

Dear Exhibitor,

CSI *etc.* is pleased to offer the services contained in our Exhibitor Service Kit for the **Clean Car Expo & EUEC Expo** being held at **Sails Pavilion- San Diego Convention Center** on **February 16 - 18, 2015**. Our primary goal is to provide the exhibitor with a professional, seamless and positive show experience.

As you review our Exhibitor Service Kit, you will see many services and equipment, most of which can be ordered online at <https://meetcsi.boomerecommerce.com>. Once at the CSI *etc.* ordering system, please enter your email address. If there is anything that you require that is not listed, please contact our Exhibitor Service Department at [cs@meetcsi.com](mailto:cs@meetcsi.com) or 800-471-7330, and we will do our very best to accommodate you. We encourage you to order early to take advantage of our discounted pricing (Please see the payment policy page.)

CSI *etc.* will be onsite at the CSI *etc.* Service Desk during move-in and move-out to assist with any last minute needs and to answer any questions you may have.

We look forward to being of service to you and wish you great success with the show.

Yours Truly,  
CSI *etc.* Exhibitor Service Department



Conference Services International  
Expositions • Trade Shows • Conventions

Clean Car Expo & EUPEC Expo  
Sails Pavilion- San Diego Convention Center  
San Diego, California  
February 16 - 18, 2015

[www.meetcsi.com](http://www.meetcsi.com)

### SHOW INFORMATION

**BOOTH PACKAGE:** **Option 1:** Each 10' x 10' softwall booth is equipped with: 8' high black backwall, 3' high black sidewall, 1- 6' skirted table, 2- chairs, 1- wastebasket, Gray booth carpet, and 1- framed 7" x 44" ID sign.  
**Option 2:** Each 10 x 10' softwall booth is equipped with: 8' high black back wall, 3' high black sidewall, 1- 3' round cocktail table, 2- stools, 1- wastebasket, Gray booth carpet, 1- framed 7" x 44" ID sign

**SHOW COLORS:** **Black**

**BOOTH CARPET:** **The Sails Pavilion- San Diego Convention Center is not carpeted, however booth carpet is provided, & additional colors are available to match your company color & booth theme through CSI etc.**

### SHOW SCHEDULE

|  |  |
|--|--|
| <b>Exhibitor Move-in:</b>              | <b>Sunday, February 15, 2015</b>             |
| <b>Time:</b>                           | <b>12:00 Noon – 6:00PM</b>                   |
| <br>                                   |  |
| <b>Exhibit Hours:</b>                  | <b>Monday, February 16, 2015</b>             |
| <b>Time:</b>                           | <b>7:00AM – 7:00PM</b>                       |
| <br>                                   |  |
| <b>Exhibit Hours:</b>                  | <b>Tuesday, February 17, 2015</b>            |
| <b>Time:</b>                           | <b>7:00AM – 7:00PM</b>                       |
| <br>                                   |  |
| <b>Exhibit Hours:</b>                  | <b>Wednesday, February 18, 2015</b>          |
| <b>Time:</b>                           | <b>7:00AM – 12:00 Noon</b>                   |
| <br>                                   |  |
| <b>Exhibitor Move-out:</b>             | <b>Wednesday, February 18, 2015</b>          |
| <b>Time:</b>                           | <b>12:00 Noon – 4:00PM</b>                   |
| <b>Empties Will Be Returned After:</b> | <b>12:00 Noon on Wednesday February 18th</b> |
| <br>                                   |  |
| <b>Carrier Check In:</b>               | <b>1:30PM on Wednesday February 18th</b>     |

### DEADLINE DATES

|  |                |
|--|----------------|
| <b>Discount Deadline Date:</b>                             | <b>1/29/15</b> |
| <b>Advance Shipments Can Begin to Arrive:</b>              | <b>1/14/15</b> |
| <b>Last Day for Advance Shipments without a Surcharge:</b> | <b>2/11/15</b> |

### SHIPPING

#### ADVANCE SHIPMENT

Shipments to arrive between (1/16 - 2/11)

Company Name & Booth Number  
Clean Car Expo & EUPEC Expo  
CSI etc. c/o YRC Freight  
9525 Padgett St.  
San Diego, CA 92126

#### DIRECT SHIPMENTS

To arrive **ONLY** during **MOVE-IN** hours

Company Name & Booth Number  
Clean Car Expo & EUPEC Expo  
c/o CSI etc.  
Sails Pavilion- San Diego Convention Center  
111 West Harbor Drive  
San Diego, California 92101

**SERVICE DESK HOURS:** Move-in and Move-out

**SHIPPING /LOGISTICS:** Do you need to ship your product to the show? CSI etc. is here to help. For inbound and outbound shipment quotes, please call our Logistics Department at 602-923-0011. Or please see the link on the left hand side of the web page for our e-mail freight request form.

**ASSISTANCE:** If you should have any questions or need further assistance regarding any of the order forms, please call CSI Exhibitor Services at 800-471-7330 or e-mail at [cs@meetcsi.com](mailto:cs@meetcsi.com).

## PAYMENT POLICY

CSI *etc.* requires payment upon receipt of all orders for materials and services listed in the Exhibitor Service Kit. We encourage the exhibitors to place their orders online on our secure website, <https://meetcsi.boomerecommerce.com>. We require a credit card on file for any additional charges or balances due for incidental items, material handling, or labor incurred during the show. All unpaid balances must be paid prior to the closing of the show.

### Discount Pricing

CSI *etc.* Exhibitor Service Kit provides both discounted and standard pricing. To take advantage of the discounted pricing orders must be received, with payment in full, no later than Deadline dates.

|                                  |                |
|----------------------------------|----------------|
| Discount Deadline Date:          | <b>1/29/15</b> |
| Material Handling Deadline Date: | <b>2/11/15</b> |

### Method of Payment

For your convenience, we accept checks, VISA, MasterCard, American Express and Discover Cards. Please make checks payable to Conference Services International. Purchase orders are not considered payments. All payments must be made in US funds. Exhibitors will be charged a \$50.00 fee for NSF Checks.

**NOTE: All Material Handling and Labor orders require a credit card on file for any additional handling charges or overages.**

### Cancellation/Refund Policies

Exhibitors may cancel or revise their orders up to 30 days prior to show move-in at no charge. Cancellations made within 30 days of the move-in, up to the day preceding the move-in, are invoiced at 50% of original price. Any cancellations on the day of move-in will be invoiced 100% of the full cost.

- **Please Note: Furniture included in booth package by Show Management cannot be credited. However, changes can be made at the Exhibitor's expense.**
- **No refunds will be issued on pre-order rentals that are missing from the booth space. These rental items will be charged in full if not brought to the attention of CSI *etc.* personnel prior to show opening.**

### Tax Exemption

If tax exempt, please submit a copy of your tax exempt certificate with all orders. Tax exempt certificate must be for the State of Arizona to apply. You will be charged tax if your forms are not received prior to deadline.



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### ORDER SUMMARY/PAYMENT AUTHORIZATION FORM

**EXHIBITOR INFORMATION**

BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY, STATE Zip  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**ORDER SUMMARY (TOTAL FROM ORDER FORMS)**

|                                    |       |  |       |
|------------------------------------|-------|--|-------|
| *TABLE & CHAIRS.....               | _____ | VEHICLE PLACEMENT.....   | _____ |
| *BOOTH ACCESSORIES.....            | _____ | HANGING SIGN.....  | _____ |
| *CARPET & DRAPE.....               | _____ | *CUSTOM SIGN.....  | _____ |
| BOOTH CLEANING .....               | _____ | *RENTAL DISPLAY.....   | _____ |
| MATERIAL HANDLING (ESTIMATED)..... | _____ | *RENTAL DISPLAY & ACCESSORIES.....   | _____ |
| *STORAGE SERVICE.....              | _____ |  |       |
| CARTLOAD .....                     | _____ |  |       |
| LABOR.....                         | _____ |  |       |
| FORKLIFT.....                      | _____ |  |       |
|                                    |       | <b>TOTAL ESTIMATED CHARGES</b> _____<br><b>*PLUS SALES TAX 8.0%</b> _____<br>(include sales tax where applicable)<br>Surcharge of 3% _____<br><b>GRAND TOTAL</b> _____ |       |

NOTE: All Material Handling, Labor, and Storage orders require a credit card on file for any additional handling charges or overages.

#### CREDIT CARD AUTHORIZATION

Card Type: AMEX VISA MC DISC Card# \_\_\_\_\_

Name on Card: \_\_\_\_\_

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

(REQUIRED) \_\_\_\_\_ Zip \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Card Verification # \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined.

**NON-OFFICIAL CONTRACTOR**

Show Management has appointed CSI etc. as the official service contractor to perform and provide necessary services and equipment. Should any Exhibitor wish to employ the service of a contractor other than the official contractor, the following conditions must be met.

1. The Exhibitor must inform CSI etc. of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move-in date, at CSI etc.
2. The Non-Official Contractor to be used by the exhibitor must do the following:
  - A. Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: The Clean Car and EUEC Expo, exhibiting company name, booth number, and the non-official contractors name and phone number.
  - B. Agree to abide by the rules and regulations of the show.
  - C. Agree to abide by all union rules and regulations.
  - D. Information must be received at CSI etc. no later than 30 days prior to the scheduled move in date.
  - E. Identification badges must be worn at all times. Temporary badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibit-related equipment. All non-official contractors must check-in at the CSI etc. Service Desk prior to setup and dismantle.
  - F. If the Certificate of Insurance and the Notification of Intent (see below) is not supplied to CSI etc. by the 30 day deadline date, the exhibiting firm or non-official contractor will be required to order labor from CSI etc.
3. For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the Exhibitor. The Exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

**NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR**

|                                |                     |
|--------------------------------|---------------------|
| Company Name: _____            | Booth Number: _____ |
| Contact at Show: _____         |                     |
| Non-Official Contractor: _____ |                     |
| Address: _____                 |                     |
| City, _____                    | State _____         |
| Zip _____                      |                     |
| Phone: _____                   | Fax: _____          |
| Authorized Signature: _____    | Date: _____         |



## FIRE REGULATIONS

### BOOTH CONSTRUCTION

- Using other than what has been provided by CSI *etc.*, i.e. booths, platforms and space dividers, shall be made of materials that are flame resistant or rendered so, to the satisfactory of the Fire Department representatives.
- Coverings for counters or tables used within or as part of the booth shall be flame resistant.
- All electrical wiring and apparatus will be a 3-wire UL type approved.

### FIRE RESISTANT TREATMENT

- All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame resistant unless smaller the 1232 square inches or 28" x 44", if separated from other combustibles by a minimum of 12" horizontally and 24" vertically.
- Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame resistant, and their use is prohibited.

### COMBUSTIBLES

- Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department.
- All exhibit and display empty cartons must be stored in an approved drayage area.
- If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth back wall is strictly prohibited.***

### OBSTRUCTIONS

- Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles.
- Booth construction shall be substantial and fixed in position in specified areas for the duration of the show.
- Easels and any signage shall not be placed beyond the booth area into aisles.
- Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designation signs.



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**TABLE & CHAIR ORDER FORM**

| QTY  | 30" TABLES ~ UNSKIRTED                        | DISCOUNT | STANDARD   | SUBTOTAL |
|--|---|----------|--|----------|
|  | 30" - 4' X 2' UNSKIRTED TABLE                 | \$69.30  | \$90.30  |          |
|  | 30" - 6' X 2' UNSKIRTED TABLE                 | \$75.60  | \$98.70  |          |
|  | 30" - 8' X 2' UNSKIRTED TABLE                 | \$84.00  | \$109.20   |          |
| <b>30" TABLES ~ SKIRTED</b>  |   |          |  |          |
| Skirt Colors: Black, Blue, Burgundy, Red, Silver, Gold, Green, Teal, White (Quantities Limited)  |   |          |  |          |
|  | 30" - 4' X 2' SKIRTED TABLE      COLOR: _____ | \$123.27 | \$160.23   |          |
|  | 30" - 6' X 2' SKIRTED TABLE      COLOR: _____ | \$137.55 | \$178.86   |          |
|  | 30" - 8' X 2' SKIRTED TABLE      COLOR: _____ | \$153.30 | \$199.50   |          |
|  | Skirt all four sides      COLOR: _____        | \$52.00  | \$64.00  |          |
| <b>40" TABLES ~ UNSKIRTED</b>  |   |          |  |          |
|  | 40" - 4' X 2' UNSKIRTED TABLE                 | \$75.60  | \$98.70  |          |
|  | 40" - 6' X 2' UNSKIRTED TABLE                 | \$84.00  | \$109.52   |          |
|  | 40" - 8' X 2' UNSKIRTED TABLE                 | \$90.30  | \$117.60   |          |
| <b>40" TABLES ~ SKIRTED</b>  |   |          |  |          |
| Skirt Colors: Black, Blue, Burgundy, Red, Silver, Green, White, Teal, Gold (Quantities Limited)  |   |          |  |          |
|  | 40" - 4' X 2' SKIRTED TABLE      COLOR: _____ | \$143.85 | \$186.90   |          |
|  | 40" - 6' X 2' SKIRTED TABLE      COLOR: _____ | \$166.95 | \$217.35   |          |
|  | 40" - 8' X 2' SKIRTED TABLE      COLOR: _____ | \$190.05 | \$246.75   |          |
|  | Skirt all four sides      COLOR: _____        | \$61.00  | \$73.00  |          |
| <b>TABLE RISERS</b>  |   |          |  |          |
|  | 4' X 12" TABLE RISER w/white cover            | \$42.00  | \$54.60  |          |
|  | 6' X 12" TABLE RISER w/white cover            | \$60.95  | \$78.75  |          |
|  | 8' X 12" TABLE RISER w/ white cover           | \$78.75  | \$96.60  |          |
| <b>CHAIRS</b>  |   |          |  |          |
|  | MOLDED (PLASTIC) SIDE CHAIR                   | \$67.20  | \$78.75  |          |
|  | PADDED SIDE CHAIR                             | \$78.75  | \$91.35  |          |
|  | PADDED ARM CHAIR                              | \$91.35  | \$102.90   |          |
|  | PADDED STOOL                                  | \$157.50 | \$170.10   |          |
| <b>TERMS &amp; CONDITIONS</b><br>To receive Discount Rate, orders must be received & paid for By <b>1.29.15.</b><br>orders will be charged at 50% of total if cancelled within 30 days of move-in.<br>Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br>Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in. |   |          | <b>Sub Total</b> \$<br><b>Sales Tax 8.0%</b> \$<br><b>3% Fee</b> \$<br><b>Total Due</b> \$ |          |


**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_



## TABLES



4' x 2', 6' x 2', or 8' x 2'  
30" or 40" Unskirted Table














Table Top Riser  
w/White Cover




4' x 2', 6' x 2', or 8' x 2'  
30" or 40" Skirted Table

Table Skirt Colors

|  |   |  |
|--|---|--|
|  Black    |  Red     |  Blue       |
|  White   |  Gold   |  Teal      |
|  Silver |  Green |  Burgundy |

## CHAIRS




Molded



Padded Side



Padded Side w/Arms



Padded Stool



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### ACCESSORIES ORDER FORM

| QTY   |  | DISCOUNT | STANDARD                 | SUBTOTAL |
|---|--|----------|--------------------------|----------|
|   | WASTEBASKET  | \$24.15  | \$28.35                  |          |
|   | EASEL  | \$53.50  | \$69.00                  |          |
|   | PEDESTAL TABLE – 36" D X 30" H (COCKTAIL)              | \$141.11 | \$170.98                 |          |
|   | PEDESTAL TABLE – 36" D X 40" H (COCKTAIL)              | \$147.39 | \$177.16                 |          |
|   | BAG RACK   | \$83.49  | \$103.00                 |          |
|   | WATERFALL RACK   | \$82.43  | \$100.95                 |          |
|   | GARMENT RACK   | \$100.95 | \$124.63                 |          |
|   | BLACK GARMENT RACK – NON ROLLING                       | \$113.30 | \$135.96                 |          |
|   | STANCHION w/ RETRACTABLE BELT                          | \$77.25  | \$100.50                 |          |
|   | LITERATURE RACK  | \$154.50 | \$180.25                 |          |
|   | SHOWCASE (6'w X 38"Hx20"D)Full view with glass shelves | \$463.50 | \$602.55                 |          |
|   | TICKET TUMBLER   | \$80.34  | \$95.79                  |          |
|   | SIGN STAND (22" X 28")                                 | \$97.85  | \$126.69                 |          |
|   | TACKBOARD (4' X 6') Velcro & pushpin compatible        | \$175.10 | \$225.63                 |          |
|   | TACKBOARD (4' X 8') Velcro & pushpin compatible        | \$190.55 | \$247.20                 |          |
|   | BANDING (PER PALLET)                                   | \$78.25  | \$100.95                 |          |
|   | SHRINK WRAP (PER PALLET)                               | \$78.25  | \$100.95                 |          |
| <b>TERMS &amp; CONDITIONS</b><br>To receive Discount Rate, orders must be received & paid for by 1.29.15.<br>orders will be charged at 50% of total if cancelled within 30 days of move-in.<br>Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br>Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in. |  |          | <b>Sub Total</b> \$      |          |
|   |  |          | <b>Sales Tax 8.0%</b> \$ |          |
|   |  |          | <b>3 % fee</b> \$        |          |
|   |  |          | <b>Total Due</b> \$      |          |

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_

## Display Furniture



Wastebasket



Easel



36" D x 40" H  
Pedestal



36" D x 30" H  
Pedestal



Bag Rack



Waterfall Rack



Garment Rack



Chrome Stanchion  
w/Retractable Belt



Black Literature  
Rack (6 slots)



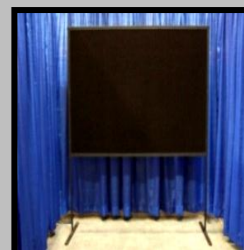
Black Garment Rack  
Non - Rolling



Chrome Sign Stand



Ticket Tumbler



4'x6' or 4'x8' Tackboard  
Single or Double Sided



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### CARPET & DRAPE ORDER FORM

All rental carpets ordered from CSI etc. are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered additionally.

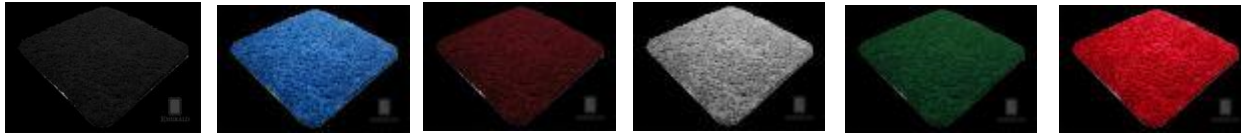
| QTY   | STANDARD CARPET              | DISCOUNT      | STANDARD   | SUBTOTAL |
|---|------------------------------|---------------|--|----------|
| Carpet Colors: Black, Blue, Burgundy, Gray, Green, Red  |                              |               |  |          |
| 10' x 10' CARPET  | COLOR: _____                 | \$170.98      | \$215.27   | _____    |
| 10' X 20' CARPET  | COLOR: _____                 | \$331.66      | \$431.57   | _____    |
| 10' X 30' CARPET  | COLOR: _____                 | \$497.49      | \$646.84   | _____    |
| 10' X 40' CARPET  | COLOR: _____                 | \$666.32      | \$863.14   | _____    |
| STANDARD SPECIAL CUT (16 oz):   |                              | SQ FEET       | RATE   | SUBTOTAL |
| _____ ft X _____ ft   | COLOR: _____                 |               | \$3.15 sq. ft.   | _____    |
| PREMIUM CARPET (100 Sq. ft. minimum charge)   |                              | TOTAL SQ FEET | RATE   | SUBTOTAL |
| Designer Plus Colors: Beige, Black, Bronze, Burgundy, Cobalt, Chocolate, Dove, Emerald, Mocha, Navy, Ivory, White, Red Royal Blue, Sapphire Terra Cotta   |                              |               |  |          |
| Designer Plus (26 oz.)  | COLOR: _____                 |               | \$5.25 sq. ft.   | _____    |
| Supreme Colors: Red, Black, White, Charcoal, Silver Cloud, Navy, Emerald, Wheat, Reflex Blue  |                              |               |  |          |
| Supreme (45 oz.)  | COLOR: _____                 |               | \$6.18 sq. ft.   | _____    |
| Matrix Carpet Colors: Blue Jay, Cayenne, Pepper, Rain Forest, Safari  |                              |               |  |          |
| Matrix  | COLOR: _____                 |               | \$4.12 sq. ft.   | _____    |
| CARPET ACCESSORIES  |                              | TOTAL SQ FEET | RATE   | SUBTOTAL |
| CARPET PADDING  |                              |               |  |          |
| _____ ft X _____ ft   | (100 sq. ft. minimum charge) |               | \$1.28 sq. ft.   | _____    |
| VISQUEEN CARPET COVERING (carpet protection)  |                              |               |  |          |
| _____ ft X _____ ft   | (100 sq. ft. minimum charge) |               | \$0.78 sq. ft.   | _____    |
| DRAPE ( in addition to what is provided)  |                              | DISCOUNT      | STANDARD   | SUBTOTAL |
| Drape Colors: Black, Blue, Burgundy, Red, Silver, Hunter Green, Teal, Plum (Quantities Limited)   |                              |               |  |          |
| 10' Section of 3' HIGH DRAPE, includes steel.   | COLOR: _____                 | \$72.10       | \$82.40  | _____    |
| 10' Section of 8' HIGH DRAPE, includes steel.   | COLOR: _____                 | \$154.50      | \$175.10   | _____    |
| <b>TERMS &amp; CONDITIONS</b><br>To receive Discount Rate, orders must be received & paid for by 1.29.15.<br>orders will be charged at 50% of total if cancelled within 30 days of move-in.<br>Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br>Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in. |                              |               | Sub Total \$ _____<br>Sales Tax 8.0% \$ _____<br>3% Fee \$ _____<br>Total Due \$ _____ |          |

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

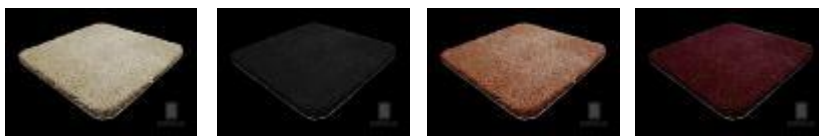
Booth Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_

## Standard Carpet

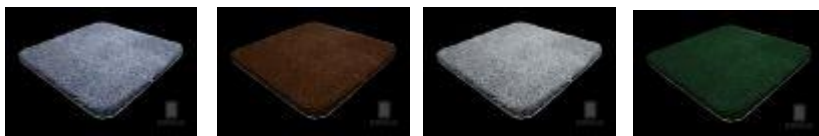


Black      Blue      Burgundy      Grey      Green      Red

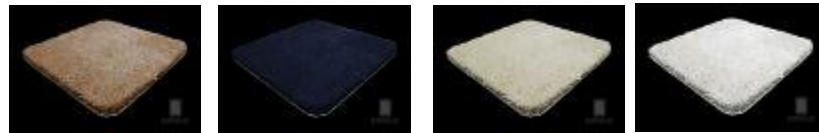
## Designer Plus Carpet



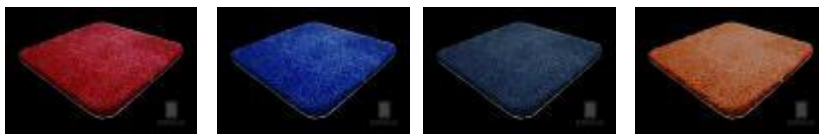
Beige      Black      Bronze      Burgundy



Cobalt      Chocolate      Dove      Emerald



Mocha      Navy      Ivory      White



Red      Royal Blue      Sapphire      Terra Cotta

## Matrix Carpet



Blue Jay      Rain Forest



Cayenne      Pepper



Safari

(Call prior to ordering Matrix Carpet, requires two weeks to process)

## Supreme Carpet



Red      Black      White      Charcoal      Silver Cloud      Navy      Emerald



Wheat      Reflex Blue

CSI etc. has more colors to offer than what is pictured above. If you don't see the color you are looking for, please call us at 602-923-0011.

**CLEANING ORDER FORM**

**CLEANING SERVICES**

- All rental carpets ordered from CSI etc. are installed in clean condition. Any cleaning services required within your booth space for debris accumulated during set-up and exhibit hours should be ordered below.
- Prices are based on total square footage of booth regardless of area to be cleaned.

**CLEANING RATES (per sq. ft. – 100 sq ft minimum)**

**Vacuum daily of booth carpet** – before initial show opening, and daily thereafter.

|                               |          |                      |          |                       |          |                 |
|-------------------------------|----------|----------------------|----------|-----------------------|----------|-----------------|
|                               | <b>x</b> |                      | <b>x</b> | <b>Price</b>          | <b>=</b> | <b>Subtotal</b> |
| _____                         |          | _____                |          | <b>\$0.45 sq. ft.</b> |          | _____           |
| 100 square feet minimum order |          | Total Number of Days |          |                       |          |                 |

**Vacuum Once** – before initial show opening only.

|                               |          |                      |          |                       |          |                 |
|-------------------------------|----------|----------------------|----------|-----------------------|----------|-----------------|
|                               | <b>x</b> |                      | <b>x</b> | <b>Price</b>          | <b>=</b> | <b>Subtotal</b> |
| _____                         |          | _____                |          | <b>\$0.50 sq. ft.</b> |          | _____           |
| 100 square feet minimum order |          | Total Number of Days |          |                       |          |                 |

**Shampoo** (restrictions apply)

|                               |          |                      |          |                       |          |                 |
|-------------------------------|----------|----------------------|----------|-----------------------|----------|-----------------|
|                               | <b>x</b> |                      | <b>x</b> | <b>Price</b>          | <b>=</b> | <b>Subtotal</b> |
| _____                         |          | _____                |          | <b>\$0.92 sq. ft.</b> |          | _____           |
| 100 square feet minimum order |          | Total Number of Days |          |                       |          |                 |

**Porter Service** – remove bulk trash from booth, and empty wastebasket periodically during show.

|                         |          |                      |          |                         |          |                 |
|-------------------------|----------|----------------------|----------|-------------------------|----------|-----------------|
|                         | <b>x</b> |                      | <b>x</b> | <b>Price</b>            | <b>=</b> | <b>Subtotal</b> |
| _____                   |          | _____                |          | <b>\$113.00 per Day</b> |          | _____           |
| Up to 200 sq. ft.       |          | Total Number of Days |          |                         |          |                 |
| _____                   | <b>x</b> | _____                | <b>x</b> | <b>\$135.00 per day</b> | <b>=</b> | _____           |
| 201 sq. ft -400 sq. ft. |          | Total Number of Days |          |                         |          |                 |
| _____                   | <b>x</b> | _____                | <b>x</b> | <b>CALL FOR QUOTE</b>   | <b>=</b> | _____           |
| 401 sq ft and above     |          |                      |          |                         |          |                 |

|  |  |           |    |       |                |                |       |        |    |       |       |    |       |
|--|--|-----------|----|-------|----------------|----------------|-------|--------|----|-------|-------|----|-------|
| <p><b>TERMS &amp; CONDITIONS</b><br/>         To receive Discount Rate, orders must be received &amp; paid for by <b>1.29.15</b>.<br/>         orders will be charged at 50% of total if cancelled within 30 days of move-in.<br/>         Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br/>         Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br/> <b>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.</b></p> | <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Sub Total</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="text-align: right;">Sales Tax 8.0%</td> <td style="text-align: right;">Not Applicable</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="text-align: right;">3% Fee</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table> | Sub Total | \$ | _____ | Sales Tax 8.0% | Not Applicable | _____ | 3% Fee | \$ | _____ | Total | \$ | _____ |
| Sub Total  | \$   | _____     |    |       |                |                |       |        |    |       |       |    |       |
| Sales Tax 8.0%   | Not Applicable   | _____     |    |       |                |                |       |        |    |       |       |    |       |
| 3% Fee   | \$   | _____     |    |       |                |                |       |        |    |       |       |    |       |
| Total  | \$   | _____     |    |       |                |                |       |        |    |       |       |    |       |

**Exhibitor Information**

**Company Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_



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## MATERIAL HANDLING RATES & ORDER FORM

### MATERIAL HANDLING SERVICES

**Advance Shipments** – Stored up to 30 days prior to show move-in, delivery to the Arizona Grand Resort and Spa, delivery to your booth, storage of empty containers during show, return of containers to your booth at close of show, moving goods to the dock, and loading onto outbound carrier. All shipments received at the warehouse after **2/11/15**, are subject to additional late shipment charges.

**Direct Shipments** – Are accepted during exhibitor move-in hours ONLY. *Early shipments may be refused.*

### MATERIAL HANDLING FEES

**Small Packages:** Materials that weigh 30 pounds or less per shipment.

**Crated:** Materials that are skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

**Special Handling:** Shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS and POV's (personally owned vehicles).

**Late Shipments & Site Shipments** – Freight received at the warehouse after deadline or on Show Site, are subject to these handling fees.

#### Rates

|  |  |
|--|--|
| Envelope   | \$15.00 each   |
| Small Packages (30 pounds and less):                 | \$75.00 per shipment   |
| Crated or Skidded (Overtime 1way):                   | \$95.00 per 100 lbs. (200 lbs. minimum), per shipment                    |
| Special Handling-Uncrated-Mixed:                     | \$120.00 per 100 lbs. (200 lb. minimum), per shipment                    |
| *Late Advance Warehouse/Direct Shipments (Surcharge) | 30% of actual cost or \$30.00 per 100 lbs. 200 lb. minimum, per shipment |

**Weight tickets must accompany shipments. Re-weigh fees applied if necessary.**

|                            | Piece Count | Weight | Carrier Service | Estimated Arrival Date | Estimated Handling Fees |
|----------------------------|-------------|--------|-----------------|------------------------|-------------------------|
| Small Shipments            | _____       | _____  | _____           | _____                  | _____                   |
| Crated or Skidded Shipment | _____       | _____  | _____           | _____                  | _____                   |
| Special Handling Shipment  | _____       | _____  | _____           | _____                  | _____                   |

#### ADVANCE SHIPMENTS

Shipments to arrive between (1/16 - 2/11)

Company Name & Booth Number  
Clean Car Expo & EUEC Expo  
CSI etc. c/o YRC Freight  
9525 Padgett St.  
San Diego, CA 92126

#### DIRECT SHIPMENTS

To arrive ONLY during MOVE-IN hours

Company Name & Booth Number  
Clean Car Expo & EUEC Expo  
c/o CSI etc.  
Sails Pavilion- San Diego Convention Center  
111 West Harbor Drive  
San Diego, California 92101

TERMS & CONDITIONS: Material handling charges must be paid by credit card (see Order Summary/Payment Authorization form). All shipments, whether shipped in advance or direct to the show site, are subject to the above material handling fees. Please round up to the nearest 100 lbs. when calculating weight. CSI etc. reserves the right to make adjustments to estimates made online or faxed in. Final charges for Material Handling will be based upon ACTUAL weight. Please be aware of our Payment Policy and Limits of Liability.

#### Exhibitor Information

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

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

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Fax: \_\_\_\_\_

## IMPORTANT INBOUND MATERIAL HANDLING/SHIPPING INSTRUCTIONS

It is the responsibility of the exhibiting company to arrange any and all shipments to the CSI *etc.* warehouse or the Venue.

**Advance Shipments** - Receiving begins 30 days prior to exhibitor move-in. Shipments must arrive at the warehouse no later than **2/11/15**. Shipments arriving after that date will be received; however additional charges per the attached rate sheet will be incurred. Warehouse receiving hours are **Monday-Friday 8:00AM-4:30PM (closed all major holidays)**. Shipments arriving outside of those hours will incur additional charges per the attached rate sheet.

**DO NOT SHIP YOUR MATERIALS TO THE VENUE PRIOR TO THE ASSIGNED EXHIBITOR MOVE IN DATE OF: 2/15/15**

**Direct Shipments** - Shipments that must be directed to show site can only arrive at **during exhibitor move in hours**. Early shipments may be refused. CSI *etc.* is not responsible, for loss or damages, for shipments that are delivered to the Venue prior to that date. **Items shipped directly to show site and handled by CSI *etc.* personnel will be charged drayage/material handling per the rate sheet enclosed.**

**Consolidate your shipment and save** - Separate shipments received by CSI *etc.* will not be combined. The minimum 200lb charge applies to each shipment that CSI *etc.* receives. Shipments arriving at the same time from different destinations are considered separate shipments. Please be aware that FedEx and UPS may split shipments resulting in CSI *etc.* receiving multiple shipments.

**ALL SHIPMENTS MUST BE SENT PRE-PAID; NO COD'S WILL BE ACCEPTED.**

**Outbound shipments** - Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the CSI *etc.* Service Desk. **Do not leave outbound Bills of Lading in your booth.** Exhibitors who wish to ship outbound materials via any carrier other than the official show carrier must make arrangements with their carrier to be checked in at the CSI *etc.* Service Desk by the driver check-in time specified on the *Show Information* page. Drivers are placed in line for loading on a first come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time or refuses to pick up your shipment, CSI *etc.* reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

**NOTE:** Any items left on the show floor will either be brought back to the CSI *etc.* warehouse and additional charges will be incurred or re-routed with CSI *etc.*'s designated carrier. By shipping your products to CSI *etc.* and/or the Sails Pavilion- San Diego Convention Center, you agree to the terms and conditions outlined in the Limits of Liability section of the service kit.



## LIMITS OF LIABILITY

In placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CSI etc. in its sole discretion. Upon participation of any CSI etc. show or event, the exhibitor and its agents shall be bound by the terms and conditions set forth in sections 1 through 14 below. Likewise, once CSI etc. has accepted and approved the exhibitor's offer, any shipper consigning or delivering a shipment to CSI etc. or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in sections 1 through 14 below.

1. CSI etc. and its subcontractors shall not be liable for damage, loss or delay to uncrated freight, freight improperly packed, glass breakage or concealed damages as determined by CSI etc.
2. Relative to inbound shipments, there may be lapse of time between the delivery of shipment(s) to the booth by CSI etc. or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of material from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booths unattended. Therefore, it is agreed that CSI etc. and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to CSI etc. or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. CSI etc. and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CSI etc. in time to obtain the proper equipment.
4. CSI etc. and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, terrorism, acts of war, utilities, and other events of force majeure. Any and all work performed by CSI etc. or its subcontractors up to and including the occurrence of any of the above must be paid in full.
5. CSI etc. and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. CSI etc. and its subcontractors are not insurers; i.e., CSI etc. does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by CSI etc. under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or non performance of services by CSI etc., or from the negligence of CSI etc., its subcontractors or their respective employees. If such loss or damage occurs, the liability of CSI etc. and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. CSI etc. and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. CSI etc. will not be bound to honor any claim or action brought against CSI etc. or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CSI etc. and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CSI etc. or its subcontractor sign a delivery receipt, bill of lading or other document, the parties agree that CSI etc. or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CSI etc. and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the CSI etc. Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CSI etc. and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, CSI etc. shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by CSI etc. and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. CSI etc. assumes no liability as a result of rerouting or handling.
13. Dry and cold storage – Exhibitor stores products at its own risk. CSI etc. assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with CSI etc. or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to CSI etc. for freight handling services or any other services provided by CSI etc. or its subcontractor as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CSI etc. prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against CSI etc. or its subcontractor shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.



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Sails Pavilion- San Diego Convention Center  
San Diego, California  
February 16 - 18, 2015

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**ADVANCE SHIPMENT - SHIPPING LABELS**

|   |                                       |   |
|---|---------------------------------------|---|
| <b>ADVANCE SHIPMENT</b>                   | <b>SHIP TO:</b>                       | <b>CSI etc.</b><br><small>Conference Services International<br/>Expositions • Trade Shows • Conventions</small> |
|   |                                       | <b>c/o</b>  |
|   | <b>Advance Warehouse Cut Off</b>      | 9525 Padgett St.  |
|   | <b>2/11/15</b>                        | San Diego, CA 92126   |
|   | <b>Clean Car Expo &amp; EUEC Expo</b> |   |
|   | <b>COMPANY EXHIBIT NAME:</b> _____    |   |
| <b>BOOTH NUMBER</b> _____                 |                                       |   |
| <b>PIECE COUNT:</b> _____ <b>OF</b> _____ |                                       |   |

-----Attach a label to each piece-----

|   |                                       |   |
|---|---------------------------------------|---|
| <b>ADVANCE SHIPMENT</b>                   | <b>SHIP TO:</b>                       | <b>CSI etc.</b><br><small>Conference Services International<br/>Expositions • Trade Shows • Conventions</small> |
|   |                                       | <b>c/o</b>  |
|   | <b>Advance Warehouse Cut Off</b>      | 9525 Padgett St.  |
|   | <b>2/11/15</b>                        | San Diego, CA 92126   |
|   | <b>Clean Car Expo &amp; EUEC Expo</b> |   |
|   | <b>COMPANY EXHIBIT NAME:</b> _____    |   |
| <b>BOOTH NUMBER</b> _____                 |                                       |   |
| <b>PIECE COUNT:</b> _____ <b>OF</b> _____ |                                       |   |

To ensure proper delivery, please attach a label to each container.  
Please verify that you are using the correct label:



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**DIRECT SHIPMENT - SHIPPING LABELS**

|   |   |   |  |
|---|---|---|--|
| DIRECT SHIPMENT TO THE SAILS<br>PAVILION - SAN DIEGO CONVENTION<br>CENTER | <b>SHIP TO:</b>                                     | c/o   | <br>Conference Services International<br>Expositions • Trade Shows • Conventions |
|   | <b>Direct Shipping Must Arrive on 2/15/15 Only.</b> | Sails Pavilion- San Diego Convention Center<br>111 West Harbor Drive<br>San Diego, California 92101 |  |
|   |   | <b>Clean Car Expo &amp; EUEC Expo</b>   |  |
|   | <b>COMPANY EXHIBIT NAME:</b>                        | _____   |  |
|   | <b>BOOTH NUMBER</b>                                 | _____   |  |
|   | <b>PIECE COUNT:</b>                                 | _____   | <b>OF</b> _____  |

-----Attach a label to each piece-----

|   |   |  |  |
|---|---|--|--|
| DIRECT SHIPMENT TO THE SAILS<br>PAVILION - SAN DIEGO CONVENTION<br>CENTER | <b>SHIP TO:</b>                                     | c/o  | <br>Conference Services International<br>Expositions • Trade Shows • Conventions |
|   | <b>Direct Shipping Must Arrive on 2/15/15 Only.</b> | Sails Pavilion- San Diego Conention Center<br>111 West Harbor Drive<br>San Diego, California 92101 |  |
|   |   | <b>Clean Car Expo &amp; EUEC Expo</b>  |  |
|   | <b>COMPANY EXHIBIT NAME:</b>                        | _____  |  |
|   | <b>BOOTH NUMBER</b>                                 | _____  |  |
|   | <b>PIECE COUNT:</b>                                 | _____  | <b>OF</b> _____  |

To ensure proper delivery, please attach a label to each container.  
Please verify that you are using the correct label:



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## CSI LOGISTICS- INBOUND/OUTBOUND FREIGHT QUOTE REQUEST

### Inbound Shipment

| Pick up Information:   |             | Select Destination: ( Please Circle) |                                  |
|------------------------|-------------|--------------------------------------|----------------------------------|
| Company Name _____     |             | <b>Advanced Warehouse:</b>           | <b>Direct:</b>                   |
| Contact Name: _____    | Phone _____ | Company Name _____                   | Company Name & Booth # _____     |
| Pick up Address: _____ |             | Clean Car Expo & EUEC Expo _____     | Clean Car Expo & EUEC Expo _____ |
| City, State Zip _____  |             | CSI etc. c/o YRC Freight _____       | c/o CSI etc. _____               |
| E-mail Address _____   |             | 9525 Padgett St. _____               | 111 West Harbor Drive _____      |
|                        |             | San Diego, CA 92126 _____            | San Diego, California Zip _____  |

| Piece Count | Description | Weight<br>( subject to reweigh) | Length<br>(Inches) | Width<br>(Inches) | Height<br>(Inches) | Declared Value<br>Insurance |
|-------------|-------------|---------------------------------|--------------------|-------------------|--------------------|-----------------------------|
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |

|  |                    |   |  |          |                     |                                    |
|--|--------------------|---|--|----------|---------------------|------------------------------------|
| <b>Special Instruction:</b>  |                    |   |  |          |                     |                                    |
| Please Circle all that Apply    Inside Pick up    Lift Gate Needed    Residential Pick up    Pallet Jack Needed    TSA Certified Yes or NO |                    |   |  |          |                     |                                    |
| Pick up Date: _____  | Pick up Time _____ | Please Circle Type of Delivery Service: |  | Next Day | 2 <sup>nd</sup> Day | Deferred    Ground    Other: _____ |

### Outbound Shipment

| Shipping from Show site:        |                | Destination Information: |              |
|---------------------------------|----------------|--------------------------|--------------|
| Company Name: _____             | Booth #: _____ | Company Name _____       |              |
| 111 West Harbor Drive: _____    |                | Contact: _____           | Phone: _____ |
| San Diego, California Zip _____ |                | Shipping address: _____  |              |
| Contact Name: _____             | Phone: _____   | City, State Zip _____    |              |
| E-Mail Address: _____           |                | E-Mail Address: _____    |              |

| Piece Count | Description | Weight<br>( subject to reweigh) | Length<br>(Inches) | Width<br>(Inches) | Height<br>(Inches) | Declared Value<br>Insurance |
|-------------|-------------|---------------------------------|--------------------|-------------------|--------------------|-----------------------------|
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |
|             |             |                                 |                    |                   |                    |                             |

|  |                      |   |  |          |                     |                                    |
|--|----------------------|---|--|----------|---------------------|------------------------------------|
| <b>Special Instructions:</b>   |                      |   |  |          |                     |                                    |
| Please Circle all that Apply    Inside Delivery    Lift Gate Needed    Residential Delivery    Pallet Jack Needed    TSA Certified Yes or No |                      |   |  |          |                     |                                    |
| Delivery Date: _____   | Delivery Time: _____ | Please Circle Type of Delivery Service: |  | Next Day | 2 <sup>nd</sup> Day | Deferred    Ground    Other: _____ |

**EXHIBIT MOVE-OUT NOTICE**

**SHOW CLOSING:**

- For your safety, do not dismantle your booth until the show officially closes.
- If additional aisle carpet has been laid, please do not place any items in the aisle as ALL aisle carpet will be rolled up and removed immediately following the close of the show.
- **EMPTY CONTAINERS WILL BE RETURNED AFTER THE SHOW CLOSES AND ALL AISLE CARPET HAS BEEN ROLLED UP (if applicable). TO EXPEDITE THIS PROCESS PLEASE KEEP THE AISLES CLEAR AND YOUR ITEMS INSIDE YOUR BOOTH SPACE.**
- Exhibitors are not allowed to search in trailers, storage, or look for their items.

**PRIOR TO CLOSE OF SHOW:**

- Stop by the CSI *etc.* Service Desk to pick up your Bill of Lading for outbound shipping.  
**Note:** Material Handling Charges will apply if CSI *etc.* did not handle your inbound shipment.
- Any and all outbound shipments regardless of carrier, and POV's, **MUST** have a completed a Bill of Lading returned to the service desk prior to leaving the Sails Pavilion- San Diego Convention Center.
- **All balances must be paid in full**
- CSI *etc.* Service Desk will be manned 1 hour prior to close of the show to assist with shipping needs.

**MOVE OUT:**

When your boxes return from empty storage, remove all old shipping and "empty" labels. Be certain each box is labeled with the NEW DESTINATION ADDRESS. If not provided by your Representative, shipping labels are available at the **CSI *etc.* Service Desk**.

- When done packing, leave shipments in your booth space.
- If you have multiple boxes/cases, group the portions together so a stray piece will not be overlooked.
- Return completed Bill of Lading to **CSI *etc.* Service Desk** once you are packed & ready to ship.
- If you are using any outside carrier, including **UPS or FEDEX**, you **MUST** call them to arrange on-site pick up. **Be advised that most carriers do not pick up after regular business hours (i.e. Weekends or after 5 p.m. on weekdays)**
- Any shipments left on the show floor, REGARDLESS OF CARRIER, must have a completed Bill of Lading.
- If outside carriers do not arrive to pick up shipments by the carrier check-in time of **1:30PM**, shipments will be forced on to one of our preferred carriers, or returned to the CSI warehouse (if applicable), with a fee charged at the exhibitors expense.
- The Venue must be cleared during move out; NO shipments can be left on the show floor for later pick-up.

**All outbound carriers must be checked in no later than 1:30PM on Wednesday, February 18th.**

Official Onsite Carriers:



**CSI *etc.* LOGISTICS - SHIPPING MADE EASY**

**OUTBOUND SHIPPING INSTRUCTIONS**

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS FREE SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

**SHIPPING INFORMATION**

**FROM:** EXHIBITING COMPANY NAME: \_\_\_\_\_ **BOOTH:** \_\_\_\_\_  
 SAILS PAVILION- SAN DIEGO 111 West Harbor Drive  
 CONVENTION CENTER'S  
**ADDRESS:** \_\_\_\_\_  
 San Diego, CA 92101

**SHIPPING DESTINATION 1:**

**TO:** COMPANY NAME: \_\_\_\_\_  
 DELIVERY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY, STATE ZIP  
**PHONE:** \_\_\_\_\_ **ATTN:** \_\_\_\_\_

**ENTER DESIRED # OF SHIPPING LABELS** \_\_\_\_\_

**SHIPPING DESTINATION 2:**

**TO:** COMPANY NAME: \_\_\_\_\_  
 DELIVERY ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY, STATE ZIP  
**PHONE:** \_\_\_\_\_ **ATTN:** \_\_\_\_\_

**ENTER DESIRED # OF SHIPPING LABELS** \_\_\_\_\_

**Please Check Mark Desired Method of Shipment Below:**

**Your Carrier:**  CSI etc. Logistics  Other: \_\_\_\_\_

| Type of Service:                | Delivery Method:                             | Special Requirements:                    |
|---------------------------------|--|--|
| <input type="checkbox"/> Ground | <input type="checkbox"/> Next Day            | <input type="checkbox"/> Inside Delivery |
| <input type="checkbox"/> Air    | <input type="checkbox"/> 2 <sup>nd</sup> Day | <input type="checkbox"/> Residential     |
|                                 | <input type="checkbox"/> Deferred Delivery   | <input type="checkbox"/> Lift gate       |
|                                 | <input type="checkbox"/> Ground              | <input type="checkbox"/> Other: _____    |

Once your shipment is packed and ready to be picked up, please return the outbound bill of lading to the CSI etc. Service Desk on the show floor. Shipments without paperwork turned in will be returned to the CSI etc. Warehouse or forced onto another carrier at Exhibitor's expense. All shipments not picked up or routed on in house carrier will incur a return to warehouse fee of \$14.00 per 100 weight; with at 1000 pound minimum charge. CSI etc. does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason. If materials are not picked up from the CSI etc. warehouse within 5 days, exhibitor will incur a storage fee.

**STORAGE SERVICE ORDER FORM**

*“Full Service” Storage and Shipping Advantages After the Show*

*Keep Your Exhibit Materials in Arizona After the Show to Avoid Double Loading and Unnecessary Shipping Costs*

**Benefits of storing your materials with CSI etc. Long term storage include:**

1. Convince of less shipping/ shipping and handling fees.
2. Receive and hold your equipment and/or exhibition materials- short or long term.
3. Provide delivery services – capable of outbound shipping and/or local delivery to any contractor event.

|                        |   |   |
|------------------------|---|---|
| <b>Storage Rates :</b> | Return to Warehouse-<br>5 Day MAX hold. | (≤1,000 lb. minimum) \$180.00<br>(≥ 1,000.00 lb.) \$18.00 cwt                             |
|                        | Long term Storage- per month            | minimum charge of \$100.00 per month( 1,000lb min charge)<br>(≥ 1,000.00 lb.) \$10.00 cwt |

**Notes:**

- **Long term Storage rates apply to Return to Warehouse shipments AFTER 5 days of failed carrier pickup.**
- **Long Term Storage Clients will be billed automatically on a quarterly basis and provided an electronic receipt.**
- All storage services are subject to CSI etc. Terms and Conditions of Contract and/or Storage Agreement.
- Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. CSI etc. is not liable for damages.
- Failure to pay storage fees after 7 days of balance due date will result in a lien against your property.
- Unpaid/ unclaimed materials will be disposed of after 90 days.

**Please select which service you are requesting:**

- (Check)** Yes! Return my exhibition materials to the warehouse for carrier pickup- 5 Day **MAX** hold.
- (Check)** Yes! Store my exhibition materials in Arizona after this show

Exhibiting Company: \_\_\_\_\_ Client Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

List of items: \_\_\_\_\_

| CREDIT CARD AUTHORIZATION  |       |      |    |                     |       |  |  |       |       |  |  |
|--|-------|------|----|---------------------|-------|--|--|-------|-------|--|--|
| Card Type:   | AMEX  | VISA | MC | DISC                | Card# |  |  |       |       |  |  |
| Name on Card:  | _____ |      |    |                     |       |  |  |       |       |  |  |
| Billing Address:   | _____ |      |    |                     |       |  |  |       |       |  |  |
| (REQUIRED)   | _____ |      |    |                     |       |  |  | Zip   |       |  |  |
| City:  | _____ |      |    | State:              | _____ |  |  |       |       |  |  |
| Expiration Date:   |       |      |    | Card Verification # |       |  |  |       |       |  |  |
| Cardholder's Signature:  | _____ |      |    |                     |       |  |  | Date: | _____ |  |  |
| <small>The above signatory authorizes the credit card to be charged for the above orders, plus any additional charges or balances due for material handling or labor during the event. The signatory has read and agrees to the CSI etc. Payment Policy included in the Exhibitor Kit. A \$50 service charge will be applied should the credit card charges be declined. <b>Automatic payment will be charged quarterly for long term storage.</b></small> |       |      |    |                     |       |  |  |       |       |  |  |



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### ACCESSIBLE STORAGE

Accessible storage will be available to you at this show. You must sign up for the service at the CSI etc. Service Desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled, will be placed in accessible storage.

**THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.  
PLEASE BE AWARE, THIS IS ACCESSIBLE STORAGE, NOT SECURED STORAGE.**

**PLEASE NOTE: THIS IS NOT EMPTY STORAGE. ACCESSIBLE STORAGE ITEMS ARE NOT NECESSARILY THE FIRST ITEMS RETURNED TO YOUR BOOTH AT THE CLOSE OF THE SHOW.**

*Accessible Storage Rates are for SET-UP, STORAGE SPACE, AND EACH TIME ACCESSED, and are as follows:*

| <b>SET UP:</b> One time set up charge of \$100.00  |   |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
|--|---|------------------------------|-----------------------|--------------------|--------------------|---------------------|--------------------|----------------------|----------|-----------------------|----------|-----------------------|----------|
| <b>STORAGE:</b>  | <table border="0"> <thead> <tr> <th><u>Size of Storage Space</u></th> <th><u>Rate (per day)</u></th> </tr> </thead> <tbody> <tr> <td>0 – 25 square feet</td> <td>\$100.00</td> </tr> <tr> <td>26 – 50 square feet</td> <td>\$150.00</td> </tr> <tr> <td>51 – 100 square feet</td> <td>\$200.00</td> </tr> <tr> <td>101 – 150 square feet</td> <td>\$250.00</td> </tr> <tr> <td>150 – 200 square feet</td> <td>\$300.00</td> </tr> </tbody> </table> | <u>Size of Storage Space</u> | <u>Rate (per day)</u> | 0 – 25 square feet | \$100.00           | 26 – 50 square feet | \$150.00           | 51 – 100 square feet | \$200.00 | 101 – 150 square feet | \$250.00 | 150 – 200 square feet | \$300.00 |
| <u>Size of Storage Space</u>   | <u>Rate (per day)</u>   |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| 0 – 25 square feet   | \$100.00  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| 26 – 50 square feet  | \$150.00  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| 51 – 100 square feet   | \$200.00  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| 101 – 150 square feet  | \$250.00  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| 150 – 200 square feet  | \$300.00  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| <b>ACCESS RATES:</b>   | There is a ½ hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.   |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| <b>ACCESS CHARGES:</b>   | <table border="0"> <tr> <td>Straight Time:</td> <td>\$39.50 per access</td> </tr> <tr> <td>Overtime:</td> <td>\$59.00 per access</td> </tr> <tr> <td>Double Time:</td> <td>\$79.00 per access</td> </tr> </table>   | Straight Time:               | \$39.50 per access    | Overtime:          | \$59.00 per access | Double Time:        | \$79.00 per access |                      |          |                       |          |                       |          |
| Straight Time:   | \$39.50 per access  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| Overtime:  | \$59.00 per access  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| Double Time:   | \$79.00 per access  |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |
| <p align="center">Straight Time rate apply 8:00 am – 4:30 pm, Monday thru Friday.<br/>Overtime rates apply Monday through Friday 4:30 pm – 12:00 Midnight &amp; all day Saturday and Sunday.<br/>Double time rates apply all days 12:00 Midnight to 8:00 am &amp; All Union Observed Holidays.</p> |   |                              |                       |                    |                    |                     |                    |                      |          |                       |          |                       |          |

**Exhibitor Information**

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



**CARTLOAD SERVICE ORDER FORM**

Return with Payment & Credit Card Charge Authorization

All orders are governed by CSI etc. Payment Policy, and Terms & Conditions of Contract as specified in this Exhibitor Services Kit.

**Received by 1/29/15**

|              |        |              |
|--------------|--------|--------------|
| Company Name | E-mail | Booth Number |
|--------------|--------|--------------|

**Special Freight Services – Small Passenger Vehicles Only!**

*This special service is offered exclusively for this show.*

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, CSI etc. is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for these services are \$50.00 each way.
- This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is anything weighing 200 lbs. or less total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. CSI etc. personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged material handling rates. No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- Pre-orders will receive preferential service at show site; you may also order this service at the CSI etc. Service Desk.
- Exhibitors may not use carts without authorization by a CSI etc. manager.

| Place Your Order Here   |                                |         |             |             |
|---|--------------------------------|---------|-------------|-------------|
|   | Description                    | Price   | Quantity    | Total Price |
|   | Dock to Booth                  | \$50.00 |             | \$          |
|   | Booth to Dock                  | \$50.00 |             | \$          |
|   | Payment Enclosed               |         | Grand total | \$          |
| I agree in placing this order that I have accepted CSI etc. Payment Policy, and Terms & Conditions of Contract. |                                |         |             |             |
| <b>Authorized Signature</b>   |                                |         |             |             |
|   | Authorized Name (Please Print) |         |             | Date        |

**VEHICLE PLACEMENT ORDER FORM**

**ROUND-TRIP RATE**

|  |   |
|--|---|
| <b>Straight Time:</b>                                      | <b>RATE</b>                                 |
| Vehicle moved under its own power (1 Spotter included):    | \$257.00 Per vehicle                        |
| Vehicle moved under man power (Crew of 3 men- plus spotter | \$461.00 Per Vehicle                        |
| <b>Over Time:</b>  |   |
| Vehicle moved under its own Power (1 spotter Included)     | \$385.50 per vehicle                        |
| Vehicle moved under man power (Crew of 3 – plus spotter)   | \$691.50 per vehicle                        |
| <b>Additional:</b>   |   |
|  | Spotter: \$85.00/hr per person ( 1hr. min.) |

**MOBILE EQUIPMENT ORDER**

| NUMBER OF VEHICLES | TYPE OF VEHICLE | DATE | TIME | RATE | SUBTOTAL |
|--------------------|-----------------|------|------|------|----------|
|                    |                 |      |      |      |          |
|                    |                 |      |      |      |          |
|                    |                 |      |      |      |          |
|                    |                 |      |      |      |          |

|   |   |           |    |                |    |        |    |              |           |
|---|---|-----------|----|----------------|----|--------|----|--------------|-----------|
| <p><b>TERMS &amp; CONDITIONS</b><br/> <b>Arrangements must be made with Show Management.</b><br/>         This form must be forwarded to Show Management.<br/>         Vehicles may only be displayed in accordance with local fire regulations.<br/>         Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br/>         Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br/>         *See San Diego Convention Center guide for guidelines.</p> | <table border="0"> <tr><td>Sub Total</td><td>\$</td></tr> <tr><td>Sales Tax 8.0%</td><td>\$</td></tr> <tr><td>3% Fee</td><td>\$</td></tr> <tr><td><b>Total</b></td><td><b>\$</b></td></tr> </table> | Sub Total | \$ | Sales Tax 8.0% | \$ | 3% Fee | \$ | <b>Total</b> | <b>\$</b> |
| Sub Total   | \$  |           |    |                |    |        |    |              |           |
| Sales Tax 8.0%  | \$  |           |    |                |    |        |    |              |           |
| 3% Fee  | \$  |           |    |                |    |        |    |              |           |
| <b>Total</b>  | <b>\$</b>   |           |    |                |    |        |    |              |           |

**Exhibitor Information**

**Company Name:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_

## **UNION GUIDELINES AND SAFETY TIPS**

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will 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:

### **DECORATORS UNION**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with union installer in Southern California on a one-to-one basis.

### **TEAMSTERS UNION**

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

### **ELECTRICAL UNION**

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through CSI etc. with exception of their company representative/supervisor. Unless contracted directly with the in-house AV/Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

### **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. CSI etc. is not responsible for injuries caused by improper use of furniture.

### **TIPPING**

CSI etc. request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all CSI etc. Employees.



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### INSTALLATION AND DISMANTLE LABOR ORDER FORM

| LABOR RATES          | Per person/<br>Hour Rate | Per person/<br>Hour Rate | Per person/<br>Hour Rate | Labor Hours  |
|----------------------|--------------------------|--------------------------|--------------------------|--|
|                      | <u>Discount</u>          | <u>Standard</u>          | <u>Floor</u>             |  |
| <b>Straight Time</b> | \$109.00                 | \$125.35                 | \$144.15                 | Monday-Friday, 8:00 am to 4:30 pm<br>Monday-Friday, 4:30 pm to Midnight, |
| <b>Overtime</b>      | \$152.60                 | \$175.49                 | \$201.81                 | Saturday – Sunday 8:00 am to Midnight                                    |
| <b>Double Time</b>   | \$196.20                 | \$225.63                 | \$259.47                 | All days Midnight to 8:00 am & All Observed Union Holidays               |

**One hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments**

#### SUPERVISION OPTIONS

##### CSI etc. – Supervision

Supervision is provided by CSI etc. The charge for the service is 30% of the total labor bill, with a minimum of \$45.00 for each installation & each dismantle. Booth instructions with diagrams are required.

##### EXHIBITOR – Supervision

All work performed under the direction of the Exhibitor. Exhibitor must meet the laborer at the CSI etc. Service Desk to start labor.

**Exhibitor assumes the responsibility and any liability arising from the work performed by union labor under Exhibitor Supervision.**

| ESTIMATED LABOR ORDER |       |       |                        |   |                         |                  |          |
|-----------------------|-------|-------|------------------------|---|-------------------------|------------------|----------|
|                       | DATE  | TIME  | NUMBER OF<br>LABORER'S | SUPERVISION<br><small>Please indicate, CSI or<br/>Exhibitor Supervision</small> | ESTIMATED<br># OF HOURS | RATE             | SUBTOTAL |
| INSTALLATION          | _____ | _____ | _____                  | _____   | _____                   | _____            | _____    |
| DISMANTLE             | _____ | _____ | _____                  | _____   | _____                   | _____            | _____    |
|                       |       |       |                        |   |                         | <b>Total Due</b> | _____    |

Tools or equipment needed i.e.; ladder, drill etc. \_\_\_\_\_

Please estimate the number of workers and hours per workers needed for installation and dismantle.

Hours will be calculated to actual hours worked to the original estimate and based upon date received.

Additional labor required will be calculated and invoiced at show site rates.

| TERMS & CONDITIONS   | Sub Total ( Estimate) \$             |
|--|--------------------------------------|
| To receive Discount Rate, orders must be received & paid for by <b>1.29.15.</b> orders will be charged at 50% of total if cancelled within 30 days of move-in.   | Sales Tax 8.0% <u>Not Applicable</u> |
| Cancelled orders will be charged 100% of total if cancelled after move-in begins.  | 3% Fee \$ _____                      |
| Orders must be paid by credit card (see Order Summary/Payment Authorization Form).   | Total \$ _____                       |
| <b>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.</b> |                                      |

#### Exhibitor Information

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



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**IN BOOTH FORK LIFT LABOR**

| FORKLIFT RATES | Per person/<br>Hour Rate | Per person/<br>Hour Rate | Labor Hours   |
|----------------|--------------------------|--------------------------|---|
|                | <u>Discount</u>          | <u>Standard</u>          | <b>All orders place on show site are 30% above Regular Rate Listed.</b> |
| Straight Time  | \$175.00                 | \$215.00                 | Monday-Friday; 8:00 am to 4:30 pm                                       |
| Overtime       | \$245.00                 | \$301.00                 | Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am- Midnight  |
| Double Time    | \$315.00                 | \$421                    | All days Midnight to 8:00 am & All Observed Union Holidays              |

**One hour minimum charge per laborer. Thereafter, labor is charged in ½ hour increments**

| HELPER RATES (to spot machinery) |                 |                 |   |
|----------------------------------|-----------------|-----------------|---|
|                                  | <u>Discount</u> | <u>Standard</u> | <b>All orders place on show site are 30% above Regular Rate Listed.</b> |
| Straight Time                    | \$115.00        | \$132.25        | Monday-Friday; 8:00 am to 4:30 pm                                       |
| Overtime                         | \$161.00        | \$185.15        | Monday-Friday; 4:30 pm -Midnight, Saturday & Sunday; 8:00 am -Midnight  |
| Double Time                      | \$207.00        | \$238.05        | All days Midnight to 8:00 am & All Observed Union Holidays              |

| FORKLIFT ORDER                        |                     |        |                                       |       |       |              |
|---------------------------------------|---------------------|--------|---------------------------------------|-------|-------|--------------|
|                                       | NUMBER OF FORKLIFTS | WEIGHT | NUMBER OF HELPERS                     | DATE  | TIME  | APPROX HOURS |
| INSTALLATION                          | _____               | _____  | _____                                 | _____ | _____ | _____        |
| DISMANTLE                             | _____               | _____  | _____                                 | _____ | _____ | _____        |
| <b>DESCRIPTION OF WORK TO BE DONE</b> |                     |        | <b>SPECIFY OTHER EQUIPMENT NEEDED</b> |       |       |              |
| Spotting of equipment                 |                     |        | _____ Straps(call for quote)          |       |       |              |
| Installation/Dismantle of Header      |                     |        | _____ Chains (Call for quote)         |       |       |              |
| Other _____                           |                     |        | _____ Fork Extensions                 |       |       |              |
|                                       |                     |        | _____ Crane (call for quote)          |       |       |              |
|                                       |                     |        | _____ Cage (call for quote)           |       |       |              |

**Please provide the onsite contact information:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

| TERMS & CONDITIONS  |  |
|---|--|
| To receive Discount Rate, orders must be received & paid for by <b>1.29.15</b> .<br>orders will be charged at 50% of total if cancelled within 30 days of move-in.<br>Cancelled orders will be charged 100% of total if cancelled after move-in begins.<br>Orders must be paid by credit card (see Order Summary/Payment Authorization Form).<br><b>No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.</b> | <b>Subtotal:</b> \$ _____<br><b>Sales Tax 8.0%:</b> <b>Not Applicable</b><br><b>3% Fee:</b> \$ _____<br><b>Total:</b> \$ _____ |

**Exhibitor Information**

**Company Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_



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### HANGING SIGN ORDER FORM

**Rules & General Information:** ALL HANGING SIGNS TO BE RECEIVED AT THE ADVANCED WAREHOUSE BY 1/29/15.

Please ship all hanging signs in a separate container, marked with a label stating "Hanging Sign".

- CSI etc. is responsible for assembly, installation and removal of all hanging signs under 30 pounds.
- All hanging signs must comply with Show Management rules and regulations and the venue's limitations.
- All signs must have approved rigging points, with the exception of cloth banners under 100 lbs. CSI etc. reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- Include an engineer-stamped assembly and hanging instructions with the order. CSI etc. accepts no liability for any work completed without such instructions, when required. Work is done at the Exhibitor's risk and the Exhibitor shall indemnify and defend CSI etc. and the Show Organizer from any claims arising out of or related to the installation and dismantle of any sign without approved drawings.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place your electrical service orders and electrical labor on the Electrical Service Order Form.
- Detailed diagram must be forwarded to our office with this completed form prior to the show.
- All hanging signs must be assembled, installed and removed by CSI etc. Exhibitors, display companies and/or I&D representatives may supervise, but will not be allowed to assemble, install and remove the hanging sign. Set up instructions must be provided with your order. The charge for CSI etc. Supervision of Sign Hanging is 20% of the total bill.

| Per Hour Rate  |       |                        |             |  |            |                    |                       |                       |                 |      |  |       |
|--|-------|------------------------|-------------|--|------------|--------------------|-----------------------|-----------------------|-----------------|------|--|-------|
| Lift & Crew (consists of 2 people)   |       |                        |             | One Hour Minimum   |            |                    |                       |                       |                 |      |  |       |
| Straight Time  |       | \$450.00               |             | Monday-Friday, 8:00 am to 4:30 pm  |            |                    |                       |                       |                 |      |  |       |
| Overtime   |       | \$630.00               |             | Monday-Friday, 4:30 pm to 8:00 pm, Saturday & Sunday – 8:00 am to Midnight |            |                    |                       |                       |                 |      |  |       |
| <b>Note: All orders placed late or on show site are 20% above Regular Rate Listed.</b> |       |                        |             |  |            |                    |                       |                       |                 |      |  |       |
| Installation Date:   | Time: | # Hrs. to Hang Sign:   | Weight lbs. | Height ft.   | Length ft. | Number of Pick Pts | Assembly Required     | # Hrs. to Assemble    | Lift & Crew (2) | Cost | Supervision  | Total |
|  |       |                        |             |  |            |                    |                       |                       |                 |      | <input type="checkbox"/> Exhibitor Supervision<br><input type="checkbox"/> CSI etc. Supervision<br>(20% supervision fee applies) |       |
| Dismantle Date:  | Time: | # Hrs. to Remove Sign: | Weight lbs. | Height ft.   | Length ft. | Number of Pick Pts | Dis-assembly Required | # Hrs. to Disassemble | Lift & Crew (2) | Cost | Supervision  | Total |
|  |       |                        |             |  |            |                    |                       |                       |                 |      | <input type="checkbox"/> Exhibitor Supervision<br><input type="checkbox"/> CSI etc. Supervision<br>(20% supervision fee applies) |       |
|  |       |                        |             |  |            |                    |                       |                       |                 |      | <b>TOTAL DUE</b>   |       |

Type:  Metal  Truss  Fabric – Cloth Banner  Wood

Shape:  Circle  Triangle  Square

Electrical:  Yes  No Chain Motor:  Yes  No

\_\_\_ ft. from Top aisle (booth # \_\_\_)

\_\_\_ ft. from Left side (booth # \_\_\_)

\_\_\_ ft. from Right side (booth # \_\_\_)

\_\_\_ ft. from Bottom aisle (booth # \_\_\_)

**TERMS & CONDITIONS**

To receive Discount Rate, orders must be received & paid for by 1.29.15.  
 orders will be charged at 50% of total if cancelled within 30 days of move-in.  
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.  
 Orders must be paid by credit card (see Order Summary/Payment Authorization Form).  
**No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in**  
 There will be a one-hour minimum charge for the removal of all hanging signs.  
 All orders must be received & paid for by to receive Discount Rate. A 20% surcharge will be assessed on all Late/Floor orders

**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**BOOTH LAYOUT FORM**

**RETURN TO CSI etc. by 1/29/15**

|              |                                  |                |              |
|--------------|----------------------------------|----------------|--------------|
| Company Name | Phone Number for on Site Contact | E-Mail Address | Booth Number |
|--------------|----------------------------------|----------------|--------------|

This grid must be attached to the following order forms to insure proper placement of items in your booth. Please photocopy as needed.

- Hanging Signs    
  Show Cases    
  Tack board    
  Special Colored Drape  
 Standard Exhibit System    
  Pad & Carpet

**To use this grid:**

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth
- Mark the adjacent booth numbers or aisle numbers.

**BACK OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

**FRONT OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)



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San Diego, California  
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**CUSTOM SIGN ORDER FORM**

| Size (one color)<br>(10 words max on White Stock) |                             | LETTER<br>COLOR | QTY   | DISCOUNT<br>RATE | STANDARD<br>RATE | TOTAL |
|---|-----------------------------|-----------------|-------|------------------|------------------|-------|
| 7" X 11"  | Horizontal ___ Vertical ___ | _____           | _____ | \$32.00          | \$44.00          | _____ |
| 7" x 44"  | Horizontal ___ Vertical ___ | _____           | _____ | \$38.00          | \$49.00          | _____ |
| 11" x 14"   | Horizontal ___ Vertical ___ | _____           | _____ | \$44.00          | \$56.00          | _____ |
| 14" x 22"   | Horizontal ___ Vertical ___ | _____           | _____ | \$49.00          | \$72.00          | _____ |
| 22" x 28"   | Horizontal ___ Vertical ___ | _____           | _____ | \$82.00          | \$105.00         | _____ |
| 28" x 44"   | Horizontal ___ Vertical ___ | _____           | _____ | \$121.00         | \$159.00         | _____ |

**DIGITAL SIGNS** – CSI *etc.* has full service capabilities for the reproduction of digital graphics. Our capabilities include, but are not limited to, four-color, photo quality, high resolution digital printing, any size banners, exhibit graphics, carpet graphics, and more.

| DIGITAL SIGNS (four color) |        |       | DISCOUNT<br>RATE | STANDARD<br>RATE | TOTAL           |       |
|----------------------------|--------|-------|------------------|------------------|-----------------|-------|
| _____ x _____ = _____      | Length | Width | Square foot      | \$15.75 sq. ft.  | \$21.00 sq. ft. | _____ |

Design Rate (per hour) is \$75.00. This is charged if design copy needs to be manipulated in any way.

**BANNERS**

|                       |        |       |             |              |         |       |
|-----------------------|--------|-------|-------------|--------------|---------|-------|
| _____ x _____ = _____ | Length | Width | Square foot | \$12.50      | \$15.75 | _____ |
|                       |        |       |             | Single Sided |         |       |
| _____ x _____ = _____ | Length | Width | Square foot | X 2 \$12.50  | \$15.75 | _____ |
|                       |        |       |             | Double Sided |         |       |

Please contact CSI *etc.* for art requirements, material options, or special quotes.

**TERMS & CONDITIONS**

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Orders must be paid by credit card (see Order Summary/Payment Authorization Form).  
No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.

|                |    |
|----------------|----|
| Sub Total      | \$ |
| Sales Tax 8.0% | \$ |
| 3% Fee         | \$ |
| <b>Total:</b>  | \$ |



## CSI *etc.* GRAPHICS

### Artwork Guidelines

#### Accepted Formats (PC) for graphics (convert MAC files to PC):

#### PC Formats (convert Mac to PC):

- Adobe Creative Suite 5 (or lower)
- EPS; to scale, high resolution
- Print/Press ready PDF to scale, high resolution or low res PDF in addition to formats above for cross reference purposes
- Less preferred - TIFF or JPEG; to scale, high resolution
- These formats should only be used for images and logos

#### Suggested Resolution & Scale:

150 dpi minimum at scale – 300 dpi preferred, 1200 dpi maximum and generally only necessary if artwork is scaled and needs enlargement for production output. For graphics 192" x 120" or smaller, build file with minimum 300 dpi, at full size. Anything larger than 192" x 120", build file with minimum 300 dpi (1200 dpi maximum) at ½ of the final size. For example, if your finished graphic size is 6' x 24', create the file at 3' x 12'.

#### File Delivery Methods:

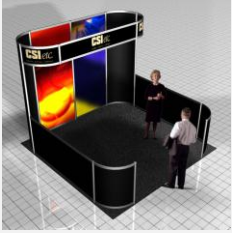
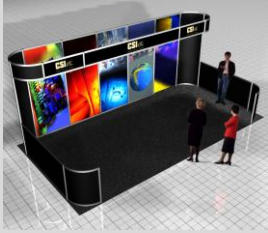
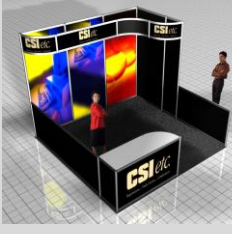
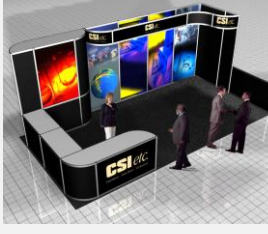
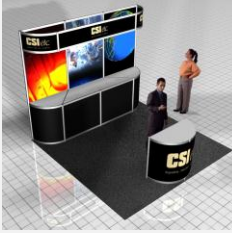
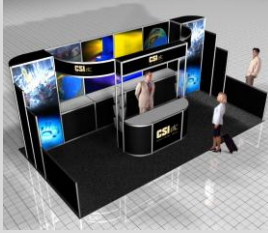
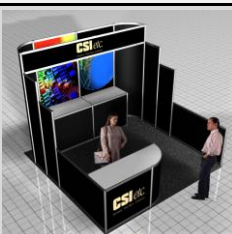


- Email to [cs@meetcsi.com](mailto:cs@meetcsi.com)
- To upload to our FTP site. Please contact us for FTP information at (602) 923-0011.

#### Additional Suggestions:

- Convert all text to curves, or include the font files, in a separate folder, with artwork delivery.
- Select all outlines to scale with image
- Send artwork as CMYK.
- Provide color proof for all color sensitive files along with PMS numbers used
- Detailed instructions for any special services.

Please contact our Customer Service Department for detailed requirements and additional information at [cs@meetcsi.com](mailto:cs@meetcsi.com) or by phone at (800)471-7330.

## CUSTOM RENTAL DISPLAYS

|   | Discount Price | Standard Rate  |  | Discount Price | Standard Rate  |
|---|----------------|--|--|----------------|--|
| <br><b>CSI 1</b> QTY _____  | \$1,450.00     | <b>\$1,950.00</b><br>Please call for graphics quotes | <br><b>CSI 5</b> QTY _____   | \$2,900.00     | <b>\$3,400.00</b><br>Please call for graphics quotes |
| <br><b>CSI 2</b> QTY _____  | \$1,750.00     | <b>\$2,250.00</b><br>Please call for graphics quote  | <br><b>CSI 6</b> QTY _____   | \$3,400.00     | <b>\$3,700.00</b><br>Please call for graphics quote  |
| <br><b>CSI 3</b> QTY _____   | \$1,950.00     | <b>\$2,450.00</b><br>Please call for graphics quote  | <br><b>CSI 7</b> QTY _____  | \$3,900.00     | <b>\$4,400.00</b><br>Please call for graphics quote  |
| <br><b>CSI 4</b> QTY _____  | \$2,450.00     | <b>\$2,950.00</b><br>Please call for graphics quote  | <br><b>CSI 8</b> QTY _____ | \$9,500.00     | <b>\$10,000.00</b><br>Please call for graphics quote |
| <b>Standard Booth Includes:</b> <ul style="list-style-type: none"> <li>• Booth Carpet</li> <li>• White or Black Hard Wall Panels</li> <li>• Header with Color Artwork</li> <li>• Delivery to Show Site</li> <li>• Drayage, to Booth Location</li> <li>• Installation/Dismantle Labor</li> <li>• Call for other color options</li> </ul> |                |  | <br><b>CSI 9</b> QTY _____ | \$10,500.00    | <b>\$11,000.00</b><br>Please call for graphics quote |











**Exhibitor Information**

Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
 Fax: \_\_\_\_\_

## RENTAL DISPLAY COUNTERS & ACCESSORIES

|   | QTY | RATE     | RATE     | TOTAL |
|---|-----|----------|----------|-------|
|  1 Meter Counter, white, black or gray panels   |     | \$324.00 | \$374.00 |       |
|  1 Meter Counter, with Custom Graphics  |     | \$461.00 | \$510.00 |       |
|  1 ½ Meter Counter, white, black, or gray panels  |     | \$490.00 | \$539.00 |       |
|  1 ½ Meter Counter, with Custom Graphics  |     | \$691.00 | \$740.00 |       |
|  2 Meter Counter, white, black, or gray panels  |     | \$654.00 | \$704.00 |       |
|  2 Meter Counter, with Custom Graphics  |     | \$924.00 | \$974.00 |       |
|  Curved Counter. Call for Graphics Quote  |     |          | \$489.52 |       |
|  Computer Work Station. Call for Graphics Quote  |     |          | \$650.00 |       |
|  Reception Counter. Call for Graphics Quote.   |     |          | \$500.00 |       |
|  <b>POP UP RENTAL DISPLAY - 10' Curved Backwall</b><br>Display, with Velcro compatible fabric panels.<br><b>Included:</b> One Case Table and 3 spotlights. Call for Graphics Quote |     |          | \$825.00 |       |

*Note: All Counters come with one (1) shelf. Locking doors are also available. Please call for pricing*

### TERMS & CONDITIONS

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**No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CSI Service Desk during exhibitor move-in.**

|                       |    |
|-----------------------|----|
| Sub Total ( Estimate) | \$ |
| Sales Tax 8.0%        | \$ |
| 3% Fee                | \$ |
| Total                 | \$ |

### Exhibitor Information






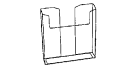
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_

## SLATWALL & GRIDWALL ORDER FORM

|   | DESCRIPTION                   | QTY | DISCOUNT | STANDARD | SUBTOTAL |
|---|-------------------------------|-----|----------|----------|----------|
|  | 1 Meter by 8ft High Slat wall |     | \$250.00 | \$300.00 |          |
|  | 2' x 8' Grid Wall             |     | \$105.00 | \$120.00 |          |
|  | 2'x 6' Grid Wall              |     | \$100.00 | \$115.00 |          |

### ACCESSORIES FOR SLATWALL & GRIDWALL

|   |  |  |         |         |  |
|---|--|--|---------|---------|--|
|  | Gridwall & Slatwall Brackets (per set of 2)          |  | \$10.00 | \$15.00 |  |
|  | Gridwall & Slatwall Hooks (per hook)                 |  | \$5.00  | \$6.00  |  |
|  | 10" Shelf for both Gridwall & Rental Display Booths. |  | \$12.00 | \$15.00 |  |
|  | Light - 75 watt black armlight.                      |  | \$25.00 | \$35.00 |  |
|  | Half Page Holder                                     |  | \$15.00 | \$20.00 |  |
|  | Full Page Holder                                     |  | \$15.00 | \$20.00 |  |

#### TERMS & CONDITIONS

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|                       |    |
|-----------------------|----|
| Sub Total ( Estimate) | \$ |
| Sales Tax 8.0 %       | \$ |
| 3% Fee                | \$ |
| Total                 | \$ |

#### Exhibitor Information

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact: \_\_\_\_\_  
Fax: \_\_\_\_\_



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San Diego, California  
February 16 - 18, 2015

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## CSI etc. Services

Full Trade Show Management

Freight & Material Handling

Pipe & Drape

Traffic Stoppers

Logistics

Carpeting

General Labor

Cleaning & Porterage

Floor Plans

Event Production

Advance Warehousing

Photography

Audio Visual

Installation & Dismantling

Custom Graphics

Poster Boards

Specialized Services

Exhibit Rentals

Signage

Specialty & Traditional Furnishings



6455 S. Dean Martin Drive, Suite C.  
 Las Vegas, Nevada 89118  
 Phone: (702) 309-8326 \* Fax: (702) 309-8328  
 Email: [orders@exposervicedesk.com](mailto:orders@exposervicedesk.com)  
 Order Online: [www.exposervicedesk.com](http://www.exposervicedesk.com)

|  |  |                                      |  |  |  |
|--|--|--------------------------------------|--|--|--|
| EVENT NAME: <b>CLEAN CAR EXPO</b>                      |  | EVENT DATES: <b>FEB. 16-18, 2015</b> |  | LOCATION: <b>San Diego Convention Center</b> |  |
| EXHIBITING COMPANY NAME:                               |  |                                      |  | BOOTH NUMBER:                                |  |
| BILLING NAME (if different from above):                |  |                                      |  |  |  |
| BILLING ADDRESS:                                       |  |                                      |  |  |  |
| CITY:  |  | STATE:                               |  | ZIP CODE:                                    |  |
| TELEPHONE:   |  | FAX:                                 |  |  |  |
| CARDHOLDER SIGNATURE:                                  |  | CARDHOLDER PRINT:                    |  |  |  |
|  |  | ORDERED BY:                          |  |  |  |
| EMAIL (REQUIRED FOR RECEIPT):                          |  |                                      |  |  |  |
| WE ACCEPT: <b>VISA / MASTERCARD / AMERICAN EXPRESS</b> |  | TYPE:                                |  | EXPIRATION DATE:                             |  |
|  |  |                                      |  |  |  |

| Qty.   | Description              | Advance Rate   | Regular Rate | Total | TERMS & CONDITIONS   |
|--|--------------------------|----------------|--------------|-------|--|
| <b>120V LIGHTING &amp; UTILITY OUTLETS</b>                   |                          |                |              |       | Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions 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. 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 a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician. |
|  | 500 Watt or 5 Amps       | 133.00         | 199.50       |       |  |
|  | 1000 Watt or 10 Amps     | 232.00         | 348.00       |       |  |
|  | 2000 Watt or 20 Amps     | 325.00         | 487.50       |       |  |
|  | 30 Amps (Labor Req.)     | Call for Quote |              |       |  |
| <b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>IMPORTANT:</b><br>To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.<br><br>Dedicated Circuits and 24 Hour Services will be double the listed price and require a 20 amp Outlet. Please double rates. Use * to indicate 24-Hr. Outlet(s).<br><br>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.<br><br>Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.<br><br>Power sharing is not permitted between exhibitors.                                       |
|  | 20 Amp                   | 530.00         | 795.00       |       |  |
|  | 30 Amp                   | 680.00         | 1020.00      |       |  |
|  | 60 Amp                   | 910.00         | 1365.00      |       |  |
|  | 100 Amp                  | 1270.00        | 1905.00      |       |  |
|  | 200 Amp                  | 1950.00        | 2925.00      |       |  |
| <b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>CTJS JURISDICTION:</b><br>*All under-carpet distribution of electrical wiring.<br>*All motor and equipment hook-ups requiring wiring connections.<br>*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.<br>*Labor is required to inspect equipment pre-wired to plug into our system.<br>*Installation and/or repair of electrical fixtures.<br>*Installation of electrical motors and electrical apparatus to be energized.<br><br>*Lift Rates: \$175.00 per hour plus operator (One hour minimum)  |
|  | 20 Amp                   | 680.00         | 1020.00      |       |  |
|  | 30 Amp                   | 910.00         | 1365.00      |       |  |
|  | 60 Amp                   | 1200.00        | 1800.00      |       |  |
|  | 100 Amp                  | 1680.00        | 2520.00      |       |  |
|  | 200 Amp                  | 2688.00        | 4032.00      |       |  |
| <b>TRANSFORMER(S) TO BOOST 208V TO 230V (\$75.00 Min.)</b>   |                          |                |              |       | <b>LABOR: ST \$120.00 - OT \$230.00</b><br><br>Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the overtime rate. Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. All labor requests require a credit card on file. Labor rates are subject to Union contract effective at time of show.   |
| Total Amps:  |                          | X              | \$3.50 / AMP | =     |  |
| <b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>OUTLET LOCATION &amp; DISTRIBUTION:</b><br>All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis.   |
|  | 20 Amp                   | 990.00         | 1485.00      |       |  |
|  | 30 Amp                   | 1223.00        | 1834.50      |       |  |
|  | 60 Amp                   | 1540.00        | 2310.00      |       |  |
|  | 100 Amp                  | 1915.00        | 2872.50      |       |  |
|  | 200 Amp                  | 2879.00        | 4318.50      |       |  |
| Also available: 380V/220V/ 3 Phase Motor & Equipment Outlets |                          |                |              |       |  |
| <b>FLOODLIGHTS &amp; TRACK</b>                               |                          |                |              |       | <b>LABOR REQUEST:</b><br><br>TIME: _____<br><br>DATE: _____  |
|  | 150 Watt Flood Light     | 133.00         | 199.50       |       |  |
|  | Double 150 Watt Flood    | 200.00         | 250.00       |       |  |
|  | 18" Track with 1 Fixture | 133.00         | 199.50       |       |  |
|  | 1000 Watt Overhead       | 250.00         | 375.00       |       |  |

\*Overhead light may require labor and lift to install. First focus included. Call for a quote.

**This labor request will not be processed until we receive a complete electrical order and floor plan.**



## THE CITY OF SAN DIEGO

### Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings

The purpose of these guidelines is to inform and familiarize event promoters, sponsors and vendors with special events information and general fire safety regulations that are enforced in the City of San Diego by San Diego Fire-Rescue Department regarding liquid or gas fueled vehicles inside assembly buildings.

#### I. Permits/Plans

- A. An operational permit shall be required along with approved floor plans for the exhibit halls and separate site plans for demonstration of vehicles.

Lobby/foyer, outdoor events, food carts, banquet and catering set up shall require a separate site/floor plan submittal.

1. Exhibit hall floor plans shall include location of major event promoters, vendors or sponsors.
2. Use of front driveway shall not obstruct exits, sidewalk or the fire lane.
3. Vehicles **SHALL NOT** enter the building/structure without clearance from the Fire Code Official or his authorized representative.
4. The vehicle owners will need to fill out the “Vehicle Make”, “Model”, “Color” and “License Plate Number” on the “Permit Authorization Form” and presented to the Fire Code Official or his authorized agent before any vehicle enters the building/structure.
5. The Fire Code Official or his authorized agent shall verify the fuel amount ¼ tank or 5 gallons whichever is less and shall sign or initial the “Permit Authorization Form”.
6. Fuel gauges not working or no fuel gauges on vehicles. There really is no way to check to make sure the fuel tank is only ¼ full. All vehicles **SHALL** have working fuel gauges or the fuel tanks shall be completely emptied.
7. Defueling or fueling of boats, vehicles or other fueled equipment **SHALL NOT** be conducted **INSIDE** of the building/structure.

Auto Shows 1/4/13 – 1

#### Fire Prevention Bureau

Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903  
Tel (619) 533-4400 Fax 544-6806

8. Fuel tanks and fill openings shall be closed and sealed to prevent tampering.
9. Exhibitors must be present or assigned a time for verification of battery cable disconnection. Vehicles **SHALL NOT** be left inside with batteries connected.
10. Vehicles **SHALL NOT** be allowed to enter the event **DURING** the time the show is open.
11. Permit authorization forms shall be displayed on the dashboard at all times until the Fire Code Official gives the ok to remove them.
12. **20 feet** of clear space in front of exhibit hall exits shall be adhered to.
13. Vehicles **SHALL NOT** be displayed in foyers, corridors or hallways.
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15. Any special effects, haze machines or similar effects shall be approved by the Fire Code Official prior to event. A demonstration shall be required prior to the event opening.
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19. Open flame torches or heating devices **SHALL NOT** be used for adding lettering, decals or numbers on vehicles that are located inside the building/structure.
20. Booth displays that may obstruct exit signs shall have floor plans submitted to the Fire Code Official for review.

**Fire Prevention Bureau**



- B.** When compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:
1. The quarter turn-shutoff valve or other shutoff valve of the CNG or LP gas container shall be closed and the engine operated until it stops. Valves shall remain closed while the vehicle is indoors.
  2. The hot lead of the battery shall be disconnected.
- C.** Dual-fueled vehicles equipped to operate on gasoline and CNG or LP gas shall comply with the above requirements.
- D.** LNG and Hydrogen vehicles shall be emptied with the fuel gauge reading zero before entering the building/structure. **Exception:** may be allowed on a case by case basis.
- E. REMOVAL.** The Fire Code Official is authorized to require the removal of fueled equipment from locations where the presence of such equipment is determined by the Fire Code Official to be hazardous.

## **II. Inspections**

When in the opinion of the Fire Code Official an after-hours inspection is needed. An inspection shall be conducted prior to the event opening and or during the event. A fee will be charged at the current adopted rate.

## **III. Fire Code Official**

Fire Code official reserves the right to amend, modify or increase the level of fire safety to the above listed requirements on a case by case basis.

# San Diego Convention Center Corporation

## VEHICLE FUEL CHECK PERMIT AUTHORIZATION

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CHECKER ID: \_\_\_\_\_

VEHICLE MAKE & MODEL: \_\_\_\_\_

LICENSE PLATE NO: \_\_\_\_\_

FUEL AMOUNT: ¼ TANK \_\_\_\_\_ 5 GALS \_\_\_\_\_ (WHICHEVER IS LESS)

**IF THERE IS NO FUEL GAUGE OR THE FUEL GAUGE IS NOT WORKING; FUEL SHALL BE MEASURED BY OTHER APPROVED MEANS ACCEPTABLE TO THE FIRE CODE OFFICIAL**

BATTERY CABLES DISCONNECTED: \_\_\_\_\_ GAS TANK CAP SECURED: \_\_\_\_\_

BOOTH # \_\_\_\_\_ FM OR AUTHORIZED REP SIGNATURE: \_\_\_\_\_

**PLACE ON DRIVER'S SIDE OF DASH**

Effective 9.26.2012

# San Diego Convention Center Corporation

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**PLACE ON DRIVER'S SIDE OF DASH**

Effective 9.26.2012



6455 S. Dean Martin Drive, Suite C.  
 Las Vegas, Nevada 89118  
 Phone: (702) 309-8326 \* Fax: (702) 309-8328  
 Email: [orders@exposervicedesk.com](mailto:orders@exposervicedesk.com)  
 Order Online: [www.exposervicedesk.com](http://www.exposervicedesk.com)

|  |  |                                      |  |  |  |
|--|--|--------------------------------------|--|--|--|
| EVENT NAME: <b>CLEAN CAR EXPO</b>                      |  | EVENT DATES: <b>FEB. 16-18, 2015</b> |  | LOCATION: <b>San Diego Convention Center</b> |  |
| EXHIBITING COMPANY NAME:                               |  |                                      |  | BOOTH NUMBER:                                |  |
| BILLING NAME (if different from above):                |  |                                      |  |  |  |
| BILLING ADDRESS:                                       |  |                                      |  |  |  |
| CITY:  |  | STATE:                               |  | ZIP CODE:                                    |  |
| TELEPHONE:   |  | FAX:                                 |  |  |  |
| CARDHOLDER SIGNATURE:                                  |  | CARDHOLDER PRINT:                    |  |  |  |
|  |  | ORDERED BY:                          |  |  |  |
| EMAIL (REQUIRED FOR RECEIPT):                          |  |                                      |  |  |  |
| WE ACCEPT: <b>VISA / MASTERCARD / AMERICAN EXPRESS</b> |  | TYPE:                                |  | EXPIRATION DATE:                             |  |
|  |  |                                      |  |  |  |

| Qty.   | Description              | Advance Rate   | Regular Rate | Total | TERMS & CONDITIONS   |
|--|--------------------------|----------------|--------------|-------|--|
| <b>120V LIGHTING &amp; UTILITY OUTLETS</b>                   |                          |                |              |       | Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions 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. 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 a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician. |
|  | 500 Watt or 5 Amps       | 133.00         | 199.50       |       |  |
|  | 1000 Watt or 10 Amps     | 232.00         | 348.00       |       |  |
|  | 2000 Watt or 20 Amps     | 325.00         | 487.50       |       |  |
|  | 30 Amps (Labor Req.)     | Call for Quote |              |       |  |
| <b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>IMPORTANT:</b><br>To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.<br><br>Dedicated Circuits and 24 Hour Services will be double the listed price and require a 20 amp Outlet. Please double rates. Use * to indicate 24-Hr. Outlet(s).<br><br>Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.<br><br>Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.<br><br>Power sharing is not permitted between exhibitors.                                       |
|  | 20 Amp                   | 530.00         | 795.00       |       |  |
|  | 30 Amp                   | 680.00         | 1020.00      |       |  |
|  | 60 Amp                   | 910.00         | 1365.00      |       |  |
|  | 100 Amp                  | 1270.00        | 1905.00      |       |  |
|  | 200 Amp                  | 1950.00        | 2925.00      |       |  |
| <b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>CTS JURISDICTION:</b><br>*All under-carpet distribution of electrical wiring.<br>*All motor and equipment hook-ups requiring wiring connections.<br>*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.<br>*Labor is required to inspect equipment pre-wired to plug into our system.<br>*Installation and/or repair of electrical fixtures.<br>*Installation of electrical motors and electrical apparatus to be energized.<br><br>*Lift Rates: \$175.00 per hour plus operator (One hour minimum)   |
|  | 20 Amp                   | 680.00         | 1020.00      |       |  |
|  | 30 Amp                   | 910.00         | 1365.00      |       |  |
|  | 60 Amp                   | 1200.00        | 1800.00      |       |  |
|  | 100 Amp                  | 1680.00        | 2520.00      |       |  |
|  | 200 Amp                  | 2688.00        | 4032.00      |       |  |
| <b>TRANSFORMER(S) TO BOOST 208V TO 230V (\$75.00 Min.)</b>   |                          |                |              |       | <b>LABOR: ST \$120.00 - OT \$230.00</b><br><br>Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the overtime rate. Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. All labor requests require a credit card on file. Labor rates are subject to Union contract effective at time of show.   |
| Total Amps:  |                          | X              | \$3.50 / AMP | =     |  |
| <b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>            |                          |                |              |       | <b>OUTLET LOCATION &amp; DISTRIBUTION:</b><br>All electrical outlets will be installed on the floor at the draped back wall of in-line and peninsula booths. All electrical outlets for island booths will require labor and material for distribution. If no floor plan is provided, the outlets will be installed at our discretion. Distribution and connection of all outlets are chargeable on a time and material basis.   |
|  | 20 Amp                   | 990.00         | 1485.00      |       |  |
|  | 30 Amp                   | 1223.00        | 1834.50      |       |  |
|  | 60 Amp                   | 1540.00        | 2310.00      |       |  |
|  | 100 Amp                  | 1915.00        | 2872.50      |       |  |
|  | 200 Amp                  | 2879.00        | 4318.50      |       |  |
| Also available: 380V/220V/ 3 Phase Motor & Equipment Outlets |                          |                |              |       |  |
| <b>FLOODLIGHTS &amp; TRACK</b>                               |                          |                |              |       | <b>LABOR REQUEST:</b><br><br>TIME: _____<br><br>DATE: _____  |
|  | 150 Watt Flood Light     | 133.00         | 199.50       |       |  |
|  | Double 150 Watt Flood    | 200.00         | 250.00       |       |  |
|  | 18" Track with 1 Fixture | 133.00         | 199.50       |       |  |
|  | 1000 Watt Overhead       | 250.00         | 375.00       |       |  |

\*Overhead light may require labor and lift to install. First focus included. Call for a quote.

**This labor request will not be processed until we receive a complete electrical order and floor plan.**



## THE CITY OF SAN DIEGO

### Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings

The purpose of these guidelines is to inform and familiarize event promoters, sponsors and vendors with special events information and general fire safety regulations that are enforced in the City of San Diego by San Diego Fire-Rescue Department regarding liquid or gas fueled vehicles inside assembly buildings.

#### I. Permits/Plans

- A. An operational permit shall be required along with approved floor plans for the exhibit halls and separate site plans for demonstration of vehicles.

Lobby/foyer, outdoor events, food carts, banquet and catering set up shall require a separate site/floor plan submittal.

1. Exhibit hall floor plans shall include location of major event promoters, vendors or sponsors.
2. Use of front driveway shall not obstruct exits, sidewalk or the fire lane.
3. Vehicles **SHALL NOT** enter the building/structure without clearance from the Fire Code Official or his authorized representative.
4. The vehicle owners will need to fill out the “Vehicle Make”, “Model”, “Color” and “License Plate Number” on the “Permit Authorization Form” and presented to the Fire Code Official or his authorized agent before any vehicle enters the building/structure.
5. The Fire Code Official or his authorized agent shall verify the fuel amount ¼ tank or 5 gallons whichever is less and shall sign or initial the “Permit Authorization Form”.
6. Fuel gauges not working or no fuel gauges on vehicles. There really is no way to check to make sure the fuel tank is only ¼ full. All vehicles **SHALL** have working fuel gauges or the fuel tanks shall be completely emptied.
7. Defueling or fueling of boats, vehicles or other fueled equipment **SHALL NOT** be conducted **INSIDE** of the building/structure.

Auto Shows 1/4/13 – 1

#### Fire Prevention Bureau

Fire-Rescue Department • 1010 Second Avenue, Suite 300 • San Diego, CA 92101-4903  
Tel (619) 533-4400 Fax 544-6806

8. Fuel tanks and fill openings shall be closed and sealed to prevent tampering.
9. Exhibitors must be present or assigned a time for verification of battery cable disconnection. Vehicles **SHALL NOT** be left inside with batteries connected.
10. Vehicles **SHALL NOT** be allowed to enter the event **DURING** the time the show is open.
11. Permit authorization forms shall be displayed on the dashboard at all times until the Fire Code Official gives the ok to remove them.
12. **20 feet** of clear space in front of exhibit hall exits shall be adhered to.
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