth at the show, please forward it to them or call us at (612) 894-8007 so we can send them one.

This binder will serve as the ONLY comprehensive document of all the necessary rules, regulations, services and show information for the 2000 Expo.

COMPANY: Clay Fandre
Twin Cities Linux Users Group
2646 138th Ave N W
Andover, MN 55304

BOOTH ASSIGNMENT: Booth # 2912 (1.0 booths = 10x10)
(See Enclosed Floorplan)

YOUR ASSIGNED LOAD-IN TIME: Tuesday, June 6 from 3:00pm - 4:00pm

Monday load-in times are available. Call Marshall Brown to schedule a time at 612-894-8007.

LOAD-IN / LOAD-OUT PROCEDURE: Due to the construction at the Convention Center, please pay extra attention to the loading instructions on page 3 of this manual. Only small hand carried items may be brought in through the front of the Convention Center, everything else must load in and out through the rear of the facility. The Loading Dock paragraph in the Terms & Conditions section of this binder will detail our dock procedures. The entire Minneapolis Convention Center must be cleared by **Midnight, Thursday, June 8.**

EXHIBITOR PRE-REGISTRATION: An exhibitor pre-registration form is located in the "Lodging/Other Services" section of this binder. **Please complete and return the form to Cygnus Expositions no later than May 19, 2000. To order your badges online, visit www.strictlyebusinessexpo.com and click on "For Exhibitors".** Enter your User ID and password – if you are unsure, please contact Jolene Bonneville at (612) 894-8007 or Jbonneville@cygnusexpos.com. Make sure you include everyone who will be working in your booth. We will produce the badges and send them to the designated contact on the form. Additional badges can be produced at the show. The fax number is 612-894-8252.

EXPO PASSES: Our promotional efforts are designed to bring prospects to the Strictly eBusiness Solutions Expo, your promotional efforts will get them to your display. Enclosed are 200 free tickets for you to use to invite your prospects to the show. If you need additional complimentary tickets or other promotional pieces, please call Jolene Bonneville with Cygnus Expositions at 612-894-8007.

HOTEL: Commercial rates have been established at the Regal Minneapolis Hotel of \$115/single/double per night and at the Holiday Inn Express Hotel and Suites of \$90/single/double and \$109/suite per night for the exhibitors of the Strictly eBusiness Solutions Expo. Both hotels are conveniently located within walking distance of the Minneapolis Convention Center. The reservation number for the Regal is **800-522-8856** and the Holiday Inn is **612-341-3300**. When calling for rooms, identify yourself as an exhibitor of the Strictly eBusiness Solutions Expo.

PARKING: Due to construction in the area, parking near the Convention Center will be very limited. **Please make arrangements to carpool with other people from your company.** Municipal Parking has informed us that there will be very limited parking available in the underground plaza parking area during the morning hours of the show. Because of limited parking around the Convention Center, we encourage all exhibitors to park at the Target Center (TAD) parking garages and pick up the FREE Strictly eBusiness Shuttle at the 7th Street Garage on 1st Ave. and 8th Street, see enclosed map. The shuttle will run every 10 minutes starting at 7:30 AM through 6:00 PM Wednesday & Thursday only.

SHOW HOURS:

Wednesday	June 7	10:00AM – 5:00PM
Thursday	June 8	10:00AM – 5:00PM

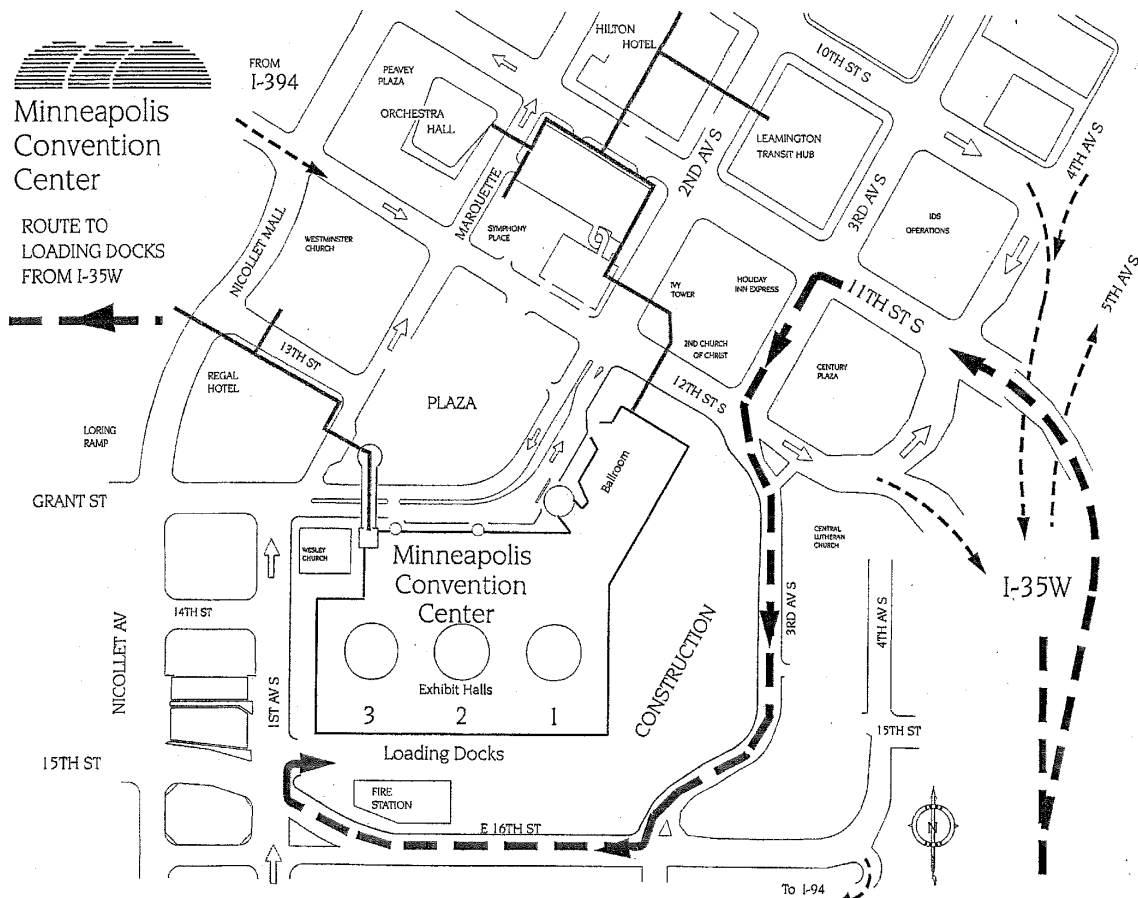
LOCATION: Minneapolis Convention Center
1301 South Second Avenue
Minneapolis, MN 55403
Phone: 612-335-6000

QUESTIONS: Any questions please call Marshall Brown at 612-894-8007.

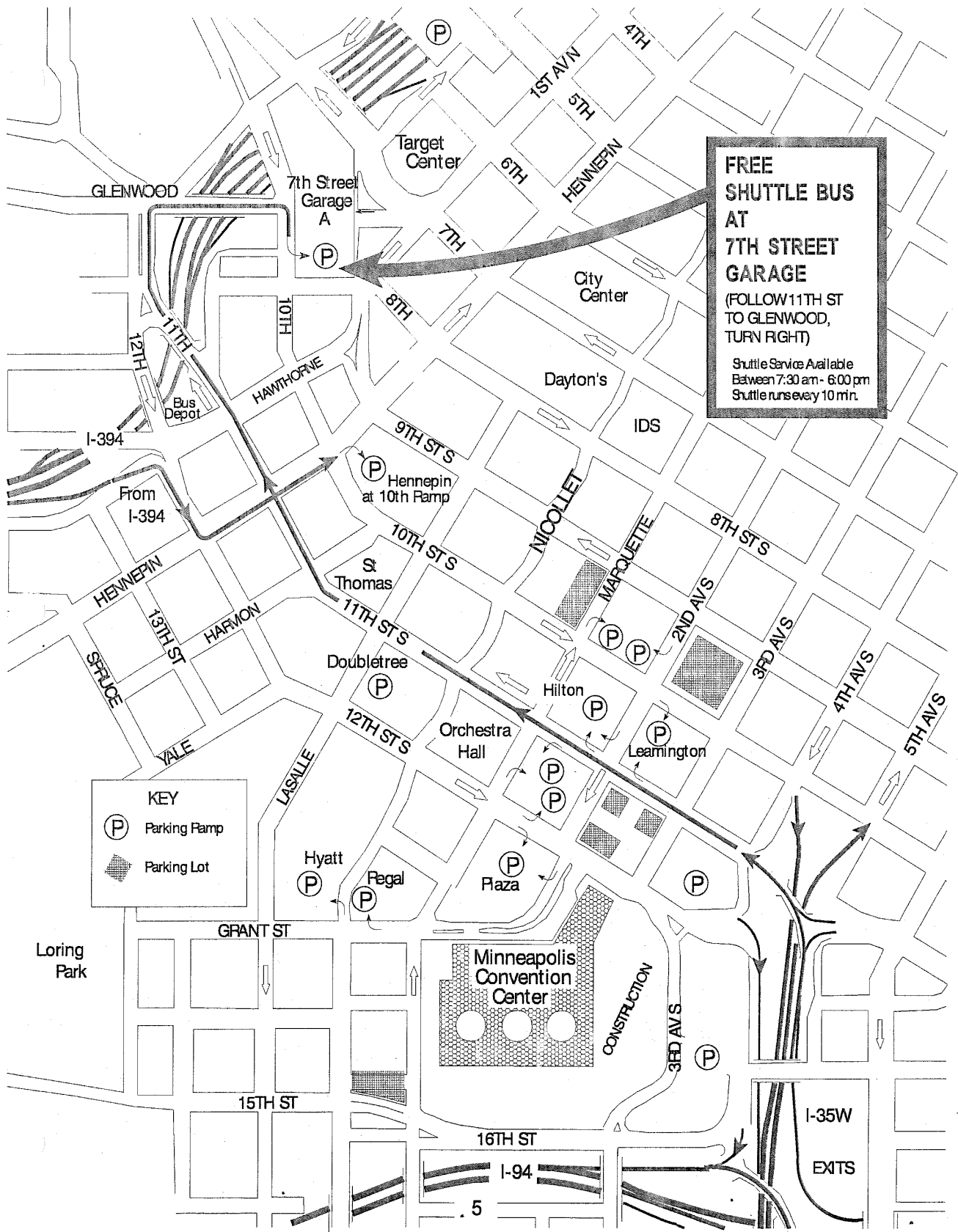
LOAD-IN AND LOAD-OUT PROCEDURE

The Minneapolis Convention Center is expanding. The construction at the facility will affect our ability to get you in and out of the building. In order to minimize your time loading and unloading, please review the following guidelines.

1. There will be no access to the building from 3rd Ave. All loading and unloading will take place in the loading dock area on the south side of the building.
2. Vehicles will be staged along E. 16th Street. Enter the loading dock area on 1st Ave. from 16th street.
3. The construction is also going to affect the amount of staging space available in the loading dock area. Please take extra precautions to ensure that your vehicles will be unloaded and removed from the loading dock area as efficiently as possible. There will be no parking whatsoever in the loading area.



Strictly e-Business PARKING



FREE SHUTTLE BUS AT 7TH STREET GARAGE
 (FOLLOW 11TH ST TO GLENWOOD, TURN RIGHT)
 Shuttle Service Available Between 7:30 am - 6:00 pm
 Shuttle run every 10 min.

KEY
 (P) Parking Ramp
 [Hatched Box] Parking Lot

Loring Park

I-94
 5

I-35W
 EXITS

For your own protection, read the following pages!

The following terms and conditions are a binding part of the Contract Agreement. It is very important that the exhibitor's representatives working in the booth be notified of these terms and conditions, as well as the general information affecting the operation of the exhibits.



TERMS AND CONDITIONS

EXHIBIT FACILITIES: Exhibits for the Strictly eBusiness Solutions Expo will be located at the Minneapolis Convention Center, 1301 South Second Avenue, Minneapolis, MN 55403, 612-335-6000

LOAD-IN HOURS: Tuesday June 6 8:00AM – 6:00PM

EXHIBIT HOURS: The main hall area will be open only during the following hours:

Wednesday	June 7	10:00AM – 5:00PM
Thursday	June 8	10:00AM – 5:00PM

SALES RESTRICTIONS: All Demonstrations or sales activities in the exhibit hall must be confined to the limits of an exhibitor's booth. Sales activity must be confined to taking orders and/or the acceptance of payment for later shipment. **NO PRODUCT CAN BE SHIPPED FROM THE EXHIBIT FLOOR DURING SHOW HOURS. THIS WILL BE ENFORCED.** Cygnus Expositions reserves the right to expel any exhibitor not abiding by these guidelines. No food may be given away or sold without written approval from the Minneapolis Convention Center.

SALES TAXES AND LICENSE FEES: All applicable taxes and license fees due from sales at the Strictly eBusiness Solutions Expo will be the sole responsibility of the exhibitor. If you choose to play music in your exhibit area you may be subject to licensing fees by the American Society of Composers, Authors and Publishers and/or Broadcast Music Inc. All fees associated with playing music will be the sole responsibility of the exhibitor. Please complete the enclosed **MN Dept of Revenue Operator Certificate of Compliance Form** and return it to Cygnus Expositions at 612-894-8252. You will not be able to exhibit unless this form is received by **May 19, 2000.**

RECRUITING RESTRICTIONS: Employee recruiting is strictly prohibited for exhibitors of the Strictly eBusiness Solutions Expo. If you wish to recruit employees you must purchase a booth in the High Tech Career FairSM. Exhibitors who do not conform to and abide by the above restriction will be in violation of their exhibit contract and therefore forfeit all rights to exhibit.

BOOTH SPACE: See the enclosed floor plan for the most recent booth layout. Please check the floor plan for accuracy and/or conflicts regarding your display. Standard booth construction includes an 8 foot high flame retardant drapery background in **purple, teal & white** and 3 foot high **teal** side dividers. The booths will not be carpeted. Aisle carpet for Strictly eBusiness will be **teal**, Digital Media Expo aisle carpet will be **purple** and Elexacon aisle carpet will be **blue**. A standard booth sign, 7 by 44 inches, carrying the exhibitor's name and booth number will be furnished and placed on the back wall of the booth by the decorator.

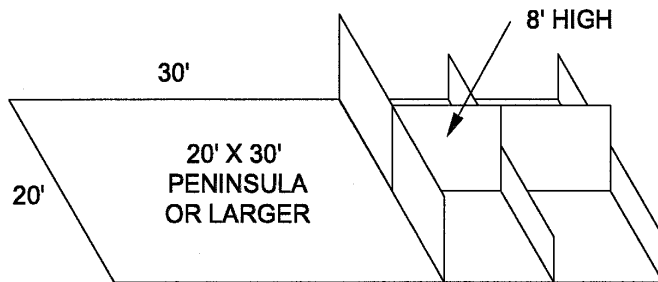
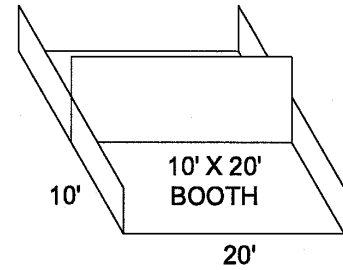
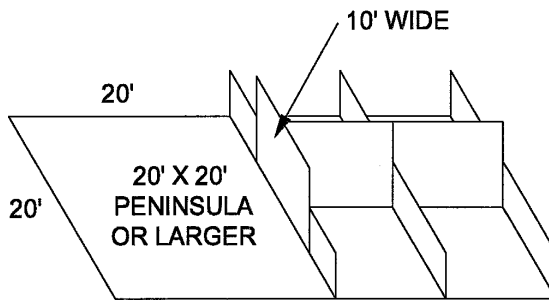
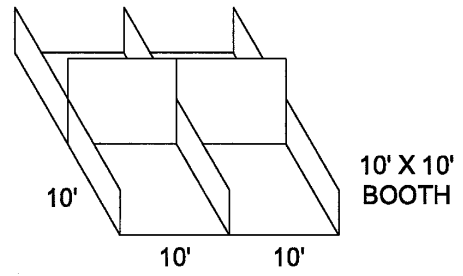
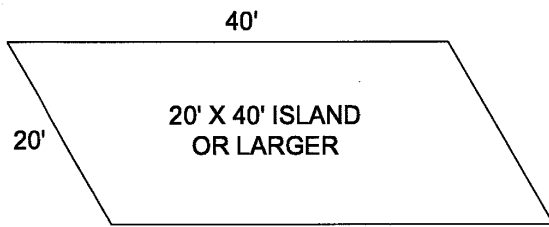
Exhibits must be designed and erected in such a manner as to avoid blocking the view of adjacent exhibits. The height of an exhibitor's solid (vision obscuring) display at any given point may not exceed the following: 8 foot high back walls should be maintained; 8 foot high sidewalls will **not** be permitted; however, the back wall may extend up to, but not exceed, 5 feet from the rear of the booth (see the illustrations on the following page for your company's configurations).

We are promoting a show with open architecture booth structures. Site lines must be maintained. Special permission may be granted at show management's discretion. All booth configurations for any 20' x 20' booth or larger must be submitted and approved six weeks prior to the Expo. Any configuration not pre-approved by show management will be subjected to being reconfigured on site at the sole discretion of show management. Show management withholds the right to change the configuration of any display it deems necessary or it deems is in the best interest of the show. If hired labor is used to reconfigure your display, charges for the labor will be billed to the exhibitor.

If the exhibitor's back wall is adjacent to one or more exhibitor's sidewalls, the sidewall restrictions will apply. Exhibitors requiring different back and sidewall dimensions, other than those listed above, must **contact Marshall Brown** at Cygnus Expositions for approval.

Nothing shall be attached to any of the pillars, walls, doors, floors, etc. in such a manner as to deface or destroy the property. Easels are available and may be rented from the decorator. Nails, hooks, tacks and screws must not be driven into pillars, walls, doors, floors, etc. Material not conforming with such regulations will be removed immediately at the exhibitor's expense.

BOOTH DIMENSION MAPS



Strictly eBusiness will promote a business-oriented show. All products and services to be exhibited must be business related. Exhibits that include the operations of audio-visual equipment may not operate the equipment in a manner that will disturb other exhibitors. Flashing signs will not be permitted as part of any exhibit. No "open audio" will be permitted without the permission of Cygnus Expositions in the exhibit area. Any disagreements regarding this manner will be dealt with at the sole discretion of Cygnus Expositions.

All exhibits should be done in good taste. Strictly eBusiness and Cygnus Expositions reserve the right to control or remove any exhibitor's representative who performs any act or practice which is annoying or objectionable, or, in the sole opinion of Cygnus Expositions, detracts from the dignity of an individual exhibit or the entire show. Literature and other promotional items may only be distributed from the confines of the exhibition booth. Strictly eBusiness specifically prohibits the distribution of any publications or periodicals in the Minneapolis Convention Center or registration areas without its express written consent. No exhibitor shall assign, sublet, or apportion the whole or any part of the space allocated to him without prior knowledge and consent in writing from Cygnus Expositions.

Banners may be hung only over your booth space extending no further than the perimeter of your booth. This needs to be arranged through the decorator. No cartons, boxes or crates may be stored in the booth area, aisles or exits during show hours. No helium balloons may be sold or distributed inside the facility without prior written permission from the Minneapolis Convention Center. If a balloon from your display gets loose and floats to the ceiling of the Convention Center, the exhibitor will be responsible for a \$500 removal fee payable to the Minneapolis Convention Center.

BOOTH EQUIPMENT AND SERVICES: An exhibitor's kit is part of this binder. Excel Decorators (940-387-5656) is the official decorator of the show. Exhibitors desiring to rent booth furniture or accessories may order these from the decorator at the prices specified on the order form included in this kit. No furniture or carpeting is included in the rental of booth space. These may be ordered from Excel. Aisles will be carpeted. All furnishings ordered by exhibitors will be at the exhibitor's expense.

ELECTRICAL: Electrical and other utilities will be coordinated by the Event Services Department at the Minneapolis Convention Center at 612-335-6550. An Electrical Service Order Form is included in this binder and should be promptly returned directly to the Convention Center. **NOTE: THE POWER IN THE BOOTHS WILL REMAIN ON ONLY UNTIL 10:00 PM UNLESS IT IS SPECIFICALLY REQUESTED TO STAY ON LONGER ON LOAD-IN DAY AND BOTH SHOW DAYS.** This can be done by contacting the Convention Center.

TELEPHONE/CABLE/ISDN: Temporary phone lines may be obtained directly through the Convention Center at 612-335-6550. A Telephone/Cable Service Order Form is included in this binder and should be promptly returned directly to the Convention Center. **To order Internet connectivity at your booth call VISI.com at 612-395-9000.** Pay telephones are located in the hallway outside the entrance to the Exhibit Hall.

ASSIGNMENT OF BOOTH SPACE: Booth assignments are made at the discretion of the Cygnus Expositions staff. Exhibitors who have multiple booths will receive priority. Booth locations may be changed at any time for what Cygnus Expositions considers to be in the best interest of the Expo.

CANCELLATIONS: If payments are not made by the respective due dates, Cygnus Expositions may elect to cancel and reassign booth(s). If a vendor verbally cancels their space for the Expo with Cygnus Expositions, then the space is immediately forfeited and reassigned. If in the opinion of Cygnus Expositions the terms and conditions of this Exhibitor Manual are not observed, Cygnus Expositions may suspend your right to exhibit. **THERE ARE NO REFUNDS.**

SECURITY DURING LOAD-IN: EXHIBITORS ARE RESPONSIBLE FOR THEIR OWN SECURITY DURING LOAD-IN UNTIL 6:00PM TUESDAY, JUNE 6, 2000. Exhibitors, Strictly eBusiness staff, decorator and drayage staff will be the only people with access to the Exhibit Hall.

SECURITY AFTER LOAD-IN: Security will be posted on a 24-hour basis beginning at 6:00 PM Tuesday until the show closes at 5:00 PM Thursday. After load-in is complete, no exhibitor will be permitted in the Exhibition Hall without an Exhibitor Badge. During exhibit hours, access to the Exhibition Hall or any seminar will only be permitted by the attendee registration badge or an exhibitor badge. Exhibitors who wish to hire their own security for their booth should contact Marshall Brown (612-894-8007) for assistance.

INVENTORYING OF EQUIPMENT GOING IN OR OUT: From the time our 24-hour security starts at 6:00 PM, Tuesday, June 6 until close of the show 5:00 PM, Thursday, June 8, all equipment with the exception of portable phones and small laptops leaving the Exhibit Hall will be inventoried. An authorized representative of the exhibitor will be required to sign for the equipment at the Exhibit Hall exit.

BOOTH INSTALLATION: The Convention Center will be available for set-up and installation from 8:00 AM to 6:00 PM, Tuesday, June 6. The loading dock will be available for your usage only during your assigned times. You may work on setting up your display only after you have moved your vehicle away from the loading area. The Convention Center will re-open for additional set-up from 7:00 AM to 9:00 AM on Wednesday, June 7. The loading dock will not be available after 9:00 AM on Wednesday.

LOADING DOCK: The loading dock entrance is located on the corner of 1st Avenue South and 16th Street. Due to construction surrounding the Convention Center, some of the typical routes leading to the loading dock entrance may not be available. See the enclosed load-in and load-out procedural sheet for directions to the loading dock area. **EVERYONE MUST LOAD-IN THROUGH THE LOADING DOCK AREA.** Some hand carried items can come in through the front of the hall. You will be admitted into the loading dock area only during your assigned time. Construction at the Convention Center is going to make load-in more difficult, so please adhere to your given load-in times. Report to the attendant at the gate who will assist you in finding dock space. Place your equipment on the dock and remove your vehicles from the loading dock area immediately after unloading. **THERE IS NO PARKING WHATSOEVER IN THE LOADING AREA.** Vehicles left unattended will be towed at the owner's expense.

Booth space not claimed and occupied by 5:00 PM, Tuesday, June 6 may be cancelled or reassigned without refund. If the exhibit is on hand, Cygnus Expositions reserves the right to assign labor and set up any display that is not in the process of being erected by 8:00 AM Wednesday, June 7 – the first day of the show. Charges for this labor will be billed to the exhibitor.

THE AISLE CARPET WILL BE LAID AFTER 6:00 PM ON LOAD-IN NIGHT. THEREFORE, ALL INSTALLATION WORK MUST BE COMPLETED, THE AISLES CLEARED, AND THE BOOTHS READY BY 6:00 PM ON JUNE 6. The Convention Center will be open to the public at 10:00 AM, Wednesday, June 7.

BOOTH DISMANTLING: It is the responsibility of each exhibitor to make arrangements to have their booth dismantled. Exhibitors will not be permitted to dismantle their displays or do any packing whatsoever until 5:00 PM on Thursday, June 8. No semis will be allowed in the back loading dock area until 6:00 PM. Please store your crates at the hall through the decorator and not on your truck. Packing crates and boxes will be returned after the aisle carpet has been removed at 5:00 PM.

All loading out will be done from the rear of the facility. You will be given a short period of time in which to load your vehicle. Your help in this matter will be appreciated by your fellow exhibitors. **THERE IS NO PARKING WHATSOEVER IN THE LOADING AREA.** Vehicles left unattended in this area will be towed at the owner's expense. Smaller trucks and vehicles that need the loading docks will be allowed to use dock space between 5:00 – 6:00PM. At 6:00, the semis will be allowed into the loading dock area and large freight will start moving out.

SHIPPING AND HANDLING INSTRUCTIONS: The Minneapolis Convention Center will not accept shipment of exhibit booths, equipment or supplies. Shipments will be received and stored by the official drayage agent prior to the show. Excel Decorators, Inc. c/o Consolidated Freightways, the official transportation contractor for Strictly eBusiness, has included drayage information in the Booth Furnishings Section of the binder. Excel Decorators/Consolidated Freightways will receive inbound shipments at their warehouse, provide free storage for up to 30 days, deliver your shipment to the show site, and handle outbound shipment from the show. When shipping your freight,

please make sure your company name and booth number are on the shipping label. For specific information on shipping and rates, see the Booth Furnishings Section of this binder.

Do not ship directly to the Minneapolis Convention Center, as they do not have facilities to handle or store exhibits prior to Monday, June 5th. Shipments that arrive at the Convention Center prior to June 5th will be refused.

INSURANCE: Exhibitors shall maintain a Commercial General Liability policy including a minimum coverage for Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Product/Completed Operations Liability and Fire Damage Legal Liability, and exhibitors shall maintain Workers Compensation/Employer's Liability. The producers of the Strictly eBusiness Solutions Expo are required to carry a Commercial General Liability policy of \$1,000,000. Exhibitors are required to fax a copy of their Insurance Certificate to Sarah Reint at 612-894-8252 by **May 19, 2000**.

Cygnus Expositions and Cygnus Business Media assume no risk by the acceptance of this agreement. The exhibitors expressly release Cygnus Expositions and Cygnus Business Media from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by exhibitors and agree to hold and save Cygnus Expositions and Cygnus Business Media harmless of and from any loss or damage by reason thereof.

LIMITATION OF LIABILITY: Cygnus Expositions will provide 24-hour security guard service from 6:00 PM, Tuesday, June 6 to 5:00 PM, Thursday, June 8. However, this does not imply that Cygnus Expositions assumes any obligation of duty with respect to the protection of the property of exhibitors, which shall, at all times, be the sole responsibility of each exhibitor.

It is understood that the Strictly eBusiness Solutions Expo, Cygnus Expositions, Cygnus Business Media, the city of Minneapolis, the Minneapolis Convention Center, and the legal entities which own, lease and/or operate the Convention Center, their respective elected and appointed officials, their members, officers, directors, or employees, shall not be responsible or liable for injury to any person or persons, or for loss of, or injury to any person or persons, or for loss of, or damage to, any property belonging to the exhibitor, or any person or persons, while in transit to or from the Convention Center, or while in the Convention Center, or otherwise.

Exhibitors assume complete responsibility and liability for all loss, damage, or destruction of the property of the Convention Center used by the exhibitor, or brought onto the Convention Center premises on their behalf. Exhibitors also assumes full responsibility and liability for all injury to any and all persons or property in any way connected with the exhibitor's display, caused by the exhibitor, his agents, representatives or employees.

Exhibitors indemnify, and agree to hold harmless, Strictly eBusiness Solutions Expo, Cygnus Expositions, Cygnus Business Media, the City of Minneapolis, the Minneapolis Convention Center, and the legal entities which own, lease and/or operate the Convention Center, their respective elected and/or appointed officials, their members, officers, directors, or employees, against any and all liability whatsoever arising from any and all damage to property or personal injury, caused by exhibitor or his agents, representatives, employees or other person.

*Cygnus Expositions, 801 Cliff Road East, Suite 201, Burnsville, MN 55337
©2000, Cygnus Expositions*

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QUICK REFERENCE GUIDE

BOOTH SPACE AND REGULATIONS:

Cygnus Expositions
801 Cliff Road E, Suite 201
Burnsville, MN 55337-1534
Contact: Marshall Brown
612-894-8007 voice – 612-894-8252 fax

OFFICIAL DECORATOR:

Excel Decorators
6268 Moss Rose Lane
PO Box 580
Aubrey, TX 76227
Contact: Pam Nevins
940-387-5656 voice – 940-387-5858 fax

OFFICIAL SHIPPING AGENT:

(Your company Name and Booth #)
c/o Excel Decorators Inc
CF Motor Freight
3701 85th Avenue NE
Blaine, MN 55434
Contact: Pam Nevins

AUDIO/VISUAL SUPPLIER & COMPUTER RENTAL:

Audio Visual & Video Resources (AVVR)
1117 Washington Ave S
Minneapolis, MN 55415
612-339-1876 voice – 612-339-1641 fax

ELECTRICAL & TELEPHONE:

Minneapolis Convention Center
1301 S Second Ave
Minneapolis, MN 55403
Contact: Event Services
612-335-6550 voice – 612-335-6757 fax

LEAD RETRIEVAL:

ADC Associates
2284 Old Middlefield Way Suite 5
Mountain View, CA. 94043
Contact: Arnie Roberts
650-567-9100 voice – 650-567-9200 fax

INTERNET ACCESS:

VISI.com (Sales Dept)
12 South 6th Street, Suite 250
Minneapolis, MN 55402
612-395-9000 voice – 612-288-0889 fax

OFFICIAL HOTELS:

Holiday Inn Express
225 South 11th Street
Minneapolis, MN 55403
612-341-3300 voice - 612-341-1174 fax
or
Regal Minneapolis Hotel
1313 Nicollet Mall
Minneapolis, MN 55403
612-332-6000 voice – 612-359-2160 fax

PLANTS:

Convention Foliage Unlimited
3131 Stemmons, Suite 125
Dallas, TX 75247-6109
214-638-4704 voice – 214-638-1167 fax

Operator Certificate of Compliance

ST-19

Read the information on the back before completing this certificate.

Person selling at event: Complete this certificate and give it to the operator/organizer of event.

Operator/organizer of event: Keep this certificate for your records.

Print or type

Name of person selling at event

Business name

Minnesota Tax ID#

Seller's complete address

City

State

Zip code

Name of person or group organizing event

CYGNUS EXPOSITIONS

Name and location of event

STRICTLY eBUSINESS SOLUTIONS EXPO – MINNEAPOLIS CONVENTION CENTER

Date(s) of event

JUNE 7 & 8, 2000

Merchandise sold

Describe the type of merchandise you normally sell.

Sales tax exemption information

Complete this section if you are not required to have a Minnesota tax identification number.

- I am selling only nontaxable items.
- I am not making any sales at the event.
- I participate in a direct selling plan, selling for _____ (name of company), and the home office or top distributor has a Minnesota tax identification number and remits the sales tax.
- This is a nonprofit organization that meets the exemption requirements described below:
 - _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under. M.S. 297A.25, Subd. 2(1).
 - _____ Youth or senior citizen group with fundraising receipts of \$10,000 or less per year. M.S. 297A.256, Subd. 1(a) and (b).
 - _____ A nonprofit organization that meets all the criteria set forth in M.S. 297A.256, Subd. 1(c) (see reverse side).

Sign here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of seller

Date

Phone

()

PENALTY — Operators who do not have Form ST-19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

BROOK

CUSTOM FURNITURE ORDER FORM

CONVENTION FURNISHINGS 2651 Allan Drive * Elk Grove Village, IL 60007 * Phone: 800-328-7781 * 847-595-0974 * Fax: 847-595-7914

QTY	STYLE A	PRICE TOTAL	QTY	STYLE H	PRICE TOTAL	QTY	STYLE L	PRICE TOTAL
___	A-1 Black Leather Sofa	\$325.00	___	H-1 Grey Executive Desk	\$275.00	___	L-1 Grey Table 30"	\$ 75.00
___	A-2 Black Leather Loveseat	\$300.00	___	H-2 Grey Executive Chair	\$125.00	___	L-2 Black/Chrome Chair	\$ 75.00
___	A-3 Black Leather Chair	\$185.00	___	H-3 Grey Side Chair	\$110.00	___	L-3 Black Chair	\$ 85.00
___	A-4 Round Cocktail Table	\$110.00	___	H-4 Grey Lateral File	\$200.00	___	L-4 Black Director's Chair	\$ 70.00
___	A-5 Round End Table	\$110.00	___	H-5 Grey Credenza	\$250.00	___	L-5 Black Euro Chair	\$ 85.00
STYLE B			___	H-6 Grey Computer Table	\$145.00	___	L-6 Black Table 36"	\$ 90.00
___	B-1 Raspberry Arm Chair	\$235.00	___	H-7 Drafting Stool	\$135.00	___	42" Table (Not Shown)	\$125.00
___	B-2 Oval Cocktail Table	\$105.00	___	Black or Grey		___	L-7 Black Cafe Table 42"H	\$100.00
___	B-3 Rectangle End Table	\$105.00	___	H-8 Black Parsons Desk	\$175.00	___	L-8 Black Euro Stool	\$100.00
___	B-4 Writing Desk	\$225.00	___	H-9 Secretarial Chair	\$ 95.00	___	L-9 Grey Cafe Table 42"H	\$ 85.00
___	B-5 Desk Chair	\$115.00	___	Black or Grey		___	L-10 Black/Chrome Stool	\$100.00
STYLE C			STYLE I			STYLE M		
___	C-1 Charcoal Sofa	\$250.00	___	I-1 Stacking Arm Chair	\$ 50.00	___	M-1 Chrome/Glass Table	\$105.00
___	C-2 Charcoal Loveseat	\$225.00	___	Black or Grey		___	M-2 Grey Bucket Swivel Chr	\$ 90.00
___	C-3 Charcoal Chair	\$180.00	___	I-2 Stacking Side Chair	\$ 45.00	___	M-3 Brass/Glass Table	\$105.00
___	C-4 Oval Cocktail Table	\$110.00	___	Black or Grey		___	M-4 Brass/Burgundy Chair	\$ 75.00
___	C-5 Round End Table	\$110.00	___	I-3 Black Coat Rack	\$ 75.00	___	M-5 Oak Conference Table	\$200.00
STYLE D			___	I-4 Black Literature Stand	\$ 85.00	___	M-6 Oak/Grey Chair	\$110.00
___	D-1 Grey Corner Unit	\$125.00	STYLE J			___	M-7 Mahogany Table	\$275.00
___	D-2 Grey Armless Unit	\$105.00	___	J-1 Bookcase - 48"	\$115.00	___	M-8 Navy Leather Arm Chair	\$235.00
___	D-3 Graphite Corner Table	\$120.00	___	Oak, Grey or Black		___	M-9 Oak Director's Chair	\$ 70.00
___	D-4 Graphite End Table	\$115.00	___	J-2 Bookcase - 72"	\$135.00	___	M-10 White Director's Chair	\$ 70.00
___	D-5 Graphite Cocktail Table	\$115.00	___	Oak, Grey or Black		CANVASES (select one):		
STYLE E			___	J-3 Refrigerator	\$150.00	___	Red, White, Navy, or Black	
___	E-1 Grey Lounge Chair	\$140.00	___	J-4 4-dr Legal File w/Lock	\$125.00	___	M-11 Black Oval Table 72"	\$245.00
___	E-2 Rectangle Cocktail Table	\$ 85.00	___	Black or Grey		___	Black Oval Table 96"	\$285.00
___	E-3 Rectangle End Table	\$ 85.00	___	J-5 2-dr Legal File w/Lock	\$100.00	___	(Not Shown)	
___	E-4 Snack Table	\$ 70.00	___	Black or Grey		___	M-12 Grey Tulip Chair	\$ 90.00
___	E-5 Rectangle Sofa Table	\$100.00	___	J-6 Storage Cabinet 42"	\$105.00	___	M-13 White Table	\$130.00
STYLE F			___	Black or Grey		___	M-14 White/Black Chair	\$ 90.00
___	F-1 Beige Sofa	\$240.00	___	J-7 Storage Cabinet 70"	\$130.00	___	M-15 Grey Oval Table 72"	\$245.00
___	F-2 Beige Loveseat	\$215.00	___	Black or Grey		___	Grey Oval Table 96"	\$285.00
___	F-3 Beige Chair	\$175.00	STYLE K			___	(Not Shown)	
___	F-4 Oak Cocktail Table	\$ 80.00	___	Display Pedestals		___	M-16 Black Leather Chair	\$160.00
___	F-5 Oak End Table	\$ 80.00	___	K-1 12x36H Black or Grey	\$125.00	___	M-17 Grey Conference Table	\$175.00
STYLE G			___	K-2 12x42H Black or Grey	\$125.00	___	M-18 Grey/Black Chair	\$ 90.00
___	G-1 Oak Executive Desk	\$250.00	___	K-3 12x30H Black or Grey	\$125.00	___	M-19 Black/Glass Table	\$105.00
___	G-2 Grey Executive Chair	\$125.00	___	K-4 with Locking Door	\$200.00	___	M-20 Black Tulip Chair	\$ 90.00
___	G-3 Oak Lateral File	\$175.00	___	Black or Grey - Where Available				
___	G-4 Oak Credenza	\$225.00						

• IN ORDER TO GUARANTEE DELIVERY, ALL ORDERS MUST BE RECEIVED WITH FULL PAYMENT MADE NO LATER THAN TEN DAYS PRIOR TO SHOW. ANY ORDERS RECEIVED AFTER THAT TEN DAY PERIOD ARE SUBJECT TO A 20% LATE FEE.

• CANCELLATION MUST BE MADE PRIOR TO THE DELIVERY DATE, OR 100% CANCELLATION FEE WILL BE CHARGED.

• ALL ORDERS MUST BE PRE-PAID TO GUARANTEE DELIVERY. PAYMENT CAN BE MADE BY CHECK, VISA, MASTERCARD OR AMERICAN EXPRESS. ALL CHECKS MUST BE IN U.S. DOLLARS AND DRAWN ON A U.S. BANK. NO COD'S PLEASE.

• ALL SHOW SITE ORDERS ARE SUBJECT TO A 25% LATE FEE. PRODUCT AVAILABILITY MAY BE LIMITED IN SOME CITIES. PRICES SUBJECT TO CHANGE.

Credit Card (circle one): Master Card Visa American Express Expiration Date: _____

Card Number: _____

Total Order _____

Card Holder: _____ Signature: _____

Late Fee _____

Convention: Strictly Business Computer Expo'00 Show Dates: 6/7-6/8/00

Sub Total _____

Facility: Minneapolis Convention Center City/State: Minneapolis, MN

Tax * 7% _____

Company: _____ Booth #: _____

Total Due _____

Office Contact: _____ Show Contact: _____

* If exempt from Usage Tax, please

Address: _____ City/State/Zip: _____

provide exemption certificate.

Office Phone: _____ Fax: _____ E-mail address: _____

Orders will be confirmed via fax at the number you provide

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