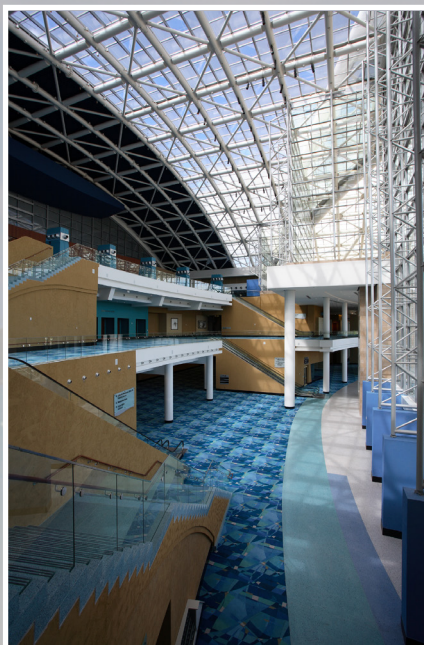




TRANSLATING
**SCIENCE TO
BETTER HEALTH:**
THE POWER OF DIVERSITY AND
MULTICULTURAL ENGAGEMENT

13th RCMI INTERNATIONAL SYMPOSIUM ON HEALTH DISPARITIES



December 10-13, 2012

Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
San Juan, Puerto Rico

www.rcmibiennial.org

EXHIBITOR PROSPECTUS



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October 5	Exhibit Application Due
October 5	Ad Artwork Due
October 5	Company Descriptor for Listing in Program Syllabus
October 5	Exhibitor Space Cancellation Deadline
October 19	Assignment of Space and Final Confirmation to Exhibitors
November 2	Lodging Reservation Deadline
November 9	All Non-Official/Intent to Use Non-Official Contractor Forms Due with Proof of Insurance
November 12	Shipments may begin to arrive at Warehouse
November 19	Discount Deadline for Orders Received with Payment
December 5	Last Day for Advance Shipments to Arrive at Warehouse without Surcharges
December 9	Exhibit Move-In / Labor Installation
December 9	Exhibitor Registration Begins
December 9	RCMI2012 Pre-Symposium Training Workshops Begin
December 10	RCMI2012 Symposium Begins
December 10	Exhibitor Installation
December 10	Exhibition Begins
December 13	Exhibitor Dismantle / Exhibit Move-Out

1 2 3 4 5 6 7 8 9 10



Venue

Exhibit Hall B
Puerto Rico Convention Center
100 Convention Boulevard
San Juan, Puerto Rico 00907

Lodging

Sheraton Puerto Rico Hotel
200 Convention Boulevard
San Juan, Puerto Rico 00907

Conference Registration

December 9, 2012	8:00 AM – 5:00 PM
December 10, 2012	7:00 AM – 7:00 PM
December 11, 2012	6:30 AM – 3:30 PM
December 12, 2012	6:30 AM – 3:30 PM
December 13, 2012	6:30 AM – 12:30 PM

Exhibit Installation

December 10, 2012	8:00 AM – 5:00 PM
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Exhibit Hours

December 10, 2012	7:00 PM – 9:00 PM
December 11, 2012	10:30 AM – 7:00 PM
December 12, 2012	8:00 AM – 4:30 PM

Dismantling

December 13, 2012	7:00 AM – 12:00 PM
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Exhibits/Ads Coordinator

The 1Joshua Group, LLC
1513 East Cleveland Avenue
Building 100-B, Suite 110
Atlanta, GA 30344-6947
Attn: Christopher T. Fitzpatrick
Voice: 404.559.6191 x 306
Fax: 404.559.6198
exhibitors@rcmibiennial.org

Disclaimer

The information provided in this manual has been prepared by the Conference Secretariat to assist Exhibitors in the presentation of their display. While every effort has been made to ensure that the details given are correct at the time of printing, the Conference Secretariat shall not be liable or responsible to any exhibitor or any other person in respect to any inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreements made by the exhibitor with any person, firm, or company who is described as the official contractor of services or whose services are recommended in this manual.

1 2 3 4 5 6 7 8 9 10



Why Exhibit?

By becoming an Exhibitor or Supporter, you will have the unique opportunity to meet, share, and dialogue with key opinion leaders and decision makers. With nearly 1,000 attendees, this conference includes attendees who are involved in clinical and basic science research and represent domestic and international universities, for-profit, and not-for-profit organizations focusing on chronic diseases such as diabetes, HIV and AIDS, hypertension, asthma, cancer, and heart disease. As an exhibitor or supporter, you will meet attendees and exchange information about products and services directly related to the conduct of bench, clinical and community-based research activities.

General Benefits to Exhibitors

- Complimentary listing published in final program (if received by 10/5/2012)
- Complimentary official souvenir and final program
- Special price hotel room rates at the Sheraton Puerto Rico Hotel (Symposium Headquarters)
- Complimentary Cyber Café available on exhibition floor
- Lounge Area in exhibit hall
- Onsite Exhibitor Help Desk
- Twenty-Four (24) Hour exhibit floor perimeter Security
- Aisle Carpet
- Nightly vacuuming of aisles
- 8' high backwall drape (in a pre-determined color)
- 3' high siderail drape (in a pre-determined color)
- One 7"x44" identification sign
- One 10'x10' standard carpet and padding
- One 6'x30" draped table (in a pre-determined color)
- Two side chairs
- One wastebasket

The Exhibition provides an opportunity for attendees to:

- Meet and network with colleagues and RCMI program faculty, staff, and students
- Strengthen relationships between programs and institutions
- Keep up to date with colleagues' research
- Showcase your range of experiences, insights, and collaborative opportunities
- Launch new partnerships and collaborative ideas and products
- Recruit faculty and students to institution and programs
- Complimentary Cyber Café available on exhibition floor
- Lounge Area in exhibit hall

Fees Per Booth - for discounted rates to apply, funds must be received by the respective deadline.	on or before 9/1/2012	09/02/2012 – 10/05/2012
Exhibitors (non-profit) Includes Symposium Registration for one attendee, opening ceremony reception for one attendee, booth descriptor in program syllabus, 10'x10' space for lease, one 6' table, one waste basket, two chairs, and standard carpet	\$1,200	\$1,500
Exhibitors (for-profit) Includes Symposium Registration for one attendee, opening ceremony reception for one attendee, booth descriptor in program syllabus, 10'x10' space for lease, one 6' table, one waste basket, two chairs, and standard carpet	\$1,800	\$2,250

CONVENTION CENTER LAYOUT

1 2 3 4 5 6 7 8 9 10



EXHIBIT HALL





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PRE-RCMI2012 REGISTRATION & SPACE ASSIGNMENTS

1 2 3 4 5 6 7 8 9 10



I. Getting There: What We Need from You

All exhibitors must be registered for the 13th RCMI International Symposium on Health Disparities (RCMI2012) to receive an Exhibitor Packet at the conference. This packet will include conference material and an exhibitor badge.

Exhibitor Application

Register your company and representative(s) in advance by visiting <http://regonline.com/RCMI2012>, and complete the exhibitor application form as part of your registration. All exhibitor fees include registration for one representative within each 10' x 10' booth.

Company names on badges will match the name under which the company applies. If additional exhibitor personnel are to be registered, this information must be received **no later than October 5, 2012** in order to avoid on-site delays. Any personnel changes or substitutions after October 5 should be sent via fax to 404.559.6198. All badges will be held for pick-up at registration.

The exhibiting company must certify that the names submitted for registration are employees or official representatives of the exhibiting company. **Your company will be held responsible for the action of anyone authorized to receive a badge under your company's name.**

Booth Descriptors

Get the most out of your exhibit by completing and submitting your descriptor in time to be published in the RCMI2012 Program Syllabus. Here's why it's important:

- Descriptors help to build traffic to your booth when attendees can read what your booth will offer.
- Descriptors can help determine your eligibility to exhibit and an appropriate space assignment; and
- Descriptors assist us in providing post-conference information to attendees and others.

Writing Your Descriptor

Your description will appear under the company name listed on the exhibit application. All booth description write-ups should be typed and in paragraph form. The description should be brief and factual information on the products, services, or practice opportunities you will exhibit and should not be a commercial for your products or services.

The descriptor should be **no longer than 50 words** (additional words will be omitted). Descriptors may be edited at the discretion of RCMI2012 without final approval by the exhibitor. Also, please indicate any registered trademarks or other proprietary indicia. When writing your description use ® or (R) for registered product names and ™ or (TM) for all trademarks. Be sure to type parentheses when indicating symbols. Use quotation marks for publication names.

Exhibitor Responsibilities

It is the responsibility of the exhibitor to provide this brief descriptor. RCMI2012 staff will not follow-up to ensure your completion of this task. If the description is not provided, **ONLY** the name of the exhibiting company or organization and the booth number will appear. The 50-word description must be received by the RCMI2012 Conference Secretariat no later than **October 5, 2012** in order to be listed in the RCMI2012 Program Syllabus.

Late Applications

In the event an exhibitor application is received after October 5, 2012, your company name will not be listed in RCMI2010 print material.

Guest Policy

There will be **NO** guest passes made available for your clients to visit your exhibit. Any individual wishing to visit exhibits must register accordingly (<http://regonline.com/RCMI2012>). Upon registration, the appropriate badges will be available for pick-up at the registration desk.

II. Pre-RCMI2012: Space Assignment

Initial Space Assignments

The organization name listed on the exhibit application will be the name that will appear in all RCMI2012 print material. Space assignments and confirmations will be made by October 19, 2012. After space assignments have been made, all additional space assignments will be made on a first-come first-served basis.

Booth Relocation

RCMI2012 will not relocate booths, unless an unforeseen circumstance prevails and relocation is totally unavoidable. In this rare occasion, the exhibitor will be notified and the reason for relocation will be explained. The affected exhibitor will be given the option to cancel in the event the reassigned space is not acceptable to the exhibitor.

Floor Plan Revisions

In the event of conflicts regarding space requests or conditions beyond its control, the RCMI2012 Planning Committee reserves the right to revise the floor plan.

III. Pre-RCMI2012: Exhibitor Eligibility Requirements

Eligibility to Exhibit

Exhibits at the 13th RCMI International Symposium on Health Disparities are intended to offer exhibitors an opportunity for one-on-one communication with attendees. Guided by the provisions set forth herein, the RCMI2012 Planning Committee retains sole authority to determine the eligibility of any company or product to exhibit.

Exhibits will not be accepted if the RCMI2012 Planning Committee deems them to include false or misleading statements.

Displays for tobacco products and alcoholic beverages will not be accepted.

No exhibit will be accepted if the RCMI2012 Planning Committee determines the exhibit is in poor taste, offensive to persons in attendance, promotes an activity that is unethical or illegal or in general, is not keeping with the character and purpose of the 13th RCMI International Symposium on Health Disparities. In addition, the RCMI2012 Planning Committee may forbid installation or require removal of any exhibit or promotion, wholly or in part, which in the sole opinion of the Committee is objectionable.



IV. Onsite Rules

Onsite Check-In

When arriving at the venue, exhibitors should report directly to the registration area in the Sheraton Puerto Rico Hotel to receive registration packets and other information.

Registration Hours

December 9, 2012	8:00 AM – 5:00 PM
December 10, 2012	7:00 AM – 7:00 PM
December 11, 2012	6:30 AM – 3:30 PM
December 12, 2012	6:30 AM – 3:30 PM
December 13, 2012	6:30 AM – 12:30 PM

Exhibitor Service Desk

The Exhibitor Service Desk will be located in the Puerto Rico Convention Center to assist with Installation and Dismantling Services.

Service Desk Hours

December 10, 2012	7:30 AM – 5:00 PM
December 11, 2012	10:00 AM – 7:00 PM
December 12, 2012	7:30 AM – 8:30 PM
December 13, 2012	6:30 AM – 12:00 PM

Exhibit Hours

December 10, 2012	7:00 PM – 9:00 PM
December 11, 2012	10:30 AM – 7:00 PM
December 12, 2012	8:00 AM – 4:15 PM

Exhibit Installation

December 9, 2012 (IMS)	1:00 PM – 5:00 PM
December 10, 2012 (Exhibitors)	8:00 AM – 5:00 PM

All exhibit construction and/or vendor set-up in the exhibit hall must be completed by 5 PM on Monday, December 10, 2012. The RCMi2012 Exhibitor Coordinator reserves the right to assign labor to setup any display that is not in the process of being erected by 2 PM on Monday, December 10, 2012. The exhibitor will pay the charge for this labor. An Exhibitor Service Desk will be available during installation, show, and dismantle times.

All trash, crates, cartons, and containers must be labeled and ready for removal by 4:30 PM on Monday, December 10, 2012 (prior to the opening of the Exhibition).

Any exhibitor placing empty crates, cartons, or containers in the aisles after aisle carpet has been installed and/or after aisles have been cleaned, will be charged for removal and re-cleaning.

Exhibit Dismantle

December 13, 2012 7:00 AM – 12:00 PM

Exhibits must remain intact until 4:30 PM, December 12, 2012. To maintain show integrity, dismantling or packaging of materials/supplies can begin only at the designated times.

All exhibit personnel who are not responsible for coordinating the physical dismantling of the exhibit must vacate the exhibit hall during dismantling hours.

Installation and Dismantle Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. RCMi2012 or its vendors cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor via the labor order form included in this prospectus.

Children are not allowed on the exhibit floor during installation and dismantling.

ADA Requirements



Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act within their booth and assigned space to ensure access into their booth.

Booth Decoration

Booths are available in increments of 10' x 10' spaces, and are equipped with pipe and drape, 6' x 30" draped table, 2 side chairs, 1 waste basket, standard carpet, and an identification sign. A complete list of equipment and service prices is available in the [Exhibitor Services Manual](#).

Booth and Exhibitor Activities

Staffing

As a courtesy to RCMi2012 participants and your fellow exhibitors, exhibitors must open their exhibits 30 minutes prior to the scheduled Exhibition opening hour and staff the booth until the scheduled closing of Exhibit Halls each day.

As a condition for exhibiting, each exhibitor shall agree that they, their employees, and their agents observe all policies, rules, and regulations as described in this Exhibitor Prospectus and the Attached Service Kit.

After-Hours Admission to Exhibit Hall

Exhibitors wearing badges may access the exhibit hall one-half hour before opening or one-half hour after the close of the exhibition.

Exhibit Hall Environment Sound and Audiovisuals

Films, video, and audio recordings may be used provided they are of educational and informative value. Screens and receivers must be placed inside the booth (not in the aisles) so that sound may not interfere with the sessions or other surrounding booths. RCMi2012 reserves the right to determine the need to discontinue sound. Music licensing for video and audio recordings is the sole responsibility of the exhibitor.

Noise/Odors

Exhibitors may not use audible electronic or electrical devices that might prove objectionable to attendees or other exhibitors because of noise, odor, or other annoyance. The Exhibits Coordinator reserves the right to determine at what point sound or odor interferes with others and must be discontinued.

Contests

Exhibitors are not permitted to conduct contests or drawings in their booths without permission of the RCMi2012 Planning Committee. However, upon approval, contests and prizes must be educational and of no personal benefit.

Giveaways

Exhibit giveaways should be inexpensive and relevant to the mission of the conference.

Printed Materials

Distribution of educational material (including audio and video recordings and books) by exhibiting companies or their agents is limited to the area occupied by the exhibiting company.

Security/Exhibitor Responsibility

RCMi2012 cannot guarantee against loss or damage of any kind. It is recommended that you do not place products or any other items of value on display in your booth(s) until your company's representatives



are in attendance. If any items of value are missing, please contact security immediately. In addition, to avoid theft, you are encouraged to label all boxes with wording such as "Exhibit Material" instead of using the product or giveaway name or description. We suggest that products are not delivered to your booth until someone is present. To facilitate this, check at the Exhibitor Service Desk for arrangements.

It is recommended that exhibitors take any valuable portable items out of their booth space during off hours. If exhibitors desire additional security, procedures for arranging this may be made through the RCMi2012 selected Security Company.

Prohibited in Exhibit Hall

Companies may not display or demonstrate products or services, solicit orders, or distribute advertising materials at any location (within or outside the exhibit hall) other than in their assigned booth.

Alcoholic beverages are not permitted during installation and dismantle.

It is a policy of RCMi2012 that the use of tobacco products is strictly prohibited in all convention and hotel meeting rooms and hallways hosting RCMi events. Thank you for **NOT** smoking.

Fire Precautions

Fire exits must be kept unobstructed at all times and notices of their locations kept clearly visible to all attending the function. Where indicated, fire resistant doors must be kept closed. Fire exit doors must not be kept locked or fastened so they can be immediately opened by persons on their way out of the function premises. Escape corridors are to be kept clear from obstruction. Curtains, drapes, and other decorative materials hung or fixed on exhibitor booths must be either noncombustible or inherently nonflammable.

Dangerous Exhibits and Substances

No flammable, explosive, or hazardous substance may be brought into the Convention Center. Material alterations may not be made to the internal arrangements of the premises or of the venue's furniture or equipment without prior written consent of the Licensing Authority. If such consent is required, a written request shall be made to the Puerto Rico Convention Center at least 30 days prior to the function so that approval can be sought.

Electric signs and equipment must be wired to meet local fire code specifications.

Damage to Exhibition Building, Fixtures and Fittings

Painting is not allowed in the exhibition hall at any time during the buildup or show times. Nails, screws or other fixtures may not be driven into any part of the exhibition building, including floors and shell scheme, nor may any part of the exhibition building be damaged or disfigured in any way. Should any damage occur, the responsible exhibitor shall be held liable for reparation charges incurred.

V. Onsite Regulations

Noncontracted Exhibit Space

Persons, companies, or organizations that have not contracted with RCMi2012 to occupy space in an exhibit booth will not be permitted to display or demonstrate products, processes or services, solicit orders, or distribute advertising materials in the convention center, parking lots, or in any hotel contracted by RCMi2012. Noncompliance with this regulation will result in the prompt removal of the offending person and property from that area.

Use of Nonofficial Contractors

Coordination with nonofficial contractors is the responsibility of the exhibiting company. RCMi2012 staff cannot work directly with nonofficial contractors unless a formal request is made and the following provisions are met:

A request is submitted to the RCMi2012 Exhibits Coordinator in writing by November 9, 2012 and includes:

- Name, address, telephone number, and contact of the nonofficial contractor;
- Name(s) of on-site supervisor(s);
- Name(s) for work passes for installation and dismantle labor; and
- Insurance certificate in the amount of \$1,000,000 liability to include property damage from December 9-13, 2012.

The nonofficial contractor is considered an agent of the exhibiting company and will be held and bound by RCMi2012 rules and regulations.

Upon arrival at the Puerto Rico Convention Center, all nonofficial contractors must check in at the Exhibit Support Desk to receive work passes for exhibit hall admittance. They will be required to verify names for requested badges. The badges will be given to the first registering supervisor from each company.

RCMi2012 installation and dismantle rules must be followed. Work must be performed within the Symposium's established deadlines and conducted in a professional manner.

The RCMi2012 Exhibit Coordinator reserves the right to remove nonofficial contractors whose actions jeopardize the timely opening of the exhibition or whose employees fail to observe the rules and regulations contained in this Exhibitors Service Kit. This includes the no smoking policy.

The exhibiting company is responsible for the actions of its appointed nonofficial contractor and is subject to violations incurred by the nonofficial contractor. Any objectionable practices by exhibitors or official suppliers should be reported to RCMi2012 personnel immediately.

Liability

Neither RCMi2012 sponsor, contractor, or vendor representatives or employees, the Puerto Rico Convention Center, nor the Sheraton Puerto Rico Hotel and Casino, its representatives or employees, will be responsible for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit contract. Each exhibitor must make provision for the safeguarding of his goods, materials, equipment, and display at all times. General conference monitors will be employed by RCMi2012 for the exhibition period. However, the furnishing of such monitors shall not be deemed to affect the non-liability of RCMi2012, the Puerto Rico Convention Center, the Sheraton Puerto Rico Hotel and Casino, or their officers, representatives, and employees. The Exhibitor agrees, by **Registering as an Exhibitor** to insure itself, at its own expense, against property loss or damage, and against liability for personal injury. In case that said premises shall be destroyed by fire or the elements or by any cause, or in the case of government intervention or regulation, military activity, strikes, or any other circumstances that make it impossible or inadvisable for RCMi2012 to hold the show at the time and place provided in the application/contract for exhibit space, then and thereupon the contract shall terminate and the Exhibitor shall waive any claim for damages or compensation, and there shall be no further liability on the part of either party.



Insurance

The organizers expressly decline responsibility for any loss or damage, which may befall the person or property of the exhibitors, their contractors or visitors from any cause whatsoever. Exhibitors are recommended to insure their liability under a Public Liability Policy for any claims arising out of its own negligence or that of its employees or agents.

VI. Exhibitor Advertisements

In addition to exhibit space, or as an alternative, advertisements provide an opportunity for your company to share upcoming educational events, career opportunities, and the like. **Commercial product endorsements and promotional activities are prohibited.**

All ads must be reviewed for appropriateness and will be accepted accordingly. For inquiries, contact exhibitors@rcmibiennial.org.

FEES PER ADVERTISEMENT <small>For discounted rates to apply, funds must be received by the respective deadline.</small>	Before 9/1/2012		9/2/2012 – 10/5/2012	
	Non-Profit	For-Profit	Non-Profit	For-Profit
Full Page 8.5" x 11"	\$750	\$1,000	\$950	\$1,250
Half Page 8.5" x 5"	\$425	\$750	\$550	\$950
Quarter Page 4.25" x 5"	\$250	\$500	\$300	\$625

Mechanical Requirements

Ads may be submitted in Illustrator, EPS, TIFF, or Photoshop files (minimum 300 DPI, with 1/4" margin, 1/4" bleed, and 1/8" bleed).

VII. Lodging

All hotel reservations should be made directly with the Sheraton Puerto Rico Hotel. To reserve lodging:

- 1) Telephone +1.866.932.7269 and refer to the group name 13th RCMI International Symposium on Health Disparities to receive discounted rate; or
- 2) Online registration at www.rcmibiennial.org (click on link for Venue).

Guest Room Rate

Guest room rates for RCMI2012 group at the Sheraton Puerto Rico Hotel are \$140 for single and double occupancy, \$170 triple, and \$200 for quadruple occupancy. Room rates are quoted in US dollars are subject to applicable state and local taxes (currently 11%), a 14% Hotel Service Fee, and a mandatory \$5.00 per person one-time bellman gratuity. Rates may be available 3 days prior and 3 days after the Event Dates subject to availability of guest rooms at the time of reservation.

Lodging Discount Deadline - November 5

After November 5, 2012 (5 PM Atlantic Time), it is at the hotel's discretion whether to accept additional reservations, which will be subject to prevailing rates and availability.

Guest Deposits / Room Cancellations

A deposit equal to one (1) night room and tax will be charged at the time a guest makes a room reservation, and upon check-in, will be applied towards the guest's bill. Deposits paid by guests are refundable if notice is received by the Hotel at least seven (7) days PRIOR to arrival and a cancellation number is obtained.

Early Departure Fees

An early departure fee of \$75 will apply if an attendee checks-out prior to the confirmed checkout date.

VIII. Air Travel

The Sheraton Puerto Rico Hotel / Puerto Rico Convention Center is serviced by the San Juan Luis Muñoz Marín International Airport (SJU).

IX. Ground Transportation

The Sheraton Puerto Rico Hotel is only a short drive from the San Juan Luis Muñoz Marín International Airport (SJU). Follow signs in either airport for ground transportation and taxi service. There are two types of taxis in the San Juan Airport district; Touristic cabs and regular cabs. In general, touristic cabs charge by the zone and number of bags. Regular cabs are metered.

Getting Around By Car

A wide range of rental car companies are available at the airport. Additionally, Avis Car Rental is located conveniently on property in the parking garage.

For more information on getting to the venue, visit the Symposium Travel and Lodging page via <http://www.rcmibiennial.org/travelandlodging.html>.

X. Parking

Valet parking service is available on a first come first served basis (spaces are limited). Attendees are responsible for any parking fees incurred as a result of this conference. Valet charges will be applied to your guest folio.

Contact the hotel directly at +1.787.993.3500 to inquire about parking fees and additional parking options.

XI. Special Needs

If you have a disability and require special accommodations to fully participate, please contact the Sheraton Puerto Rico Hotel guest services at +1.787.993.3500 prior to the conference to make arrangements.

**13th RCMI International Symposium
on Health Disparities**

December 10-13, 2012

Puerto Rico Convention Center

San Jaun, Puerto Rico

RCMI



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Exhibitor Services Manual



You can order most services online quickly and easily!
Visit inclusivemanagement.com and select 'ORDER ONLINE' to begin.



RCMI 2012
December 10 - 13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
100 Convention Blvd.
San Juan PR 00907

Welcome to RCMI 2012 Conference

Dear Exhibitor:

Inclusive Management Services, Inc. (IMS) is pleased to have been selected to serve as General Services Contractor for the upcoming RCMI 2012, International Symposium on Health Disparities.

The following pages contain all of the forms necessary to aid and insure a successful event. If you don't see what you need, or if you have questions, call us. We're here to help!

Please note: Even if you are not ordering furnishings, each exhibitor is required to have an IMS completed Payment Policy on file in order to have materials delivered to your booth.

This section contains the necessary information and forms for service we provide, such as rental furnishings, carpet, custom rental units, material handling, and I & D labor. For any services you require please print and fill out the necessary forms and return to the contractors' fax number designated on the form, along with the completed Payment Policy form.

We look forward to a successful event and please don't hesitate to contact your customer service representative at (817) 337-3050, should you have any questions.

Sincerely,

Inclusive Management Services, Inc.



Inclusive Management Services strongly recommends that you familiarize yourself with all the information included in this Exhibitor Service Manual. The information will benefit you as to certain procedures to insure a successful event. However, in order to expedite this process there are links to the listed pages below. Just click on the desired page and it will take you directly to that section in this manual.

TABLE OF CONTENTS

use the links below to skip to specified sections of the kit

- [Welcome Letter](#)
- [Fast Facts](#)
- [Payment Policy Authorization Form](#)
- [Payment Policy Terms and Conditions](#)
- [Limits of Liability](#)
- [Intent To Use Non Official Contractors](#)
- [Non Official Contractor's Rules & Regulations](#)
- [Third Party Payment Statement of Terms](#)
- [Pre Show Order Information](#)
- [Standard Furniture Order Form](#)
- [Standard Furniture Brochure](#)
- [Display Components Order Form](#)
- [Display Component Brochure](#)
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- [Material Handling Rates](#)
- [Special Handling Definitions](#)
- [Material Handling ReCap](#)
- [Warehouse Shipments](#)
- [Shipping Labels Warehouse](#)
- [Direct Shipments to the Convention Facility](#)
- [Shipping Labels Convention Facility](#)
- [ABF Show Carrier](#)
- [Installation & Dismantling Order Form](#)
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- [Supervised Labor](#)
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- [Preferred Formats for Incoming Graphics](#)
- [Electrical](#)
- [Audio/Visual Order Form](#)
- [Internet Order Form](#)
- [Internet Payment Form](#)

Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
 The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
 717 West Park Drive, Keller, TX 76248
 Phone 817-337-3050 • Fax 888-301-1273
 service@inclusivemanagement.com

General Show Information

Aisle Carpet: Blue
 Show Colors White
 Ceiling Height: 30'
 Booth Size: 10' x 10'

Each 10'x10' Booth Includes:

- White Drape Backwall w/ 3'(h) dividers
- Blue Carpet w/ Padding
- 6' x 30" White Skirted Table
- (2) Side Chairs
- Wastebasket
- 7" x 44" Booth ID Sign

*changes to booth package such as colors and quantities are available at an additional charge. Please refer to order forms for options and prices.



IMPORTANT DATES

Nov. 12, 2012	Shipments may begin to arrive at warehouse
Nov. 19, 2012	Discount Deadline for orders received with payment
Nov. 9, 2012	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Dec. 5, 2012	Last day for Advance Shipments to arrive at the warehouse without surcharges
Dec. 9, 2012	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

EVENT SCHEDULE

Monday, December 10

Exhibitor Move In	8:00 AM - 5:00 PM
Service Desk	7:30 AM - 5:00 PM
Welcome Reception/Exhibits/Poster Session I	7:00 PM - 9:00 PM
Cyber Cafe	8:00 AM - 9:00 PM

Tuesday, December 11

Exhibit Hours	10:30 AM - 7:00 PM
Service Desk	10:00 AM - 7:00 PM
Poster Session II	5:00 PM - 7:00 PM

Wednesday, December 12

Exhibit Hours	8:00 AM - 4:15 PM
Service Desk	7:30 AM - 4:30 PM
Poster Session III	2:45 PM - 4:15 PM

Thursday, December 13

Exhibitor Move Out	7:00 AM - 12:00 PM
Service Desk	6:30 AM - 12:00 PM

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 12:00 PM on Thursday, December 13, 2012.
 Exhibitor is responsible for contacting their carrier.

All carriers must check in by 12:00 PM on Thursday, December 13, 2012.

IMS reserves the right to force and/or re-route any freight not removed from the floor
 by 12:00 PM on Thursday, December 13, 2012

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

PLEASE READ CAREFULLY:

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check, or bank transfers. Purchase Orders are not considered payment. All payments must be made in US Funds drawn on a U.S. Bank

Chargebacks—there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards—if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds—there will be a \$35.00 fee on all returned checks

Wire Transfer—Please contact our office for wire transfer information 817-337-3050 ext. 5.

***Third Party Billing**—*Each exhibiting firm is ultimately responsible for all charges incurred on its behalf.* IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

*If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show. **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check or bank wire transfer; however, **we require your credit card charge authorization to be on file with IMS.** You agree to late fees up to 1.5% per month on any balance left without appropriate card on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.*

Initials of authorized signature from Payment Policy Authorization Form _____

IMPORTANT: **any unauthorized representatives wishing to place an order at show site must provide a personal credit card**

Will your representative be authorized to order additional equipment and comply with above payment policy?
Yes _____ No _____

If yes state the name of the representative _____

Company Name _____

Booth # _____

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1. IMS and its contractors shall not be liable for damage, loss, or delay to uncrated freight improperly packed, glass breakage or concealed damage.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by IMS or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that IMS and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are IMS and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to IMS or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.

3. IMS and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to IMS in time to obtain the proper equipment.

4. IMS and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.

5. IMS and its contractors shall not be liable for ordinary wear and tear in handling of equipment.

6. It is understood that IMS and its contractors are not insurers. Insurance if any, shall be obtained by the Exhibitor. Amounts payable by IMS hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's

property. It is further understood and agreed that IMS and its contractors do not provide for full liability should loss or damage occur. In the event that IMS or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by IMS, its contractors or their employees.

7. IMS and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to delay any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the Exhibitor's materials.

8. Claims for loss or damage must be submitted to IMS by the close of the show. No suite or action shall be brought against IMS or its contractor more than one year after the cause of action accrues.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that IMS and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of IMS or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that IMS or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. IMS and its contractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipment will be delivered

to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the IMS Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and IMS and its contractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, IMS shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await exhibitor's shipping instructions, and the exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. IMS assumes no liability as a result of such rerouting or handling.

13. The Exhibitor agrees, in the event of a dispute with IMS or its contractors relative to any loss or damage to any of the Exhibitor will not withhold payment in any amount due to IMS for freight handling services or any other services provided by IMS or its contractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay IMS prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against IMS or its contractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.

15. No credit or refund will be issued close of event.

16. Consignment of shipments to IMS, Inc. and/or acceptance of shipments by IMS, Inc. shall constitute an agreement of all terms & conditions set forth in this manual.



I have read and agree to this Limits of Liability:

Signature of authorized personnel

Title

Date



RCMI 2012
December 10 - 13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
100 Convention Blvd.
San Juan PR 00907

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Inclusive Management Services, Inc., IMS, no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the Show Office.

Notification Deadline Date: NOVEMBER 9, 2012

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

FULL NAME OF NON-OFFICIAL CONTRACTOR: _____

COMPLETE ADDRESS: _____

CITY: _____ STATE _____ ZIP CODE _____

AUTHORIZED NAME AND TITLE: _____

AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NON-OFFICIAL CONTRACTOR "SHOW-SITE" REPRESENTATIVE (If not the same as above): _____

DIRECT PHONE NUMBER: _____

TYPE OF SERVICE TO BE PERFORMED: _____

Please fax form to 888.301.1273 by the deadline stated on this form



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INTENT TO USE NON OFFICIAL CONTRACTOR



RCMI 2012
December 10 - 13, 2012
Sheraton Puerto Rico Hotel
Puerto Rico Convention Center
100 Convention Blvd.
San Juan PR 00907

Notification Deadline Date: NOVEMBER 9, 2012

Inclusive Management Services, Inc. IMS, has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A Non-Official Contractor Is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.

1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibitor Crew" badge at the Show Office. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules.
3. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than NOVEMBER 9, 2012.

- INTENT TO USE NON-OFFICIAL CONTRACTORS" form, which is located on the following page of this manual.
- Liability "Certificate of Insurance" form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor-appointed contractor must maintain at least \$1 million in Employer's Liability, General Liability, Automobile Liability and Worker's Compensation as required in the state the exposition is located.) **When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.**

IF BOTH THE "INTENT TO USE NON-OFFICIAL CONTRACTORS" FORM AND "CERTIFICATE OF INSURANCE" ARE NOT SUPPLIED TO IMS BY NOVEMBER 9, 2012, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.





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Notification Deadline Date: NOVEMBER 9, 2012

IMS will present invoices to third parties at the show site for payment of all services rendered to exhibitors provided the following conditions are met:

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form.
2. The payment record of the third party must be acceptable to IMS. Also, the charge card information must be completed and submitted to IMS as a deposit for the show.
3. If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied. Please do not forget to fill out the credit card authorization form.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of the invoice at the show site, such charges will be presented to the exhibiting firm for payment. ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

EXHIBITING FIRM: _____ BOOTH # _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

DISPLAY HOUSE NAME/THIRD PARTY PAYER: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

AUTHORIZED NAME & TITLE: _____ AUTHORIZED SIGNATURE: _____

PHONE NUMBER: _____ FAX NUMBER _____ EMAIL _____

ITEMS TO BE BILLED TO THIRD PARTY: _____

Specify Material Handling, Furnishings, etc. or ALL. If no specific items are listed ALL charges will be billed to the below credit card.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual. Please be sure that the address below matches the address for the credit card provided or it will be declined and we will need you to resubmit payment with a different card.

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

Card Holders Name - Please Print

Card Holders Signature (Required for Processing)

Billing Address

City

State

Zip

Phone Number

Fax Number

Booth Number

E-Mail Address

E-Mail Address to send Invoice

All information must be provided for order to be processed.

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate ☐ Personal

Fax form to **888-301-1273** along with completed payment policy



Notification Deadline Date: NOVEMBER 9, 2012

PLEASE READ

Your signature to the Payment Policy form signifies that you understand and agree to all terms below.

Payment for Services—IMS requires payment in full at the time services are ordered. Further, IMS requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial payment, including but not limited to any shipping charges.

Discount Prices—To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment—IMS accepts MasterCard, VISA & American Express, Check or bank transfers. Purchase Orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank.

Chargebacks— there will be a \$25.00 fee on all chargebacks that are made by the exhibitor unless they have contacted IMS first to inquire

Declined Credit Cards - if a credit card supplied is declined we will need to have another card on file. If you prefer us to try and reuse the card supplied there is a charge of \$25 for each time it is run and not approved.

Insufficient Funds - there will be a \$35.00 fee on all returned checks

Wire Transfer— Please contact our office for wire transfer information 817-337-3050 ext. 5. If you have any questions regarding our payment policy, please call exhibitor services at 817-337-3050 or visit our Service Desk at the show.

Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or wire transfer; however, **we require your credit card charge authorization to be on file with IMS.**

Third Party Billing—Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. IMS reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Adjustments and Cancellations—Adjustments to your invoice will not be made after the close of show. Some items, services and labor are subject to cancellation fees. Refer to each order form for details. Understand that the total on the calculation of orders may not directly reflect your final invoice due to any additions to the order on site or any errors made in the calculation total prior to order entry.

Authorized Signature of Credit Card Provided _____ Date _____

Exhibiting Firm: Booth # _____





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Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allows before each Deadline Date. Make checks payable to Inclusive Management Services, Inc.. **Orders with payment received after the Deadline Date will be charged showsite prices.**

TO SUBMIT FORMS TO Inclusive Management Services, INC., we suggest the following procedure:

- A. Complete the necessary Inclusive Management Services, Inc. forms and calculate the cost of each order
- B. Review and fill out the PAYMENT POLICY carefully. **ORDERS WILL NOT BE PROCESSED WITHOUT A COMPLETED CREDIT CARD AUTHORIZATION FORM ON FILE.**
- C. Complete the COST CALCULATION WORKSHEET.
- D. For your files, make a photocopy of all the Inclusive Management Services, Inc. order forms prior to submitting completed forms to IMS.

Fax or mail this set of documents to:

Inclusive Management Services, Inc.
717 West Park
Keller, Texas 76248
Phone (817) 337-3050
Fax (888) 301-1273

FOR FORMS GOING TO THE OTHER OFFICIAL SUPPLIERS

(Internet/telecommunications, photography service, etc.), please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

FOR ORDERS SUBMITTED AFTER THE DEADLINE DATE

If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions after the deadline date. Note that these will be charged at the showsite rates.

FOR SHOW SITE ORDERS

Simply order from Inclusive Management Services, Inc. staff at the Customer Service Center on the Exhibition floor. We will be fully staffed during all set up hours to accommodate any additional requests you may have. Payment by credit card will be required at the Customer Service Center for all show site orders.



DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

FURNITURE ITEMS

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Side Chair	\$57.75	\$75.00	
	Arm Chair	\$65.75	\$85.50	
	Secretary Chair	\$112.25	\$145.95	
	Counter Stool	\$119.50	\$155.25	
	Directors Chair (30")	\$70.25	\$91.25	
	Directors Chair (40")	\$74.95	\$97.25	
	Pedestal Table 30" H x 36" W Black or White	\$120.00	\$156.00	
	Pedestal Table 40" H x 36" W Black or White	\$155.00	\$198.00	
	Bistro Table 30"H x 30"W Black or White	\$115.50	\$150.25	
	Bistro Table 40"H x 30"W Black or White	\$126.25	\$164.25	
	Coffee Table 18" H	\$89.25	\$116.00	
	Sign Holder	\$78.75	\$102.50	
	Literature Stand	\$99.75	\$129.75	
	Bag Stand	\$73.50	\$95.50	
	Easel	\$50.25	\$63.25	
	Wastebasket	\$19.00	\$24.75	

ADDITIONAL DRAPERY

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4th Side Draped	\$53.75	\$69.75	
	3' Linear	\$12.95	\$16.75	
	8' Linear	\$19.25	\$25.00	

DRAPED TABLES (30" High)

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$97.95	\$127.25	
	6' Long 30" High	\$120.25	\$156.25	
	8' Long 30" High	\$145.75	\$189.50	

DRAPED TABLES (42" High)

Check color choice: ☐ Gold ☐ Green ☐ Teal ☐ Red

☐ Black ☐ Blue ☐ Silver ☐ White ☐ Burgundy

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 42" High	\$117.00	\$152.00	
	6' Long 42" High	\$145.75	\$189.50	
	8' Long 42" High	\$167.75	\$218.00	

UNDRAPE TABLES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	4' Long 30" High	\$82.50	\$107.25	
	4' Long 42" High	\$99.00	\$128.75	
	6' Long 30" High	\$93.50	\$121.50	
	6' Long 42" High	\$110.00	\$143.00	
	8' Long 30" High	\$110.00	\$143.00	
	8' Long 42" High	\$126.50	\$164.50	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

TOTAL \$ _____

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy

SEATING



Side & Arm Chairs

May be square or round back
dependent on availability



Counter Stool



Secretary Chair

TABLES



Cocktail Table - 18" Square

Call for Availability

Coffee Table



Pedestal & Bistro Tables



ACCESSORIES



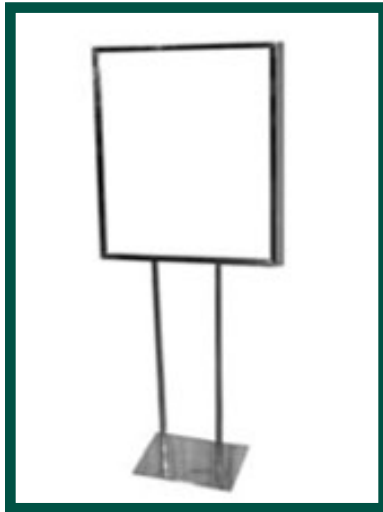
Bag Stand



Easel



Wastebasket



Sign Holder



Literature Stand



Garment Rack

Call for Availability



Fish Bowl



DISPLAY TABLES



Display Tables



Display Cubes

Display Tables

Please refer to the order page for a complete list of table sizes.

Display Cubes

*Subject to availability - sizes vary
Contact your CSR with inquiries.*

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

RECEPTION COUNTERS

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
Special Color ☐ Blue ☐ Green ☐ Red
Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half Round Counter Standard Color	\$450.00	\$585.00	
	Half Round Counter- Special Color	\$550.00	\$715.00	
	Half Round Counter- Special Fabric	\$550.00	\$715.00	

4 FT SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$295.00	\$350.00	
	Full View	\$295.00	\$350.00	

6 FT SHOWCASES

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Half View	\$325.00	\$395.00	
	Full View	\$325.00	\$395.00	

SYSTEM DISPLAY PEDESTALS

☐ White ☐ Black

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	30 in H x 1/2 Meter Square	\$250.00	\$325.00	
	42 in H x 1/2 Meter Square	\$300.00	\$390.00	

COUNTER STORAGE UNITS (CREDENZA'S)

Check color/fabric choice

Standard ☐ White ☐ Black ☐ Gray
Special Color ☐ Blue ☐ Green ☐ Red
Special Fabric ☐ Gray Fabric ☐ Black Fabric

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Storage Unit Standard Color	\$290.00	\$375.00	
	Storage Unit Special Color	\$390.00	\$475.00	
	Storage Unit Special Fabric	\$365.00	\$450.00	
	2M Storage Unit Standard Color	\$425.00	\$515.00	
	2M Storage Unit Special Color	\$525.00	\$615.00	
	2M Storage Unit/ Special Fabric	\$500.00	\$590.00	

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.

TOTAL \$ _____

EXHIBITOR NAME: _____
BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



SHOWCASES & STORAGE UNITS



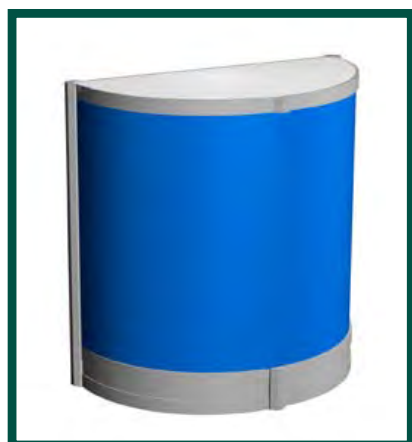
Full View Showcase
4ft x 1/2M x 42"T

Showcases available in
4 and 6 ft. lengths.



Storage Unit - Credenza
40"W x 21.5"D x 39"T

Storage Units available in
Sentra and Gray Braelock.



Half Round Reception Counter
60"W x 17"D x 34.25"T



Half View Showcase
2M x 1/2M x 42"T

Standard Colors



White



Black



Gray

Special Colors



Blue



Green



Red

Special Fabrics



Gray Fabric



Black Fabric



DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

CLASSIC CARPET - Carpet Ordered in Multiples are not Guaranteed a Color Match

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	9 ft. x 10 ft.	\$123.25	\$141.75	
	9 ft. x 20 ft.	\$216.75	\$249.25	
	9 ft. x 30 ft.	\$321.95	\$370.25	
	9 ft. x 40 ft.	\$360.40	\$414.45	

SPECIAL CUT CARPET - Minimum Order is 100 Square Feet (Choose from above colors)

Check color choice: ☐ Blue ☐ Gray ☐ Burgundy ☐ Teal ☐ Red ☐ Black ☐ Green

QTY.	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	per sq. ft. ____ x ____	\$3.00 sq.ft.	\$3.75 sq.ft.	

CUSTOM CARPET ORDER

Enhance the impression of your booth, plus enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental. Carpeting is 30oz. Stain-resistant Zeffron Nylon.

Other colors may be available; please call 817.337.3050 for additional colors and prices.

☐ Tuxedo ☐ Misty Gray ☐ Bay Water ☐ Cherry Red ☐ Burgundy ☐ Silver Mist
☐ Baby Blue ☐ Ebony ☐ Navy ☐ Sky Blue ☐ Dusty Rose ☐ Light Teal ☐ White

Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quote will be forwarded to you before we proceed.

CUSTOM CARPET COLOR (Check color above and put square footage here)

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$3.75/per SQ.FT. \$ _____
 After discount deadline @ \$4.75/per SQ.FT.

CUSTOM CARPET RENTAL PRICE order includes installation, poly covering and removal.

CARPET PADDING order includes installation and disposing of padding.

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$1.00 SQ. FT. \$ _____

CARPET VISQUEEN ORDER includes installation of Visqueen

BOOTH SIZE: _____ X _____ = _____ SQ. FT. @ \$0.65 SQ. FT. \$ _____

**Dont forget to order foam padding for added comfort
and that enticing, luxurious feel..**

EXHIBITOR NAME: _____

BOOTH #: _____

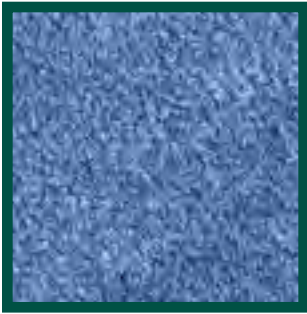
Fax form to **888-301-1273** along with completed payment policy

TOTAL \$ _____

Please Note: On items where a color choice is offered, if one is not chosen we reserve the right to choose one for you.



STANDARD CARPET



Blue



Green



Burgundy



Black



Gray



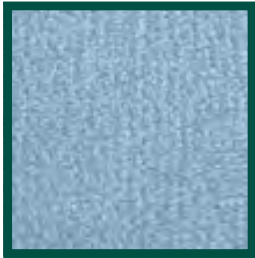
Teal



Red



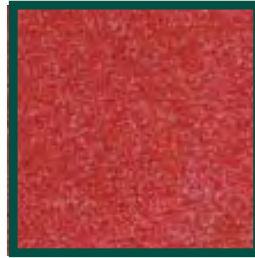
CUSTOM CARPET



Baby Blue



Baywater



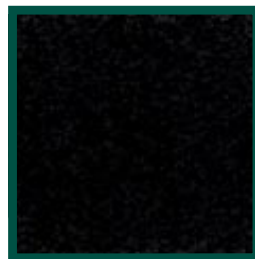
Cherry Red



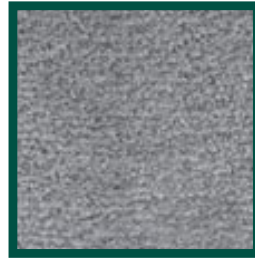
Burgundy



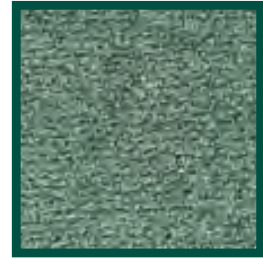
Dusty Rose



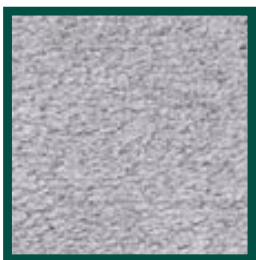
Ebony



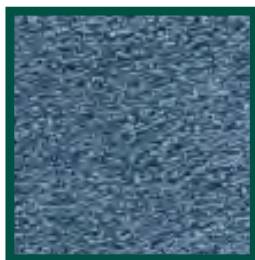
Gunmetal



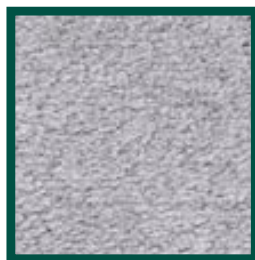
Light Teal



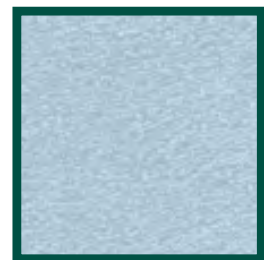
Misty Gray



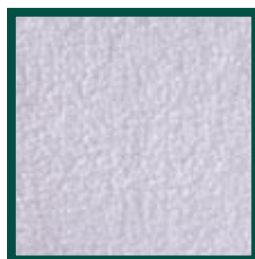
Navy



Silver Mist



Sky Blue



White



DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

MODEL NUMBER	DISCOUNT PRICE	STANDARD PRICE
Model #1	\$2,090.00	\$2,725.00
Model #2	\$2,420.00	\$3,150.00
Model #3	\$3,080.00	\$4,025.00
Model #4	\$4,290.00	\$5,575.00
Model #5	\$4,950.00	\$6,435.00
Model #6	\$5,060.00	\$6,595.00
Model #7	\$4,840.00	\$6,295.00

Package Includes:

- Installation & Dismantling
- Choice of Carpet Color
- Company ID Sign
- 2 stem lights per 10' unit

Package Does Not Include:
Exhibitor is responsible for ordering electrical outlet.
This is not included in the package.
Any furnishings; tables, chairs, etc. on the Options Pages.

Please Complete The Following:

Model Number: _____

Font Style: ☐ Futura ☐ Humanist ☐ PosterBodoni ☐ Times New Roman ☐ Other

Font Color: ☐ Black ☐ Blue ☐ Red ☐ Green ☐ Burgundy ☐ Teal

Carpet Color ☐ Black ☐ Blue ☐ Red ☐ Grey ☐ Hunter Green

Hardwall Panel Color: ☐ White ☐ Blue ☐ Green ☐ Gray ☐ Red

Fabric Walls check here ☐ Gray ☐ Black

Hardwall Panel Color/Fabric Choices (*back panels only*)

Panel 1 _____ Panel 2 _____ Panel 3 _____ Panel 4 _____ Panel 5 _____ Panel 6 _____

Identification Sign to Read: _____

Indicate Date & Time of Arrival: _____

ALL PANELS COME STANDARD WHITE - COLOR AND/OR FABRIC ADDITIONAL COST PER PANEL

Terms and Conditions. Must be signed for order to process

- *Payment may be made by check up to two weeks prior to the show opening.
- *All orders received after the Deadline Date will be processed at the After Deadline Price.
- *Exhibitor is responsible for all items for the duration of the show.
- *Charges are for rental of equipment only. All items remain the property of IMS.
- *No refunds/exchanges once show move-in begins. All claims or discrepancies must be settled prior to show closing.
- *IMS is not responsible for exhibit materials left in IMS rental exhibits or counter storage units.

I have read and understand the Terms & Conditions of my Agreement with IMS.

Signature _____

Date _____

TOTAL \$ _____

For a specially designed unit please contact our Customer Service Department at:

817-337-3050

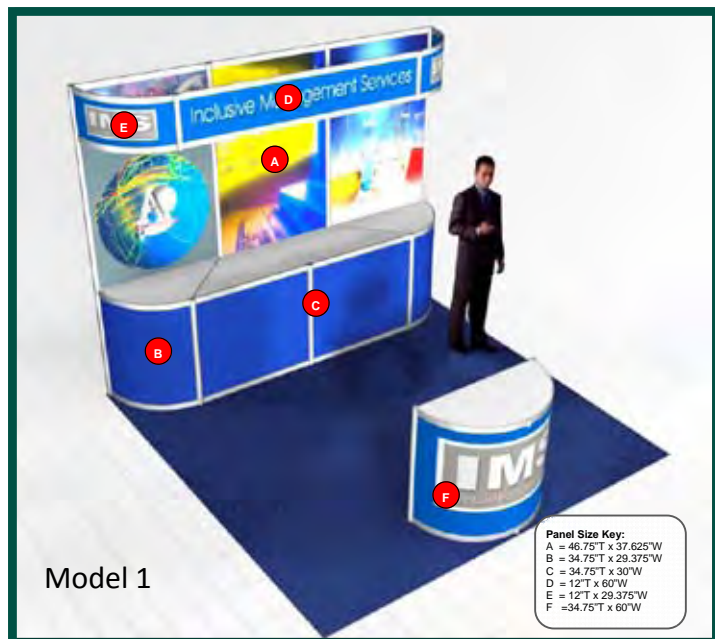
EXHIBITOR NAME: _____

BOOTH #: _____

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CUSTOM RENTAL UNITS



Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



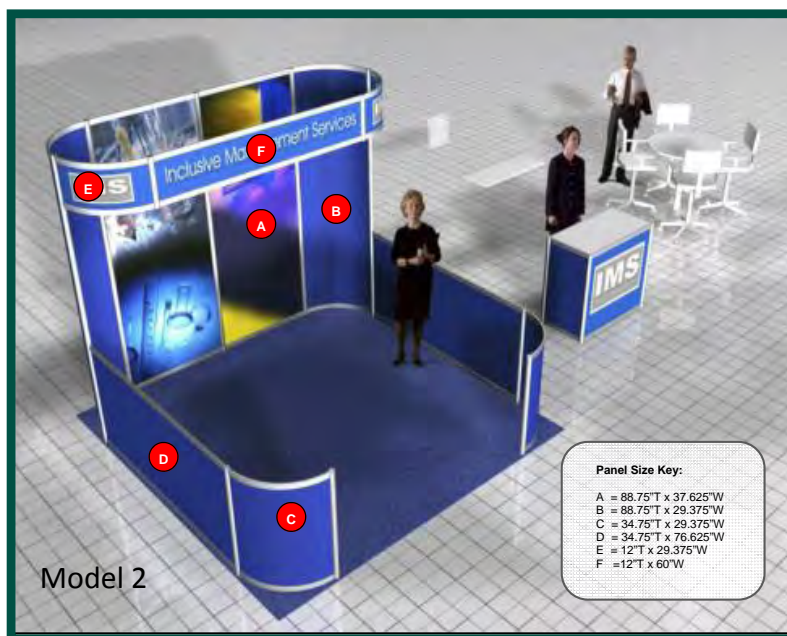
Red



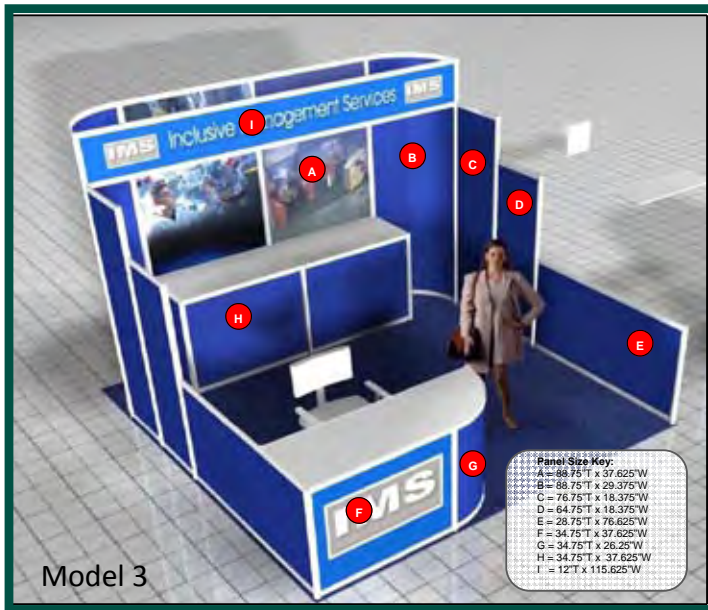
Gray Fabric



Black Fabric



CUSTOM RENTAL UNITS



Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



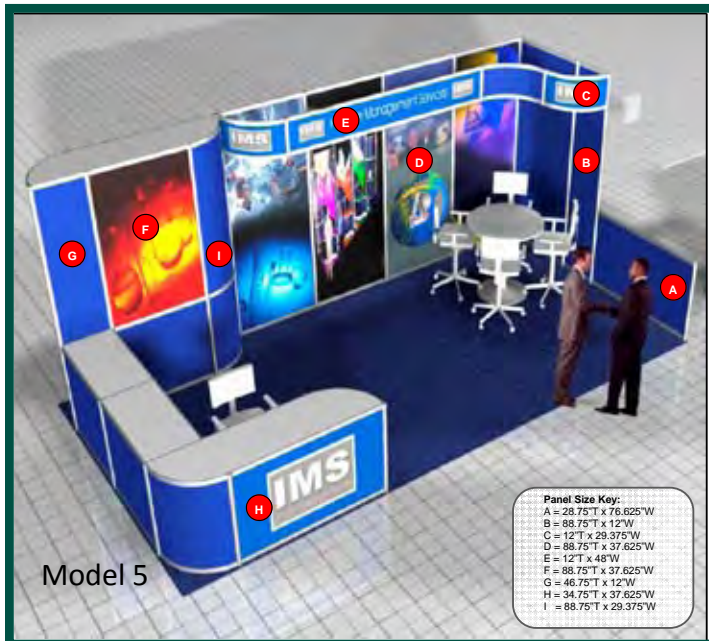
Gray Fabric



Black Fabric



CUSTOM RENTAL UNITS



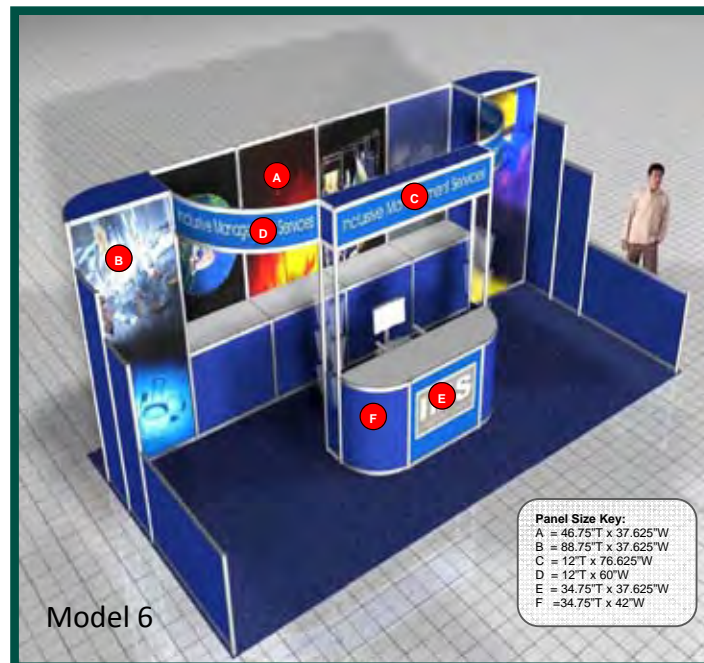
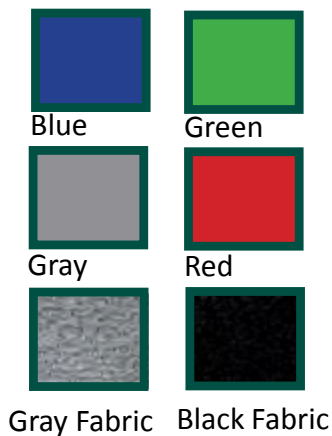
Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.

Hardwall panels also available in color and fabric choices below



CUSTOM RENTAL UNITS



Hardwall panels also available in color and fabric choices below



Blue



Green



Gray



Red



Gray Fabric



Black Fabric

Rental Units Include:

- Installation and Dismantling
- Choice of Standard Carpet Color
- Booth Header with Company Name
- 2 Stem Lights Per 10 Ft. Unit
- Standard White Hard Panel Walls

Custom Graphics and Company Logo available upon request for additional charge.

Graphics and Logo to be provided by exhibitor in correct format.



DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

LOUNGE, ARM & ACCENT CHAIRS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SBC01	Barcelona Chair	Black	\$178.55	\$232.12		
SBC02	Barcelona Chair	White	\$178.55	\$232.12		
SGMA01	Grand Modele Armchair	Black	\$125.00	\$162.50		
SGMA02	Grand Modele Armchair	White	\$125.00	\$162.50		
SDAC	Demask Accent Chair	n/a	\$111.00	\$144.30		
SAAC01	Antique Arm Chair	Black	\$252.75	\$328.58		
SAAC02	Antique Arm Chair	White	\$252.75	\$328.58		
SBCC01	Bicast Chair	Black	\$179.25	\$233.03		
SBCC02	Bicast Chair	White	\$179.25	\$233.03		
SMCC01	Modern Club Chair	White	\$130.25	\$169.33		
SMCC02	Modern Club Chair	Orange	\$130.25	\$169.33		
SMCC03	Modern Club Chair	Navy	\$130.25	\$169.33		
SBSC	Bucketeer Swivel Chair	White	\$154.75	\$201.18		
SPA01	Petalo Armchair	Orange	\$83.00	\$107.90		
SPA02	Petalo Armchair	Red	\$83.00	\$107.90		
SLSA	Lippa Swivel Armchair	Black	\$97.00	\$126.10		
SCSC01	Contemporary S-Chair	Black	\$42.50	\$55.25		
SCSC02	Contemporary S-Chair	White	\$42.50	\$55.25		
SCWS	Classic Wood Sidechair	Wood Tone	\$40.00	\$52.00		
SRS01	Retro Sidechair	White	\$35.00	\$45.50		
SRS02	Retro Sidechair	Green	\$35.00	\$45.50		
SRS03	Retro Sidechair	Orange	\$35.00	\$45.50		

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

COUNTER & BARSTOOLS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCTB01	Cushion Top Backless Barstool	White	\$56.75	\$73.78		
SCTB02	Cushion Top Backless Barstool	Black	\$56.75	\$73.78		
SMBB	Metallic Back Barstool	Silver Aluminum	\$50.00	\$65.00		
SLDS	Leather Drum Seat	Black	\$69.00	\$89.70		
SVRB	Vintage Round Barstool	Black with Chrome	\$40.00	\$52.00		
SWB01	Waterfall Barstool	Red	\$72.00	\$93.60		
SWB02	Waterfall Barstool	Orange	\$72.00	\$93.60		
SMB01	Metropolitan Barstool	White	\$57.00	\$74.10		
SMB02	Metropolitan Barstool	Red	\$57.00	\$74.10		
SBB	Bombo Barstool	White	\$52.00	\$67.60		
SBSB	Barbershop Barstool	Chocolate	\$72.00	\$93.60		
SSSB	Salon-n-Spa Barstool	Clear	\$72.00	\$93.60		
SWB	Wireframe Barstool	White with Chrome	\$76.50	\$99.45		
SSD	Spindle Drum	White	\$76.50	\$99.45		
SSBB	Swivel Back Barstool	White	\$72.00	\$93.60		

CASUAL BENCH STYLE SEATING

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SIB	Illuminated Bench	White Acrylic	\$258.00	\$335.40		
SCB	Curved Bench	White	\$230.00	\$299.00		
SSB	Square Bench	White	\$326.25	\$424.13		
SECB	Sectional Bench	Red	\$195.00	\$253.50		
SAB	Accent Bench	White	\$174.00	\$226.20		
SHR	Half-Round Seat	Black	\$160.00	\$208.00		
SHR	Half-Round Seat	Black	\$160.00	\$208.00		
SFM	Full Moon Seat	White	\$300.00	\$390.00		
SMS01	Moon Seat with backs	White	\$370.00	\$481.00		
SMS02	Moon Seat with backs	Black	\$370.00	\$481.00		

EXHIBITOR NAME: _____

BOOTH #: _____

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DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

VERSATILE SOFA SELECTIONS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SQR01	Quarter Round Sofa	White	\$370.00	\$481.00		
SQR02	Quarter Round Sofa	Black	\$370.00	\$481.00		
SZB	Z-Button Sofa	Black	\$272.00	\$353.60		
SIS	Illuminated Sofa	Acrylic/Fabric	\$293.00	\$380.90		
SRS	Rocco Sofa	White	\$293.00	\$380.90		
SRB	Rounded Button Sofa	White	\$644.75	\$838.18		
SVB	Velvet Button Sofa	Red	\$755.00	\$981.50		
SAB01	A-Button Sofa	Red	\$220.00	\$286.00		
SAB02	A-Button Sofa	White	\$220.00	\$286.00		
SCS	Circles Sofa	Red-White Pattern	\$300.00	\$390.00		
SGM01	Grand Modele Sofa	Black	\$335.00	\$435.50		
SGM02	Grand Modele Sofa	White	\$335.00	\$435.50		
SGM03	Grand Modele Sofa	Gray	\$335.00	\$435.50		
SBS	Red Button Sofa	Red	\$293.00	\$380.90		
SCWS	Classic White Sofa	White	\$356.00	\$462.80		

LOVESEATS & SOFA VARIANTS

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
SCBBL	Classic Button Back Loveseat	Red	\$230.00	\$299.00		
SREL	Rounded Edges Loveseat	Black	\$230.00	\$299.00		
S2BL	2-Button Back Loveseat	White	\$230.00	\$299.00		
SFRB	Forte Red and Black	Red-Black Pattern	\$202.00	\$262.60		
SIO	Illuminated Ottoman	White Acrylic	\$114.50	\$148.85		
SRO01	Round Ottoman	Black	\$83.00	\$107.90		
SRO02	Round Ottoman	White	\$83.00	\$107.90		
SRO03	Round Ottoman	Red	\$83.00	\$107.90		
SCO01	Cube Ottoman	Black	\$83.00	\$107.90		
SCO02	Cube Ottoman	White	\$83.00	\$107.90		
S4LO	4-Leg Ottoman	Brown with Beige	\$81.25	\$105.63		
SOC	Overstuffed Chair	Chocolate	\$203.75	\$264.88		

EXHIBITOR NAME: _____

BOOTH #: _____

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DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

BISTRO & COCKTAIL TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TMPT	Modern Pub Table	White with Chrome	\$105.75	\$137.48		
TWB01	Windsome Bistro	Black	\$105.75	\$137.48		
TWB02	Windsome Bistro	White	\$105.75	\$137.48		
TSBB	Spectrum Bistro	White	\$105.75	\$137.48		
TMC	Mushroom Cocktail	White	\$91.75	\$119.28		
TWC01	Windsome Cocktail	Black	\$91.75	\$119.28		
TWC02	Windsome Cocktail	White	\$91.75	\$119.28		
TWC03	Windsome Cocktail	Clear	\$91.75	\$119.28		
TSC	Spectrum Cocktail	White	\$91.75	\$119.28		
TGC	Glass Cocktail	Glass with Chrome	\$244.00	\$317.20		
TICC	Illuminated Cocktail	Clear w/white acrylic	\$258.00	\$335.40		
TMMC	Metallic Cocktail	Aluminum Silver	\$174.00	\$226.20		

COFFEE TABLES & END TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TBGC	Black Glass Coffee Table	Black with Chrome	\$230.00	\$299.00		
TPET	Pedestal End Table	Clear with Chrome	\$132.00	\$171.60		
TMET	Modern End Table	Black with Chrome	\$132.00	\$171.60		
TICT	Illuminated Coffee Table	White with Acrylic	\$153.00	\$198.90		
TIET01	Illuminated End Table	Black	\$130.25	\$169.33		
TIET02	Illuminated End Table	White	\$130.25	\$169.33		
TIET03	Illuminated End Table	Red	\$130.25	\$169.33		
TTET	Tripod End Table	Black	\$105.75	\$137.48		
TGGC	Glass Grid Coffee Table	Clear with Chrome	\$230.00	\$299.00		
TQCC	Squared Coffee Table	White with Acrylic	\$252.75	\$328.58		
T2TE	2-Tier End Table	Frosted with Chrome	\$69.00	\$89.70		
TAET	Acrylic End Table	Clear	\$81.25	\$105.63		

EXHIBITOR NAME: _____ BOOTH #: _____

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DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

BARS, COUNTERS & CONFERENCE TABLES

Code	Item	Color Options	Discount Price	Standard Price	Qty	Total
TICC	Illuminated Cubed Counter	Muilti Colored Cubes	\$387.50	\$503.75		
TIFC	Illuminated Face Counter	White with Acrylic	\$693.75	\$901.88		
TICCT	Illuminated Conference Table Large	White with Acrylic	\$448.75	\$583.38		
TICTS	Illuminated Conference Table (small)	White with Acrylic	\$375.00	\$487.50		
TITC	Illuminated Topper Counter	White with Acrylic	\$448.75	\$583.38		
TCBF	Curved Button Face	White with Acrylic	\$693.00	\$900.90		
BCC	Classic Counter (dry bar)	Cherry Wood Tone	\$440.00	\$572.00		
BBD01	Button Face (fabric dry bar)	Black	\$440.00	\$572.00		
BBD02	Button Face (fabric dry bar)	Red	\$440.00	\$572.00		
BBF01	Button Face (dry bar)	Black	\$370.00	\$481.00		
BBF02	Button Face (dry bar)	Red	\$370.00	\$481.00		

EXHIBITOR NAME: _____ BOOTH #: _____

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DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Lounge, Arm & Accent Chairs



You can liven up any event or display with our premium selection of seating options...

Barcelona Chair

Colors: Black / White
Dims*: 30"L 31"D 35"H



Grand Modele Armchair

Colors: Black / White
Dims*: 30"L 27.5"D 26"H



Demask Accent Chair

Colors: demask pattern
Dims*: 30"L 27.5"D 26"H



Antique Arm Chair

Colors: Black / White
Dims*: 30"L 30"D 38"H



Bicast Chair

Colors: Black / White
Dims*: 26"L 26"D 35"H



Modern Club Chair

Colors: White / Orange / Navy
Dims*: 30"L 27"D 30"H

Bucketeer Swivel Chair

Colors: White
Dims*: 30"L 31"D 35"H



Petalo Armchair

Colors: Red / Orange
Dims*: 30"L 31"D 35"H



Lippa Swivel Armchair

Colors: Black
Dims*: 30"L 31"D 35"H



Contemporary S-Chair

Colors: Black / White
Dims*: 20"L 22"D 33"H



Classic Wood Sideschair

Colors: wood tone
Dims*: 26"L 26"D 35"H



Retro Sidechair

Colors: White / Green / Orange
Dims*: 22"L 22"D 31"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Counter & Bar Stools



You might as well have a seat... It is going to take you awhile to review all of your options...



Cusion Top

Colors: White / Black
Seat Height: 28"
Dims*: 28"H x 12"W



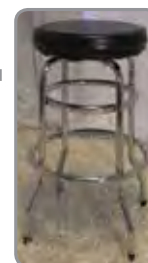
Metallic Back

Colors: Silver Aluminum
Seat Height: 30"
Dims*: 38"H x 21"W



Drum

Colors: Black
Seat Height: 24"
Dims*: 26H x 18" Dia



Vintage Round

Colors: Black w/ Chrome
Seat Height: 30"
Dims*: 30"H x 16" Dia

Waterfall

Colors: Red-Orange
Seat Height: 19-29"
Dims*: 23-33"H x 16"W



Metropolitan

Colors: White / Red
Seat Height: 19-29"
Dims*: 23-33"H x 16"W



Bombo

Colors: White
Seat Height: 19-29"
Dims*: 26-36"H x 16"W



Barbershop

Colors: Chocolate
Seat Height: 19-29"
Dims*: 23-33"H x 18"W



Salon -n- Spa

Colors: Clear
Seat Height: 19-29"
Dims*: 23-33"H x 18"W



Wireframe

Colors: White w/ Chrome
Seat Height: 30"
Dims*: 32"H x 21"W



Spindle

Colors: White
Seat Height: 24"
Dims*: 24H x 18" Dia



Swivel Back

Colors: White
Seat Height: 19-29"
Dims*: 23-33"H x 18"W

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Casual Bench Style Seating



Relax and unwind... You can rest easy by selecting any of our premium seating arrangements...

Illuminated Bench

Colors: White Acrylic
Dims*: 96"L 32"D 22"H



Curved Bench

Colors: White
Dims*: 84"L 33"D 22"H



Square Bench

Colors: White
Dims*: 48"L 48"D 20"H



Sectional Bench

Colors: Red
Dims*: 84"L 24"D 22"H



Accent Bench

Colors: White
Dims*: 42"L 22"D 22"H



Half-Round Set

Colors: Black
Dims*: 30"L 60"D 20"H



Full Moon Seat

Colors: White
Dims*: 60"L 60"D 20"H



Half Moon Set

Colors: White / Black / Red
Dims*: 72"L 72"D 36"H



*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Versatile Sofa Selections



Designed to seat more than one person, but always done with style and elegance...

Quarter Round Sofa

Colors: Black / White
Dims*: 84"L 33"D 34"H



Z-Button Sofa

Colors: Black
Dims*: 78"L 30"D 28"H



Grand Modele Sofa

Colors: Black / White / Gray
Dims*: 66"L 29"D 24.5"H



Illuminated Sofa

Colors: White Acrylic
Dims*: 56"L 28"D 32"H

Rococo Sofa

Colors: White
Dims*: 56"L 29"D 35"H



Rounded Button Sofa

Colors: White
Dims*: 78"L 30"D 28"H



*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Versatile Sofa Selections (cont.)



Sit down and stay awhile... Entice your visitors to sit back and relax in style...



Velvet Button Sofa

Colors: Red

Dims*: 78"L 30"D 28"H



A-Button Sofa

Colors: Red / White

Dims*: 30"L 30"D 38"H

Circles Sofa

Colors: Red-White Pattern

Dims*: 61"L 33"D 33"H



Grand Modele Sofa

Colors: Black / White / Gray

Dims*: 66"L 29"D 24.5"H



Red Button Sofa

Colors: Red

Dims*: 78"L 30"D 28"H



Classic White Sofa

Colors: White

Dims*: 72"L 30"D 34"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Loveseats and sofa variants



We're not done yet... We still have plenty more more for you to experience...



Classic Button Back

Colors: Red

Dims*: 48"L 30"D 38"H



Rounded Edges

Colors: Black

Dims*: 48"L 30"D 33"H



2-Button Back

Colors: White

Dims*: 48"L 30"D 33"H

Forte Red & Black

Colors: Red-Black Pattern
Dims*: 48"L 24"D 34.5"H



Illuminated Ottoman

Colors: White Acrylic
Dims*: 18"L 18"D 18"H



Round Ottoman

Colors: Black / White / Red
Dims*: 18"L 18"D 18"H



Cube Ottoman

Colors: Black / White
Dims*: 18"L 18"D 18"H



4-Leg Ottoman

Colors: Brown w/ Biege
Dims*: 21"L 21"D 20"H



Overstuffed Chair

Colors: Chocoalte
Dims*: 48"L 42"D 32"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Bistro and Cocktail Tables



What are you bringing to the table?... Whatever it is, we've got you covered...



Modern Pub Table

Colors: White w/ Chrome
Dims*: 32-42"H x 23.5" Dia



Windsome Bistro

Colors: White / Black
Dims*: 40"H x 20" Dia



Spectrum Bistro

Colors: White
Dims*: 40"H x 20" Dia

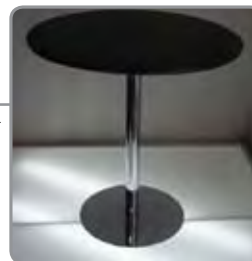
Mushroom Cocktail

Colors: White
Dims*: 32"H x 30" Dia



Windsome Cocktail

Colors: Black / White / Clear
Dims*: 30"H x 32" Dia



Spectrum Cocktail

Colors: White
Dims*: 30"H x 30" Dia



Glass Cocktail

Colors: Glass w/ Chrome
Dims*: 30"H x 36" Dia



Illuminated Cocktail

Colors: Clear w/ White Acrylic
Dims*: 30"H x 30" Dia



Metallic Cocktail

Colors: Aluminum Silver
Dims*: 30"H x 30" Dia

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Coffee Tables & End Tables



We provide tables for any occasion... Which style do you prefer for your display?..



Black Glass Coffee
Colors: Black w/ Chrome
Dims*: 38"L 22"D 16"H



Pedestal End Table
Colors: Clear w/ Chrome
Dims*: 18"L 18"D 22"H



Modern End Table
Colors: Black w/ Chrome
Dims*: 20"L 20"D 18"H

Illuminated Coffee
Colors: White w/ Acrylic
Dims*: 62"L 36"D 18"H



Illuminated End Table
Colors: White / Black / Red
Dims*: 18"L 18"D 20"H



Tripod End Table
Colors: Black
Dims*: 18"L 18"D 20"H



Glass Grid Coffee
Colors: Clear w/ Chrome
Dims*: 50"L 24"D 18"H

Squared Coffee
Colors: White w/ Acrylic
Dims*: 48"L 48"D 18"H



2-Tier End Table
Colors: Frosted w/ Chrome
Dims*: 18"L 18"D 26"H



Acrylic End Table
Colors: Clear
Dims*: 18"L 18"D 18"H

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections

DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012



Bars, Counters & Conference Tables



Greeting clients?.. Serving up cocktails?.. Having a meeting?... We have the options you need...



Illuminated Cubed Counter
Multi-Colored Cubes • 24"L 24"D 40"H Segments



Illuminated Face
White w/ Acrylic • 65"L 26"D 42"H*



Illuminated Conference Table - Large
White w/ Acrylic • 72"L 36"D 34"H*



Illuminated Topper
White w/ Acrylic • 48"L 24"D 40"H*



Curved Button Face (2 pictured)
White w/ Acrylic • 78"L 34"D 40"H*



Illuminated Conference Table - Small
White w/ Acrylic • 48"L 48"D 34"H*



Classic Counter
Cherry Wood Tone • 65"L 28"D 42"H*



Button Face
Black / Red • 65"L 26"D 42"H*



Button Face
Black / Red • 65"L 26"D 42"H*

*Actual colors, styles and sizes may vary and may be substituted depending upon availability.

Premium Choice Furnishing Selections



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HELPFUL REMINDERS ON SHIPPING

1. Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
2. Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
3. Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and DO NOT SEND ANYTHING VIA U.S. MAIL.
4. Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
5. While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
6. Take the extra time to ensure that your display and product are packed neatly and securely.
7. Provide General Contractor with the Freight Routing Form including the pro#/tracking # provided in the ESM in the event your shipment is lost.
8. If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
9. Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in ONE shipment. Remember, there is a 200 pound minimum charge per shipment.
10. Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor
11. Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups

COMMON SHIPPING MISTAKES

1. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
2. Old labels left on crates and cartons, which cause confusion.
3. Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
4. Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for .50/lb per shipment.
5. Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.



**ALL FREIGHT MUST BE ACCOMPANIED BY
A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING
INFORMATION ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE
FOLLOWING CATEGORIES:**

1. CRATES(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS.....(RUGS AND PADS)
4. SKIDS.....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE
FREIGHT CLERK CAN ACCEPT THEM:**

WE REQUIRE A COPY OF YOUR BILLS OF LADING

**IF YOU CANNOT PROVIDE ANY
OF THE REQUESTED
INFORMATION, PLEASE
CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK**



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INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

Company Name: _____ Booth # _____
Origin of Shipment: _____ Carrier: _____
Shipping Date: _____ Approximate Arrival Date: _____
Total Number of Containers: _____ Total Weight of Shipment: _____
Pro # _____

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

Consign to (Company Name): _____ Telephone: _____
Street Address: _____ City: _____
State: _____ Zip: _____
Carrier: _____ PREPAID COLLECT
Total Number of Containers: _____ Total Weight of Shjpmnts: _____

FOR SPLIT SHIPMENTS, USE SPACE BELOW

Consign to (Company Name): _____ Telephone: _____ PREPAID COLLECT
Street Address: _____ City: _____ State: _____ Zip: _____
Carrier: _____ Total Number of Containers: _____ Total Weight of Shjpmnts: _____

BILLING ADDRESS FOR FREIGHT CHARGES

Company Name: _____ Telephone: _____
Street Address: _____ City: _____ State: _____ Zip: _____
Attention: _____

PLEASE NOTE: To enable our tracing delayed shipments,
please fax duplicate Bills of Lading to **888-301-1273**
along with a completed payment policy.
COLLECT SHIPMENTS WILL NOT BE RECEIVED





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ALL EXHIBITORS ARE REQUIRED TO COMPLETE THIS FORM

1. Estimate total number of pieces being shipped
 _____ Crated
 _____ Uncrated
 _____ Machinery
 _____ TOTAL

2. Are you shipping to:
 Direct to Site _____
 Mainland Warehouse _____
 PR Warehouse _____

3. Estimate total weight of shipments:
 lbs. _____

4. Indicate total number of trucks in each category that you will use:
 _____ Overseas Container
 _____ Van Line
 _____ Common Carrier
 _____ Flatbed
 _____ Co. Truck

5. List carrier name (s):

6. If using a Customs Broker, please print name:

7. Print name of person in charge of your move-in _____:
 Their phone: _____

Unloading Time Schedule - Direct Shipment Only

8. What are the least number of days required to erect your display. _____

9. What date and time are you scheduling your shipment(s) to arrive on-site?

MACHINERY EXHIBITS ONLY -

On the following sheet, please list the following: length, height and weight of each piece so that The proper capacity of material handling equipment will be available.

10. What is the weight of the single heaviest piece that must be lifted: _____

11. Is there any special handling equipment required to unload your exhibit materials. i.e. extended Forklift blades, special slings, lifting bars, etc?





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MATERIAL HANDLING SERVICES/RATES

DIRECT/CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING:	Material delivered by the carrier in such a manner that it requires additional handling (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airbourne/DHL are included in this category due to their delivery procedures. 20% additional charge added to direct/boxed price.
UNCRATED:	Material that is shipped loose or pad wrapped.
NOTE:	Charges will be based upon the weight of your inbound shipments. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 lbs. Anything over will be rounded to the <u>next</u> 100 lbs. All late shipments will incur an additional 30% surcharge in addition to the rates listed below. Does not include air charges for late freight received at the mainland.
OVERTIME:	An overtime surcharge of 25% additional will be incurred for any shipments received or loaded out before 8:00 a.m. or after 4:30 p.m. Monday through Friday and all day Saturday and Sunday.

RECEIVING AT ADVANCE WAREHOUSE IS AS FOLLOWS:

RECEIVING FROM: November 12 - December 5

Description	Price Per CWT	Minimum
Warehouse Shipment 8:00 a.m. - 3:30 p.m. Monday - Friday		
Direct to Warehouse.....	\$92.00	\$184.00
Late to Warehouse.....	\$119.60	\$239.20
Direct to Warehouse Inbound OT Surcharge.....	\$23.00	\$46.00
Special Handling to Warehouse.....	\$102.00	\$204.00
Late Special Handling to Warehouse.....	\$132.60	\$265.20
Special Handling to Warehouse Inbound OT Surcharge.....	\$25.50	\$51.00

Description	Price Per CWT	Minimum
Show Site Shipment May Begin Arriving December 9, 2012		
Direct to Convention Facility.....	\$80.00	\$160.00
Direct to Convention Facility Inbound/Outbound OT Surcharge.....	\$20.00	\$40.00
Uncrated to Convention Facility.....	\$106.00	\$212.00
Special Handling to Convention Facility.....	\$90.00	\$180.00
Special Handling Inbound/Outbound OT Surcharge.....	\$22.50	\$45.00

Small Package - Maximum Weight 50 lbs.....	\$40.00 each
Only applicable on SHOW DAYS	

Please use the Material Handling Re-Cap Form to calculate your estimated Material Handling costs. Items will be weighed when received at the convention center dock for accurate billing rates.



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EMPTY CONTAINER LABELS

Empty labels for storage of containers during the show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. IMS assumes no liability for errors to the above procedure, removal of containers with the old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.

SPECIAL RATES AND SERVICES

Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor.
Mobile equipment will be moved in and out of the exhibit hall on a time and material basis with a minimum \$250 charge per round trip.

AGREEMENT OF TERMS

The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to IMS for the incurred services described herewith.

OUTBOUND SHIPPING

Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. IMS accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. IMS will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with IMS, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. IMS reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the show. No liability will be assumed by IMS as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.

SHIPMENTS RETURNED TO THE WAREHOUSE

At the close of the show, for re-forwarding or storage, there will be an additional charge of \$69.00 per cwt. On straight time, \$138.00 per cwt., with a 500 lb. minimum.

LIMITS OF LIABILITY

All shipments should be insured by the exhibitor from the time they leave his firm until they are returned after the show. All exhibits or materials handled by IMS are insured at a value not to exceed \$0.25 per pound and is not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. However, IMS and its subcontractors are not insurers. The amounts paid to IMS are based on the value of the material handling services and are unrelated to the value of the property being handled.

IMS and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. IMS and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall.

IMS shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

All Bills of Lading covering outgoing shipments, which are given to IMS by exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier, and during such time, the materials will not be under the care or responsibility of IMS. IMS and its subcontractors shall not be liable to any extent whatsoever, potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit same.

Claims for loss or damage, which are not submitted to IMS within thirty (30) days of the close of the show shall be considered waived. No suit or action shall be brought against IMS or its subcontractors more than one year after accrual of the cause or action thereof.

In order to expedite removal of materials from the show site, IMS shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.

The consignment or delivery of a shipment to IMS or its subcontractors by and exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in the above section.



Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort, and deliver.

What is Ground Loading/Unloading?

Vehicles that are not docked height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments are not easily accessible. Freight is loaded to full capacity of trailer — top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach target freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are stacked Shipments?

Shipments integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels of the same building or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. IMS defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

What about Carpet Only Shipments?

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.



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For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES".

COMPUTATION OF ORDERS

When recording weight, round up the next one hundred (100) pounds

SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 92.00 per 100 lbs. (200 lb. minimum) \$ _____
LATE CRATED SHIPMENTS TO THE WAREHOUSE \$119.60 per lbs. (200 lb. minimum)

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO WAREHOUSE:

We will ship _____ pieces @ _____ lbs.
@ \$ 102.00 per 100 lbs. (200 lb. minimum) \$ _____

See Special Handling Rates

LATE SHIPMENTS TO THE WAREHOUSE \$132.60 per 100 lbs. (200 lb. minimum) \$ _____

DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$80.00 per 100 lbs. (200 lb. minimum) \$ _____

UNCRATED SHIPMENTS @ \$ 106.00 per 100 lbs. (200 lb. minimum) \$ _____

SPECIAL HANDLING FOR DIRECT SHIPMENTS TO THE CONVENTION FACILITY:

We will ship _____ pieces @ _____ lbs
@ \$90.00 per 100 lbs. (200 lb. minimum) \$ _____

ESTIMATED MATERIAL HANDLING \$ _____

If you are shipping any materials either directly to the convention center or to the advance warehouse, IMS requires a completed [Payment Policy Form](#) to be faxed to the number provided on the Payment Policy Form no later than November 19, 2012 in order to guarantee the receipt/delivery of your materials to your booth.

For a complete description of Material Handling Rates and Special Handling Definitions please refer to the previous 3 pages.

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



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IT IS HIGHLY RECOMMENDED TO SHIP YOUR ITEMS TO THE WAREHOUSE

- All shipments must be sent Pre-Paid. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse beginning on November 12, 2012, last date for warehouse shipments being December 5, 2012. Such shipments must arrive between the hours of 8:00 AM and 3:30 PM Monday through Friday. No shipments will be received at the warehouse on weekends & holidays. To trace the arrival of a shipment, e-mail us at service@inclusivemanagement.com. Have pro # and carrier information included. We will call or e-mail back promptly.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.

NOTE: Shipments arriving at the warehouse after the advance receiving deadline date will be charged a 30% late surcharge to the advance warehouse rates as well as charges for transport to show site.

Please label each package or crate as follows:

Show Name: RCMI 2012
To: Your Company Name & Booth
IMS, Inc./ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965



RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: RCMI 2012

IMS, Inc. /ABF Freight Systems

Road #165 km 2.4

US Foreign Trade Zone - Building # 7

Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN

November 12 - December 5, 2012

EVENT: RCMI 2012

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCED SHIPMENTS TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: RCMI 2012

IMS, Inc. /ABF Freight Systems

Road #165 km 2.4

US Foreign Trade Zone - Building # 7

Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN

November 12 - December 5, 2012

EVENT: RCMI 2012

CARRIER: _____

NUMBER OF PIECES: _____



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- All shipments arriving to the facility prior to December 9, 2012 shipment will be refused and returned to the local trucking terminal.
- Shipments will only be received at the show during the move-in periods indicated on page one of this section.
- As exhibitor, it is your responsibility to instruct your carrier to the proper dates and times for direct deliveries to the convention facility.
- Certified weight tickets & bills of lading indicating weight must accompany freight delivery.
- Shipments received without receipts, proper freight bills or specified unit counts on their receipts or freight bills such as UPS or van lines, will be delivered to the exhibitor booth without guarantee of the piece count or condition. No liability will be assumed by IMS for such shipments.

Please label each package or crate as follows:

Show Name: RCMI 2012
To: Your Company Name & Booth #
c/o: IMS, Inc.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

**DO NOT deliver prior to December 9, 2012
Facility will refuse shipment**



RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
December 9, 2012

EVENT: RCM1 2012

CARRIER: _____

NUMBER OF PIECES: _____

RUSH!

EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

COMPANY NAME _____ BOOTH # _____

IMS, INC.
Puerto Rico Convention Center
100 Convention Blvd.
San Juan, Puerto Rico 00907

SHIPMENTS MAY BEGIN TO ARRIVE
December 9, 2012

EVENT: RCM1 2012

CARRIER: _____

NUMBER OF PIECES: _____

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT
WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

ABF Freight System, Inc.®

YOUR OFFICIAL GROUND, OCEAN & AIR CARRIER FOR TRANSPORTATION

Let ABF make the San Juan Convention Center • San Juan, Puerto Rico
December 10 - 13, 2012

RCMI 2012

the easiest you have attended.

Choose **ABF TimeKeeper** guaranteed, expedited shipping solutions — air or ground — with special discounted rates for your inbound and outbound shipments.

For personalized quotes please call
Pam Ferrelli in our Trade Show Division at
888-256-8123

Our services include

- Priority handling of your inbound and outbound shipments.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

ABF tradeshow
On-Site...On-Time...Damage-Free

800-654-7019



ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Date _____ Show City _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ E-mail _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like to be included on future mailings? ☐ Yes ☐ No

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 904-786-8127

ABF tradeshow

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

3801 Old Greenwood Road • Ft. Smith • AR • 72908



SHIPPER PLEASE NOTE FREIGHT CHARGES ARE PREPAID ON THIS BILL OF LADING UNLESS MARKED COLLECT

STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE



ABF FREIGHT SYSTEM, INC.
P.O. BOX 10048
FORT SMITH, AR 72917
800-610-5544 ABFS

abf.com

PLACE PRO LABEL HERE

Shipper's Bill of Lading No. _____

Consignee's Reference/PO No. _____

On "Collect On Delivery" shipments, the letters "C.O.D." must appear before a consignee's name or be otherwise provided in item 1.30, Sec. 1.

CONSIGNEE

TO:

NAME PLUS:

STREET:

CITY/ST/ZIP:

☐ Check box if consignee contact required prior to delivery.

Consignee telephone: _____

TRAILER NUMBER _____

B/L DATE _____

ROUTE _____

SPECIAL INSTRUCTIONS _____

SHIPPER

FROM:

NAME PLUS:

STREET:

CITY/ST/ZIP:

FOR PAYMENT, SEND BILL TO:

NAME _____

STREET _____

CITY/ST/ZIP _____

Collect on Delivery \$ _____ and remit to _____

Street _____ City _____ State _____

Carrier must collect cash, money order, bank cashier's check, or bank-certified check unless shipper signs item 1.30 (Collect Company Check).

Signed: _____

C.O.D. charge
to be paid by

Shipper ☐

Consignee ☐

Hdg Units No. Type	Packages No. Type	* HM	Kind of Package, Description of Articles, Special Marks and Exceptions (Subject to correction)	Weight (Subj to Correction) (LBS)	Class or Rate Ref. (For Info. Only)	Cube (Optional) (CuFT)

* Mark "X" to designate Hazardous Materials as defined in DOT Regulations.

NOTE (1) Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows:

"The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____."

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable. See 49 U.S.C. 14706(c)(1)(A)(B).

NOTE (3) Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Sec. (2)e of NMFC item 360.

Notify if problem enroute or at delivery _____

Name _____

Tel No. _____

Fax No. _____

(for informational purposes only)

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request. Every service to be performed hereunder shall be subject to all terms and conditions of the uniform bill of lading set forth in the National Motor Freight Classification. The shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. See item 780-1 of ABF 111 rules for general liability limitations and for additional coverage available at additional expense.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation. Additionally, by signature on this bill of lading, shipper authorizes consent in the Transportation Security Administration (TSA) to inspect the shipment when transportation of the shipment requires movement via air carrier.

SHIPPER _____

PER (SIGNATURE REQUIRED) _____

CARRIER ABF FREIGHT SYSTEM, INC.

PER _____

DATE _____

Electronic signature(s) acknowledge receipt of freight

Commercial Invoice								
Date			Invoice #		PO #			
Shipper Name			Consignee Name					
Street Address			Street Address					
Contact (Shipper)		Email Address	Contact (Consignee)		Email Address			
Telephone/Fax Number			Telephone/Fax Number					
Tax ID Number (EIN)		Exporting Carrier	Tax ID Number (i.e. EIN, VAT)		Incoterms			
Other Information (i.e. ITN #)			AWB #					
Complete Commodity Description		HM	Schedule B	Country of Manufacture	Quantity UOM	Unit Price USD \$	Total Price USD \$	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							0.00	
							I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above.	
Total Freight Charge								
Total Insurance Cost								
Total Invoice Value (USD \$)				0.00				
Signature and Title of Authorized Person			Date				These commodities, technology, or software were exported from the United States of America for ultimate destination _____ in accordance with export administration regulations. Diversion contrary to U.S. law is	



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Installation and Dismantle Labor Rates

Straight time 8:00 a.m. - 4:30 p.m. Monday through Friday
Over time 4:30 p.m. - 8:00 a.m. Monday through Friday, all day Saturday and Sunday.

Price is per person/per hour. Start time is guaranteed only when labor is requested for the start of the working day (8:00am), unless the official set-up time begins later.
One hour minimum charge on all labor. Cancellations must be in writing.

PLAN A: Installation and Dismantling of display under the supervision of EXHIBITOR

Straight Time - \$79.00 per personnel hour Overtime - \$99.00 per personnel hour

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- Work will be done on a straight time basis if possible. However, overtime charges will be invoiced on the show floor, if necessary.
- Notice of cancellation should be made at least 24 hours prior to the show move-in to avoid a one-hour minimum charge.

PLAN B: Installation and Dismantling of display under the supervision of IMS

Straight Time - \$106.65 per personnel hour Overtime - \$133.65 per personnel hour

	DATE	TIME	TOTAL LABORERS	HOURS PER LABORER
Installation				
Dismantling				

Please note the following:

- Labor personnel must be picked up at IMS Exhibit Service Center when under exhibitor supervision.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.

ESTIMATED COST FOR INSTALLATION & DISMANTLING LABOR \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy





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1. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by Inclusive Management Services, Inc or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by Inclusive Management Services, IMS or its subcontractor.
3. Inclusive Management Services, Inc. (IMS) and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's material or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to Inclusive Management Services, Inc., (IMS) within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Inclusive Management Services, Inc. (IMS) or its subcontractor more than one year after the accrual of the cause of action.
5. Inclusive Management Services, Inc. (IMS) will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. Inclusive Management Services, Inc. (IMS) will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 5 above.





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Exhibiting Name: _____ Booth # _____

Contact Name: _____ Booth Size _____ x _____

Email Address _____

IMS SUPERVISED LABOR

In order to better serve you—please complete the following information if your display is to be set-up and/or dismantled by IMS and you will not be present to supervise the installation and/or dismantle.

Inbound Shipping and Set Up Information

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing with Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

Outbound Shipping Information

Ship To: _____

In the event your selected carrier fails to show on final move-out day the show carrier will be utilized.

IMS will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Method of Shipment

☐ Exhibit Transportation ☐ Common Carrier ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

☐ Other Carrier: Please indicate the carrier's name

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

Freight Charges ☐ Prepaid Bill To ☐ Collect

Fax form to **888-301-1273** along with completed payment policy



SUPERVISED LABOR



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Reserve forklift labor below. Starting times can be guaranteed only when labor is requested for 8AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the IMS Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to IMS Service Desk and approve the work order.

FORKLIFT W/OPERATOR:

	DATE	TIME	# of Forklift Crews	Standard Price	Overtime Price	TOTAL
INSTALL				\$121.50	\$155.75	
DISMANTLE				\$121.50	\$155.75	

ADDITIONAL LABOR::

	DATE	TIME	# of Additional laborers	Standard Price	Overtime Price	TOTAL
INSTALL				\$69.00	\$101.75	
DISMANTLE				\$69.00	\$101.75	

TOTAL \$ _____

Describe work to be done:

LABOR RATES

Straight Time

8:00 a.m. to 4:30 p.m. Monday through Friday

*Overtime

4:30 p.m. to 8:30 p.m. Monday through Friday
8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



FORKLIFT ORDER FORM

Exhibiting Name: _____ Booth # _____
Contact Name: _____ Booth Size _____ x _____
Email Address _____

INSTRUCTIONS:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by IMS. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign. Please complete the enclosed Labor Order Form to assemble our hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify IMS immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior **to the first exhibitor move-in day**. If these procedures are not followed, IMS cannot guarantee the hanging of your sign.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 a.m. to 4:30 p.m. Monday through Friday

***Overtime**

4:30 p.m. to 8:30 p.m. Monday through Friday

8:00 a.m. to 4:30 p.m. Saturday & Sunday All Day

Double Time

All day holidays

Materials

Cable, clamps, etc. additional and charged accordingly.

Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift and crew
- Straight Time cannot be guaranteed

	Straight Time	Overtime
<u>Condor</u>		
Condor With Crew	\$ 425.00	\$ 575.00
<u>Scissorlift</u>		
Scissorlift with crew.....	\$ 345.00	\$465.00
<u>Installation Estimate</u>		
Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	_____	_____ = _____
<u>Dismantle Estimate</u>		
Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	_____	_____ = _____

Supervision for assembly and disassembly of overhead hanging can be provided by IMS, Inc. at an additional cost, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly

- ☐ No Supervision Required
☐ IMS, Inc.
☐ Exhibitor Personnel
☐ Display House

- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged

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Exhibiting Name: _____ Booth # _____
Contact Name: _____ Booth Size _____ x _____
Email Address _____

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____
Metal or Wood _____
Other _____

Shape: Square _____
Triangle _____
Rectangle _____
Other _____

Size: Height _____
Length _____
Width _____
Weight of Sign _____

Does Your Sign Require:
Electricity _____
Assembly _____

PLACEMENT OF DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back aisle# _____

_____ Feet in
from the left
aisle# _____



_____ Feet in
from the right
aisle# _____

_____ Feet in from the front aisle# _____

Installation Estimate

_____ Condor

_____ Scissorlift

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by IMS at an additional cost, or by your company representative, display house, independent, or lighting contractor.

Please indicate method of supervision you require for assembly and disassembly:

_____ No Supervision Required

_____ IMS I & D

_____ Exhibitor Personnel*

_____ Display House*

***For Exhibitor or Display House Supervised please indicate**

Install Date _____ Install Time _____

Dismantle Date _____ Dismantle Time _____

** Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.



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Hanging Sign Location Diagram

If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.

PLEASE CLEARLY MARK THE FRONT OF YOUR BOOTH

Your Booth # _____

Adjacent Booth# _____

Adjacent Booth# _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy





HANGING SIGN

FROM: _____

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: RCM1 2012
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD ARRIVE BETWEEN
November 12 - December 5, 2012

EVENT: RCM1 2012

CARRIER: _____

NUMBER OF PIECES: _____



HANGING SIGN

FROM: _____

HANGING SIGN TO WAREHOUSE

TO:

COMPANY NAME _____ BOOTH # _____

Show Name: RCM1 2012
IMS, Inc. /ABF Freight Systems
Road #165 km 2.4
US Foreign Trade Zone - Building # 7
Guaynabo, Puerto Rico 00965

SHIPMENTS SHOULD BEGIN ARRIVE BETWEEN
November 12 - December 5, 2012

EVENT: RCM1E 2012

CARRIER: _____

NUMBER OF PIECES: _____



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CLEANING ORDER FORM

CARPET SERVICE (Check One):

Vacuum Booth Carpet - **One Time** (before Show Opens)

- ☐ Booth Sq. Ft. _____ x \$ 0.38 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.42 = \$ _____

Vacuum Booth Carpet—**Daily** (before Show Opens)—3 days

- ☐ Booth Sq. Ft. _____ x 3 = _____ Sq. Ft. x \$0.32 = \$ _____
☐ Booth Sq. Ft. _____ x 3 = _____ Sq. Ft. x \$0.35 = \$ _____

Calculate 3 times the square footage of booth space for daily

Shampoo Booth Carpet—One Time

- ☐ Booth Sq. Ft. _____ x \$ 0.46 = \$ _____
☐ Booth Sq. Ft. _____ x \$ 0.50 = \$ _____

NOTE: All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become soiled. We suggest that you order cleaning service at least once prior to the show opening.

PORTER SERVICE Empty wastebaskets, police floor at two-hour intervals (Check one)

- ☐ \$ 65.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 75.00 per day 1-400 Sq. Ft. _____ specify days _____
☐ \$ 95.00 per day 401-up Sq. Ft. _____ specify days _____
☐ \$ 110.00 per day 401-up Sq. Ft. _____ specify days _____

EXHIBIT CLEANING SERVICE (Check One)

Cleaning and dusting of display background and furnishings **ONCE** before initial opening of show

- ☐ @ \$65.00 per 10' foot booth space \$ _____
☐ @ \$75.00 per 10' foot booth space \$ _____

Cleaning and dusting of display background and furnishings **DAILY** during show

- ☐ @ \$55.00 per day per 10' booth space \$ _____
☐ @ \$65.00 per day per 10' booth space \$ _____

Prices in blue reflect POST deadline date prices.

TOTAL \$ _____

EXHIBITOR NAME: _____ BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



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FLORAL

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	Ficus	\$60.00	\$70.00	
	Ficus Tree - 7' Long Leaf	\$80.00	\$90.00	
	Ficus Topiaries - 6' and up	\$80.00	\$90.00	
	Ferns	\$39.95	\$49.95	
	Flower Arrangements	\$75.00 and up	\$95.00 and up	
	4' - 5' Palm	\$60.00	\$70.00	
	6' - 7 1/2' Palm	\$75.00	\$85.00	
	Spatiphyllum Sensatione	\$55.00	\$65.00	
	Schefflera up to 3 1/2'	\$35.00	\$45.00	
	Bromelia	\$15.00	\$25.00	

Container Style

- ☐ Black Plastic
☐ Terra Cotta Plastic

Floral Arrangements

Please specify what you would like and the size and we will email you a quote.

Flower(s) _____

Greenery *circle one* yes no

Height _____ Width _____

Container Type/Color _____

COMPANY NAME _____ BOOTH# _____

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We are pleased to be able to offer you custom sign services so you can tailor your sales message to the particular audience at this event. Select one of the standard sizes, or order a special size with you logo and other graphics. Call or fax your sign ideas to our Customer Service Representative to discuss the best approach

- If request is placed at show site, please allow a minimum of 24 hours for sign delivery.

QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
	7" x 11"	\$47.30	\$70.95	
	7" x 22"	\$48.50	\$72.75	
	7" x 44"	\$52.50	\$78.30	
	9" x 44"	\$58.35	\$87.55	
	11" x 14"	\$61.95	\$92.95	
	14" x 22"	\$68.10	\$102.15	
	14" x 44"	\$88.55	\$132.85	
	22" x 28"	\$96.50	\$144.75	
	28" x 44"	\$136.75	\$205.15	
	20" x 60"	\$195.65	\$293.50	

TOTAL \$ _____

SIGN COPY: (Use additional sheet of paper if more space is needed.)



Vertical



Horizontal

Background Color: _____

Lettering Color: _____

ADDITIONAL SERVICES INCLUDE:

Foam core signs, Special Graphics, Art Work,, Silk-Screening, Emblems, Trademarks, Logos, Banners, etc. Please call for estimates

EXHIBITOR NAME: _____

BOOTH #: _____

Fax form to **888-301-1273** along with completed payment policy



Preferred Format(s) for Incoming Graphics

Logos: Vector-based files always work best to create large-format graphics and signage.

Graphics Supplied by Client: PDF files distilled at high resolution with fonts and graphics embedded are preferred as each individual graphic **MUST** be scaled to proper size and dimension for final output/printing.

Other file formats are accepted:	Software	Type of file
	Adobe Photoshop:	EPS (Raster Based), PSD, TIFF (PC/MAC)
	Adobe Illustrator:	EPS (Vector based), .AI (PC/MAC)

File Format

Where possible, use EPS or TIFF format. Although there are many graphic file formats to choose from, it is safest when printing to a PostScript device to use EPS for vector graphics and TIFF for raster/bitmap graphics.

Vector graphics are object-oriented files which contain drawing instructions and are used by applications such as Illustrator or Freehand. (99.9% of logos fall into the "Vector" category) Fonts in these EPS files should be converted to "create outlines" or "convert to paths" this will eliminate the need to download the fonts for outputting.

Raster graphics are bitmapped files such as scans or screen shots. For TIFF files, be sure to have the correct amount of data in the file for the line screen which will be printed (see Digital Image Specifications). Use an image-editing program such as Photoshop or Live Picture for TIFF files. Allow bleed for all graphics.

Resolution

Minimum resolution of 96 dpi at final output size is required. Internet Graphics downloaded or saved from Web pages are not acceptable for print products. These graphics have low resolution images (usually 72 PPI), which are fine for screen display, but far below acceptable quality standards for print.

Color

All work submitted for digital color should be in the CMYK (Cyan/Magenta/Yellow/Black) mode; which is mode required for the printing process. Authors must ensure that color saturation-color balance is correct before sending files. If an RGB (Red/Green/Blue) file is submitted, dramatic color shifts can occur when we convert to CYMK. Be aware that most desktop scanners, digital cameras, and video capture systems save files as RGB so it will be necessary for you to convert to CMYK. This can be accomplished in many ways, please consult your software manual for details. If your logo or graphics use Pantone colors, include the PMS color information.

Fonts

Include your screen and printer fonts when sending PC files. All fonts used must be postscript fonts. True Type fonts are not acceptable in a postscript environment. As a rule, always convert text to curves to eliminate font issues. If True Type fonts are used, they must be converted into pixels or outlines and the entire saved as an EPS or TIFF.

Size

Ensure your graphics are submitted in the correct dimensions and proportions. Include a sufficient amount of bleed.

Proof

Always supply a hard copy of the digital image being submitted. This allows us to double-check the image.

Accepted Media and Transfer Methods

CD-ROM

E-Mail for files 1mg. and smaller

1.44 MB floppy disks: Mac or PC format

Please submit materials on time. If materials arrive late, we may not have enough time to notify you about problems and your graphic may be printed incorrectly. If you have any questions, please call and ask. If a graphic does not meet the required specifications, the graphic may not appear as you expect it.

Fax form to **888-301-1273** along with completed payment policy



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ELECTRICAL OUTLETS - Approximately 120V A.C. 60 cycle

120 VOLTS	QTY	Discount Price	Standard Price	TOTAL
501-1000 WATTS (10 AMPS)	___	118.25	153.75	___
1001-1500 WATTS (15 AMPS)	___	147.00	191.25	___
1501-2000 WATTS (20 AMPS)	___	164.25	213.50	___

Check here for 24 hour power

Double electrical rate for this service

ELECTRICAL SERVICE CONNECTIONS - Approximately 208V A.C. 60 cycle

208 VOLTS SINGLE PHASE

20 AMPS	___	210.00	273.00	___
30 AMPS	___	260.00	338.00	___
60 AMPS	___	354.50	460.75	___
100 AMPS	___	404.25	525.50	___

208 VOLTS THREE PHASE

20 AMPS	___	260.00	338.00	___
30 AMPS	___	295.50	384.00	___
60 AMPS	___	449.00	583.50	___
100 AMPS	___	522.50	679.25	___

480 VOLTS SINGLE PHASE

30 AMPS	___	649.75	844.75	___
50 AMPS	___	820.50	1066.50	___
60 AMPS	___	912.25	1186.00	___

480 VOLTS THREE PHASE

30 AMPS	___	676.00	878.75	___
50 AMPS	___	918.75	1194.50	___
60 AMPS	___	978.00	1271.25	___

LIGHTING EQUIPMENT - (Including current consumed)

300 WATT (1) FLOOD LIGHT	___	105.00	136.50	___
300 WATT (2) FLOOD LIGHTS	___	124.00	161.25	___
POWER STRIP	___	39.00	50.50	___

EXTENSION CORDS - (Electricity not including)

SINGLE OUTLET any length	___	31.50	41.00	___
QUAD OUTLET/POWER STRIP	___	42.00	54.75	___

LABOR

ST Mon - Fri 8:00 am - 4:30 pm (Except Holidays)	___	63.00	___
OT Mon - Fri 4:30 pm - 8:00 am (Sat. /Sun./Holidays)	___	105.00	___

TOTAL \$ _____

FIRM NAME: _____ BOOTH # _____

ADDRESS: _____ PHONE: _____ FAX: _____

CITY, STATE: _____ ZIP CODE _____

EMAIL ADDRESS: _____

Credit Card ___ Visa ___ MasterCard ___ AmEx ___ Discover Expiration Date _____

Security Code _____

Credit Card Number _____

Signature of Card Holder _____

Fax to **888-301-1273** along with completed payment policy



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Electrical Circuit Placement Diagram and Plug Configuration

By conforming to the following instructions, exhibitors who are requesting electrical wiring in the booth can have it wired to the specifications provided prior to your arrival. Every effort will be made to provide this service, however, please come to the service desk upon your arrival at show site to confirm your order.

1. Use the grid below for locating the exact position you wish your electrical circuits to be installed.
2. **If your booth is larger than a 20' x 20' please include a copy of your own diagram with your order.**
3. Mark each circuit location with correct corresponding order on the application form. Important:
The foregoing service connection charges include the cost of bringing the power to one location on the floor as per our standard method of installation. Should it be necessary to run lines into the booth or hook up monitors or lighting, a labor order must be placed at the service desk when your equipment is ready for such work. This work will be performed on a time and material basis. .
4. When power is placed inside the booth area, additional materials such as extension cords, cable and miscellaneous electrical supplies may be required and charged at the rental rate.
5. Please indicate neighboring booths all around your exhibit for floor plan orientation.

Please clearly mark the FRONT of your booth.

Your Booth # _____

Adjacent Booth # _____

Adjacent Booth# _____

Adjacent Booth # _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT

V120 PH1 Hz60 W1000	120 V Single Phase=60 cycles 1000 watts	V230 A30 PH3	230 Volts = 30 Amp 3 Phases
---------------------------	--	--------------------	-----------------------------------

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted as shown **unless**

POWER LOCATIONS: X Indicates location of outlet floor plan received indicates otherwise.

Power Locations

X	X	X	X
Inline booths - Peninsulas			Back to back Peninsula Booths

- Orders must be received a minimum of ten (10) days prior to scheduled event set up for discount rates. Orders received less than (10) days prior to scheduled event set up will be charged at the floor order rates.
- The electrical contractor is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer (s). All electrical installations and connections to all electrical service should be made by the show electrician. The electrical contractor will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a show electrician.
- A separate outlet must be ordered for each location where electricity is needed.
- Rates listed for all connections include bringing the service to booth in the most convenient manner for the electrical contractor and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
- Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening, or during the operation of the show. A minimum charge of one hour (1) labor for installation and one half hour (1/2) to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided.
- Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
- All equipment regardless of source of power, must comply with Federal, State, and local codes. The electrical contractor reserves the right to inspect all electrical devices and connections to insure compliance with all codes. The show electrical contractor is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
- Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.

ISLAND BOOTHS!

One drop within booth when powersource in ceiling or one location at IMS's discretion when power source is in the floor.

Please see Regulation #4 above.





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10. All exhibitor's cords must be a minimum of 14/3 with ground. ALL exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by the electrical contractor for this service order is furnished on a rental basis and remains the property of the electrical contractor and shall be removed ONLY by the show electrician. Price also includes all necessary disposable supplies.
13. The electrical contractors are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by the show electrical contractor prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, foreclosure, or otherwise, exhibitor will pay the electrical contractor's attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds the electrical contractor harmless for any and all losses of power beyond their control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. The official Electrical Contractor shall be responsible for:
 - *All under carpet distribution of electrical wiring
 - *All motor and equipment hook-ups requiring hardwire connections
 - *The above items require electrical labor, which may be ordered in the Electrical Labor sections on page 1.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If violations are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the violation corrected, electrical service to the violated booth will not be connected. If an exhibitor is not informed or does not understand basic requirements of safe wiring an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - *All wiring must have 3 wire grounded cord with a minimum #14 gauge wire
 - *The use of clip-on sockets, latex or lamp cord wire in displays, or the use of 2 wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - *Zip cords or two-wire cords are ungrounded and could result in safety hazards.

Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.





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DISCOUNT DEADLINE DATE • NOVEMBER 19, 2012

COMPUTER SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
20" Flat Monitor with Table Stand (no speakers)		\$295.00	\$398.25	
32" Flat Monitor with Table Stand (no speakers)		\$470.00	\$634.50	
42" Plasma Display with Floor Stand (no speakers)		\$595.00	\$803.25	
50" Plasma Display with Floor Stand (no speakers)		\$845.00	\$1,140.75	
Set of Speakers		\$75.00	\$101.25	

VIDEO SIGNAL DISPLAY EQUIPMENT	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
32" Flat Monitor with Table Stand w/ DVD and Set of Speakers		\$585.00	\$789.75	
42" Plasma Display with Floor Stand w/ DVD and Set of Speakers		\$785.00	\$1,059.75	
50" Plasma Display with Floor Stand w/ DVD and Set of Speakers		\$970.00	\$1,309.50	

COMPUTERS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Desktop Computer with 17" Flat Monitor		\$225.00	\$303.75	
Laptop Computer		\$325.00	\$438.75	
Laser Printer (B/W)		\$275.00	\$371.25	
Multi-Function Printer/Fax/Scanner		\$150.00	\$202.50	
Copier (price for 5 days, only weekly rental)		\$1,700.00	\$2,295.00	

SOUND SYSTEMS	QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
Small Sound System with 1 Speaker and 1 wired microphone		\$200.00	\$270.00	
Small Sound System with 1 Speaker and 1 wireless microphone		\$325.00	\$438.75	
Additional Speakers		\$125.00	\$168.75	
CD Player		\$95.00	\$128.25	

DELIVERY INFORMATION

Meeting Rm # _____
Delivery Date _____
Time: _____
Pickup Date _____
Time: _____

- Items selected will be charged for the show days of the exhibition.
- To guarantee equipment availability please be sure to submit your order 30 days prior to delivery date.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- NO equipment charges for set-up day is required.
- **CANCELLATIONS:**
A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a 1 day minimum charge.

B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

TOTAL \$ _____

FIRM NAME: _____ BOOTH # _____
ADDRESS: _____ PHONE: _____ FAX: _____
CITY, STATE: _____ ZIP: _____
EMAIL ADDRESS: _____

Credit Card ____ Visa ____ MasterCard ____ AmEx ____ Discover Expiration Date _____
Security Code _____
Credit Card Number _____
Signature of Card Holder _____

COMPANY NAME _____ BOOTH# _____

Fax to **888-301-1273** along with completed payment policy



NETWORK AND VOICE SERVICES ORDER FORM

CUSTOMER INFORMATION

Company Name:	Show Name:
Billing Contact Name:	Show Dates:
Billing Street Address:	City, State & Zip:
E-Mail Address:	Phone Number:
On-Site Contact Name:	On Site Contact Cell Phone:

STANDARD VOICE SERVICES

	QTY		RATE		TOTAL
Single Line (for standard phone, fax, modem, ATM or CC machine)		x	\$225.00	=	
Single Handset Rental		x	\$25.00	=	
Multi-Lines (Two lines)		x	\$350.00	=	
Multi-Line Handset Rental		x	\$100.00	=	
There is an additional cost on long distance and international calls (per minute)		x		=	

CUSTOMIZED VOICE OPTIONS

	QTY		RATE		TOTAL
Voice Mail Box		x	\$50.00	=	
Hunting/Rollover (If order multiple lines)		x	\$50.00	=	

STANDARD NETWORK SERVICES

	QTY		RATE		TOTAL
HSIA Initial Connection 256K (Dynamic IP Address)		x	\$400.00	=	
Additional Line(s) (Per Computer, Per Day)		x	\$150.00	=	

ADDITIONAL NETWORK SERVICES

	QTY		RATE		TOTAL
Additional/Dedicated Bandwidth - 384K		x	\$600.00	=	
Additional/Dedicated Bandwidth - 512K		x	\$800.00	=	
Additional/Dedicated Bandwidth - 1M		x	\$1,200.00	=	
Additional/Dedicated Bandwidth - T1		x	\$1,800.00	=	

CUSTOMIZED NETWORK OPTIONS

	QTY		RATE		TOTAL
Static IP Address Surcharge (Per Computer, Per Day)		x	\$100.00	=	
Private VLAN		x	\$950.00	=	

RENTAL EQUIPMENT

	QTY		RATE		TOTAL
24 Port Cisco Switch		x	\$150.00	=	
Cisco Wireless Access Point		x	\$150.00	=	
Polycom Conference Speaker Phone		x	\$150.00	=	
Laptop Computer		x	\$200.00	=	
Desktop Computer		x	\$150.00	=	
Laser Printer (B/W)		x	\$200.00	=	
Multi-Function Printer/Fax/Scanner		x	\$100.00	=	
Copier (price for 5 days, only weekly rental)		x	\$1,500.00	=	

SUBTOTAL

Sales Tax 7.00%

ESTIMATED GRAND TOTAL

ALL SERVICE MUST BE PAID IN ADVANCE AND WITH THE ORDER. PAYMENT METHODS ARE CHECK OR CREDIT CARD.

ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.



Credit Card Consent Form / Security Deposit

Credit Card Type:

☐ AMEX

☐ Visa - MC - Diners Club

☐ Discover

Credit Card Number: _____

Exp Date: _____ Security Code _____

Customer PO (if required or Purchase card used #): _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Invoice/Order Number(s): _____

Cancellation Policy

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days** but more than **72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal.

Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature _____ Date _____