



1921 Bellamah NW
Albuquerque, NM 87104
t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

**AISES 2014 NATIONAL CONFERENCE
CARIBE ROYALE HOTEL ORLANDO
ORLANDO, FLORIDA
NOVEMBER 13-14, 2014**

Dear Exhibitor:

WELCOME! CSS is pleased to be selected by show management to serve as your Official Service Contractor.

To assist you in planning, we have enclosed the necessary show service order forms. To help **save you money**, please take advantage of pre-show order discounts.

- ✓ Please read through this Exhibitor Service Kit. **Complete and return all order forms by the indicated discounted deadline date. Each form should be returned to the appropriate company and address listed on that form.**
- ✓ **On-Line Ordering** is available. Log in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at (505) 243-9889 to obtain one.
- ✓ Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with the **Credit Card Authorization Form**.
- ✓ Please include the prevailing sales tax, **currently 6.5% and the 3.3% Petroleum Surcharge**. Sales tax is applicable to **rentals**. **Labor and material handling services are exempt** in the State of Florida. If you have a state or federal exemption, please forward at the time of ordering.
- ✓ We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889**.

We look forward in serving you from start to finish. We are here to make sure your participation is a complete success. If you need assistance or additional information, please contact our Exhibitor Service Department.

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Or visit us on the World Wide Web at <http://www.cssabq.com>





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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2014 AISES National Conference

EXHIBIT HALL:

Exhibitor Move In:	Thursday, November 13, 2014	8:00AM-5:00PM
	Friday, November 14, 2014	7:00AM-8:00AM
Show Date:	Friday, November 14, 2014	8:15AM-3:30PM
Exhibitor Move Out:	Friday, November 14, 2014	3:30PM-7:00PM

MARKET PLACE:

Vendor Move In:	Thursday, November 13, 2014	8:00AM-12:00PM
Show Dates:	Thursday, November 13, 2014	12:00PM-5:00PM
	Friday, November 14, 2014	10:00AM-6:00PM
	Saturday, November 15, 2014	10:00AM-6:00PM
Vendor Move Out:	Saturday, November 15, 2014	6:00PM-7:00PM

All materials must be packed with bill(s) of lading turned in to CSS by: Friday, November 14, 2014 @ 7:00PM
Outside freight carriers must be checked in by: Friday, November 14, 2014 @ 6:00PM

SHOW LOCATION: Caribe Royale Hotel Orlando – Grand Sierra Ballroom

STANDARD BOOTH PACKAGE: 10'x10'
 8' Terra Cotta/Beige Back wall drape
 3' Terra Cotta Side rail drape
 (1) 6' Black Draped Table
 (2) Molded plastic chairs
 (1) 7" X 44" ID sign
 (1) Wastebasket w/ liner
 The exhibit hall IS Carpeted

IMPORTANT DEADLINES

First date freight can arrive at the advance warehouse	Monday, October 13, 2014
Submission deadline for exhibitor appointed contractor notification	Monday, October 13, 2014
Last date to receive certificate of insurance for EAC	Monday, October 13, 2014
Advance Orders and Payment Deadline	Friday, October 31, 2014
Last date freight can arrive at the advance warehouse	Monday, November 10, 2014
First date for direct shipments to facility	Thursday, November 13, 2014

SHIPPING INFORMATION:

-ADVANCE FREIGHT RECEIVING- Monday-Friday 8am-4pm Monday, October 13 – Monday, November 10, 2014 ADVANCE SHIPPING ADDRESS	
Ship to:	Exhibitor Name and Booth # AISES 2014 National Conference c/o CSS / YRC KUB Tradeshow Support 19 N Texas Ave Orlando FL 32805

FIRST DAY FOR DIRECT FREIGHT Thursday, November 13, 2014, 8:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # AISES 2014 National Conference c/o CSS 8101 World Center Dr, Orlando, FL 32821



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PETROLEUM PRODUCT SURCHARGE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ATTENTION EXHIBITORS!

PETROLEUM PRODUCT SURCHARGE

IMPORTANT INFORMATION

Processed petroleum is vital to our industry as it is widely used in trade show materials such as carpeting, tape, plastics, visqueen, propane and diesel fuel.

Convention Services of the Southwest, Inc. has been absorbing these costs for many years now. Unfortunately, the ever rising price of fuel and petroleum based products forces us to share in these costs.

Effective immediately, CSS, Inc. will add a surcharge of 3.3% to all materials and services provided.

We at CSS appreciate your continued support and understanding.



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, October 31, 2014	Booth #(s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the CSS Payment Policies statement provided with your Service Kit. **The Estimated Total below does not necessarily reflect the final total charged to your credit card at close of show.**
 *There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.

Account #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

--	--	--	--

Billing Zip Code:

--	--	--	--	--	--

Card Verification # -3 or 4 Digit Code on Back of Card:

--	--	--	--

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgraded Furnishings	
Carpet	
Prestige Carpet	
Rental Display	
Labor	
Banner Rigging	
Material Handling	
Cleaning	
Floral	
Sign	
CSS Logistics	
9.8% (FLTax & Petroleum surcharge)	
<u>Estimated Total</u> (includes State Tax and Petroleum Surcharge where applicable)	

Using the original forms, remember to include and transfer the sales tax into the estimated grand total above.
This form is intended as a tool to assist you and is not a replacement for any other form.



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PAYMENT POLICIES

CONVENTION SERVICES OF THE SOUTHWEST, INC.

PAYMENT OPTIONS

We offer two convenient ways for you to order and pay for your show services provided by CSS.

1. Service Kit (pdf download)

- a. Advance payment by **Company Check, Wire Transfer, e-check**: All checks for show services provided by CSS should be made payable to Convention Services of the Southwest (CSS) and must be in U. S. funds drawn on a U. S. bank. International exhibitors must prepay all balances prior to show closing in U.S. Dollars drawn on U.S. Banks. A **CREDIT CARD CHARGE AUTHORIZATION FORM** is required for all drayage (material handling) and labor orders as well as any additional charges incurred at show site.
- b. **Credit Card**: For your convenience we accept Visa, Mastercard and American Express. You must complete the **CREDIT CARD CHARGE AUTHORIZATION FORM**. For discount rates to apply, CSS must receive this form by **Friday, October 31, 2014**. ***There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.**

2. On Line Ordering

- a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final. Drayage Fees are added once freight is received and floor orders may be added.

DISCOUNT PRICING

To obtain the discount pricing, full payment must be included with your order. Orders received after the discounted deadline date or made at the Exhibitor Service Center during the show, will be billed at the "Standard Price" as listed on the enclosed forms. **Telephone orders will not be accepted.**

PAYMENT TERMS

To process your order for services and materials listed in this Exhibitor Service Manual, we must have your signed credit card information and full payment in advance or ordered on line. Invoices for outstanding balances will be emailed to the email address on file and must be paid before the end of the event. If you have any concerns about your charges, please stop by the Exhibitor Service Center. **Charges may not be disputed after the show.**

Items ordered and delivered but subsequently canceled will be charged 50% of the Original Price to cover labor involved.

Please notify your company representative who will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.

If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Policy Form**). **Third Parties must call for an online log in.**



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to CSS.
- This completed form is to be signed by BOTH PARTIES and returned to CSS by **Friday, October 31, 2014**. This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

Please indicate below which items/services are to be invoiced to the third party:

Furniture/Carpet Booth Cleaning Material Handling Booth Labor

Other:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES INCURRED. IN THE EVENT THE NAMED THIRD PARTY DOES NOT MAKE PAYMENT UPON PRESENTATION OF INVOICE AT SHOW SITE, SUCH CHARGES WILL BE PRESENTED TO THE EXHIBITING COMPANY FOR PAYMENT BEFORE THE CLOSE OF THE SHOW.

Event Name: AISES 2014 National Conference	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
E-mail address:	E-mail address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

DRAPED DISPLAY TABLES-30" HIGH (choose skirt color below)

Quantity	Description	Discount Price	Standard Price
	2'x2' draped pedestal	104.00	135.00
	4'x2' draped table	115.00	150.00
	6'x2' draped table	127.00	165.00
	8'x2' draped table	155.00	202.00
	30"D x 30"H draped round table	98.00	127.00

DRAPED DISPLAY COUNTERS-40" HIGH (choose skirt color below)

	2'x2' draped pedestal	115.00	150.00
	4'x2' draped counter	127.00	165.00
	6'x2' draped counter	155.00	202.00
	8'x2' draped counter	185.00	241.00
	30"D x 40"H draped round table	127.00	165.00

UNDRAPED DISPLAY TABLES-30" HIGH

	4'x2' wood table	75.00	98.00
	6'x2' wood table	81.00	105.00
	8'x2' wood table	92.00	120.00

UNDRAPED DISPLAY COUNTERS-40" HIGH

	4'x2' wood counter	81.00	105.00
	6'x2' wood counter	98.00	127.00
	8'x2' wood counter	109.00	142.00

TABLE SKIRTING (choose skirt color below) (circle height)

	4 th side table drape 30"	69.00	81.00
	4 th side table drape 40"	69.00	81.00
	Individual table skirt 30"	45.00	59.00
	Individual table skirt 40"	50.00	65.00

SPECIAL DRAPERY (choose drape color below) (6' minimum)

	3' high drapery/linear ft.	6.00	12.00
	8' high drapery/linear ft.	12.00	17.00

STANDARD FURNITURE AND ACCESSORIES

	Grey Molded Plastic Chair	58.00	75.00
	Padded Arm Chair	85.00	111.00
	Padded Side Chair	78.00	101.00
	Upholstered Bar Stool with Back	95.00	124.00
	Bag Rack: circle T or Waterfall	63.00	82.00
	Literature Stand -5'h-6-pocket	110.00	143.00
	Chrome Easel	28.00	36.00
	Wastebasket with liner	17.00	22.00
	Fishbowl	23.00	30.00
	4'x8' Tackboard or Pegboard (circle choice) Horizontal Vertical	120.00	156.00
	Glass Show Case 48"x18"x38"	350.00	Advanced Only

*Maximum load on boards is 50 lbs. Tackboards are black & Velcro "friendly" or push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES (please circle)

Blue Red Gold Silver Teal Peach Terra-Cotta

Black White Burgundy Hunter Green Plum Beige

SUBTOTAL	\$
TAX & Surcharge 9.8%	\$
TOTAL	\$



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FURNISHINGS-TABLES

CONVENTION SERVICES OF THE SOUTHWEST INC.



DRAPED TABLE



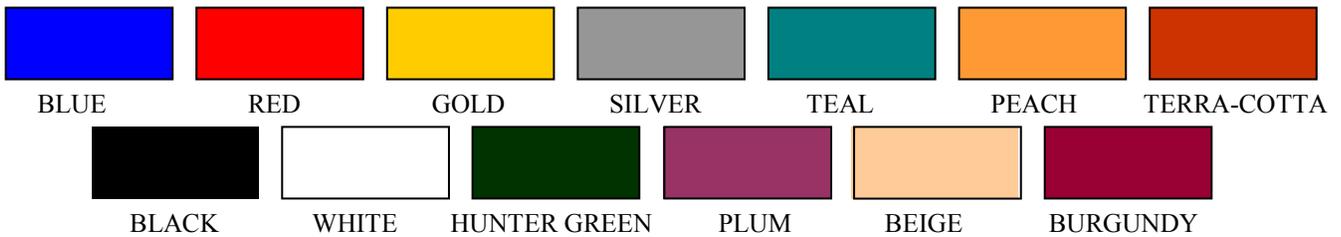
DRAPED COUNTER



UNDRAPED TABLE

TABLES

	2'	4'	6'	8'	30" Round
Tables (30" height) Draped Undraped	PLEASE SEE FURNISHINGS ORDER FORM FOR PRICING				
Tables (40" height) Draped Undraped					
4 th side draped					



40" DRAPED ROUND



2'x2' DRAPED PEDESTAL



40" UNDRAPED ROUND



LIMITED QUANTITIES

30" UNDRAPED ROUND



LIMITED QUANTITIES



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FURNISHINGS-CHAIRS

CONVENTION SERVICES OF THE SOUTHWEST INC.



PADDED SIDE CHAIR
SPECKLED GRAY/BLACK



PADDED ARM CHAIR
SPECKLED GRAY/BLACK



PADDED BAR STOOL
SPECKLED GRAY/BLACK

JETSON CHAIRS
WITH 24" BISTRO COUNTER HIGH ROUND
(CALL FOR PRICING)



MESH CHAIR
BLACK
SPECIALTY UPGRADE

MATRIX CHAIR
GRAY





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FURNISHINGS-ACCESSORIES

CONVENTION SERVICES OF THE SOUTHWEST INC.



FISH BOWL



WASTEBASKET
 WITH LINER



PEG &
 POSTERBOARD
 4'x8'



LITERATURE
 STAND
 6' H-6 POCKET



CHROME EASEL



BAG RACK



WATERFALL
 BAG RACK



CHROME
 SIGN
 DISPLAY



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

*Note: Due to limited quantities on many items, a comparable product may be substituted
Please contact CSS for quantity availabilities*

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color (please circle)	Price
	Chrome and Black Chairs			125.00
	Jetson Chair	15"x15", adjustable seat	White Black	150.00
	Leather Office Chair with Mesh Back, Black	34.7"h x 22.75"w x 24"d	Black Only	125.00
	Leather Steno Chair with Wheels, Black	44"h x 26"w x 27"d	Black Only	150.00
	Modern Chairs, Black		Black Only	125.00
	Soda Fountain Barstool	30"h x 17"w x 17"d	Red Black	125.00
	Swivel Barstools with Curved Back	32.5"h x 22.5"w x 18"d	White Black	175.00

UPGRADE TABLES

	24" Bistro Table, Black Top	42"h x 24"w x 24" d		200.00
	31" Glass Table	29"h x 31.5"w x 31.5"d		225.00
	36" Round Conference Table	30"h x 36"w x 36"d		200.00
	40" Round Glass Top Table	30"h x 40"w x 40"d		250.00
	Glass and Chrome Coffee Table	15.8"h x 39.4"w x 19.7"d		175.00
	Glass and Chrome End Table	15"h x 23"w x 23"d		150.00
	Glass Coffee Table	22"h x 39"w x 18"d		175.00
	Oblong Black Bar Counter	40"h x 21"w x 41"d		200.00
	Rectangular Conference Table	30"h x 36"w x 60"d		800.00
	Rectangular Conference Table With 6 Chrome and Black Chairs	30"h x 36"w x 60"d		1200.00
	Triangle Glass Top Table	35"h x 35"w x 35"d		225.00

UPGRADE SEATING

	Barrel Chair		Black Red Grey	275.00
	Chrome Leather Accent Chairs	30.5"h x 30.5"w x 27.5"d	White Black	350.00
	Chrome Leather Chair	32"h x 36"w x 33"d	White Black	450.00
	Chrome Leather Love Seat	32"h x 59"w x 33"d	White Black	575.00
	Chrome Leather Sofa	32"h x 81"w x 33"d	White Black	725.00
	Futon Lounger, Vanilla	32"h x 71"w x 34"d	Vanilla Only	425.00

UPGRADE ACCESSORIES

	Spandex Table Cover		Please Specify from Choices below	67.00
--	---------------------	--	-----------------------------------	-------

Spandex Color (Please Circle)			
Royal Blue	Orange	Eggplant	Blueberry
Teal	Fuchsia	Brown	Red
Black	White	Silver	

SUBTOTAL	\$
TAX & Surcharge 9.8%	\$
TOTAL	\$



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.



**SWIVEL BARSTOOLS
 WITH CURVED BACK**
 32.5"H x 22.5"W x 18"D
 AVAILABLE IN WHITE OR BLACK



**STENO CHAIR, LEATHER
 W/ WHEELS**
 44"H x 26"W x 27"D



**SODA FOUNTAIN
 BARSTOOL**
 30"H x 17"W x 17"D
 AVAILABLE WITH A
 BLACK OR RED SEAT



**LEATHER OFFICE CHAIR
 WITH MESH BACK**
 34.75"H x 22.75"W x 24"D

**24" BISTRO TABLE
 WITH BLACK TOP,
 42"H x 24"D,
 adjustable seat**

**SHOWN WITH
 JETSON CHAIRS
 15"x15"
 ADJUSTABLE SEAT
 (RENTED SEPERATLY)**

**ALSO AVAILABLE
 IN WHITE**





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UPGRADE FURNISHINGS

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TRIANGLE GLASS TOP TABLE
35"H x 35"W x 35"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



RECTANGULAR CONFERENCE TABLE
30"H x 36"W x 60"D
PICTURED WITH BLACK/CHROME CHAIRS
(RENTED SEPERATLY)



40" ROUND GLASS TOP TABLE
30"H x 40" ROUND
PICTURED WITH MODERN CHAIRS
(RENTED SEPERATLY)



31" GLASS TABLE
WITH CHROME BASE
29"H x 31"D



36" ROUND
CONFERENCE TABLE
30"H X 36"D



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UPGRADE FURNISHINGS

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GLASS AND CHROME COFFEE TABLE
 15.8"H x 39.4"W x 19.7"D

GLASS AND CHROME END TABLE
 15"H x 23"W x 23"D



SPANDEX
 TABLE
 COVERS

AVAILABLE IN
 MULTIPLE COLOR
 OPTIONS



OBLONG BLACK
 BAR COUNTER
 40"H x 21"W x 41"D



GLASS COFFEE TABLE

22"H x 39"W x 18"D



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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST INC.

BLACK OR WHITE AND CHROME LEATHER SEATING



CHAIR

32"H x 36"W x 33"D

LOVE SEAT

32"H x 59"W x 33"D

SOFA

32"H x 81"W x 33"D



BARREL CHAIRS

AVAILABLE IN RED, BLACK, OR GRAY

CHROME LEATHER ACCENT CHAIRS

30.5'H x 30.5"W x 27.5"D

AVAILABLE IN WHITE OR BLACK



VANILLA FUTON LOUNGER

32"H x 34"W x 71"D



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CARPET ORDER FORM

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STANDARD CARPET			
QTY	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
	10' x 10' Carpet	150.00	195.00
	10' x 20' Carpet	261.00	339.00
	10' x 30' Carpet	391.00	509.00
	10' x 40' Carpet	522.00	678.00

STANDARD CARPET COLOR (please circle color choice)

BLUE RED GREY TEAL HUNTER GREEN BLACK BURGUNDY PLUM

SPECIAL CUT STANDARD CARPET

Special sizes are available at \$3.45 per square foot in any dimensions. Price includes cutting, laying and taping front seams and edges.
 Carpet Size _____ x _____ = _____ square feet x \$3.45 = \$ _____ TOTAL

Visqueen is available at \$ 0.60 per square foot installed
 _____ x _____ = _____ square feet x \$0.60 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.15 per square foot installed (100 sq min)
 _____ x _____ = _____ square feet x \$1.15 = \$ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express and Visa credit cards will be accepted.

NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.8%	\$
TOTAL	\$

* For color samples please visit <http://www.cssabq.com/exhibitors/exhibitor-services> *



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PRESTIGE CARPET ORDER

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by::		

****** ORDERS PLACED AFTER ABOVE DEADLINE DATE PLEASE CALL FOR AVAILABILITY ******

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 30 oz. Plush, heavy-cut polyester pile carpet

Carpet Size _____ x _____ = _____ square feet x \$4.60 = \$ _____ TOTAL

Visqueen is available at \$ 0.60 per square foot installed (100 sq ft min)

_____ x _____ = _____ square feet x \$0.60 = \$ _____ TOTAL

Carpet Padding is available at \$ 1.15 per square foot installed. (100 sq ft min)

_____ x _____ = _____ square feet x \$1.15 = \$ _____ TOTAL

CARPET COLOR (please circle color choice)

**LITE BLUE BRIGHT BLUE NAVY TEAL GREY SILVER MIST GUN METAL CHARCOAL ROSE
 VIOLET FOREST EMERALD BURGUNDY TOAST CREAM IVORY CHERRY RED BLACK
 YELLOW ORANGE PROCESS BLUE PANTONE PURPLE REFLEX BLUE PANTONE GREEN**

CARPET SAMPLES ARE AVAILABLE UPON REQUEST PLEASE FILL OUT BELOW ***NO REFUNDS ON SPECIAL ORDER CARPET
 ALL SALES ARE FINAL **

CARPET SAMPLE MAILING INFORMATION

Mail Photo to: _____
Attention: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

For your convenience, MasterCard, American Express and Visa credit cards will be accepted.

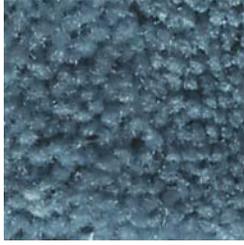
NO TELEPHONE ORDERS WILL BE ACCEPTED.

****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

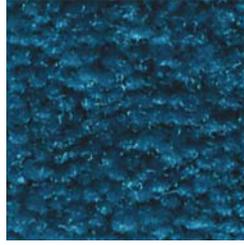
PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.8%	\$
TOTAL	\$

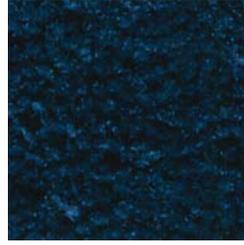
10' Prestige Colors



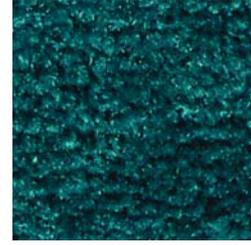
LITE BLUE



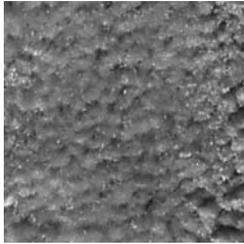
BRIGHT BLUE



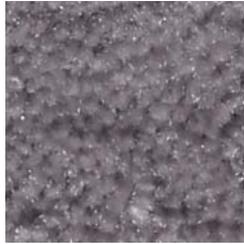
NAVY



TEAL



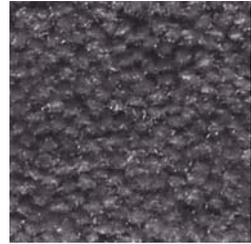
GREY



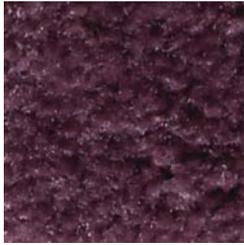
SILVER MIST



GUN METAL



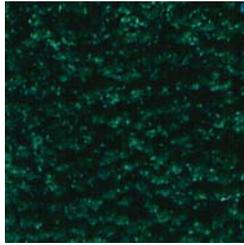
CHARCOAL



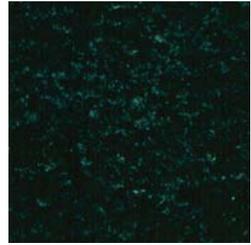
ROSE



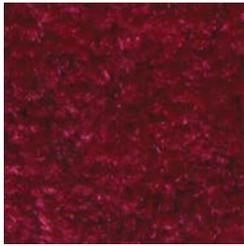
VIOLET



FOREST



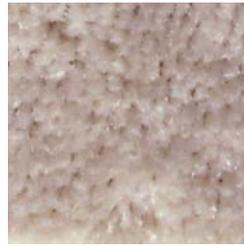
EMERALD



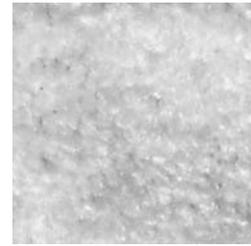
BURGUNDY



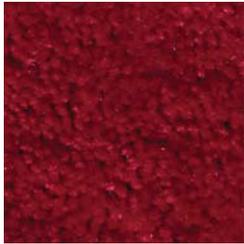
TOAST



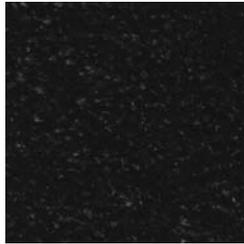
CREAM



IVORY



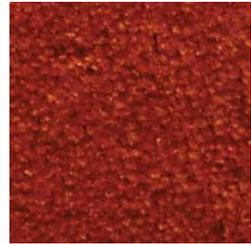
CHERRY RED



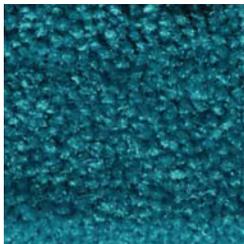
BLACK



YELLOW



ORANGE



PROCESS BLUE



PANTONE PURPLE



REFLEX BLUE



PANTONE #368 GREEN



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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, Oct. 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY!!!!

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table. Units #3001-3006 include Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.** All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Discount Price	Standard Price
	Basic #3000	898.00	1078.00
	10'x10' #3001 (3 spotlights, 1 shelf)	2142.00	2570.00
	10'x10' #3002 (3 spotlights, 1 shelf, 1-meter counter)	2415.00	2898.00
	10'x20' #3003 (6 spotlights)	3213.00	3856.00
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	3465.00	4158.00
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	3698.00	4438.00
	10'x10' Office #3006	2800.00	3360.00
	Table Top Display #3007	483.00	580.00
	Sign Kiosk #3008	277.00	332.00
	Custom Display Units	Call for Quote	

Panel Type (please circle choice): Grey Velcro Black Velcro Blue Velcro White Hardwall

Select Table Drape Color (Unit #3007 only, circle color choice):

Blue Red Gold Silver Teal Peach Black White Burgundy Hunter Green Plum

Carpet Color (Units #3001-#3006 only, circle color choice):

Blue Red Burgundy Hunter Green Teal Grey Plum Black

Header Copy (please print):

Standard Header: Black Block Lettering

Custom Graphics with logo will quoted upon request.

ACCESSORIES

	1 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	420.00	504.00
	2 Meter Counter, white cabinet 36"Hx20 1/2" deep w/sliding door	483.00	580.00
	White pedestal 36"Hx20 1/2"Wx20 1/2" deep	107.00	128.00
	Display Spotlights	50.00	60.00
	Straight Shelves with brackets	50.00	60.00
	Angle Shelves with brackets	50.00	60.00
	Side Rails, 80"Lx36"H to match display	208.00	250.00
	Clear Literature Holders, 1 pocket 8 1/2"x11"	16.00	19.00

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX & Surcharge 9.8%	\$
TOTAL	\$

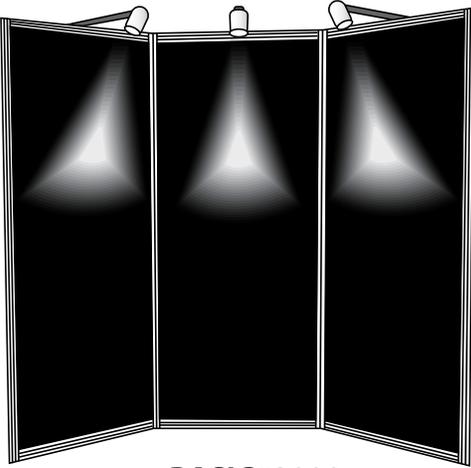


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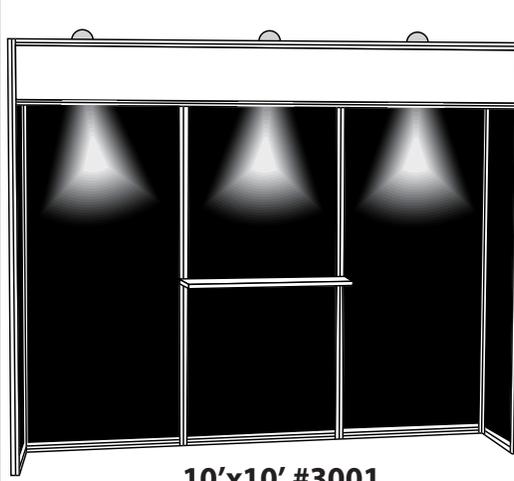
email us @
 esr@cssabq.com

RENTAL DISPLAY UNITS

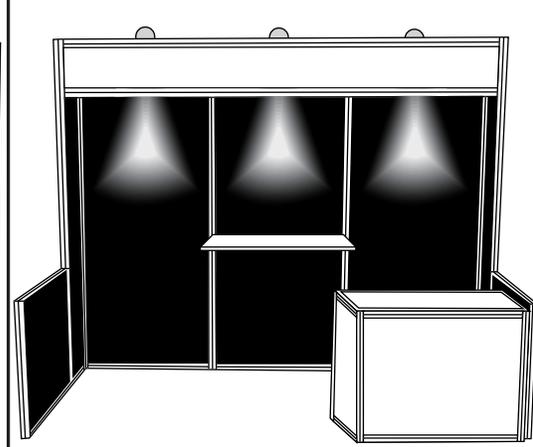
CONVENTION SERVICES OF THE SOUTHWEST, INC.



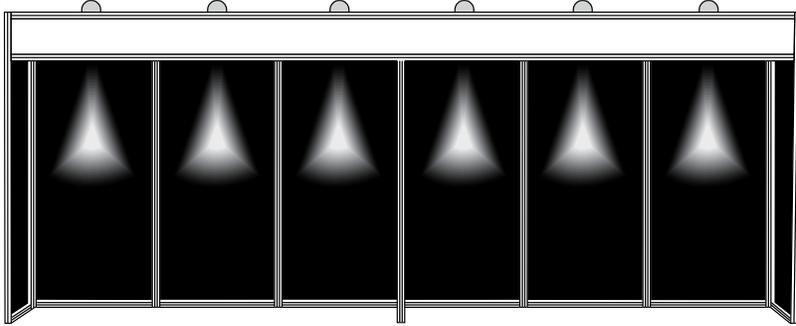
BASIC#3000



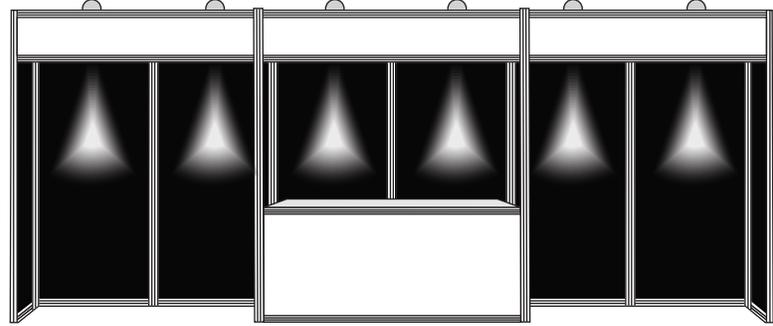
10'x10' #3001



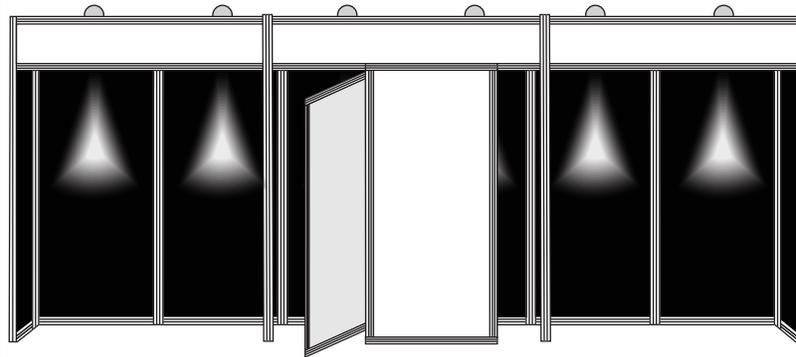
10'x10' #3002



10'x20' #3003



10'x20' #3004



10'x20' #3005



**SIGN KIOSK
 #3008**

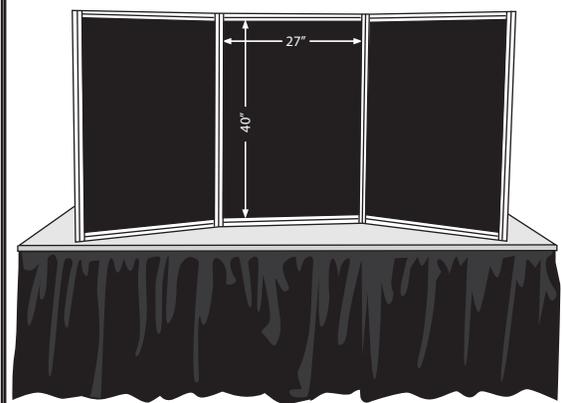


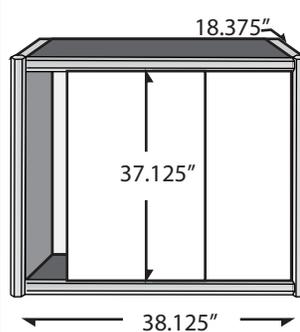
TABLE TOP DISPLAY #3007



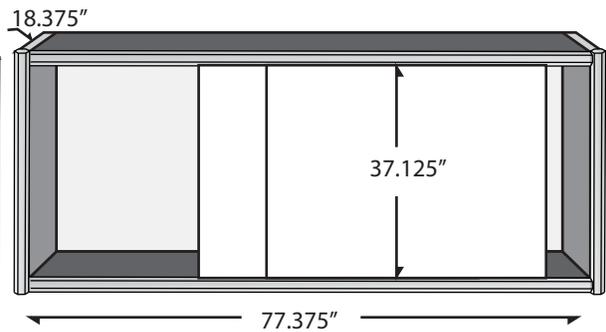
GLASS SHOWCASE



PEDESTAL



38.125"



37.125"

77.375"

COUNTERS



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, Oct. 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Cardholder Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Display labor & Forklift will be billed in ½ hour increments with a **one-hour minimum**. **Late orders add 20%**.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	\$90.00 per person/per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$130.00 per person/per hour
Sundays and Holidays	\$155.00 per person/per hour

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	\$175.00 per hour
Overtime-Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$210.00 per hour
Sundays and Holidays	\$250.00 per hour

**Exhibitor must contract all forklift operation with the official service contractor.

SUPERVISION OF ALL LABOR IS REQUIRED. PLEASE INDICATE SUPERVISION PLAN:

PLAN A - EXHIBITOR SUPERVISION

All work is performed under the supervision of the Exhibitor. Starting time can be guaranteed only in those instances where persons are requested for the start of the working day, 8:00am. If labor is not picked up or canceled without 24 hours notice, your estimated labor hours will be charged. **The exhibitor must check in at the service desk to pick up labor ordered and check labor out at the service desk, upon completion of the work. If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged.**

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

All work is performed under the direction of **CSS** personnel. Our charge for this service is 30% of your total labor bill (**\$50.00 minimum**). In order to complete the work without your representative present, we must have set-up instructions (blueprints/floor plans, etc.). **If display materials have not arrived by scheduled labor install times, your estimated labor hours will be charged. You must also include outbound shipping labels and shipping instructions with your labor order.**

Please complete this section:

PLEASE READ PAYMENT POLICY

	No. of People	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION					
DISMANTLE					

(PLEASE ADD 3.3% FOR PETROLEUM)



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LABOR JURISDICTIONS
Orlando, Florida

CONVENTION SERVICES OF THE SOUTHWEST, INC.

UNION JURISDICTIONS FOR ORLANDO, FLORIDA

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

UNION REGULATIONS

Florida is a "right-to-work" state. Exhibitor permanent employees may set up their own exhibits. Union labor is available to assist in the erection and dismantling of exhibit booths, Exhibit labor, freight labor, electricians and plumbers can be arranged for at established rates, using the enclosed forms. Jurisdictions claimed by the various unions follow.

EXHIBIT LABOR

Claims jurisdiction for the installation, dismantling, first cleaning, touch-up, repair, and building of all prefabricated exhibits and displays when this work is done by persons other than your full-time company personnel. This includes headers, floor covering, aisle covering, hanging of decorations and materials, painting and hanging of all signs, pictorial and scenic painting, etc. Labor may be ordered in advance by using the labor forms enclosed, or on show site. They are not required to put your products on display, open cartons containing your products, nor perform testing, maintenance, or repairs of your products.

FREIGHT HANDLING LABOR

Claims jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers, as well as the handling of empty crates and the operation of material handling equipment. They also claim jurisdiction for unloading, uncrating, unskidding, leveling, cleaning, assembly of heavy machinery and equipment and the reverse operations. Any Exhibitor may move material that is hand-carryable without the use of dollies, hand trucks, or other mechanical equipment. **CSS** has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage dock areas and freight doors and schedule vehicles for the smooth and efficient move-in and move-out of the Trade Show. **CSS** will not be responsible, however, for any material they do not handle.

ELECTRICAL SERVICE LABOR

Claims the supplying of all feed wiring and electrical conductors to each exhibit. This includes such items as motor hook-up, pulling and hook-up of electrical or signal wires and cables, and the installation and/or reinstallation of conduit or duct system that contains electrical or signal wires or cable, etc. Only the licensed Official Electrical Services Supplier, Edlin, may provide this work.

GRATUITIES

Please do not tip (giving money, merchandise, or other special consideration for service rendered) any employee. Do not give coffee breaks. Employees have a 15-minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to **CSS** Management. Employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.

IN GENERAL

Trades people have been instructed to refrain from expressing any grievance or directly challenging the practice of any Exhibitor. All questions originated by labor are to be expressed to the supplier of that labor and/or **CSS** Management. Direct any questions in regards to union claimed jurisdictions or practices to **CSS** Management.



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EXHIBITOR APPOINTED CONTRACTOR (EAC)
Submission Deadline for Notification & Certificate of
Insurance: Monday, October 13, 2014

CONVENTION SERVICES OF THE SOUTHWEST, INC.

EXHIBITORS WHO CHOOSE TO HAVE AN EXHIBIT SERVICE FIRM (OTHER THAN THE OFFICIAL LABOR CONTRACTOR) SUPERVISE LABOR, UNPACK, ERECT, ASSEMBLE, DISMANTLE AND PACK DISPLAYS / EQUIPMENT MUST ABIDE BY THE FOLLOWING:

- Exhibitor must notify Show Management and Convention Services of the Southwest (CSS) in writing no later than **Monday, October 13, 2014**
- Exhibitor must ensure their contractor provide CSS with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, and naming CSS as additional insured by **Monday, Oct. 13, 2014**. If this certificate is not received by the deadline date, you may send in a supervisor only and you will be required to order show labor. If we do not receive a certificate by move in, your EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and / or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- The EAC shall share with CSS, Inc all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, and trash removal, etc.
- The EAC must provide CSS, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.

NAME OF EXHIBITOR APPOINTED CONTRACTOR:	
ADDRESS	
CONTACT, TELEPHONE # & FAX:	

The service firm must notify **CSS, Inc.** of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to **CSS, Inc.** and the sponsor of the exhibition. Please list show name, location and Exhibitor name on Certificate of Insurance. **Exhibitor Appointed Contractors will not have access to the show floor without a Certificate of Insurance on file with CSS, Inc.**

COMPANY:	BOOTH:
ADDRESS:	CONTACT NAME:
CITY:	SIGNATURE:
STATE:	PHONE
EMAIL:	FAX:



CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- ❖ As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- ❖ Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material-handling** (Drayage) charges and shipping charges are not the same thing. “Drayage” is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the “freight carrier” at the show-site dock. “Freight Shipping” is movement of freight from city to city on a designated carrier.
- ❖ All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS**. *This estimate will be binding on both parties and no adjustments will be made after the show closes.
- ❖ **We will accept all cartons, crates and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose, uncrated materials or machinery not banded to skids will be accepted at show site only.**
- ❖ **All van line shipments must be accompanied by a “certified weight ticket”, with heavy & light weights or else CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**
- ❖ All shipments for the show received either in advance or at show site will be charged material handling by **CSS**. Please refer to the “Material Handling” Rate sheet. All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.
- ❖ “Off-Target” freight is when a carrier delivers freight to show-site before the designated move-in day(s) and is re-routed to our warehouse. Freight will be charged at the advance freight rate. When freight is delivered to our warehouse after the designated move-in day(s) and **CSS** moves it to show site, freight will be charged at the advance freight rate plus a late delivery charge. Please refer to the “Material Handling” Rate sheet.

MATERIAL HANDLING INCLUDES:

- **Storing your booth, equipment and materials in our warehouse for up to 30 days in advance of the show. (Advance shipments only).**
- **Delivering materials to your booth at show site.**
- **Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.**
- **Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated carriers based on information provided on your show site bill of lading (obtained from CSS Service Center).**

MATERIAL HANDLING DOES NOT INCLUDE:

- **Labor and/or equipment for uncrating, unskidding, assembling, positioning, leveling, dismantling, re-creating and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the “Labor Order Form” enclosed.**
- **Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s). All carriers must be checked in by the designated re-routing time or exhibitor freight will be either re-routed with show carrier or returned to CSS warehouse at exhibitor expense. Please refer to “Material Handling” Rate sheet for re-route times.**



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LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

CSS liability is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS maximum liability will be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.

CSS will not be liable to any extent whatsoever for any actual, potential or assumed loss or profits or revenues or for any collateral costs, which may result from any loss or damage to an exhibitors materials which may make it impossible or impractical to exhibit it.

Claims for loss or damage that are not submitted to CSS within 30 days of the close of the show shall be considered waived.

The consignment or delivery of a shipment to CSS by an exhibitor, or by any shipper on behalf of the exhibitor, will be construed as an acceptance by such exhibitors (and/or shippers) of the terms and conditions set forth in this form.

To expedite removal of materials from the show site, CSS 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 "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show, without a Bill of lading, will be rerouted with the preferred carrier. No liability will be assumed as a result of such rerouting or handling.

INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW. Your present insurance carrier can add a rider to your current policy.

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO MAKE ALL ARRANGEMENTS FOR PICK UP AND DELIVERY OF FREIGHT. IF YOU CHOOSE TO USE OUR PREFERRED CARRIER, WE WILL MAKE ALL OUTBOUND ARRANGEMENTS FOR YOU. A COMPLETED BILL OF LADING WILL STILL BE REQUIRED.

CSS will not be responsible for:

- Shipments delivered to the wrong booth due to improper labeling by the exhibitor.
- Misdirected shipments or removal of crates to storage due to old labels appearing on crates.
- Damage to uncrated or improperly packed materials, or concealed damage.
- Loss, theft or disappearance of Exhibitors material after it has been delivered to the exhibit booth.
- Loss, theft or disappearance of Exhibitors material prior to materials being picked up from exhibit booths for reloading after close of the show. CSS will check all Bills of Lading covering outgoing shipments at time of actual pick up from the exhibit booth. Corrections will be made to the bill of lading where discrepancies occur.
- Loss, damage or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind, or to any causes beyond CSS control.

The exhibitor accepts the responsibility for the payment of charges in connection with the handling of the shipment and guarantees payment to CSS for the incurred services described herewith. SEE PAYMENT POLICY.



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MATERIAL HANDLING RATE SHEET

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, Oct. 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

ADVANCE FREIGHT RECEIVING Monday, October 13, – Monday, November 10, 2014 Monday-Friday 8:00am-4:00pm ADVANCE SHIPPING ADDRESS	FIRST DAY FOR DIRECT FREIGHT Thursday, November 13, 2014 – 8:00AM-4:00PM DIRECT SHIPPING ADDRESS
Ship To: Exhibitor Name and Booth # AISES 2014 National Conference c/o CSS / YRC KUB Tradeshow Support 19 N Texas Ave Orlando FL 32805	Ship To: Exhibitor Name and Booth # AISES 2014 National Conference c/o CSS 8101 World Center Dr, Orlando, FL 32821
Number of Pieces: _____ Estimated Weight: _____ Inbound Freight Carrier: _____	Number of Pieces: _____ Estimated Weight: _____ Inbound Freight Carrier: _____

PLEASE READ Payment Policy & Material Handling Information and Limits of Liability.

Our preferred freight carrier is: [CSS Logistics \(505\) 243-9889](#)

****Freight will be re-routed from show floor on Friday, November 14 @ 7:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ \$ 95.00 per cwt = \$475.00

ADVANCE FREIGHT RATES: *Includes crated, skidded and carton materials.

\$95.00 per cwt. \$190.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$95.00 per cwt = \$ _____

DIRECT FREIGHT RATES: *Includes crated, skidded and carton materials.

\$92.00 per cwt. \$184.00 minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ \$ 92.00 per cwt = \$ _____

All charges are per hundred pounds (cwt) with a 200 lb. minimum per shipment. All shipments are rounded to the next hundred pounds.

ADDITIONAL RATES:

“Late shipments” and “off target” freight will be charged an **additional \$16.00 per cwt.** (200 lb. minimum applies)

“Express letter shipments” or shipments weighing less than 10lbs. will be charged a **\$26.00 material handling fee.**

Banding and Shrink Wrap will be charged at **\$50.00** per skid or crate.

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$42.00 per cwt.**

(200 lb. minimum applies)

Total of all shipments above plus 3.3% Petroleum Surcharge \$ _____

Abqbst



1921 Bellamah NW
 Albuquerque, NM 87104
 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

OUTBOUND SHIPPING INSTRUCTIONS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

*** EXHIBITOR OUTBOUND SHIPPING INSTRUCTIONS***

At the close of show, materials will be shipped to: ****CSS will complete labels when labor is CSS Supervised****

ATTN: _____

(IMPORTANT: If your freight is forwarding to another show, be sure to include the show name and your booth number)

Please specify your choice by checking the following:

_____ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is _____

****Please note the exhibitor is responsible for scheduling the carrier and addressing all freight.***

_____ The preferred carrier, **CSS Logistics**, is authorized to ship show materials to the above address.

Please indicate billing information for carrier charges if different than above:

SHIPPER (SIGNATURE)	
SHIPPER (PRINT NAME)	
FREIGHT CHARGES BILLED TO:	
STREET:	
CITY/ STATE / ZIP:	



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SHIPPING LABELS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE WAREHOUSE SHIPPING LABELS

R U S H	ADVANCE WAREHOUSE	R U S H	ADVANCE WAREHOUSE
	TO: _____ (Exhibiting Company Name)		TO: _____ (Exhibiting Company Name)
	BOOTH #: _____		BOOTH #: _____
	AISES 2014 National Conference c/o CSS / YRC KUB Tradeshow Support 19 N Texas Ave Orlando, FL 32805		AISES 2014 National Conference c/o CSS / YRC KUB Tradeshow Support 19 N Texas Ave Orlando, FL 32805
	Warehouse Hours: M-F 8AM-4PM		Warehouse Hours: M-F 8AM-4PM
	Last Day for Advance Freight to arrive Monday, November 10, 2014		Last Day for Advance Freight to arrive Monday, November 10, 2014

DIRECT SHIPPING LABELS

R U S H	DIRECT TO SHOW	R U S H	DIRECT TO SHOW
	TO: _____ (Exhibiting Company Name)		TO: _____ (Exhibiting Company Name)
	BOOTH #: _____		BOOTH #: _____
	AISES 2014 Natinoal Conference Exhibitor Name and Booth# AISES 2014 Natinoal Conference c/o CSS 8101 World Center Dr. Orlando, FL 32821 Tampa, FL 33602		AISES 2014 Natinoal Conference Exhibitor Name and Booth# AISES 2014 Natinoal Conference c/o CSS 8101 World Center Dr. Orlando, FL 32821 Tampa, FL 33602
	Must NOT arrive before November 13, 2014		Must NOT arrive before November 13, 2014
	FIRST DAY FOR DIRECT FREIGHT Thursday, November 13, 2014		FIRST DAY FOR DIRECT FREIGHT Thursday, November 13, 2014



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email us @
 esr@cssabq.com

CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Please print or type: (incomplete information will delay processing)	
Event or Show Name: 2014 AISES National Conference	Advanced Payment Deadline: Friday, October 31, 2014
Event or Show Date(s):	Booth #(s):
Exhibiting Firm:	Exhibitor Telephone #:
Billing Address:	Exhibitor Fax #:
City/State/Zip:	E-mail address:
Authorized by:	

CLEANING SERVICES (select only one of the services below)

Services Available	Rate per square foot DISCOUNT PRICE
Initial Cleaning (Vacuum & empty wastebaskets before first show day only)	\$.43 per sq. ft (One Day)
Daily Cleaning (Vacuum & empty wastebaskets for all show days)	\$.39 per sq. ft (Daily)
Daily Porter Service (Empty wastebaskets and periodic trash pick up during show hours)	\$115.00 (Daily)

PLEASE COMPUTE COST BELOW.

To compute booth size: (Length x Width = Total Square Feet)

NOTE: AMOUNT MUST BE BASED ON A MINIMUM OF 100 SQ. FT. PER SINGLE BOOTH.

Number of Booth spaces X 100 = Total Square Feet X Rate per square foot X Number of Days = Total Due

_____ X 100 = _____ X _____ X _____ = _____

Please add 9.8% for prevailing state sales tax and Petroleum Surcharge

PLEASE READ PAYMENT POLICY.

Please bring any discrepancies regarding these services to our attention prior to show close. CSS is unable to adjust invoices after the close of the show.

natl



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www.cssabq.com

email us @
esr@cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, Oct. 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Quantity	Item	Discount Price	Standard Price	Total Price
	Floral Traditional - Height 12" Width 12"	74.00	96.00	
	Floral Arrangements - Height 18" Width 12"	105.00	137.00	
	Custom designed arrangements Color: Width: Height:	Call for Quote	Call for Quote	
	Kalanchoe, Persian Violet, Azalea, Chrysanthemum, Begonia, Cyclamen Please circle selection	66.00	86.00	
	Mums (select color) White Yellow Purple Rust	50.00	65.00	
	Small Ferns	50.00	65.00	
	Large Ferns	81.00	105.00	
	3 - 4 foot green plants	81.00	105.00	
	5 - 6 foot green plants	115.00	150.00	
	7 - 8 foot green plants	144.00	187.00	
	Wicker Containers	Call for quote	Call for Quote	
	Delivery Charge	20.00	20.00	20.00
	Sub Total			
	Tax & Surcharge 9.8%			
	Total			

Plants remain the property of the subcontractor for **CONVENTION SERVICES OF THE SOUTHWEST, INC.** There will be an **additional charge** for plants **not in the booth** at the conclusion of the event. Floral arrangements are the property of the exhibitor and may be removed from show site. **All flowering plants will be subject to availability.** Substitutes of equal quality may be made upon decision of florist.

Rental price includes: Decorative Container, top dressing, professional maintenance. ALL ORDERS MUST BE PAID IN FULL PRIOR TO SHOW CLOSING. **PLEASE READ PAYMENT POLICY.**

Abq



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, October 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail address:	
Authorized by:		

Fill out section below. Include copy & rough layouts on a separate piece of paper and mail or fax to us. Please circle orientation of signage.

QTY	SIZE	ORIENTATION	LETTER COLOR	DISCOUNT PRICE	STANDARD PRICE	TOTAL PRICE
	7" x 11"	Vertical Horizontal		18.00	22.00	
	7" x 44"	Vertical Horizontal		36.00	43.00	
	11" x 14"	Vertical Horizontal		45.00	54.00	
	14" x 22"	Vertical Horizontal		56.00	73.00	
	22" x 28"	Vertical Horizontal		75.00	90.00	
	24" x 36"	Vertical Horizontal		100.00	120.00	
	28" x 44"	Vertical Horizontal		125.00	150.00	
	Meter board (1 meter x 8')	Vertical		Unframed \$300.00 Framed \$380.00	Unframed \$360.00 Framed \$456.00	
	Custom Signs	Vertical Horizontal		Quoted Upon Request		

Note: Prices are based on one color graphic applied to white background, with up to 10 words of copy.

We offer both vinyl and digital output.

If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koroplast and Gator Foam, they will be quoted upon request

Logo/Disk Reproduction= \$75.00/hr.-1hr. minimum per logo

Guidelines for Submitting Artwork: Artwork should be submitted via e-mail in a zip folder or on the following IBM formatted Disks: 3 1/2" Floppy Disks, 100 MG Zip Disks, or a CD Rom. In order for us to use a graphic file, it must be saved in one of the following files:

VECTOR FILES: .AI, .EPS, .WMF, .PLT, .DWG, .DXF.

RASTER FILES: .PCD, .BMP, .JPG, .EPS, .TIF, .PSD.

When submitting a raster file, the **optimal resolution is 300 dpi** for a 1 to 1 output ratio. Lower resolution files will have a negative result on the image quality and/or an increase in labor.

When submitting disks or e-mails, please include the following: Contact person with phone number, e-mail address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

BANNERS-Call for quote

Note: Prices based on one color graphic applied to white vinyl material with grommets and up to 10 words. Additional colors, materials and hanging options available.

Custom logos available for an additional charge. Please call Exhibitor Services at (505) 243-9889 for quote.

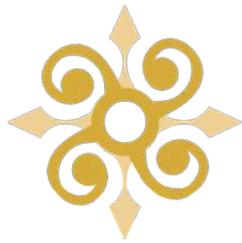
Extras: Pipe Pockets = \$1.65/linear ft.

PLACE SIGN COPY HERE AND ANY SPECIAL INSTRUCTIONS:

(Use additional paper if necessary)

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
TAX 9.8% (FL Tax & Petroleum Surcharge)	\$
TOTAL	\$



CARIBE ROYALE O R L A N D O

High Speed Internet Services

Convention Center

Wired high-speed Internet access inside a meeting room, foyer or other common area:

- \$550 for the first IP address/device per meeting room/location, ONE TIME charge for the duration of the event.
- \$50 for each additional IP address/device per meeting room/location, ONE TIME charge for the duration of the event.

Wireless Internet access inside a meeting room, foyer or other common area:

- \$250 set up fee, plus per connection charge based on quantity of connections. Please see chart below. ONE TIME charge for the duration of the event.
 - 1 to 20 connections - \$25 each
 - 21 to 50 connections - \$20 each
 - 51 to 100 connections - \$15 each
 - 101 to 250 connections - \$10 each
 - 251 or more connections - \$5 each

Printers – HP LaserJet with Public IP address and/or USB/Parallel cable:

- \$175 per day

Available Networking Options

With our 50 Mb Metro Ethernet Internet connection, we can provide customized network packages to fit any customer profile.

- Implementation of virtual local area networks (VLANs) for increased security.
- On-site DHCP server to facilitate public IP address configuration.
- Static public IP addresses are available for devices requiring them, such as routers and printers.
- SMTP email relaying for mail servers.
- Wireless Access Points for roaming Internet access.
- Professional on-site staff dedicated to making your meeting a success.

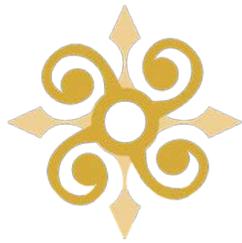
GROUPS

High speed Internet services provided in conjunction with a group MUST be coordinated between the group's meeting planner and Convention Services. A High Speed Internet Connection Request (below) and Network Security Declaration form (below) must be signed by an authorized signer before connections are installed. A High Speed Internet Change Order must be completed by an authorized signer for any additional requests (moves, adds or changes) and MUST be coordinated by Convention Services. Should a group choose to bring their own wireless router and order a single connection, it will be the Group's responsibility to configure the router, enable WEP or WPA encryption on their router and troubleshoot any client connectivity issues. The Hotel's responsibility will be to ensure Internet connectivity to the router.

EXHIBITORS

Exhibitors are billed separately from the group by credit card only. All exhibitors must complete an Exhibitor High Speed Internet Request (below) and Network Security Declaration form (below). Connections will not be installed without payment. Reselling high speed Internet service is NOT permitted.

NOTE: The prices listed above are not a final quote and cannot be interpreted as such. Upon request; a quote for High speed Internet services will be provided once exact information regarding meeting rooms, locations, number and type of connections is provided to the Convention Services Manager.



CARIBE ROYALE
O R L A N D O

High Speed Internet Services

Guest Suites and common areas

Wired high-speed Internet access in guest suites (billed to suite or credit card):

- \$9.99 per 24-hour period

Wireless high-speed Internet access in public areas (billed to suite or credit card):

Coverage in the Guest Suites, Villas, Convention Center foyers, Lobby, and Main Pool

- \$9.99 per 24-hour period



CARIBE ROYALE

O R L A N D O

NETWORK SECURITY DECLARATION

The Caribe Royale Orlando has instituted a Network Security Policy that requires adherence to several necessary precautions in order to maintain network stability. This declaration of compliance with our network security requirements and acknowledgement of our policies must be signed prior to your network services being activated.

We require that all devices directly or indirectly accessing our network have the latest virus scanning software, Windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely impacts our network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice at the discretion of The Caribe Royale Orlando. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will still apply and no refunds will be given. Additional charges may apply for troubleshooting/diagnostics and / or problem resolution.

Your business is important to us and with advanced and timely notification of your needs, we are confident that we can provide the network services that perform as expected.

Company Name:

Booth Number:

Rental Company (if renting computers)

Rental Company Contact Information

By my signature below, I attest that my equipment, which will be connected to Caribe Royale Orlando's network has been properly protected, contains anti virus software, and the latest patches and security updates have been installed. I also accept responsibility for my equipment's performance and understand the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should my equipment be found to adversely impact the network's performance.

Signature:

Date:

Printed Name:

Title:



CARIBE ROYALE O R L A N D O

8101 World Center Drive, Orlando FL 32821 Phone (407) 238-8084 Fax (407) 387-8625

VENDOR REQUEST FORM

CONVENTION NAME:	SHOW DATES:
COMPANY NAME: COORDINATOR: ADDRESS: PHONE: EMAIL: ON-SITE CONTACT:	
INSTALLATION DATE: TIME IN: LOCATION:	REMOVAL DATE: TIME OUT:
	QUANTITY
Wired High Speed Internet Access: First connection/IP address: \$550 Additional connection/IP address: \$50.00	
Wireless High Speed Internet Access (access point provided): \$250 set up fee, plus per connection charge based on quantity of connections. Please see chart below. <ul style="list-style-type: none">o 1 to 20 connections - \$25 eacho 21 to 50 connections - \$20 eacho 51 to 100 connections - \$15 eacho 101 to 250 connections - \$10 eacho 251 or more connections - \$5 each	
Printers: HP LaserJet with Public IP address and/or USB/Parallel cable \$175 per day	
COMMENTS:	

PAYMENT ARRANGEMENTS MUST BE MADE IN ADVANCE AND CAN BE MADE ANY OF THE THREE FOLLOWING WAYS.

1. You may logon to <http://www.crrsv.com/authorize/index.html> to make a credit card payment. Please put the show name and booth number in the confirmation box. You will be emailed a receipt, please fax the receipt and this request to 407-387-8625.
2. You may mail a check to the hotel address above and fax a copy of the check and this request to: 407-387-8625.
3. You may complete this credit card form and fax this form, the completed request above and a copy of the credit card to: 407-387-8625



CARIBE ROYALE O R L A N D O

Authorization to Bill a Credit Card

I, _____, authorize the
Caribe Royale All-Suites Resorts to charge my credit card.

Card # _____

Expiration date: _____ Card Code: _____

For the following charges:

Authorized Signer

Date:

Print or Type Name as it appears on credit card

Company Name:

Coordinator:

Address:

Phone Number:

Fax Number:

Email:

On-site Contact:

Convention Name & Dates:

**A Copy of the front and back of the card listed below must accompany this
completed form and be mailed or faxed to:**

Caribe Royale Orlando Convention Services Department:

8101 World Center Drive, Orlando FL 32821

Phone (407) 238-8084 Fax (407) 387-8625

Accounting Use Only

Estimated Charges: \$ _____

Date of Approval _____

Approval # _____



CARIBE ROYALE

ELECTRICAL ORDER FORM MAIL TO

EDLEN ELECTRICAL EXHIBITION SERVICES OF ORLANDO

11483 Rocket Blvd. • Orlando, FL 32824 • Tel. (407) 854-9991 Fax (407) 854-9992 Email support@edlenelectrical.com

ELECTRICAL OUTLETS Approximately 120V A.C. 60 Cycle

Table with 5 columns: 120 VOLTS, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include 0-500 WATTS (5 AMPS), 500-1000 WATTS (10 AMPS), 1001-1500 WATTS (15 AMPS), 1501-2000 WATTS (20 AMPS).

For Outdoor Events 20 AMP Minimum Required

ELECTRICAL SERVICE CONNECTIONS Approximately 208V A.C. 60 Cycle

208 VOLTS SINGLE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

Table with 5 columns: 208 VOLTS SINGLE PHASE, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include 20 AMPS, 30 AMPS, 60 AMPS, 100 AMPS.

208 VOLTS THREE PHASE Labor of 1 1/2 Hrs./Hook-up & 1 Hr./Dismantle will be charged for 208 Volt Services

Table with 5 columns: 208 VOLTS THREE PHASE, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include 20 AMPS, 30 AMPS, 60 AMPS, 100 AMPS, 200 AMPS, 400 AMPS.

LIGHTING EQUIPMENT (Including Current Consumed)

Table with 5 columns: LIGHTING EQUIPMENT, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include 150 WATT FLOOD LIGHT, 300 WATT FLOOD LIGHT, 300 WATT QUARTZ LIGHT.

EXTENSION CORDS (Electricity Not Included)

Table with 5 columns: EXTENSION CORDS, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include SINGLE OUTLET, QUAD OUTLET/POWER STRIP.

LABOR

Table with 5 columns: LABOR, QUANTITY, Advance Payment PRICE, Regular PRICE, COST. Rows include ST Mon.-Fri. 8:00am-4:30pm (Except Holidays), OT Mon.-Fri. 4:30pm-8:00am (Sat/Sun/Holidays).

FULL PAYMENT DUE PRIOR TO SHOW OPENING

Summary table with 2 columns: Description, Amount. Rows include SUBTOTAL \$, 6.5% FL SLS TAX, TOTAL DUE \$.

Master Card Visa AMX Check

Credit Card# EXP DATE

Cardholders Name (Print)

Authorized Signature

Form with fields for SHOW NAME, FIRM NAME, ADDRESS, CITY, STATE, ZIP, SIGNATURE, NAME OF FACILITY, SHOW DATES, TELEPHONE#, FAX#, PRINT NAME, BOOTH #.

(SEE REVERSE SIDE FOR TERMS AND CONDITIONS)

SPECIAL REQUIREMENTS

Dedicated Circuit or 24 Hour Service Required? yes no

If yes, double electrical outlet or electrical service connection charge.

Rental Rates quoted cover any portion of a (7) seven day consecutive period.

There is a minimum labor charge of (1 1/2) one and a half hours for hook-up and (1) one hour to dismantle for special events, island booths and 208 Volt services

RATES FOR HIGHER WATTAGES, VOLTAGE OR SPECIAL LIGHTING ON REQUEST-SPECIAL HANGING OR INSTALLATION DONE ON TIME AND MATERIAL BASIS.

SPECIAL INSTRUCTIONS

Blank lines for special instructions.

Aisle #

ISLAND BOOTHS A scaled floor plan must accompany orders showing locations of electrical outlets, connections and lighting equipment.

Aisle #



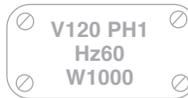
PAYMENT MUST ACCOMPANY ALL ORDERS 10 BUSINESS DAYS PRIOR TO SHOW SET UP FOR DISCOUNT PRICE TO APPLY

ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS

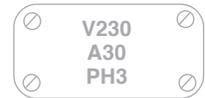
REGULATION AND GENERAL INFORMATION

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit(See example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.)

EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



120V Single Phase
= 60 Cycle
1000 Watts



230 Volts
= 30 Amps
3 Phase

POWER LOCATIONS: X Indicate location of outlet

WHERE WILL MY OUTLET BE LOCATED?

Your outlet will be located as depicted below unless floorplan is received indicating otherwise.



INLINE BOOTHS-PENINSULA



BACK TO BACK PENINSULA BOOTHS

One drop within booth when power source in ceiling or one location at Edlen's discretion when power source is in the floor.
Please see Regulation #4 below.

ISLAND BOOTHS

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set up for discount rates. Orders received less than ten (10) business days prior to scheduled event set up or without payment will be charged at the floor order rates.
2. Edlen electrical 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 an Edlen Electrical electrician. Edlen Electrical 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 an Edlen Electrical electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for EDLEN 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.
5. 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 and a half (1 1/2) hour labor for installation and one (1) hour 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 in writing.
6. 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.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. EDLEN reserves the right to inspect all electrical devices and connections to insure compliance with all codes. EDLEN is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. 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.
9. 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.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent 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 EDLEN for this service order is furnished on a rental basis and remains the property of Edlen and shall be removed ONLY by EDLEN Employees. Price also includes all necessary disposable supplies.
13. EDLEN Employees 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 an EDLEN Employee 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, or foreclosure, or otherwise, exhibitor will pay EDLEN its 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 EDLEN harmless for any and all losses of power beyond EDLEN's 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. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the reverse side
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they 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 fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical 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 a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign 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.

BANNER RIGGING ORDER FORM

Event Name: AISES 2014 National Conference	Advance Payment Deadline: Friday, Oct. 31, 2014	Booth #(s):
Exhibitor Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	E-mail Address:	
Authorized by:		

Banner Rigging labor will be billed in 1 hour increments with a **one-hour minimum**. Late orders add **20%**.

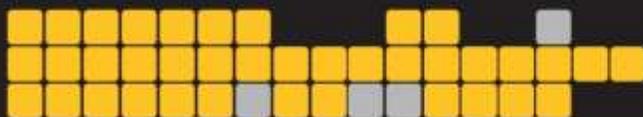
RATES FOR BANNER RIGGING:

Straight time – 8:00AM -11:00PM (Weekdays) **\$680.00 per hour**

If banner requires assembly, installation and dismantling of supporting devices such as cabling, wire, crosby's and turnbuckles, work will be performed on a time and material basis. Materials will be invoiced at show site.

- ❖ **Diagram or Drawing of sign/banner must be provided.**
- ❖ **If riggers are canceled less than 24 hours before scheduled start time, your estimated rigging hours will be charged.**
- ❖ **If display materials have not arrived by scheduled rigging install times, your estimated rigging hours will be charged.**

- Submit completed form via email or fax: (email) ggrier@psav.com / (fax) 407-387-0155 -
- Questions: (phone) 407-238-0008 / (email) ggrier@psav.com -



PSAV



RIGGING SERVICES

PSAV® is proud to serve as the exclusive in-house rigging provider for the Caribe Royale All – Suite Hotel and Convention Center. This Hotel is equipped with a permanent rigging point system in the ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.



AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY

Computer Equipment	Qty	Rate	Amount
Laptop Computer Windows 7		\$250	
Computer Keyboard		\$30	
Computer Mouse		\$30	
Wireless Keyboard & Mouse		\$50	
Wireless Remote Cueing (USB)		\$50	
Computer Speakers		\$40	

Displays	Qty	Rate	Amount
70" LCD Screen 1080p		\$1200	
47" LCD Screen 1080p		\$800	
42" LCD Screen 1080p		\$700	
32" LCD Screen with Tuner 1080p		\$500	
23" LCD Screen with Tuner 1080p		\$250	
Heavy Base Stand 72" For Monitors		\$75	
Shelf for Monitor Stands		\$20	

Audio Equipment	Qty	Rate	Amount
1 Speaker, Stand, Wireless Headset		\$300	

Other	Qty	Rate	Amount
54" Cart With Black Skirt		\$25	
Blu-Ray/DVD Player/CD Player		\$200	

Labor	Qty	Rate	Amount
LCD Monitor Wall Mount - Installed		\$100	
Delivery to Booth		\$50	
Labor 1 tech Build - In Booth (1 Hour)		\$100	

Input or Cable Type

Composite	DVI	Audio
HDMI	VGA	Mac
PC	Game	Other

Please use this space to give us more details about your booth

Equipment
Tax (0.00%)
Labor

Total:

Checkout

Print View

Attached diagrams

- no file selected
- no file selected
- no file selected

Maximum Size: 10MB

Accepted types: pdf, jpg, jpeg, png, doc, docx, xls, xlsx, ppt

[Click to View Online Form](#)



CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

Aisles are not to be blocked unless it is clearly indicated on the Fire Marshal approved floor plan. Exits, exit signs, and fire fighting equipment are not to be blocked or concealed from view in any manner.

Fire inspections may be conducted during the course of move-in and move-out. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. The show will not be permitted to open without the approval of the Fire Marshal or his authorized representative.

If violations are found during the exhibit, booth(s) shall be subject to closure. Booth operators or employees may also be subject to a citation, which may result in up to a \$500.00 fine, 90 days in jail, or both.

Exhibit booths shall be constructed of non-combustible or limited-combustible materials.

Acoustical and decorative material including, but not limited to cotton, hay, paper, straw, moss, split bamboo, and wood chips shall be flame retardant treated to the satisfaction of the authority having jurisdiction. **Materials that cannot be treated for flame retardancy shall not be used.** Foamed plastics and materials containing foamed plastics used and decorative objects such as, but not limited to: mannequins, murals, and signs shall have a maximum heat release rate for any single fuel package of 150 kw when tested in accordance with UL 1975, Standard for Fire Tests for Foamed Plastic used for Decorative Purposes.

FIELD FLAME TEST: Flame retardant materials shall not ignite and spread over the surface when exposed to open flame.

1. Oilcloth, tarpaper, nylon, plastic cloths and certain other plastic materials cannot be made flame retardant and their use is prohibited.
2. Compressed flammable gases flammable/combustible liquids and hazardous chemicals are prohibited inside the building.
3. The use of LP-Gas cylinders is prohibited. **Exception:** Non-refillable cylinder may be used where permitted by the authority having jurisdiction. Compressed Gas **only** 12-16oz.
4. Hazardous chemicals and materials including pesticides, fungicides, insecticides, caustics, corrosives, oxidizers, flammable, poisons, and toxins are prohibited inside the building.
5. Combustible materials (i.e. crates and boxes) shall be limited to a one- (1) day supply and shall be maintained in an orderly fashion. **Storage of any combustible materials behind booths is prohibited.**

SPECIAL REQUIREMENTS: Vehicles on display within an exposition facility shall comply with the following:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Battery terminals shall be disconnected and taped off, using a non-metallic tape.
3. Fueling and defueling within the facility is prohibited.
4. Vehicles shall not be moved at any time during show hours.
5. Fuel Limit: Fuel tank shall not exceed one quarter of the tank capacity or 5 gallons, whichever is less.
6. Vehicles, boats, and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors acceptable to the authority having jurisdiction.

OPEN FLAME DEVICES: Neither open flame devices nor pyrotechnic devices shall be used in any assembly occupancy. Cooking and/or warming devices that produce gas laden vapors shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory (i.e. UL, FMO).

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing cooking and/or warming devices.
7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

CANDLES AND OTHER OPEN-FLAME DEVICES: The use of candles and other open-flame devices shall be in accordance with the following:

1. Class I and II liquids and liquefied petroleum gasses shall not be used.
2. Liquid or solid-fueled lighting devices containing more than 8 ounces must self extinguish and not leak fuel at a rate of more than ¼ teaspoon per minute if tipped over.
3. The device or holder shall be constructed to prevent the spilling of liquid fuel or wax at the rate of more than ¼ teaspoon per minute when the device or holder is not in an upright position.
4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. EXCEPTION: Units that self extinguish if tipped over and that do not spill fuel or wax at the rate of more than ¼ teaspoon per minute if tipped over.
5. The flame shall be enclosed except as follows: a) openings on the sides shall not be more than 3/8 inch in diameter. b) openings on the top and the distance to the top shall be such that a single layer of tissue paper placed on the top will not ignite in 10 seconds.
6. Chimneys shall be made of noncombustible materials. Such chimneys shall be securely attached to the open-flame device. EXCEPTION: The chimney need not be attached to any open-flame device that will self extinguish if the device is tipped over.
7. Shades, if used, shall be made of noncombustible materials and securely attached to the open-flame device holder of chimney.
8. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and must be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
9. When in the opinion of the Fire Chief, adequate safeguards have been taken, hand held flame lighted candles can be allowed. Hand-held candles shall not be passed from one person to another while ignited.

FLAMING FOODS AND BEVERAGES: Flaming Foods and Beverages shall be in accordance with the following:

1. Flammable liquids used in the preparation of flaming food and beverage shall be dispensed from a (1) once container or from a container not to exceed a one-quart capacity and having a controlled pouring device that limits the flow to (1) ounce.
2. Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. Flaming food or beverages shall not be transported or carried while burning.
3. The person preparing or serving the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.
4. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames.
5. The pouring, ladling, or spooning of flammable foods or beverages is restricted to a maximum height of 8 inches above the receiving receptacle.

IN ALL CASES:

1. All fuel containers shall be secured to prevent spillage when not in use.
2. Fuel canisters shall be safety sealed for storage.
3. Storage or refueling containers are not to exceed a maximum of 16 ounces.
4. The storage of **ANY** combustible behind booths is prohibited.
5. The pouring, ladling, or spooning of flammable liquid is restricted to a maximum height of 8 inches above the receiving receptacle.

No Exhibition or Show will be permitted to open without the approval of the Fire Marshal or his authorized representative. Fire inspections may be conducted during the course of move-in and tear down. A pre-opening inspection shall be conducted. Spot inspections may be conducted during the course of the show. If violations are found during the exhibition or show, violating booth(s) shall be subject to closure.

The Fire Marshal's Office understands that each exhibition, show, or event, are different. Depending on the circumstances of the event additional items may need to be addressed. In these instances it will be necessary to follow IFC Section 2416.1 which states in part: When in the opinion of the Fire Marshal, it is essential for public safety in a place of assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee, shall employ two or more qualified persons from within the fire department. Qualified persons would be as necessary for the greatest life safety, i.e. firefighters, paramedics, full truck crews, etc.... Payment for these individuals will be paid prior to the show or event, and will be paid to the city of Albuquerque at the rates set by the fire department.

Green Meeting Participant Tip Sheet

We are trying to make this meeting greener – which means that we are taking steps to help reduce the negative impact on the environment. The goal is to reduce waste and pollution, conserve energy and water and promote recycling. But we can't do it alone – we need the help of sponsors, speakers, exhibitors, attendees, vendors and other participants to make the greening effort a success.

How Can You Help? We plan to provide many opportunities to help the environment during the event. But keep in mind that there are many points prior to the day of the event when your conscientious effort can make a big difference.

- **Planning:** Think carefully about your participation in the event. How many people need to be there and for how long? Can the trip serve multiple purposes or be combined with other business activities? Are there other ways to conserve energy and reduce the carbon footprint associated with your participation? Can you cut any waste out of your program – for instance, reduce the number of give-aways or design signs and decorations for reuse?
- **Travel:** What form of transportation will you use? If the event is local, can you use public transportation rather than drive? If you must drive can you carpool? Is cycling or walking an option? If you're coming in from out of town, can you purchase carbon offsets to sequester the

Did You Know?

Meetings are among the world's leading consumers of energy and producers of waste:

- During a typical five-day conference, 2,500 attendees will use 62,500 plates, 87,500 napkins, 75,000 cups or glasses and 90,000 cans or bottles. (*Source: Meeting Strategies Worldwide.*)
- Food leftovers are the single-largest component of the waste stream by weight in the United States. Americans throw away more than 25 percent of the food we prepare, about 96 billion pounds of food waste each year. Donation or composting diverts organic materials from landfills and incinerators, reducing greenhouse gas emissions. (*Source: EPA Solid Waste Program.*)
- Recycling one ton of paper saves the equivalent of 17 trees, saves enough energy to power an average home for six months, saves 7,000 gallons of water, and keeps 60 pounds of pollutants out of the air. (*Source: Illinois Recycling Coalition.*)
- Transporting a traditional custom 20' x 30' structure generates nearly 6,876 pounds of CO₂. Switching to a lighter weight modular structure cuts emissions nearly in half. That one-show carbon emission reduction is more than a car owner switching to a hybrid car for a year. (*Source: Used by permission of Skyline Exhibits www.skyline.com.*)

emissions generated by your travel? (Note that most carbon offset sources offer online calculators for determining the amount based on distance and mode of travel.)

For more green meeting information and ideas, visit www.greeneventsource.com

Green Meeting Participant Tip Sheet

- **Accommodations:** Environmentally friendly hotels promote recycling, conserve water and energy; offer a linen reuse program; take measures to limit food waste; practice green cleaning and other best practices. Wherever you stay, choose a location that has a comprehensive environmental program or use the CERES Guest Request Card to encourage your hotel to adopt green practices.
- **Entertainment and Recreation:** If you are hosting receptions, parties or other outings, choose locations that can be easily reached by foot or public transportation; offer sustainable food and beverages; and preserve/protect natural beauty. You should be able to ask the hotel or convention center for a list of local “eco-tourism” attractions.
- **Marketing and Communication:** What information will you provide for the event? Does it need to be printed or can it be sent electronically? If you do print material, can you print it two-sided on recycled paper, using vegetable inks with a green printer? Send just the amount of glossy materials, give-aways or handouts that you can use.
- **Exhibitors:** Follow green exhibiting practices by creating displays of lightweight, recycled and eco-friendly materials, using energy-efficient lighting, reusing packing material and recycling any materials you don’t plan to ship back.

10 EASY WAYS TO HELP GREEN AN EVENT

1. **Bring your own toiletries or soap from home.**
 2. **Purchase carbon offsets for your travel.**
 3. **Copy or print handouts locally rather than shipping from out of town.**
 4. **Confirm your meal attendance to cut down on wasted food.**
 5. **Bring a refillable water bottle that can be replenished from pitchers, fountains or water stations.**
 6. **Ask the hotel to change towels and sheets only when requested or after you leave.**
 7. **Turn off lights and turn down heat or air conditioning when you’re not in your room.**
 8. **Use the recycling container in your hotel room, or if none exists, request that the hotel recycle your paper and plastic waste.**
 9. **Donate your unused amenities if possible.**
 10. **Turn in your name badge so it can be reused.**
- **Shipping:** Use the most eco-friendly shipping method possible or arrange for carbon offsets.
 - **Recycling:** We will try to make recycling of paper, plastic, metal, glass and food waste as easy as possible for you ... all you need to do is remember to “pitch in.”

For more green meeting information and ideas, visit www.greeneventsource.com