# Contact Lens Manufacturers Association October 5<sup>th</sup> - 8<sup>th</sup> 2011 Estancia Hotel La Jolla, CA

# EXHIBITOR SERVICE MANUAL

PLEASE EXAMINE EXHIBITOR MANUAL COMPLETELY

For additional information or questions please contact us at: Ph: (760) 788-9360 Fax: (760) 782-0429

#### **Contact Lens Manufacturers Association**

October 5-8, 2011 Estancia Hotel La Jolla, CA

#### **Special Notes**

- 1. Show Management provides the following for your booth:
  - 1- 6 foot draped table
  - 2- Chairs
  - 1- 7 inch x 44 inch exhibitor identification sign
  - 1- Wastebasket

Show draping will be burgundy and silver. The ballroom is carpeted. For electrical, additional furnishings, equipment, shipping, or labor, please refer to the order forms in your exhibitor manual.

2. The Estancia **will not** receive any freight or shipments. All deliveries shipped to the hotel will be refused. **No exceptions.** All inbound and outbound shipments will be handled through Reflex Services.

Remit To: REFLEX SERVICES 36227 Montezuma Valley Rd. Ranchita, Ca 92066 (760) 788-9360 office (760) 782-0429 fax

#### **FURNITURE**

SHOW				BC	OOTH NO				
OMPANY									-
DDRESS _						CITY			_
TATE	ZIP	PHO	ONE			FAX			
UTHORIZE	D BY (please print)								
	(1								-
DELUXE FURNITURE				WOODEN DISPLA	Y TABLES	30" ht			
QUANTITY	DECODIDATION	ADVANCE		TOTAL	OLIANITITY.	DECODIDATION	ADVANCE	AT SHOW	TOTAL
	DESCRIPTION Side Chair	ORDER 27.50	9RICE 35.00	TOTAL	QUANTITY	DESCRIPTION 4' Table no Drape	ORDER 50.00	PRICE 60.00	
	Stool (padded)	50.00	65.00			4' Table W/Draping	65.00	75.00	
	Folding Chair	10.00	12.50			6' Table no Drape	60.00	70.00	
	ADDITIONAL FUR					6' Table W/Draping	75.00	85.00	
			1			1 0			
	Wastebasket with Liner Easel	7.50	10.00 27.50			8' Table no Drape 8' Table W/Draping	70.00 85.00	80.00 95.00	
	8' High Drapery		12.50 Ln.Ft			COUNTER HIGH TA			
	4' x 8'Posterboard	97.50	125.00			4' Counter no Drape	60.00	70.00	
	3' High Drapery		7.50 Ln. Ft			4' Counter W/Draping	70.00	80.00	
	Carpet	0.00 2 1 (	7.00 2 7 0			6' Counter no Drape	70.00	80.00	
	9' X 10'	90.00	120.00			6' Counter W/Draping	80.00	95.00	
	9' X 20'	160.00	190.00			8' Counter no Drape	80.00	90.00	
Colors	, BLACK BLUE	SILVER	BURGUNDY	RED	OTHER	8' Counter W/Draping	90.00	105.00	
(circle one	Electricity					Circle skirt color: Blu		lack,	
		95.00	135.00			Burg	gundy and	Silver	
	500 Watt Outlet	93.00	133.00		PAYMEN	NT IN FULL REQUIRED \	NITH EACH	ORDER	
	For additional electrical					ADVANCE AND SAVE			
	needs, call for pricing				ADVANO	CED ORDERS MUST BE	RECEIVED	7 DAYS P	RIOR
	15 ' Extension Cord	20.00	25.00						
	6' Power Strip	20.00	25.00						
	Other								
	Round Cocktail Tables	95.00	125.00						
	Literature Rack	45.00	30.00						
	6' Power Strip	20.00	30.00						
	Additional 500 watt outlet	90.00	120.00			TOTAL THIS PAGE	\$		

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#### **CLEANING SERVICES**

)W				BOOTH NO
RESS		CITY	′	
TE	ZIP	PHONE		FAX
HORIZED	BY			
NT NAME _				
		YMENT IN FULL REQU		
		ARE SERVED DAILY IN TER SET UP IS COMPLETED		RPETS ARE INSTALLED CLEAN. RVICE BELOW.
	Charges are based of	on gross exhibit booth area.		
		of wastebaskets daily, \$.20 per charge of \$20.00.	square foot or a minimum da	aily
	One time cleaning o	only, \$.25 per square foot or a r	minimum of \$25.00.	
	Booth size	Gross sq. ft	Cost per day	No. of days
				Total
SPECL	AL INSTRUCTIONS (	(Quoted on Request)		

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36227 Montezuma Valley Rd.

Ranchita, Ca 92066

Ph: 760/788-9360 Fax: 760/782-0429

#### SPECIAL SIGNS

EVENT OR SHOW		BOOTH NO
COMPANIVALANE		
CTDEET ADDDEEC		
CITY	STATE	ZIP
ORDERED BY (print)		

The following prices are for signs of 10 words or less, one color copy, on white show card. Over 10 words, add \$3.00 per word. Add \$5.00 per sign for easel back.

QUANTITY	SIZE	DISCOUNT PRICE	'LATE ORDER	AMOUNT
			PRICE	
	7' X 11'	37.00	60.00	
	7" X 44'	43.00	66.00	
	11" X 14'	43.00	66.00	
	14" X 22"	50.00	73.00	
	22" X 28'	83.00	106.00	
	28" X 44"	90.00	113.00	
	10' X 60"	83.00	106.00	
	20"x 60'	87.00	110.00	
	40' X 60"	152.00	175.00	
			GRAND TOTAL	
			GIVAIND TOTAL	

- Signs are professionally lettered in black or white vinyl letters on colored show card.
- 2. For each color change of copy add \$5.00 per color change.
- 3. Logos, trademarks, logo style lettering, special lettering, etc., will be quoted on request.

NOTE: ORDER IN ADVANCE AND SAVE! To receive discount order prices,

Payment in full is required. Advance orders received without payment will be priced at tile LATE ORDER PRICE.

'Orders received less than 7 days prior to show will be charged late order prices.

SPECIFY SHAPE: VERTICAL

**HORIZONTAL** 

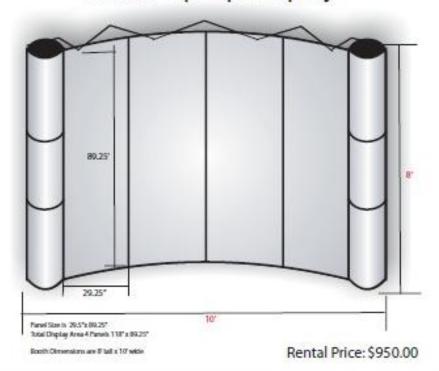
COLOR OF BACKGROUND

**COLOR OF LETTERING** 

(USE THIS SPACE FOR COPY OR ATTACH SEPARATE SHEET)



## 10 ft. Pop-Up Display



Accessory Item Ordered:

Exhibitor:

Exhibitor:

Discreptible Brochure Holder \$5.00

C Exhibit Lights (each) \$45.00

Exhibitor Information

C Exhibit Lights (each) \$45.00

C Exhibit Lights (each) \$45.00

Exhibitor Information

C Exhibit Lights (each) \$45.00

Exhibitor Information

Output

Quantity

Quantity

Exhibitor:

Booth #:

Ordered By:

Date:

Total For This Page: \$\_\_\_

Remit to: Reflex Services

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#### **EXHIBIT INSTALLATION & DISMANTLE**

SHOW			BOOTH NO
COMPANY			
CITY			
PHONE	FAX		
AUTHORIZED BY:		PRINT NAME	
LABOR RATES			
		\$87.50 per hour straight time \$140.00 per hour overtime (one hour minimum per man) 4:30 PM weekdays, and all hours on Sat	curdays, Sundays, and Holidays will be charged at
☐ "O.K. TO PRO	CEED" - EXHIBIT	OR NEED NOT BE PRESENT.	
	•	olay set-up unless you instruct us otherwise. Enedule does not permit.	very effort will be made to set your display up
		LABOR TO INSTALL	AND DISMANTLE Number of Men
	ns attached, proceed v		
		BITOR WILL SUPERVISE SET-L	JP.
All work is to be perforr	ned ONLY under the s	upervision of the exhibitor representative.	
Poprosontativo's name	:		
Representative's name		ick up men on:	
·	at the service desk to pi	iok up men on.	
Exhibitor will check in a	·	Approximate hours:	(Day, Date, & Time)

Special Instructions:

with exhibitor's request..

CONTACT AT THE SHOW \_\_\_\_\_\_
NON-OFFICIAL SERVICE FIRM

SERVICE FIRM CONTACT AT SHOW

TYPE OF SERVICE TO BE PERFORMED

they will not be permitted on the floor to service your exhibit:

Remit to: Reflex Services

36227 Montezuma Valley Rd.

Ranchita. Ca 92066

Ph: (760) 788-9360 Fax: (760) 788-9361

#### NON-OFFICAL CONTRACTOR REQUEST FOR INFORMATION

24 HOUR PHONE CONTACT\_\_\_\_\_\_

NOTE: Your "non-official" contractor must send the following information to Reflex Services at least 30 days prior to the show dates or

- A) A valid certificate of insurance evidencing the following types and limits of insurance:
  - 1. Comprehensive General Liability policy with the Broad Form Comprehensive General liability endorsement, in the occurrence form, providing coverage against claims for a bodily injury or death and property damage occuring in or upon or resulting from the use or occupancy of the trade show/meeting site. Such insurance shall be primary and non-contributory with any other coverage's and shall afford immediate protection to the limit of not less than \$1,000,000.00
- B) State of California Worker's Compensation Insurance and Employer's Liability Insurance with the following limits:

Bodily Injury by accident \$1,000,000\_00 each accident
Bodily Injury by disease \$1,000,000.00 policy limit
Bodily Injury by disease \$1,000,000.00 each employee

C) Comprehensive Automobile Liability or Business Auto Policy within limits not less than \$1,000,000.00 each occurrence, combined single limit for bodily injury and property damage, including loading and unloading.

It will be the responsibility of the exhibitor to see that each representative of the "non-official" contractor abides by the rules and regulations of this event

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DRAYAGE RATE SCHEDULE	PER CWT (100 lbs)
IN AND OUT RATES BASED ON INCOMING WEIGHT ONLY	200 lbs minimum charge per shipment
Shipments of common freight and crated exhibits will be received and stored up to thirty (30) days prior to set-up-date, delivered to booth, and delivered from booth to common carrier at loading dock of exhibit area, and furnishing loading equipment and labor at close of show. This also includes removal, storage and return of empty	\$75.00
crates or containers when necessary.	
II. Receipt of shipments of common freight and crated exhibits at the Exhibit Hall, during installation period only, from outside carrier or owner's vehicle, unloading, delivery to booth, and delivering from booth to common carrier at loading dock and furnishing loading equipment and labor at close of show. This also includes removal, storage	<b>477.00</b>
and return of empty crates or containers when necessary.	\$75.00
III. Above rates apply to handling of crated shipments. For uncrated, pad wrapped, or specialized equipment, the	
additional rate will be:	
NOTE Mixed crated and uncrated shipments must show on the bill at lading the weight of the crated portion vs the uncrated portion, otherwise the entire	\$8.50
shipment will be rated as uncrated. If we are required to use manpower in a trailer to cube out the load the exhibitor will be charged on a lime and material basis for the additional labor	
Return to the warehouse for loading onto outbound carriers	\$75.00min

All per hundredweight rated will be based on the inbound weight only and all weights will be rounded off the next hundred weight. Dimensional weights will be invoiced at the stated weight on the Bill of Lading at the time of delivery unless a weight certificate is attached. It is the exhibitor's responsibility to insure that each shipment has a correct or certified weight on each Bill at the time of delivery. No back weighing will be accepted and no credit will be issued for a mis-stated weight.

All exhibitors must be prepared to pay their charges at the show site. Company checks, cash, certified checks, money orders, traveler's checks, Visa, MasterCard or American Express are acceptable for payment. All foreign exhibitors will be required to pay their drayage invoice, in full, at the show site in U.S. currency Companies or individuals whose accounts have been deemed delinquent on past shows will be on a C.O.D. basis All Past-due and current charges must be paid in full before any material will be released. All invoices are due and payable upon receipt. You may Pre-pay your estimated drayage charges based on the above per CWT. rate schedule.

It is the responsibility of the EXHIBITOR to contact Reflex Services by the end of exhibit set up to arrange for reshipment of materials.

All per CWT. rated quoted in the foregoing do not include uncrating, unskidding, dismantling, crating, skidding, local pick-up and delivery, special

trips or handling materials requiring special handling due to weight or size.

	PER HOUR	
For such services, the following rates apply:	( Minimum: 1 hour)	
Tot Such Services, the following rates apply.	S/T	O/T
Material handler / Labor	\$75.00	105.00
Forklift with Operator, 4,000 lb capacity	\$7500	\$100.00
Forklift with Operator, 4,000 to 10,000 lb capacity	\$95.00	\$135.00
*Truck / Driver	\$75.00	\$125.00
Banding - SteelShrink wrap	\$1.50 per In foot	
Shrink wrap	\$25.00pallet	
Local pickup and deliveries		
S/T - Straight Time Hours - 8:00 AM - 4:30 PM on WEEKDAYS		
O/T - Overtime Applies to all hours on Saturdays, Sundays, and all holidays.		

The above rates include Social Security, Workmen's Compensation Insurance and Public Liability Insurance.

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#### LIMITS OF LIABILITY

#### PLEASE READ CAREFULLY

- 1. Reflex Services and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
- 2. Reflex Services and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load-out and shipping after the show close.
- 3. Reflex Services and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
- 4. Reflex Services and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond its control.
- 5. Reflex Services and 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 or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
- 6. <u>It is understood that Reflex Services and subcontractors</u> are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Reflex Services hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Reflex Services or its subcontractors, it is understood that Reflex Services and subcontractors do not provide for liability should loss or damage occur.
  - <u>It is the Exhibitor's responsibility</u> to make sure all materials are insured from the time they leave your firm, while they are at the show site, and until they are returned after the show
- 7. Reflex Services and subcontractors' liability shall be limited to any loss or damage which results solely from Reflex Services or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.60 per pound per article.
- 8 The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Reflex Services and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Reflex Services or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do so as the Exhibitor's agent, and the Exhibitor accepts responsibility therefore.
- The consignment or delivery of a shipment to Reflex Services or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.

#### PLEASE SIGN AND RETURN THIS FORM

SHOW	
FIRM NAME	BOOTH NO
ADDRESS	
BY TITLE	
SIGNATURE	PHONE
	FAV

SIGNATURE \_\_\_\_\_

Remit To: Reflex Services

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#### **INFORMATION ON SHIPMENTS TO THE SHOW**

SHOW	ВОО	TH NO		
FROM			VIA	
SHIPPING D	DATE	APPROXIMATE	ARRIVAL DATE	
NO. OF SHI	PMENTS TOTAL NO. O	F CONTAINERS	TOTAL WEIGHT	
SIZE OF LAF	RGEST PIECE	WEI	GHT OF LARGEST PIECE	
CONTACT/R	REPRESENTIVE (print)	PHONE	FAX	
DVANCE HIPPING	Reflex Services c/o Yellow Transportation	DIRECT SHIPPING	(Your Company Name)	
	9525 Padgett Street		FOR: CLMA	
	San Diego, CA 92126		C/O Reflex Services.	
	For: CLMA		Call for instructions	
	Attn;Booth No (Exhibiting Firm/Company) Warehouse shipping deadline is 010/03/2011	Direct Ship on move in 10/5/2011	ment must arrive	
	REFORWARDING INSTRUCTIONS		VIA: MOTOR ERT IT VANI	LINE
	0		<del></del>	_
	710			HER 🗆
	, ZIP		THEITID — COLL	ECT L
	S RETURNED		<del></del>	_
agree to the te That if any em We agree in th other services to their Payme		te Sheet." We also stipulate that Reflex Services will put her document, they will do so to any of our materials or ed loss or damage. Instead,	the information provided above and agree to the terms and that we have read the "Limits of Liability" form and rovide its services as our agent and not as bailee and shipper, so as our agent and we accept the responsibility therefore. Equipment that we will not withhold payment of any amount due we agree to pay Reflex Services according	for freight serv
THIS A	UTHORIZATION MUST BE COMPLETED AND SENT TO TH	E ABOVE ADDRESS BI	EFORE FREIGHT SHIPMENTS CAN BE HANDLED.	
FIRM NAME	Ē	PH0	DNE DATE	
		0.77		
ADDRESS_		CII	Y, STATE, ZIP	

Remit To: Reflex Services 36227 Montezuma Valley Rd. Ranchita, Ca 92066 (760) 788-9360 office (760 782-0429 fax

#### **ADVANCED PAYMENT**

EVENT C	or show		BOOTH NO.	
COMPAN	NY NAME			<u>.</u>
STREET A	ADDRESS		CITY	<u>.</u>
			FAX	
ORDERE	ORDERED BY (sign)			TE
PRINT NAI	ME			<u>.</u>
		PAYMENT POL	<u>LICIES</u>	
1. 2. 3. 4.	All charges must be settled at o	n all orders to obtain the discount pur service desk prior to close of a responsible for payment of charge fter the closing of the show.	show.	
	Shoul	ld you have any questions regardir	ng credit procedures, please contac	t:
		REFLEX SERVICES (760) 78	8-9360	
		CREDIT CARD CHARGE A	UTHORIZATION	
			olease complete the information request TION FORM TO CHARGE YOUR AC	
CHARGE 1	MasterCard*  Credit Card used.	<u>Visa</u>	<u>America</u>	an Express
				If using MasferCard, indicafe the four numbers above your name here
Account N	0			
•	date			
CARDHOLDI	er's signature			

CARDHOLDER NAME (print clearly)