

EMP Agreement



5617 Industrial Drive, Suite E
Springfield, Virginia 22151
Tel: 703/912-4700
Fax: 703/866-1663

Exhibit Management Program

Components of the Exhibit Management Program

(Each section will be reviewed in detail below)

1. Initial Inventory and Inspection
2. Exhibit Portfolio Storage
3. Outbound/Inbound Handling Services
4. Return Inspection and Maintenance
5. Installation and Dismantle Supervision
6. Show Services Coordination
7. Miscellaneous Terms / Termination of Program

1. Initial Inventory and Inspection

ONE TIME FEE

In order to satisfy the different needs of our customers, Nomadic Display Capitol has developed an inventory and inspection procedure.

This inventory includes a full inspection of all exhibit components, coding of cases with a general description of content and a detailed graphics catalog by inventory number. The collected information is then transferred to the Exhibit Portfolio (described in Section 2). A full inventory list and coding legend will be provided to you for your ordering convenience.

2. Exhibit Portfolio

ONE TIME FEE, BASED ON INITIAL FLOOR PLAN

A customized Exhibit Portfolio will be created for you upon joining Nomadic Display Capitol's Exhibit Management Program. It is designed to be used as a reference tool and provides all of the necessary specifications to prepare, pack, install and inventory your exhibit. The portfolio includes the following:

- Master equipment inventory list
- Master graphic inventory list
- Master exhibit installation instructions
- CAD line drawings of pre-defined exhibit configurations
- Electrical requirements
- Weights and dimensions of each container
- Contact Information
- Ordering procedures and forms

3. Storage

BILLED MONTHLY

We provide reserved storage space in our climate-controlled warehouse to ensure the best possible conditions for the longevity of your exhibit investment. Client acknowledges that Nomadic Display Capitol does not provide insurance coverage for the property the client will be storing. Client agrees to provide their own insurance for the full value of their property.

4. Outbound/Inbound Handling Services

BILLED PER SHOW

Upon receipt of an **EVENT ALERT** form, Nomadic Display Capitol will manage all aspects of retrieving exhibit components from storage and preparing the exhibit for shipping. All handling is based on any movement of items within our warehouse to the dock area, including the loading of the items onto and off of the shipper's truck.

EVENT ALERT forms can be found on our web-site or can be provided to you for your ordering convenience. Requests for outbound/inbound handling services with less than 15 working days notice will incur an additional rush charge under the following guidelines:

15+ working days	—————>	\$75 per hour
11- 14 working days	—————>	\$100 per hour
3 - 10 working days	—————>	\$150 per hour
2 working days or less	—————>	\$225 per hour

If 2 working days or less are given, we may have to ship your entire exhibit in order to meet your show date.

EVENT ALERT forms can be faxed to the attention of **EMP Team @ 703 / 866-1663** or e-mailed to ndcshowservice@nomadicdisplay.com.

5. Return Inspection & Maintenance

BILLED PER SHOW

This service is automatically performed to help keep your display in excellent condition at all times. Our inspection includes a visual inspection of all parts and graphics, an examination for damage and correct repacking of the exhibit. As a result of the inspection, Nomadic Display Capitol will provide you with an estimate listing any recommended repairs or replacement parts in excess of \$100.00. This work will only be completed once written approval is received from you. Repairs totaling less than \$100.00 will be performed automatically and will be invoiced to you.

6. Installation and Dismantle Supervision

BILLED PER SHOW

As an added service, the Exhibit Management Program can provide on-site supervision of your show installation and/or dismantle. This service is available above and beyond the typical labor and related costs of installation and dismantle Coordination. With our onsite supervision services, Nomadic Display Capitol will provide a service supervisor that is familiar with your display as well as show procedures in order to personally coordinate the installation and dismantle of your exhibit. This service is strongly recommended for island or custom exhibits.

7. Show Services Coordination

BILLED PER SHOW

Show services coordination is also offered through our Exhibit Management Program. This provides you with the option of having Nomadic Display Capitol coordinate the services that are available to you at tradeshow, with the added benefit of consolidating all of your show expenses. Our EMP Team will order all desired services, process show forms and payments, as well as schedule and verify receipt of ordered items.

Examples of Show Services are as follows*:

Audio/Visual Equipment	Freight	Fork Lift	Freight Services
Floral Arrangements	Carpet	Photography	Lead Systems
Cleaning Services	Security	Catering	Telephone Lines
Computers	Furniture	I & D Labor	Special Services

**Note: These are only examples. Your showbook will have a complete list.*

Clients interested in securing this service from Nomadic Display Capitol should send their show kit directly to our EMP Team. Show Services Forms should be received at least 45 business days in advance of the show date in order to avoid additional express fees. Show Services Forms received within 5 business days of the advanced order deadline will require a 10% express fee in addition to any rush fees charged by show contractors.

As part of our Exhibit Management Program, Nomadic Display Capitol can also provide transportation services to include coordination of the appropriate shipping carrier to arrange pick-up, delivery and return shipment. Our EMP Team will label all cartons, crates and cases for shipment and include documentation for the return shipment.

Nomadic Display Capitol's Show Services and Transportation fees will be invoiced at actual charges plus 30%. An estimate of the total Show Service cost will be created prior to your trade show and a deposit of 100% of the estimated show service cost is required prior to the shipment of the exhibit. Upon completion of the show, the actual charges will be calculated and an invoice will be forwarded to you for the remaining portion, and/or a credit will be issued in situations where the show services deposit exceeded the total show services cost.

8. Miscellaneous Terms / Termination of Program

Nomadic Display Capitol agrees to use proper care in handling and maintaining the Client's property, except for ordinary wear and tear. Nomadic Display Capitol shall not be liable for damage or loss of client's property by any and all causes beyond the control of Nomadic Display Capitol's Exhibit Management Team. Such causes beyond the control of Nomadic Display Capitol may include natural disasters, fire, governmental regulations or requirements, boycotts etc.

It is the Client's responsibility to provide adequate and sufficient insurance to protect all property at all times while in storage, during shows, and in transit.

Client agrees to adhere to all said terms and charges as stated above. All related storage / service fees will be paid in full by client prior to the fulfillment of future EMP ordering procedures.

This agreement will remain in effect for one full calendar year from **month and year to month and year.**

Termination of Program

Termination of the Exhibit Management Program requires a written notification submitted to Nomadic Display Capitol with 60 days in advance. All outstanding invoices and fees must be paid before any stored items will be released for pickup or shipment. If client fails to pay when due, any amounts owed to Nomadic Display Capitol or if client admits in writing its inability to pay its debts, Nomadic Display Capitol reserves the right to take ownership of product equal to the value of the monies owed. Should Nomadic Display Capitol be required to seek and/or employ an attorney to collect monies owed because client is in breach of this agreement, client agrees to pay reasonable attorney's fees, costs and expenses incurred by Nomadic Display Capitol in enforcing Nomadic Display's rights here under.

Please Contact Nomadic Display Capitol or your Display Consultant with further questions. 703/912-4700