



Maloney Productions  
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# **2015 IEEE COMPOUND SEMICONDUCTOR IC SYMPOSIUM**

**SHERATON HOTEL  
RHYTHMS BALLROOM  
NEW ORLEANS, LA.  
OCTOBER 12-13, 2015**

**Exhibitor Service Kit**

## GENERAL INFORMATION

### **LOCATION & DATES**

Sheraton Hotel Rhythms Ballroom 2<sup>nd</sup> floor  
500 Canal Street  
New Orleans, La. 70117

### **SHOW SCHEDULE -**

#### **EXHIBITOR MOVE-IN:**

Monday, October 12, 2015      11:00 am – 4:00 pm

#### **SHOW HOURS:**

Monday October 12, 2015      5:30 pm – 7:30 pm  
Tuesday, October 13, 2015      7:00 am – 5:00 pm

#### **MOVE-OUT:**

Tuesday, October 13, 2015      4:00 pm – 7:00 pm

**PLEASE NOTE: All exhibitor materials must be removed from the ballroom on Tuesday October 13<sup>th</sup>, 2015 by 7:00 p.m.**

### **STANDARD BOOTH EQUIPMENT**

Each 8' x 10' booth to include:

- 8' high back drapery
- 30" high side rails
- One (1) 7" x 44" identification sign with your company name and booth number,
- One (1) 6' black draped table
- Two (2) side chairs
- One (1) wastebasket

**The Ballroom is carpeted**

**Additional items are available per enclosed order forms.**

This EXHIBITORS SERVICE MANUAL contains all the necessary service order forms to further furnish your booth and should be directed to the person IN CHARGE OF YOUR EXHIBIT. All furnishings and services must be paid in full upon placing your order in advance or at show site (See enclosed payment policy for details). In order to receive advance pricing make sure to return all forms with full payment by the appropriate **Deadline Date: Monday, October 5, 2015**. Please be sure to contact us if we can help you with your order.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## PAYMENT POLICY & CHARGE AUTHORIZATION FORM

In order for us to process your order for services and materials listed in this exhibitor kit, please fill-in your credit card information below.

### CREDIT CARDS:

We accept American Express, Visa, Master Card and Discover.

### PAYMENT ITEMS:

Invoices will be prepared and a copy will be available for your review at show site. No credits will be issued once the show has closed. All invoices must be paid in full before the end of the show, in U.S. funds.

### IMPORTANT:

Please advise your booth representative and company comptroller of our payment policy. There will be no exceptions.

### DISPLAY HOUSES:

All above terms apply to display or exhibit houses requiring our services.

Master Card \_\_\_\_\_ Visa \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_

Security Code (3 digits on back of card) \*(4 digits on front of card if AMEX): \_\_\_\_\_

Account no.: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name of credit card: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## FURNITURE RENTAL FORM

### SEATING

QTY.	ITEM	ADV.	FLOOR	TOTAL
	Padded Side Chair	48.00	63.00	
	Arm Chair	66.00	86.00	
	Bar Stool	76.00	99.00	

### ACCESSORIES

QTY.	ITEM	ADV.	FLOOR	TOTAL
	Cocktail Table 30"	96.00	124.00	
	Cocktail Table 42"	96.00	124.00	
	Chrome Stanchion	41.00	61.00	
	Velour Rope (8')	36.00	56.00	
	Plastic Chain	4.00 ft	7.00 ft	
	Easel	25.00	35.00	
	Wastebasket	19.00	29.00	
	Tack Board (4'x8')	114.00	148.00	
	Tack Board (8'x4')	114.00	148.00	
	White Perf Board	148.00	148.00	
	Raffle Wheel	75.00	91.00	
	Refrigerator	165.00	214.00	

### SPECIAL DRAPING

QTY.	ITEM	ADV.	FLOOR	TOTAL
	Ft. of 8' drape per liner ft.	5.00	11.00	
	Ft. of 3' drape per liner ft.	12.50	16.00	

#### COLORS AVAILABLE FOR SPECIAL DRAPING (CHECK ONE)

☐ BLUE ☐ WHITE ☐ RED ☐ GRAY ☐ BLACK

☐ GREEN ☐ BURGUNDY ☐ GOLD

**DISCOUNT DEADLINE DATE: October 5, 2015**

### DISPLAY TABLES

QTY.	ITEM	ADV.	FLOOR	TOTAL
	4'X30"H Draped	89.00	110.00	
	4'X30"H Undraped	63.00	76.00	
	6'X30"H Draped	99.00	121.00	
	6'X30"H Undraped	73.00	89.00	
	8'X30"H Draped	119.00	147.00	
	8'X30"H Undraped	93.00	113.00	
	4'X42"H Draped	99.00	139.00	
	4'X42"H Undraped	69.00	106.00	
	6'X42"H Draped	104.00	154.00	
	6'X42"H Undraped	86.00	126.00	
	8'X42"H Draped	136.00	186.00	
	8'X42"H Undraped	99.00	121.00	
	4 <sup>th</sup> Side Draped-30"	33.00	48.00	
	4 <sup>th</sup> Side Draped-42"	43.00	58.00	

#### COLORS AVAILABLE FOR DRAPED TABLES (CHECK ONE)

☐ BLUE ☐ WHITE ☐ RED ☐ GRAY ☐ BLACK

☐ GREEN ☐ BURGUNDY ☐ GOLD

**SUB TOTAL:** \_\_\_\_\_

**9% SALES TAX:** \_\_\_\_\_

**2% CITY TAX:** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

All charges for rental items include delivery to your booth, installation during specified hours and removal at the close of the show.

**PAYMENT POLICY:** In order to qualify for **ADVANCED** prices; payment in **FULL** must accompany your order and must be received by October 5, 2015. All other orders will be processed at **FLOOR** prices.

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM \*\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*\***

**CANCELLATIONS:** No refunds will be given on items cancelled at show site; however, a 50% credit will be issued on exchanges.

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## FLOOR COVERINGS RENTAL FORM

### STANDARD CARPET:

Qty	Size	Advance	Floor	Total
	9' X 10'	\$125.00	\$175.00	
	9' X 20'	\$250.00	\$325.00	
	9' X 30'	\$375.00	\$445.00	
	9' X 40'	495.00	\$535.06	
	9' X _____	\$100.00 ADD'L 10' INCREMENTS	\$117.00 ADD'L 10' INCREMENTS	

Rental prices include installation and tape.

### COLOR SELECTION: (Circle Carpet Color Below)

BLUE	GREEN	GRAY	BLACK	BURGUNDY	RED
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CANCELLATIONS: Standard carpet cancelled after show move in begins, but prior to installation, will be charged at 50% of the original price. Carpet cancelled after installation will be charged at 100% of original price.

We reserve the right to adjust orders calculated incorrectly.

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM \*\*\*ORDERS  
WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*\***

**SUB TOTAL:** \_\_\_\_\_

**9% SALES TAX:** \_\_\_\_\_

**2% CITY TAX** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

NOTE: LATE ORDERS ARE SUBJECT TO AVAILABILITY

Cutoff date for advance orders: **October 5, 2015**

# MATERIAL HANDLING RATES

## Advance to Warehouse

**\$65.00 per 100 lbs. (200 lb. Minimum)**

- 1) Receive crated or packaged materials at warehouse
- 2) Up to 30 days storage prior to show
- 3) Cartage from warehouse to booth area
- 4) Store empty containers from booth area
- 5) Return empty containers to booth area
- 6) Provide bills of lading and shipping labels
- 7) Load out exhibit materials to designated carriers at show site

## Direct to Show Site

**\$75.00 per 100 lbs. (200 lb. Minimum)**

- 1) Receive exhibit materials at show site
- 2) Delivery to booth area
- 3) Store empty containers during show
- 4) Return empty containers to booth area
- 5) Load out exhibit materials to designated carriers at show site

**PLEASE NOTE: Direct to show site rates apply during exhibitor MOVE-IN DAY ONLY. Show facility CANNOT accept advanced freight.**

**SMALL PACKAGE SHIPMENTS:** Show site receiving for up to one (1) piece totaling less than 25 lbs. will be charged a flat rate of \$40.00 per piece (Any additional carton or package \$20.00 each). Packages will be delivered to your booth without guarantee of piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.

## Applicable Surcharges

**LATE SHIPMENTS:** Shipments received at the warehouse after the deadline date of **October 5, 2015** will be subject to a 25% surcharge on the advance rate. (\$50.00 Minimum)

**OVERTIME CHARGES:** If move-in and/or move-out are performed during overtime hours a 25% surcharge will be added to the appropriate rate for each occurrence. Overtime is any time before 8:00 AM and after 4:30 PM - Monday – Friday.

**SPECIAL HANDLING:** Shipments of all crated materials requiring special handling (such as: ground unloading, side door unloading, constricted space unloading, designated piece unloading and stacked shipments) will be handled at an additional 25% surcharge on the appropriate rate. Uncrated, pad wrapped or loose equipment will be handled at show site for an additional 35% surcharge on the direct rate. **DO NOT SHIP UNCRATED OR LOOSE MATERIALS TO THE WAREHOUSE.** A certified weight certificate must accompany all van lines.

**STORAGE OF EMPTY CONTAINERS DURING SHOW:** Exhibitor's requiring storage of empty crates or containers that did not utilize our material handling services as listed above will be charged a \$50.00 per skid or crate flat rate for this service.

**PLEASE NOTE:** If designated carriers do not pick up on time (or make destination on time) we cannot be liable for resulting delays. Maloney Productions reserves the right, without clearance from exhibitor, to change shipments to another carrier in order to expedite removal of materials after the specified move-out deadline.

**Authorized Signature:** \_\_\_\_\_

## MATERIAL HANDLING INFORMATION

**TO ASSIST US IN SERVING YOU PLEASE FILL-OUT THE MATERIAL HANDLING ORDER FORM, SIGN AND MAIL, FAX, OR EMAIL ONE COPY TO MALONEY PRODUCTIONS AT YOUR EARLIEST CONVENIENCE.**

- 1) FORWARD TO MALONEY WAREHOUSE ADDRESS, COPIES OF BILLS OF LADING WITH PRO NUMBERS AND NAME OF DELIVERING CARRIER. THIS IS TO ASSIST TRACING IF REQUIRED.
- 2) WE SHALL NOT BE RESPONSIBLE FOR:
  - A) DAMAGE TO UNCRATED MATERIALS IMPROPERLY PACKED AND / OR CONCEALED DAMAGE
  - B) LOSS OR THEFT OF EXHIBITORS MATERIALS AFTER THEY HAVE BEEN DELIVERED TO BOOTH OR BEFORE WE HAVE PICKED UP MATERIALS FOR LOADING OUT OF THE BOOTH.
- 3) **INSURANCE** - We respectfully suggest that you arrange all risk coverage; this can usually be done by riders to existing policies, often at no extra cost.
- 3) If designated carriers do not pick-up on time (or do not make destination delivery on time) we cannot be liable for resulting delays. We shall have authority without clearance from exhibitor to change to another carrier in order to expedite removal of exhibit materials.

### **GENERAL INFORMATION**

All rates in this schedule are fixed and apply whether all or partial services are needed. Overtime rates apply to all services performed on Saturdays and before 8:00am or after 4:30pm on weekdays. Overtime package rates apply when services must be performed on other than straight time due to availability of the hall or instruction by show management. The rates in this schedule are based on present day labor costs and are subject to change in the event of increased wages granted prior to opening or during operation of show.

Maloney Productions has the responsibility of receiving and handling all exhibits materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the Exhibit Hall. **The use of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. Access to the loading docks will be controlled by Maloney Productions in order to provide for a safe and efficient move-in and move-out. Maloney Productions will not be responsible, however, for any material we do not handle.** Maloney Productions Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

**MALONEY PRODUCTIONS** RESERVES THE RIGHT TO WEIGH ALL INBOUND SHIPMENTS, CORRECT WEIGHTS AND BILL ACCORDINGLY.

**ALL INBOUND FREIGHT CHARGES MUST BE PRE- PAID.**

**ADDRESS SHIPMENTS TO:** (NAME OF EXHIBITOR AND BOOTH NO. \_\_\_\_\_)  
2015 CSICS  
MALONEY PRODUCTIONS  
5301 Jefferson Highway  
NEW ORLEANS, LA 70123

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## MATERIAL HANDLING ORDER FORM

All shipments must be prepaid. Collect shipments will not be accepted. Warehouse shipments must be shipped to arrive no later than one-week prior to show.

**ADDRESS SHIPMENTS TO:**  
**FORWARD FREIGHT**  
**BILL OF LADING TO:**

**TO: (NAME OF EXHIBITOR AND BOOTH NUMBER)**

**FOR:**

MALONEY PRODUCTIONS  
 5301 Jefferson Highway  
 New Orleans, LA. 70123

### SHIPMENTS FROM OUT TOWN

Origin of Shipment		Via		Pro. Number	
Shipping Date	Approx. Arrival Date	No. Of Shipments	Total Pieces	Total Shipment Wt.	
Local Representative				Telephone No.	
Originating Carrier					

**IMPORTANT:** To enable us to trace delayed shipments we must have complete routing information, including connecting carriers involved. Maloney Productions is responsible for in and out traffic schedules. To assure orderly and expeditious handling of exhibit material, it is suggested that even local exhibitors clear all movement of their material through Maloney Productions who are prepared to handle local pickups and deliveries on a coordinated schedule.

### SCHEDULE FOR LOCAL PICKUP

Pickup address		Telephone number	
Number of pieces	Approximate total weight	Date pickup required	
Special instructions			

### OUTBOUND SHIPMENTS

Maloney Productions, Inc. will have a representative on duty during dismantling of the convention to assist exhibitors and furnish bills of lading and shipping labels for their outbound shipment. At the close of the show, each exhibitor should label his shipments and furnish us with shipping instructions. We will have all necessary bills of lading and labels available at our service desk. We will honor shipper routings in almost all cases (except in instances of expediency) but reserve the right to reroute any outgoing shipments. Exhibits not removed from exhibit area on removal day will be returned to our warehouse, at an additional charge, to await disposition instructions.

Ship to:	Ship to:
Address	Address
Description (needed for proper rating)	Description (needed for proper rating)



Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## CLEANING ORDER FORM

For individual cleaning required for your exhibit booth please check the below services desired. Charges are based upon gross exhibit booth area.

### CARPET CLEANING

- ☐ Vacuuming ONCE before initial opening of exhibit..... .54 cents per sq. ft.
- ☐ Vacuuming during duration of show..... .48 cents per sq. ft.

### EXHIBIT CLEANING

- ☐ Cleaning and dusting of display background and furnishing  
ONCE before initial opening of exhibits..... .28 cents per sq. ft.

### PORTER SERVICE

- ☐ Exclusive porter or janitor service (4 hour minimum per day) ..... \$55.00 per hour
- ☐ After 4:30 PM Monday thru Friday..... \$105.00 per hour
- ☐ I will require this service for all show days
- ☐ I will require for these specific days \_\_\_\_\_

### DETAIL SPECIAL INSTRUCTIONS:

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### Summary of Services

We reserve the right to adjust orders calculated incorrectly.

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE  
AUTHORIZATION FORM \*\*\*ORDERS WILL NOT BE PROCESSED  
WITHOUT PAYMENT\*\*\*

Carpet Cleaning = \$ \_\_\_\_\_  
Exhibit Cleaning = \$ \_\_\_\_\_  
Porter Services = \$ \_\_\_\_\_  
**TOTAL \$** \_\_\_\_\_

**For office use only:** \_\_\_\_\_ sq. ft. \_\_\_\_\_ cents per sq. ft. = \$ \_\_\_\_\_ per day x \_\_\_\_\_ days = \$ \_\_\_\_\_

**Order in advance! Save time and money** Due Date: Monday, October 5, 2015

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## EXHIBIT LABOR ORDER FORM

### SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF DISPLAYS

#### Rates:

<p>\$70.00 Per Hour <b>STRAIGHT TIME</b> MONDAY – FRIDAY 8:00 AM – 4:30 PM</p>	<p>\$105.00 Per Hour <b>OVER TIME</b> MONDAY – FRIDAY 4:30 PM – Midnight &amp; Saturday</p>
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**- ONE HOUR MINIMUM PER MAN -**

#### SERVICE A:

#### **ERECTION AND DISMANTLING OF DISPLAY UNDER THE SUPERVISION OF MALONEY PRODUCTIONS**

WE WANT OUR DISPLAY \_\_\_\_\_ERECTED \_\_\_\_\_DISMANTLED UNDER MALONEY PRODUCTIONS SUPERVISION

- ESTIMATE NUMBER OF MEN FOR SET UP \_\_\_\_\_ HOURS EACH MAN
- ESTIMATE NUMBER OF MEN FOR DISMANTLING \_\_\_\_\_ HOURS EACH MAN
- DRAWINGS, BLUE PRINTS AND PHOTOS ARE ENCLOSED IN CRATE \_\_\_\_\_  
ENCLOSED WITH ORDER NO. \_\_\_\_\_

A 25% SUPERVISION CHARGE (\$25.00 MIN.) WILL BE ADDED TO YOUR TOTAL INSTALLATION LABOR CHARGES AND TO YOUR TOTAL DISMANTLEMENT LABOR CHARGES. EVERY EFFORT WILL BE MADE TO SET YOUR EXHIBIT ON A STRAIGHT TIME BASIS, UNLESS MOVE IN SCHEDULE DOES NOT PERMIT. COMPLETE OUTBO UND SHIPPING INFORMATION SHOULD BE GIVEN TO THE SERVICE DESK.

#### SERVICE B:

#### **ERECTION AND DISMANTLING OF DISPLAY UNDER SUPERVISION OF EXHIBITOR**

- WE WANT \_\_\_\_\_ MEN TO ERECT DISPLAY; APPROXIMATE HOURS PER MAN \_\_\_\_\_
  - EXHIBITOR WILL CHECK IN AT SERVICE DESK TO PICK UP MEN \_\_\_\_\_
  - WE WANT \_\_\_\_\_ MEN TO DISMANTLE DISPLAY; APPROXIMATE HOURS PER MAN \_\_\_\_\_
- EXHIBITOR WILL CHECK IN AT THE SERVICE DESK TO PICK UP MEN \_\_\_\_\_

**NOTE:** STARTING TIME CAN BE GUARANTEED ONLY IN THOSE INSTANCES WHERE MEN ARE REQUESTED FOR THE START OF THE WORKING DAY, WHICH IS 8:00 AM IF THE EXHIBITOR FAILS TO REPORT TO THE LABOR DESK AT THE TIME THE LABOR IS REQUESTED, A ONE HOUR MINIMUM CHARGE PER MAN WILL BE APPLIED.

**We reserve the right to adjust orders calculated incorrectly.**

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM \*\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\*\***

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## INSTALLATION & DISMANTLE SERVICE FORM

1) Exhibit being shipped via:

Carrier: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

Pro #: \_\_\_\_\_ Trailer #: \_\_\_\_\_

2) Exhibit consists of:

# Crates: \_\_\_\_\_ # Cartons \_\_\_\_\_

Other: \_\_\_\_\_ Total Weight: \_\_\_\_\_

Carpet: \_\_\_\_\_

3) Exhibit instructions: \_\_\_\_\_ Drawings

\_\_\_\_\_ Photo's

\_\_\_\_\_ Other

Enclosed With Crate #: \_\_\_\_\_

Skid: \_\_\_\_\_

4) Exhibit labor required to install:

Display men: \_\_\_\_\_

Electricians: \_\_\_\_\_

Other: \_\_\_\_\_

5) Exhibit installation should begin:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

6) Exhibit representative to contact at show:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

7) Exhibit dismantling should begin:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

8) Out bound shipping information:

Carrier: \_\_\_\_\_

To: \_\_\_\_\_

Attention: \_\_\_\_\_

Special instructions: \_\_\_\_\_

Shipping labels enclosed: \_\_\_\_\_

9) Exhibit services to be invoiced to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_ Department: \_\_\_\_\_

Order #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## SIGN ORDER FORM

### SHOW CARD SIGNS

Signs are based on one color copy, white show card and 10 words or less per sign.

Please remember to order in advance to save time and money. Orders received after the deadline date (October 27<sup>th</sup>, 2014) or without payment will be charged at the floor order rates. Any special artwork; logos, banners, cut-out letters, silk screening or any other items will be quoted on an individual basis. Call our Customer Service department at (504) 620-3031 for additional information and pricing. Odd size signs will be charged at the next largest sign rate.

Background Color: \_\_\_\_\_ Lettering Color: \_\_\_\_\_ Vertical Horizontal

**SIGN COPY HERE: (Attach Additional Sign Copy on Separate Page)**

QTY	SIZE	ADV. ORDER	FLOOR ORDER	SUBTOTAL
	7" X 11"	\$25.00	\$50.00	
	7" X 22"	\$30.00	\$60.00	
	7" X 44"	\$38.00	\$76.00	
	9" X 44"	\$42.00	\$84.00	
	11" X 14"	\$38.00	\$76.00	
	14" X 22"	\$45.00	\$90.00	
	14" X 44"	\$50.00	\$100.00	
	22" X 28"	\$75.00	\$140.00	
	28" X 44"	\$90.00	\$170.00	

OPTIONAL SERVICES	ADV. ORDER	FLOOR ORDER	SUBTOTAL
Additional Words each	\$1.25	\$2.50	
Colored Showcard	\$6.00	\$12.00	
Change in Color Copy	\$6.00	\$12.00	
Easel Back	\$5.00	\$10.00	
Weather Proofing	\$15.00	\$30.00	
Logo Sign	Call For Quote	Call For Quote	
Banners	Call For Quote	Call For Quote	

**SUB TOTAL:** \_\_\_\_\_

**9.25% SALES TAX:** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

## **LABOR JURISDICTIONS**

To assist you in planning for your participation in your conference, 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:

### **LABOR SOURCE**

We currently have a labor agreement with the Stagehands Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employee can provide must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site.

### **MATERIAL HANDLING**

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Maloney will control access to the loading docks in order to provide for a safe and orderly move-in/out.

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Maloney cannot be responsible for injuries in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.



**BOOTH #** \_\_\_\_\_

**RUSH**  
***DO NOT DELAY***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**CSICS**

**MALONEY PRODUCTIONS**

**5301 Jefferson Highway**

**New Orleans, La. 70123**

**ADVANCE WAREHOUSE**

**BOOTH #:** \_\_\_\_\_ **NO.** \_\_\_\_ **OF** \_\_\_\_ **PCS.**



**BOOTH #** \_\_\_\_\_

**RUSH**  
***DO NOT DELAY***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**CSICS**

**MALONEY PRODUCTIONS**

**5301 Jefferson Highway**

**New Orleans, La. 70123**

**ADVANCE WAREHOUSE**

**BOOTH #:** \_\_\_\_\_ **NO.** \_\_\_\_ **OF** \_\_\_\_ **PCS.**



**BOOTH #** \_\_\_\_\_

**RUSH**  
***DO NOT DELAY***

**CANNOT DELIVER BEFORE:**  
**OCTOBER 12, 2015**

**TO:** \_\_\_\_\_  
***EXHIBITOR NAME***

**C/O: MALONEY PRODUCTIONS**  
**Sheraton Hotel**  
**500 Canal Street**  
**New Orleans, Louisiana 70130**  
**SHOW SITE**

**EVENT: 2015 CSICS Conference**

**BOOTH #:** \_\_\_\_\_ **NO.** \_\_\_\_ **OF** \_\_\_\_ **PCS.**



**BOOTH #** \_\_\_\_\_

**RUSH**  
***DO NOT DELAY***

**CANNOT DELIVER BEFORE:**  
**OCTOBER 12, 2015**

**TO:** \_\_\_\_\_  
***EXHIBITOR NAME***

**C/O: MALONEY PRODUCTIONS**  
**Sheraton Hotel**  
**500 Canal Street**  
**New Orleans, Louisiana 70130**  
**SHOW SITE**

**EVENT: 2015 CSICS Conference**

**BOOTH #:** \_\_\_\_\_ **NO.** \_\_\_\_ **OF** \_\_\_\_ **PCS.**