IMPORTANT EXHIBITOR TIPS AND REMINDERS

PLEASE READ THIS ENTIRE INFORMATION SHEET AND SHARE THESE REMINDERS WITH ALL STAFF WHO WILL BE MANNING YOUR BOOTH

- **Booth Package** (included with your booth purchase/registration)**:**
  8' Draped Back Wall
  3' Draped Side Rail
  (1) 6' Draped Table
  (2) Chairs
  (1) Waste Basket w/ Liner
  (1) 7" x 44" ID Sign
- **Official Decorator:** Convention Services of the Southwest, Inc. (CSS) has been contracted to provide resources and services for the show (e.g. additional/different furnishings for your booth, labor for setting up your booth, material handling for shipments being sent to the show, etc.). You will find everything you need to order through the CSS online ordering system or in the Exhibitor Service Kit.
  - **On-Line Ordering** is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact CSS at esr@cssabq.com or (505) 243-9889 to obtain one.
  - **Shipments / Drayage (Material Handling):**
    - **Shipping** is the movement of freight from one city to the next (i.e. shipping items to the show or warehouse by the Exhibitor). Exhibitors may use any carrier or their choice for shipping.
      - **Please note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.
    - **Drayage (Material Handling)** includes receiving the shipment, storing the shipment delivering to the booth, storing the empty containers if needed during the show, moving the pieces from the booth to the loading dock and loading on to the designated outbound carrier at the end of the show. Additional information on Material Handling is available in the Exhibitor Service Kit or from CSS.
      - CSS will receive shipments at the advanced warehouse between *Monday, August 23 – Monday, September 20, 2021,* and at the exhibit facility beginning *Wednesday, September 22, 2021*. Shipments arriving outside of these dates may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the Exhibitor.
- **Electrical, Internet, AV, Lead Scanning, and Catering:**
  - Forms for ordering Power, Internet, AV, Lead Retrieval, and Catering services are also included in the exhibitor kit, although these services are not provided by CSS.
- **Assistance:** Please do not hesitate to contact is if you need help or just have a question. We want you to have a successful show. We are very grateful for your support, and we are anticipating another very successful AISES conference.
  - **Prior to the Show:**
    - AISES personnel can help with all conference information:
      conference@aises.org or (720) 552-6123 option 5
    - CSS can provide assistance with or answer questions about the Exhibitor Service Kit ordering:
      Lorie Wrobel
      Email: esr@cssabq.com
      Phone: (505) 243-9889
  - **On-Site Help:**
    - AISES personnel will be available on site to help you from September 23rd through the end of the conference. You may reach them at the on-site AISES registration desks.
    - CSS will also have a service desk in the exhibit hall to answer questions as you are moving in and out if you have reserved booth space. Other service providers will also have representatives present.

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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

2021 AISES NATIONAL CONFERENCE
Phoenix Convention Center
Phoenix, Arizona
Thursday, September 23 – Saturday, September 25, 2021

Dear Exhibitor:

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

This Exhibitor Service Kit will assist you in planning for the show. In addition to important show information, we have included the necessary show service order forms. To help save you money, we have provided you with the opportunity to take advantage of advance order discounts.

When placing your order, please keep in mind:

- On-Line Ordering is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.

- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.

- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.

- Please include the prevailing sales tax in your order, **currently 8.6% in Phoenix, Arizona.** Sales tax is applicable to rentals. Labor, and material handling services are exempt in the state of Arizona. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

We will help you coordinate all your trade show needs including the shipment of all your trade show materials. For your inbound and outbound freight shipments, we offer the service of our preferred carrier **CSS Logistics (505) 243-9889.**

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

Email: esr@cssabq.com
1921 Bellamah Ave. NW
Albuquerque, NM 87104
Phone: (505) 243-9889
Fax: (505) 243-8197

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

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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME: 2021 AISES National Conference

EXHIBIT HALL		
Exhibitor Move-In:	Thursday, September 23, 2021	7:00AM – 5:00PM
Show Date:	Friday, September 24, 2021	9:00AM – 4:00PM
Exhibitor Feedback Session:	Friday, September 24, 2021	4:00PM – 5:00P
Exhibitor Move-Out:	Friday, September 24, 2021	5:00PM – 8:30PM
MARKETPLACE		
Vendor Move-In:	Thursday, September 23, 2021	8:00AM – 12:00PM
Show Date(s):	Thursday, September 23, 2021	12:00PM – 5:00PM
	Friday, September 24, 2021	10:00AM – 6:00PM
	Saturday, September 25, 2021	10:00AM – 5:30PM
Vendor Move-Out:	Saturday, September 25, 2021	5:30PM – 7:00PM

Outside freight carriers must be checked in by: **Friday, September 24, 2021 @ 7:00PM**
All materials must be packed with bill(s) of lading turned in to **CSS** by: **Friday, September 24, 2021 @ 8:30PM**

SHOW LOCATION: Phoenix CC • Halls 5-6 • 100 N. Third St. • Phoenix, AZ 85004

STANDARD BOOTH PACKAGE:
(Included with booth purchase)

EXHIBIT HALL - 10' x 10'
- 8' Blue/Red Draped Back Wall
- 3' Blue Draped Side Rail
- (1) 6' Red Draped Table
- (2) Molded Plastic Chairs
- (1) Waste Basket w/ Liner
- (1) 7" x 44" ID Sign

MARKETPLACE - 10' x 10'
- 8' Blue/Red Draped Back Wall
- 3' Blue Draped Side Rail
- (2) 8' Red Draped Table
- (2) Molded Plastic Chairs
- (1) Waste Basket w/ Liner
- (1) 7" x 44" ID Sign

The exhibit hall **IS NOT** carpeted. Aisle Carpet is **Blue Jay**.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	**Monday, August 23, 2021**
Submission deadline for exhibitor appointed contractor (EAC) notification:	**Monday, August 23, 2021**
Last date to receive certificate of insurance for EAC:	**Monday, August 23, 2021**
Advance Orders and Payment Deadline:	**Thursday, September 02, 2021**
Last date freight can arrive at the advance warehouse:	**Monday, September 20, 2021**
First date for direct shipments to facility:	**Wednesday, September 22, 2021**

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING
Monday – Friday 9:00AM – 4:30PM
Monday, August 23 – Monday, September 20, 2021
ADVANCE SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
AISES 2021
c/o **CSS**
YRC Phoenix – 841
2021 South 51st Ave
Phoenix, AZ 85043

FIRST DAY FOR DIRECT FREIGHT
Wednesday, September 22, 2021 --- 8:00AM – 5:00PM
Thursday, September 23, 2021 --- 8:00AM – 5:00PM
DIRECT SHIPPING ADDRESS

Ship To: Exhibitor Name and Booth #
c/o **CSS**
AISES 2021
Phoenix Convention Center – Halls 5 - 6
100 N Third St.
Phoenix, AZ 85004

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esr@cssabq.com

CREDIT CARD AUTHORIZATION
ORDER SUMMARY FORM
TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

Please complete the information requested below and return this form with your order(s). Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card account. Your signature below acknowledges understanding and acceptance of the terms detailed in the **CSS** Payment Policy, the **CSS** Material Handling Information and Limits of Liability, and the **CSS** Conditions and Regulations for electrical usage provided with your Service Kit. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Credit Card Authorization is signed, the Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS. **The Estimated Total below may not necessarily reflect the final total charged to your credit card at close of show.** *(There will be a $75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)*

Account #: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | | **Billing Zip Code:** | | | | | |

Card Verification # (3 or 4 Digit Code on Card): | | | | |

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Vehicle Spotting	
Rigging	
Material Handling	
Cleaning/Disinfecting	
Floral	
Sign/Graphics	
Forms/Information included but ordered from a different location	
Electrical	XXXXXXXX
Internet	XXXXXXXX
Catering	XXXXXXXX
Audio Visual	XXXXXXXX
Lead Retrieval 101 & Lead Retrieval Order Form	XXXXXXXX
Estimated Total *(includes State Tax where applicable)*	

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

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email us @
esr@cssabq.com

PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
   a. Advance payment by **Company Check, Wire Transfer,** or **e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
      i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add $25.00 to amounts transferred to be considered paid in full.
      ii. **CSS** will add a fee of $35.00 to any order where the check payment is returned as insufficient funds.
   b. **Credit Card:** For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Thursday, September 2, 2021**. *(There will be a $75.00 administrative fee if a credit card dispute is filed and **CSS** is awarded charges.)*
2. **On-Line Ordering**
   a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

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

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

Please notify your company representative whom will be at the show site of our payment policy. Your cooperation is appreciated. No credits will be issued after close of show.
If a display house represents the exhibiting company, the exhibiting company is ultimately responsible for payment of all costs incurred on its behalf. (See **Third Party Payment Form**). **Third Parties must contact CSS for an on-line log in.**

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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Thursday, September 2, 2021**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

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

☐ Furniture/Carpet ☐ Booth Cleaning ☐ Material Handling ☐ Booth Labor

Other:

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

Event Name: **AISES 2021**	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:

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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 22, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Description	Advance Price	Standard Price
	DRAPED DISPLAY TABLES - 30" HIGH *(choose skirt color below)*		
	4'L X 30"H Draped Table	153	183
	6'L X 30"H Draped Table	172	206
	8'L X 30"H Draped Table	200	240
	DRAPED DISPLAY COUNTERS - 40" HIGH *(choose skirt color below)*		
	4'L X 40"H Draped Counter	175	210
	6'L X 40"H Draped Counter	197	236
	8'L X 40"H Draped Counter	230	276
	30"D X 40"H Spandex Round Highboy	197	236
	UNDRAPED DISPLAY TABLES - 30" HIGH		
	4'L X 30"H Undraped Table	88	106
	6'L X 30"H Undraped Table	101	121
	8'L X 30"H Undraped Table	128	153
	30"H Conference Table *(circle choice)* 36"D Black 36" D White 40"D Grey	276	331
	UNDRAPED DISPLAY COUNTERS - 40" HIGH		
	4'L X 40"H Undraped Counter	101	121
	6'L X 40"H Undraped Counter	117	140
	8'L X 40"H Undraped Counter	134	161
	40"H Conference Counter *(circle choice)* 36"D Black 36" D White 40"D Grey	295	353
	TABLE SKIRTING *(choose skirt color below)*		
	4th Side Table Drape for Table 30"H	68	79
	4th Side Table Drape for Counter 40"H	87	101
	Individual Table Skirt for Table 30"H	79	93
	Individual Table Skirt for Counter 40"H	100	116
	SPECIAL DRAPERY (6' minimum) *(choose drape color below)*		
	3' High Drapery/linear ft.	13	17
	8' High Drapery/linear ft.	22	26
	3' Upright w/ ½ Base	24	28
	8' Upright w/ Full Base	25	30
	Crossbar	25	30
	STANDARD FURNITURE AND ACCESSORIES		
	Grey Molded Plastic Chair	67	84
	Padded Side Chair	90	113
	Padded Arm Chair	98	122
	Upholstered Bar Stool with Back	110	138
	Bag Rack *(circle choice)* "T" waterfall	88	106
	Literature Rack *(circle choice)* flat accordion	208	249
	Aluminum Easel	41	49
	iPad Stand	236	284
	Wastebasket with Liner	28	34
	Fishbowl	39	47
	4' x 8' Board* Peg Board or Poster Board *(circle choices)* Horizontal or Vertical	191	229
	36" x 48" Double Sided Magnetic Whiteboard	191	229
	4'L X 7"H Table Riser (draped in vinyl)	74	89
	6'L X 7"H Table Riser (draped in vinyl)	96	115
	Glass Show Case (48"W x 18"D x 38"H w/lock and light)	414	Contact for Quote

*Maximum load on boards is 50 lbs. Poster Boards are black & Velcro/push pin "friendly".

SKIRT AND DRAPE COLOR CHOICES *(please circle choice)*

Blue	Gold	Teal	Beige	Hunter Green
Black	White	Peach	Burgundy	Terra-Cotta
Red	Silver	Plum		

SPANDEX COLOR CHOICES *(please circle choice)*

Red	Black	Blue
White	Teal	Silver

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax (8.6%)	$
TOTAL	$

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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



DRAPED TABLE
2’ W X (4’, 6’, OR 8’ L) X 30” H



DRAPED COUNTER
2’ W X (4’, 6’, OR 8’ L) X 40” H



UNDRAPED TABLE/COUNTER
2’ W X (4’, 6’, OR 8’ L) X 30” H OR 40”H

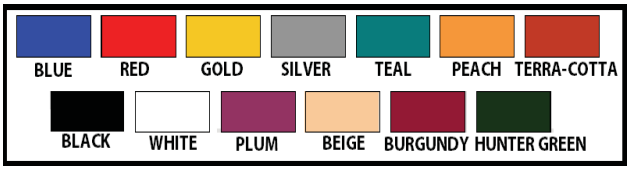


SPANDEX HIGHBOY
30” D X 40” H

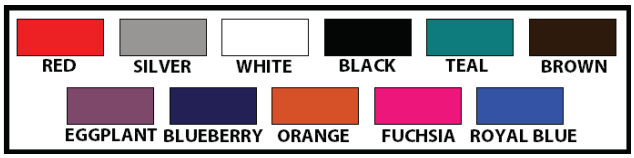


ROUND CONFERENCE
TABLE/COUNTER
36” D (BLACK/WHITE) or
40” D (GREY) x 30” or 40” H

DRAPE COLORS



SPANDEX COLORS





MOLDED PLASTIC
CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED
BAR STOOL

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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



T STYLE BAG RACK
50” H X 15” W X 12” L



WATERFALL BAG RACK
50” H X 15” W X 12” L



ALUMINUM EASEL
64” H X 32” W X 32” L



FLAT LITERATURE STAND WITH 6 POCKETS
55” H X 14” W X 9” L



ACCORDION LITERATURE STAND
5’ HIGH



IPAD STAND WITH ADJUSTABLE POLE (28” - 44”)
BASE 18” X 14”



POSTER BOARD (HORIZONTAL)
4’ X 8’



WHITEBOARD (VERTICAL)
36”W X 48”H + FRAME



GLASS SHOW CASE
38” H X 48” W X 18” D

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

UPGRADE CHAIRS

Quantity	Description	Dimensions	Color *(please circle)*	Price
	Jetson Chair	15" x 15" w/ adjustable seat	White Black	182
	Leather Office Chair w/ Mesh Back	34.7"H x 22.75"W x 24"D	Black Only	151
	Mesh Steno Chair w/ Wheels	38.5-42.2"H x 27.1"W x 26.7"D	Black Only	182
	Modern Chair	33.5"H x 18.8"W x 18.8"D	White Only	151
	Soda Fountain Barstool	30"H x 17"W x 17"D	Red Black	151
	Swivel Barstools w/ Curved Back	32.5"H x 22.5"W x 18"D	White Black	212

UPGRADE TABLES

	24" Bistro Table	23.75" - 42"H x 24"W x 24"D	White Black	242
	31" Glass Table	29"H x 31.5"W x 31.5"D		271
	Glass End Table	15"H x 23"W x 23"D	Chrome Black	182
	Glass Coffee Table	15.8"H x 39.4"W x 19.7"D	Chrome Black	212
	Rectangular Conference Table	30"H x 36"W x 60"D		966
	Triangle Glass Top Table	35"H x 35"W x 35"D		271

UPGRADE SEATING

	Barrel Chair	29"H x 28"W x 29"D	Black Only	332
	Leather Loveseat	34"H x 58"W x 36"D	Black Only	362
	Leather Sofa	34"H x 80"W x 36"D	Black Only	423
	Chrome Leather Accent Chairs	30.5"H x 30.5"W x 27.5"D	White Black	423
	Chrome Leather Chair	32"H x 36"W x 33"D	White Only	547
	Chrome Leather Sofa	32"H x 81"W x 33"D	White Only	875
	Futon Lounger	32"H x 71"W x 34"D	Vanilla Only	513

****REFUNDS ON UPGRADE FURNISHINGS ARE NOT AVAILABLE AFTER THE ADVANCE ORDER DEADLINE DATE ABOVE****

Please contact **CSS** for custom/specialty items not listed on this order form.

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (8.6%)	**$**
TOTAL	**$**

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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



WHITE
MODERN CHAIR
33.5” H x 18.8” W x 18.8” D



MESH STENO CHIAR
w/ WHEELS
38.5-42.2” H x 27.1” W x 26.7” D



SODA FOUNTAIN
BARSTOOL
30” H x 17” W x 17” D
(Available w/ black
or red seat)



SWIVEL BARSTOOLS
WITH
CURVED BACK
32.5” H x 22.5” W x 18” D
(Available in
black and white)





(Available
in black
or white)

24” BISTRO TABLE shown with JETSON CHAIRS 15”x15” (adjustable seat) – rented separately

White – 23.75” D x 26.25” – 35.75” H (adjustable) – Black – 24” D x 42” H

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UPGRADE FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



RECTANGULAR CONFERENCE TABLE
30” H x 36” W x 60” D



TRIANGLE GLASS TOP TABLE
35” H x 35” W x 35” D



31” ROUND GLASS TOP TABLE
29” H x 31.5” D



GLASS END TABL E
(Available in chrome or black)
15” H x 23” W x 23” D



GLASS COFFEE TABLE (Available in chrome or black)
15.8” H x 39.4” W x 19.7” D



BLACK LEATHER SOFA
32” H X 80” W 33” D



BLACK LEATHER LOVE SEAT
32” H X 59” W X 33” D



BLACK LEATHER BARREL CHAIR
29” H X 28” W X 29”



WHITE AND CHROME SOFA
32” H X 81” W 33” D



WHITE AND CHROME CHAIR
32” H X 80” W 33” D



CHROME LEATHER ACCENT CHAIR
30.5” H X 30.5” W
27.5” D



VANILLA FUTON LOUNGER
32” H X 71” W 34” D

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esr@cssabq.com

CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	176	212
	10' x 20' carpet	307	369
	10' x 30' carpet	461	554
	10' x 40' carpet	616	739

STANDARD CARPET COLOR *(please circle color choice)*

Blue Red Grey Teal Hunter Green Black Burgundy Plum

SPECIAL CUT STANDARD CARPET

Special sizes are available at **$3.80** per square foot in any dimensions. (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.) Price includes cutting, laying, and taping from seams and edges.

Carpet Size _____ x _____ = _____ square feet x $3.80 = $ _____ TOTAL

Visqueen is available at **$0.85** per square foot installed

_____x _____ = _____ square feet x $0.85 = $ _____ TOTAL

Carpet Padding is available at **$1.25** per square foot installed (100 sq. ft. min)

_____x _____ = _____ square feet x $1.25 = $ _____ TOTAL

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.
For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.
NO TELEPHONE ORDERS WILL BE ACCEPTED.
****All utility lines must be installed before carpet installation. Utilities should be ordered in advance. ****

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (8.6%)	**$**
TOTAL	**$**

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

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

email us @
esr@cssabq.com

PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

SPECIAL CUT PRESTIGE CARPET

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

Carpet Size _____ x _____ = _____ square feet x $5.00 = $ _____TOTAL

PRESTIGE CARPET COLOR *(please circle color choice)*

Pink	Magenta	Cherry Red	Red Fire	Cherry Blossom	Hay Loft	Navel
Orange	Butter Cream	Sunshine	Lime Green	Wintergreen	Pine	Forest
Pacific	Orion Blue	Lite Blue	Nautical	Caribbean	Process Blue	Bright Blue
Atlantic	Reflex Blue	Blueberry	Intense Blue	Deep Blue	Navy	Purple
Cream	Vanilla	Snowflake	White	Aluminum	Flannel	Fog
Tanium	Silver Mist	Grey Blue	Medium Grey	Cool Grey	Steel	Charcoal
Grey	English Grey	Smokey	Smoke	Black		

Visqueen is available at **$0.85** per square foot installed

_____ x _____ = _____ square feet x $0.85 = $ _____TOTAL

Carpet Padding is available at **$1.25** per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x $1.25 = $ _____TOTAL

NO REFUNDS ON SPECIAL ORDER CARPET – ALL SALES ARE FINAL

Carpet Samples are available upon request – please fill out the mailing information below.

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

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.
For your convenience, MasterCard, American Express, and Visa credit cards will be accepted.
NO TELEPHONE ORDERS WILL BE ACCEPTED.
****All utility lines must be installed before carpet installation. Utilities should be ordered in advance.** **

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax (8.6%)	$
TOTAL	$

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PRESTIGE CARPET COLORS

CONVENTION SERVICES OF THE SOUTHWEST, INC.


PINK


MAGENTA


CHERRY RED


RED FIRE


CHERRY BLOSSOM


HAY LOFT


NAVEL


ORANGE


BUTTER CREAM


SUNSHINE


LIME GREEN


WINTERGREEN


PINE


FOREST


PACIFIC


ORION BLUE


LITE BLUE


NAUTICAL


CARIBBEAN


PROCESS BLUE


BRIGHT BLUE


ATLANTIC


REFLEX BLUE


BLUEBERRY


INTENSE BLUE


DEEP BLUE


NAVY


PURPLE


CREAM


VANILLA

SNOWFLAKE


WHITE


ALUMINUM

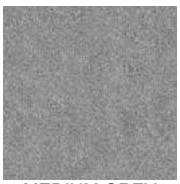

FLANNEL

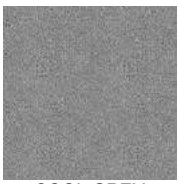

FOG


TITANIUM


SILVER MIST


GREY BLUE


MEDIUM GREY


COOL GREY

STEEL

CHARCOAL

GREY

ENGLISH GREY

SMOKEY

SMOKE

BLACK

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RENTAL DISPLAY ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

Charges for Rental Unit include delivery to your space, installation of unit only and removal at close of show. **Unit #3007 includes one 8' draped table. Units #3001-3006 and #3010-3025 include Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.** All units are 8' high with 1-meter panels unless otherwise indicated.

RENTAL DISPLAY UNITS

Quantity	Description	Advance Price	Standard Price
	Basic #3000	1103	1323
	10'x10' #3010	1418	1701
	10'x10' #3001 (3 spotlights, 1 shelf)	2678	3213
	10'x10' #3002 (3 spotlights, 1 shelf, 1-1meter counter)	2993	3591
	10'x10' #3002A (3 spotlights, 1 shelf, 1 - ¼ round counter)	3200	3840
	10'x10' #3011 (2 spotlights, 1 - 1 meter curved counter)	3200	3840
	10'x10' #3012 (2 spotlights, 2 - ½ meter pedestals)	3358	4029
	10'x10' #3013 (3 spotlights, curved end back counter)	3572	4287
	10'x10' #3014 (1 spotlight, 1 - ¼ round counter)	3780	4536
	10'x20' #3003 (6 spotlights)	3938	4725
	10'x20' #3004 (6 spotlights, 1-2 meter counter)	4202	5043
	10'x20' #3020 (5 spotlights)	4517	5420
	10'x20' #3005 (6 spotlights, 1-1 meter closet)	4725	5670
	10'x20' #3021 (6 spotlights, 1 - 2 meter radius counter)	4725	5670
	10'x20' #3022 (6 spotlights, curved header, 1 - 2 meter counter)	4832	5799
	10'x20' #3023 (6 spotlights, 1 - 2 meter counter w/ curved ends)	4832	5799
	10'x20' #3024 (6 spotlights, 4 curved shelves, 1 - ½ round counter)	4933	5919
	10'x20' #3025 (7 spotlights, 3 - 1.5 meter curved counters)	5090	6108
	10'x10' Office #3006	2986	3583
	Table Top Display #3007	586	703
	Custom Display Units	**Contact for Quote**	

Header Copy Options *(please select choice)*:

☐ **Custom Graphics** with logo can be provided at no additional cost. (Please contact for further instructions.)

☐ **Standard Header: Black Block Lettering** (indicate header text in box below)

Panel Type *(please circle choice)*: Grey Velcro Black Velcro Blue Velcro White Hard Wall

Custom Graphics panels are available at an additional cost (see Sign/Graphics Order form)

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

Blue Red Gold Silver Black White Beige Plum Teal Peach Terra-Cotta Burgundy Hunter Green

Carpet Color *(Unite #3001- #3006 and #3010 - #3025 only, circle color choice)*:

Blue Red Teal Grey Plum Black Hunter Green Burgundy

ACCESSORIES

	White Pedestal (36"H x 20 ½"W x 20 ½"D)	265	318
	1 Meter Counter, white cabinet (36"H x 20 ½"D w/sliding door)	473	567
	¼ Round Counter, white (36"H w/ curved back, no door)	523	627
	1 Meter Curved Counter w/ sliding door, white (36"H w/ sliding door)	523	627
	1.5 Meter Curved Counter, white (36"H w/ sliding door)	580	696
	2 Meter Counter, white cabinet (36"H x 20 ½"D w/sliding door)	630	756
	½ Round Counter (36"H w/ curved back, no door)	680	816
	2 Meter Radius Counter, white (36"H w/ curved back, no door)	680	816
	Vertical Glass Display	466	559
	Display Spotlights	60	73
	Straight Shelves with brackets	60	73
	Angle Shelves with brackets	60	73
	Side Rails, 80"L x 36"H to match display	252	302
	Clear Literature Holders, 1 pocket 8 ½" x 11"	21	26

PLEASE READ PAYMENT POLICY

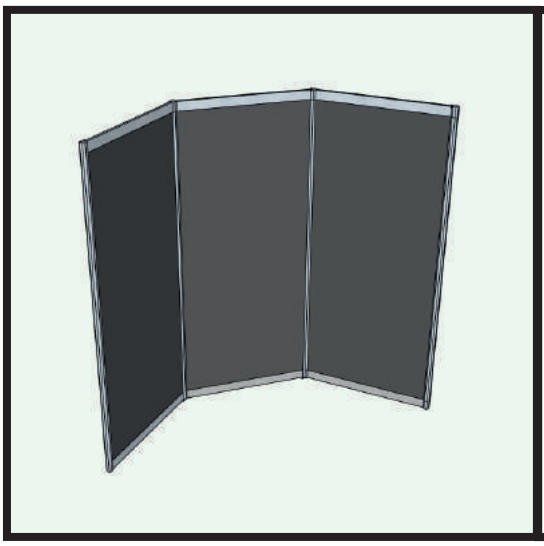
SUBTOTAL	$
Tax (8.6%)	$
TOTAL	$

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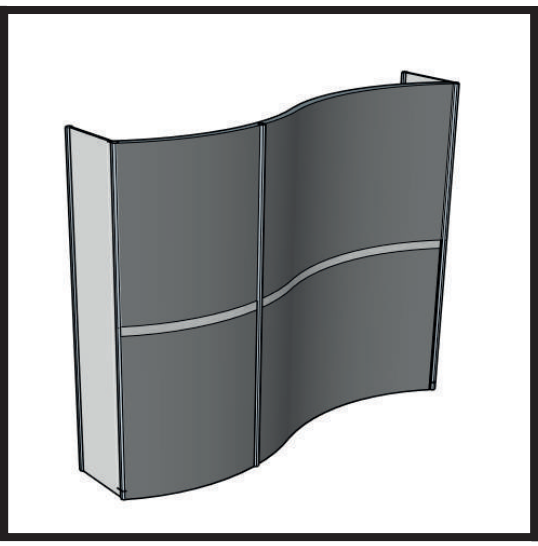
email us @
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RENTAL DISPLAY UNITS
10X10

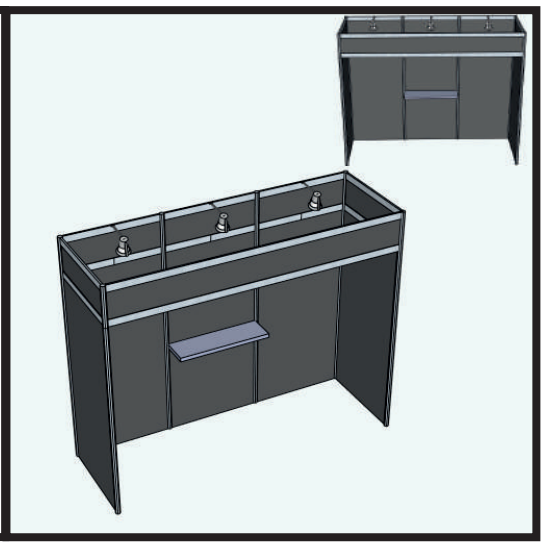
CONVENTION SERVICES OF THE SOUTHWEST, INC.



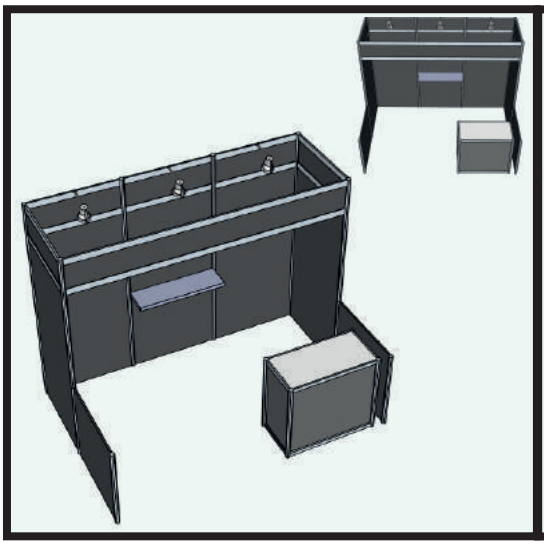
BASIC #3000



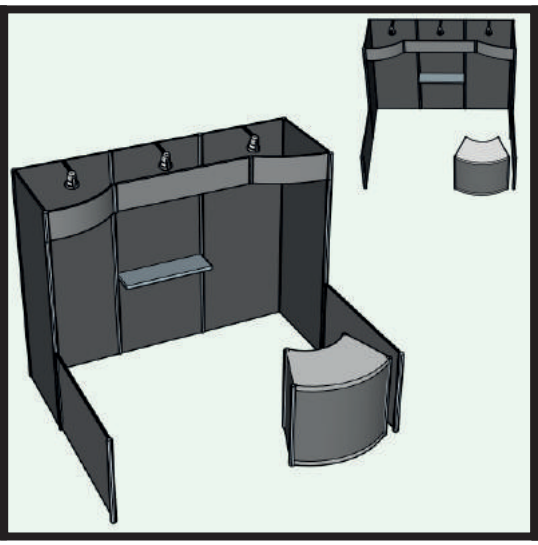
10'x10' #3010



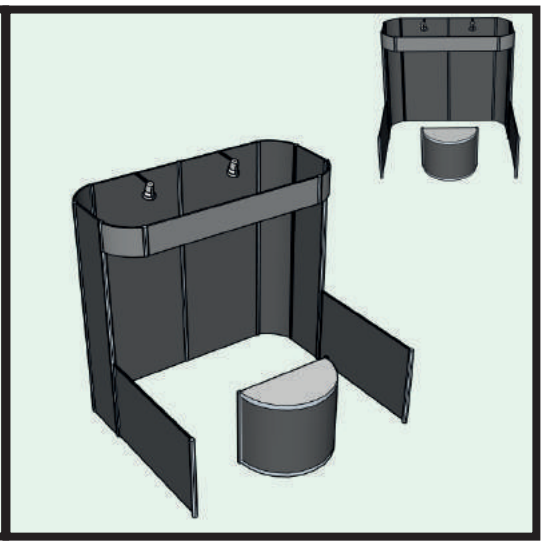
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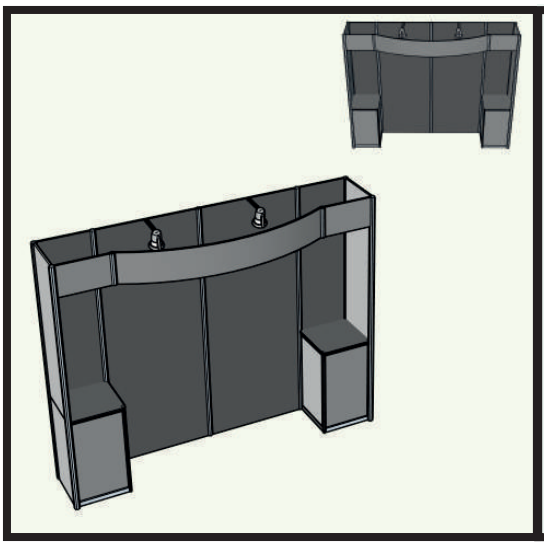
10'x10' #3002



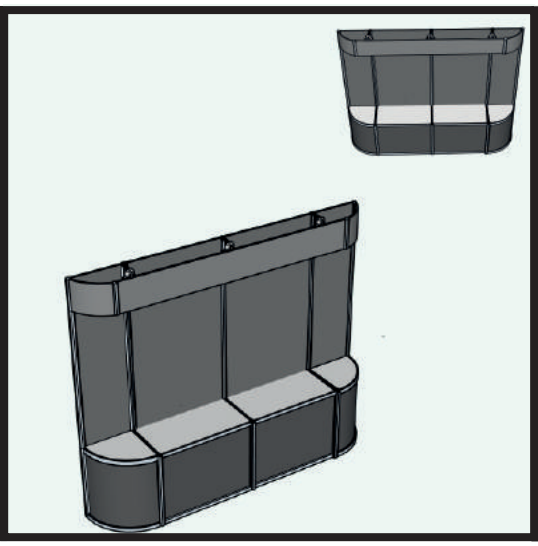
10'x10' #3002A



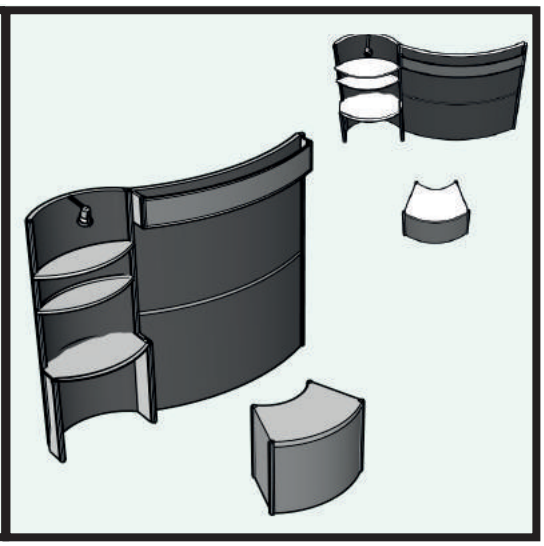
10'x10' #3011



10'x10' #3012



10'x10 ' #3013



10'x10' #3014

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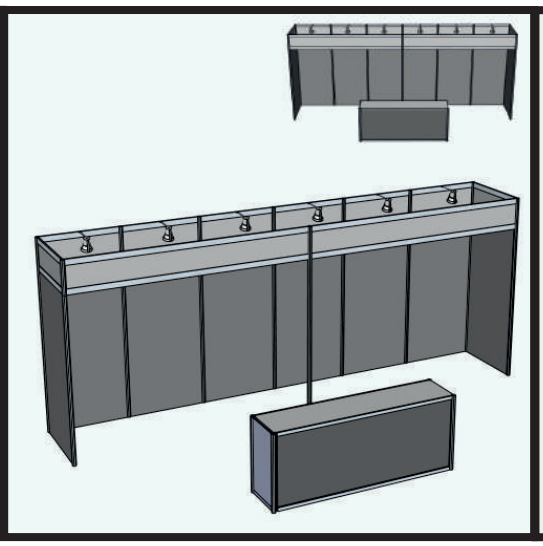
email us @
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RENTAL DISPLAY UNITS
10X20

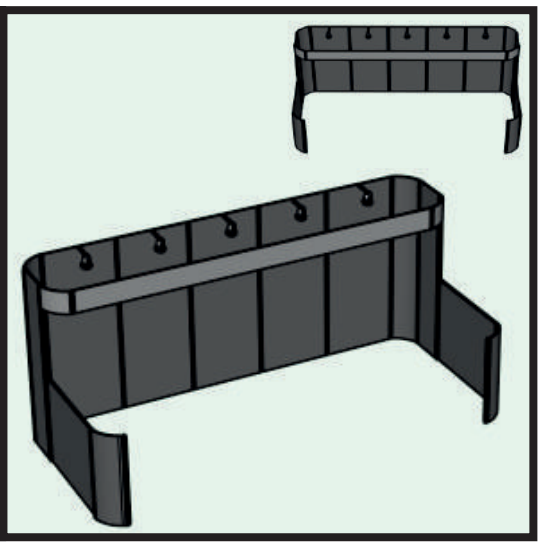
CONVENTION SERVICES OF THE SOUTHWEST, INC.



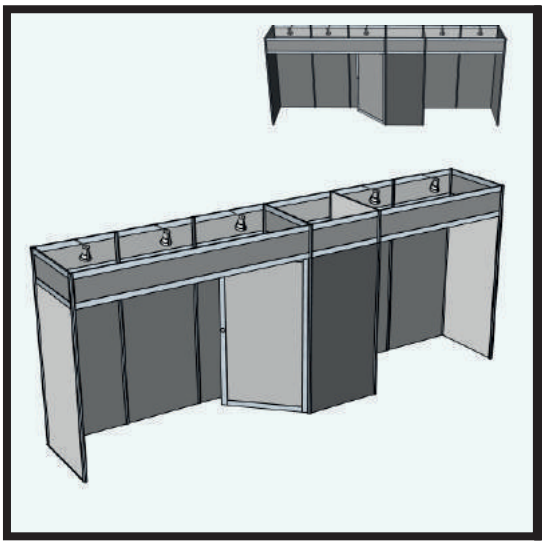
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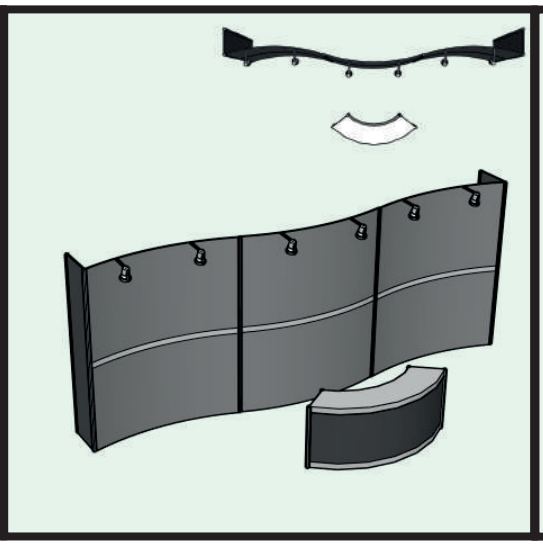
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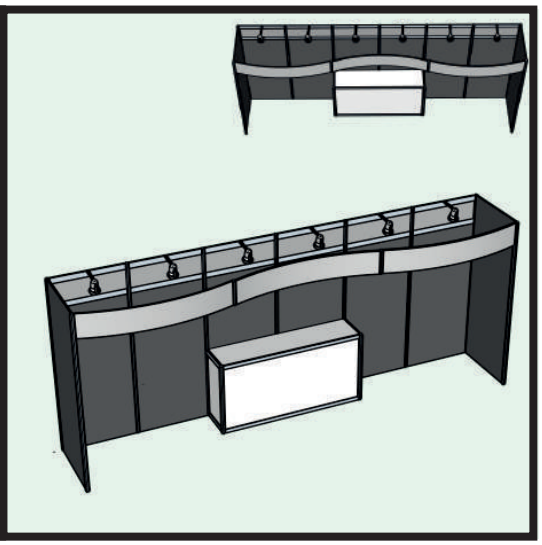
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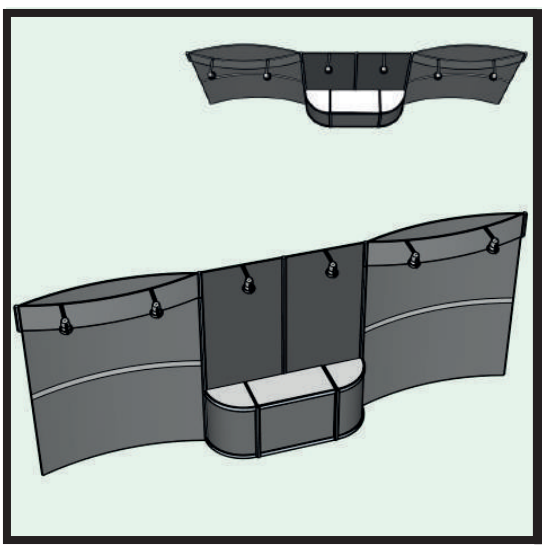
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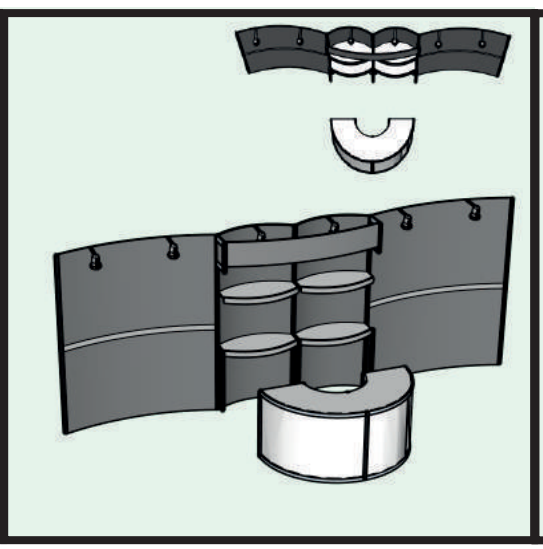
10’x20’ #3021



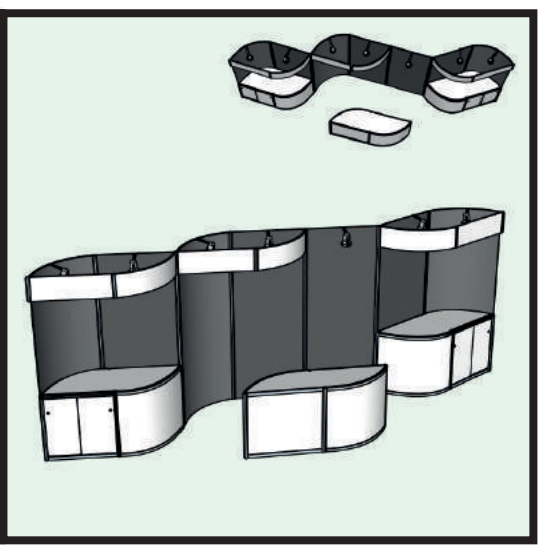
10’x20’ #3022



10’x20’ # 3023



10’x20’ #3024



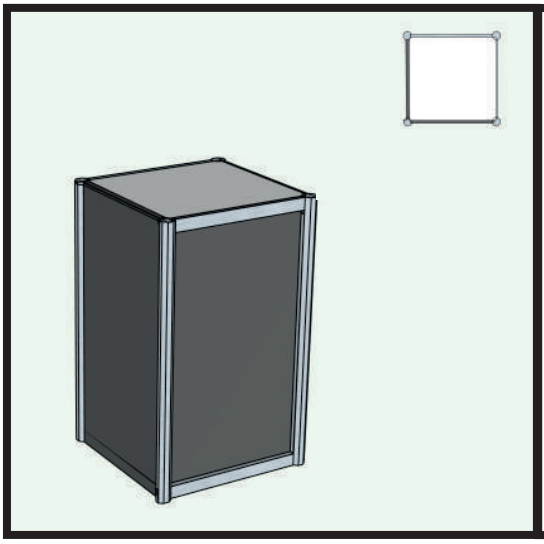
10’x20’ #3025

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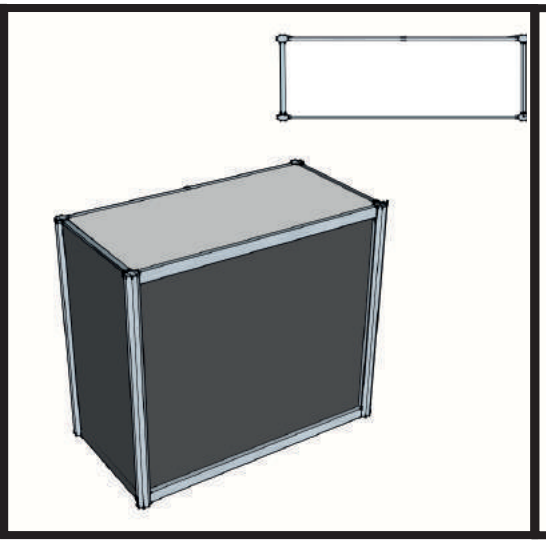
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RENTAL DISPLAY UNITS
COUNTERS

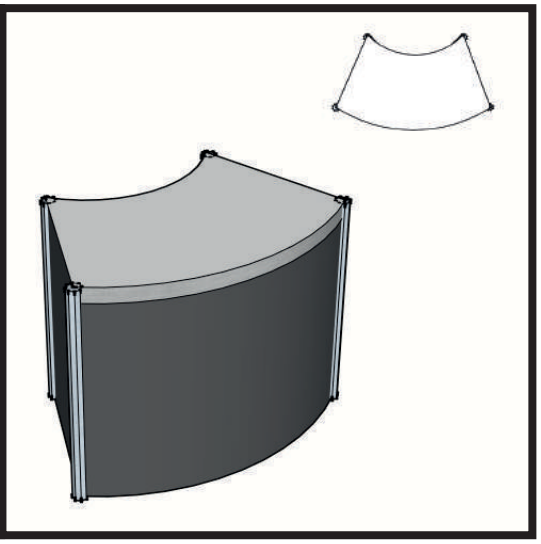
CONVENTION SERVICES OF THE SOUTHWEST. INC.



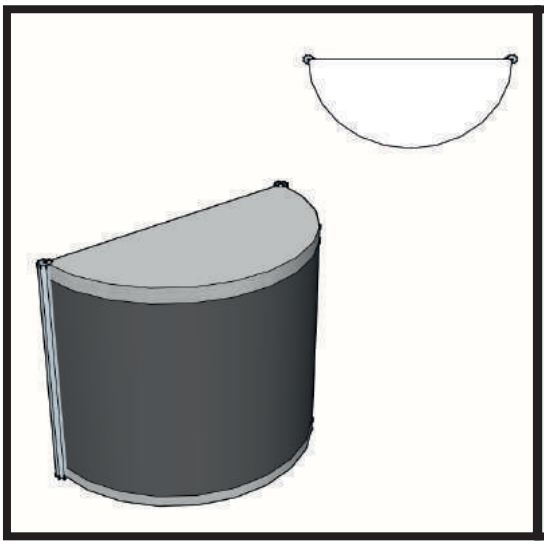
WHITE PEDESTAL



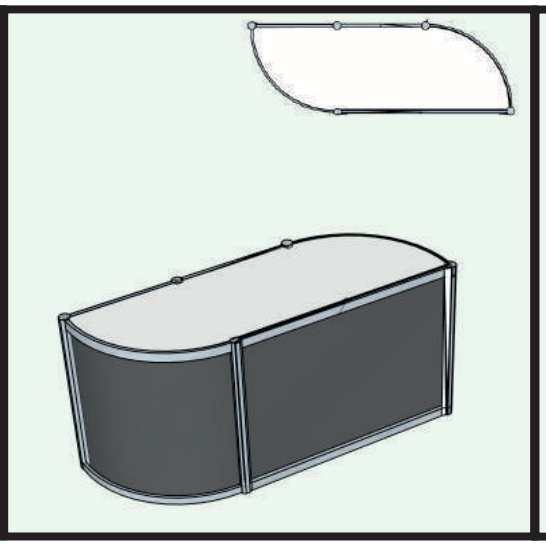
1 METER COUNTER



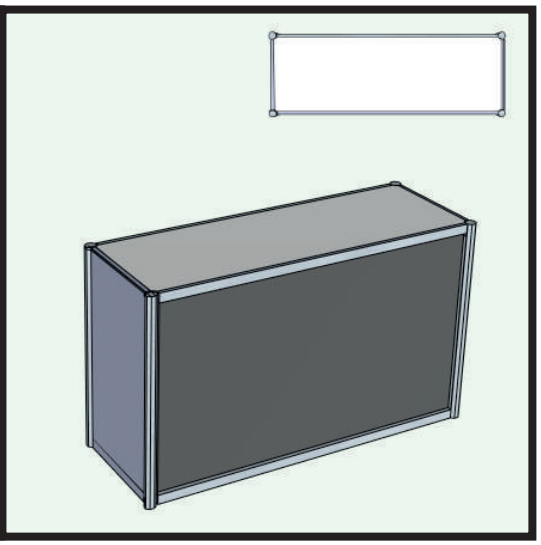
1/4 ROUND COUNTER



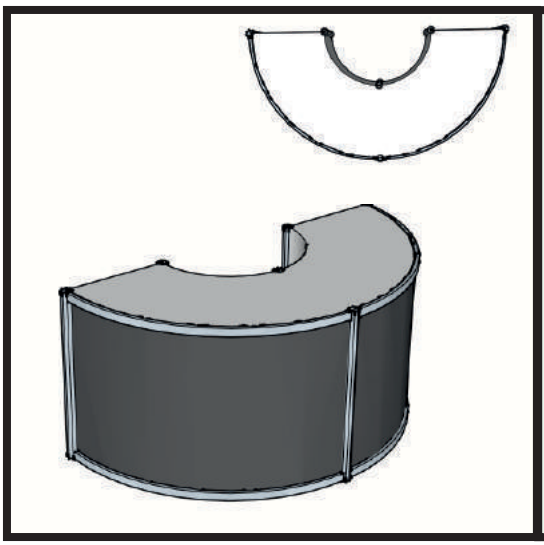
1 METER CURVED COUNTER



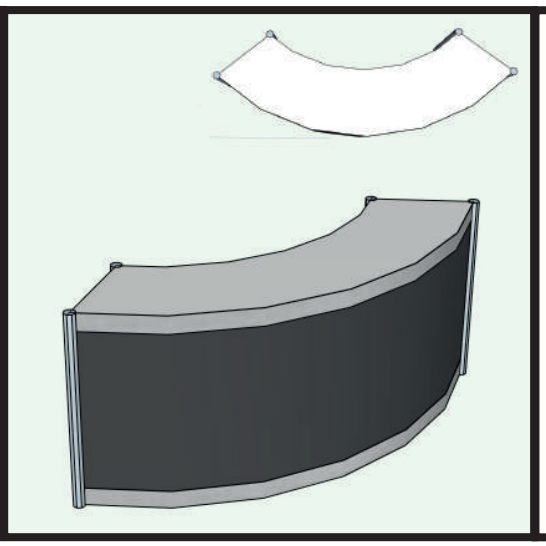
1.5 METER COUNTER WITH CURVES



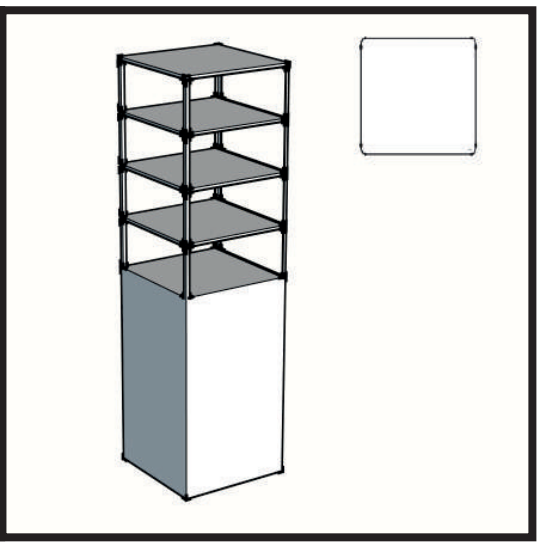
2 METER COUNTER



1/2 ROUND COUNTER



2 METER RADIUS COUNTER



VERTICAL GLASS DISPLAY

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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 20201**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Display labor & Forklift will be billed in ½ hour increments with a **one-hour minimum**.
Orders placed after the Advance Payment Deadline - add 20%.

DISPLAY LABOR RATES

Straight time – 8:00AM – 4:30PM (Weekdays)	**$113 per person/per hour**
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	**$153 per person/per hour**
Sundays and Holidays	**$183 per person/per hour**

FORKLIFT RATES WITH OPERATOR

Straight time – 8:00AM – 4:30PM (Weekdays)	**$202 per hour**
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	**$242 per hour**
Sundays and Holidays	**$272 per hour**

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

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

PLAN A - EXHIBITOR SUPERVISION ☐

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

Representative Name/Company

PLAN B – CSS SUPERVISION ☐ ***Please fill out all outbound shipping information.

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

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax Exempt	$ ----------
TOTAL	$

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ARIZONA UNION GUIDELINES AND SAFETY TIPS

To assist you in planning for your participation we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. The following is a description of the work rules and an outline of union jurisdiction. **CSS** has skilled, friendly and quality conscious employees in Arizona available to assist you with most aspects of your exhibiting experience. Arrangements for labor and other services can be made through the forms provided in this exhibitor service kit.

BOOTH LABOR

Currently, we have an agreement with the Local International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all setup and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings and unloading and delivering of all display related materials.

- Exhibitors may use full-time company personnel that will be staffing their exhibit to assist in setup and/or dismantling of their own booths.
- Exhibitors may employ the services of Exhibitor Appointed Contractors (EACs) providing the following requirements are met:
  - A. Exhibitors must advise **CSS** in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The EAC notification form must be completed by both parties and returned no less than thirty (30) days prior to setup.
  - B. Exhibitor Appointed Contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing **CSS** as an additional insured, furnished by their broker to **CSS** office no less than thirty (30) days in advance of actual installation dates.
  - C. Exhibitor Appointed Contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
  - D. All personnel must wear proper identification at show site.
- All non-official installation and dismantle contractors will be allowed on the exhibit floor only during installation & dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.
- Exhibitors that plan to setup and dismantle their own booths or equipment, with their own employees, are not required to fill out the EAC notification form or send in proof of insurance.

MATERIAL HANDLING

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as, two wheeled hand dollies and four wheeled flat carts. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than **CSS**. Any crated materials must be handled by union personnel.

GRATUITIES

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

IN GENERAL

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

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

email us @
esr@cssabq.com

EXHIBITOR APPOINTED CONTACTOR (EAC)

Submission Deadline for Notification & Certificate of Insurance: **Mon, August 23, 2021**

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- Exhibitor must notify Show Management and Convention Services of the Southwest (**CSS**) in writing no later than Monday, August 23, 2021.
- Exhibitor must ensure their contractor (EAC) provides **CSS** with a Certificate of Insurance indicating a minimum of $1,000,000 liability coverage, including property damage, and naming **CSS** as additional insured by Monday, August 23, 2021. If this certificate is not received by the deadline date, Exhibitor may send in a supervisor only and will be required to order show labor. If **CSS** does not receive a certificate by move-in, the EAC will not be permitted on the show floor.
- Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
- The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. The EAC shall provide evidence of compliance upon request, and must be compliant with all union jurisdictions.
- The EAC shall share with **CSS** all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, trash removal, etc.
- The EAC must provide **CSS** and Show Management the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times and shall comply with all facility badging requirements. Anyone without proper ID will be asked to leave the show floor.
- The EAC may not, under any circumstances solicit business on the show floor.
- The EAC must confine its operations to the exhibit area of its clients; no service desk, storage areas, or other work facilities shall be located within the building. *(Show aisles and public space are not part of the booth area.)*
- Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all collective bargaining regulations and agreements.
- The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

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

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

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

AISES 2021

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VEHICLE SPOTTING ORDER FORM

Mobile Units / Motorized Vehicles

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

DIRECT MOBILE UNITS / MOTORIZED VEHICLES / EXHIBIT AREA

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by **CSS** to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas with **CSS** spotters, or have **CSS** supply an operator when available.

Mobile units are to have ¼ tank of gas or less and once vehicle is in place, battery is to be disconnected, gas cap locked or taped.

EXHIBIT AREA:

MOBILE UNITS — $ 250 PER UNIT (Round Trip)

(Include plastic under vehicle)

Number of Units: _____ Type: _____

Dimensions of Largest Unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Comments/Special Handling Requirements: _____

_____

_____

_____

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax Exempt	**$** ----------
TOTAL	**$**

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RIGGING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CSS reserves the right to assemble, install, and dismantle hanging banners and signs (non-electrical) with approved devices and type of cable to safely hang banner or sign. **CSS** also reserves the right to use the required amount of labor to **safely** do the job.

Rigging labor will be billed in ½ hour increments with a **one-hour minimum.**
Orders placed after the Advance Payment Deadline – add 20%.

RATES FOR RIGGING:

Straight time – 8:00AM – 4:30PM (Weekdays)	**$521 per crew hour**
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	**$561 per crew hour**
Sundays and Holidays	**$561 per crew hour**

**Exhibitor must contract all sign hanging with the official service contractor.

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

- **If riggers are not picked up or canceled without 24-hour notice, your estimated rigging hours will be charged.**
- **If display materials have not arrived by scheduled rigging install times, your estimated rigging hours will be charged.**

Does sign need to be assembled? **YES** **NO**

Please order sign assembly from "Labor Order Form".

Please complete this section:

	Date	Time	Approximate Hours	Estimated Cost
INSTALLATION				
DISMANTLE				

SPECIAL INSTRUCTIONS: (Please provide information such as weight, size and shape of sign.)

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax Exempt	$ ----------
TOTAL	$

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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

- As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

- Please prepay all shipping charges. **CSS** cannot accept or be responsible for collect shipments. Keep in mind, **material handling** (drayage) charges and shipping charges are not the same thing.

  - "Drayage" is the movement of freight from decorator warehouse or show-site dock to exhibit booth and back out to the "freight carrier" at the show-site dock.

  - "Shipping" is movement of freight from city to city on a designated carrier.

- All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills, or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by **CSS** for such shipments. Shipments without certified weight documents will be estimated by **CSS.** *(*This estimate will be binding on both parties and no adjustments will be made after the show closes.)*

- **We will accept all cartons, crates, and skidded materials at the warehouse. Do not ship uncrated materials to the warehouse. Loose materials, uncrated materials, or machinery not banded to skids will be accepted at show site only.**

- **All van line shipments must be accompanied by a "certified weight ticket", with heavy & light weights otherwise CSS will estimate freight weight, which will be binding on both parties and no adjustments will be made after the show closes.**

- All shipments for the show received either in advance or at show site will be assessed material handling charges by **CSS.** *(Please refer to the **Material Handling Rate Sheet**.)* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances, such as carrier-delayed freight delivered after designated move-in times.

- "Off-Target" freight is when freight arrives at the advance warehouse prior to the first scheduled day or after the last scheduled day indicated on both the show information sheet and the Material Handling Rate Sheet. If freight is delivered prior to the first scheduled day of advance freight receipt, storage charges may apply. If freight is delivered after the last scheduled day of advance freight receipt, additional delivery charges may apply.

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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

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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABLITY

PLEASE READ:

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

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

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

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

To expedite removal of materials from the show site, **CSS** shall have the authority to change designated carriers, if such carriers do not pick-up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case "return to the warehouse" charges will be incurred by exhibitor) or shipped to the exhibitor's address. Labeled shipments left in the facility at the close of the show without a bill of lading will be re-routed with the preferred carrier. No liability will be assumed as a result of such re-routing or handling.

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

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

CSS will not be responsible for:

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

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

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MATERIAL HANDLING AGREEMENT
RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of CSS' payment policy, material handling terms and conditions, and limits of liability will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to CSS's warehouse or to an event site for which CSS is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with CSS.

ADVANCE FREIGHT RECEIVING **Monday – Friday 9:00AM – 4:30PM** **Monday, August 23 – Monday, September 20, 2021** **ADVANCE SHIPPING ADDRESS**	
Ship To: Exhibitor Name and Booth # AISES 2021 c/o **CSS** YRC Phoenix – 841 2021 South 51st Ave Phoenix, AZ 85043	
Number of Pieces:	**Estimated Weight:**
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT **Wednesday, September 22, 2021 --- 8:00AM – 5:00PM** **Thursday, September 23, 2021 --- 8:00AM – 5:00PM** **DIRECT SHIPPING ADDRESS**	
Ship To: Exhibitor Name and Booth # c/o **CSS** AISES 2021 Phoenix Convention Center – Halls 5 - 6 100 N Third St. Phoenix, AZ 85004	
Number of Pieces:	**Estimated Weight:**
Inbound Freight Carrier:	

Our preferred freight carrier is: CSS Logistics (505) 243-9889

****Freight will be re-routed from show floor on Friday, September 24, 2021 @ 8:00PM****

SAMPLE: Weight 500 ÷ 100 = Total CWT 5 @ $ 112 per cwt = $ 560

ADVANCE FREIGHT RATES: *(includes crates, skidded, and carton materials)*

$ 112 per cwt. **$ 224** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **$ 112** per cwt = $_____

DIRECT FREIGHT RATES: *(includes crates, skidded, and carton materials)*

$ 102 per cwt. **$ 204** minimum charge

Weight _____ ÷ 100 = Total CWT _____ @ **$ 102** per cwt = $_____

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

ADDITIONAL RATES:

"Late Shipments" and **"Off Target" freight** will be charged an **additional $24 per cwt.** (200 lb. minimum applies)
"Small Package" or shipments weighing 30 lbs. or less will be charged a **$63 material handling fee.**
Banding and Shrink Wrap will be charged at **$73** per skid or crate.
Outbound Material Handling Only (freight handled at close of show only) will be charged **$61 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

SUBTOTAL	$
Tax Exempt	$ ----------
TOTAL	$

ADVANCE WAREHOUSE SHIPPING LABELS

ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2021

c/o CSS
YRC Phoenix – 841
2021 South 51st Ave
Phoenix, AZ 85043

Warehouse Hours: M-F 9:00AM – 4:30PM

MUST ARRIVE BY: *Mon, Sept 22, 2021*

ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2021

c/o CSS
YRC Phoenix – 841
2021 South 51st Ave
Phoenix, AZ 85043

Warehouse Hours: M-F 9:00AM – 4:30PM

MUST ARRIVE BY: *Mon, Sept 22, 2021*

DIRECT SHIPPING LABELS

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2021

c/o CSS
Phoenix CC – Halls 5-6
100 N Third St.
Phoenix, AZ 85004

Must NOT arrive before 9/22/21
DIRECT Shipments Received:
Wed., Sept. 22, 2021 -- 8am – 5pm
Thurs., Sept 23, 2021 -- 8am – 5pm

DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

RUSH

TO: _____

(Exhibiting Company Name)

BOOTH #: ____ NO. _____ of _____ PCS

AISES 2021

c/o CSS
Phoenix CC – Halls 5-6
100 N Third St.
Phoenix, AZ 85004

Must NOT arrive before 9/22/21
DIRECT Shipments Received:
Wed., Sept. 22, 2021 -- 8am – 5pm
Thurs., Sept 23, 2021 -- 8am – 5pm

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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

EVERY OUTBOUND SHIPMENT WILL REQUIRE A **CSS** BILL OF LADING AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL HAVE THEM AVAILABLE AT THE **CSS** SERVICE DESK FOR YOU TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

*This form is required when labor is **CSS** supervised.*

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

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

_____

_____

METHOD OF SHIPMENT Please specify your choice by checking the following:

☐ The preferred carrier, **CSS Logistics,** is authorized to ship show materials to the above address.
(Must complete/include CSS Logistics forms.)

☐ The assigned carrier **PRE-SCHEDULED (by exhibitor)** to pick-up during show move-out is:
(Please note the Exhibitor is responsible for scheduling carriers other than CSS Logistics.)

☐ Common Carrier _____

☐ Van Line _____

☐ Air Freight _____

NUMBER OF DESIRED SHIPPING LABELS: _____ ***(Fed Ex and UPS shipping labels are not available)***

- Once your shipment is packed and ready to be picked up, please return the BOL to the Exhibitor Services Center.
- Verify the piece count, weight, and that a signature in on the BOL prior to shipping out.
- Shipments without paperwork turned in will either be returned to our warehouse, or shipped through CSS Logistics at Exhibitor's expense.

KEEP IT SIMPLE

CSS LOGISTICS, LLC

For ALL your Tradeshow Freight Needs



Ground

Air

Domestic Only

- Discounted Show Freight Rates
- Time Critical
- Automatic Tracking Notification upon request
- No Detention Charges – Outbound Ground
- No additional charges for weekend/after hours pickups
- Bill of Ladings and shipping labels emailed to you



CSS LOGISTICS, Inc
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ORDER FORM
SHIP TO ADVANCE WAREHOUSE

L O G I S T I C S

SHIP DIRECT TO ADVANCE WAREHOUSE

Show Name: **AISES 2021**	Booth #:

FREIGHT IS ACCEPTED FROM: Mon, August 23 – Mon, September 20, 2021 -- M-F 9AM – 4:30PM

Company:		
Contact Name and Phone #		
Pick Up Address:		
City:	State:	Zip:
Pick Up Date and TIME		

Exhibitor:		
Adv Whse Contact: Lorie Wrobel		Phone: 505-243-9889
c/o **CSS**	YRC Phoenix - 841	
Address: 2021 South 51st Ave.		
City: Phoenix	State: AZ	Zip: 85043

SHIP BY GROUND (Circle One)
Standard Ground – 2-5 day week day transit, add 2 days for Pickup & Del
Time Critical – ships 1-2 days faster than standard and includes weekends

SHIP BY AIR (Circle Service Desired)			
Overnight (Circle One):	First AM	AM	PM
2nd Day Air (Circle One):	AM	Standard Delivery	

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE **Y** or **N** IN EACH BOX			
Home Pick Up/Delivery **Y / N**	Lift Gate Required **Y / N**	High Rise Office **Y / N**	Limited Access **Y / N**
Dock Available **Y / N**	Hazardous Materials **Y / N**	Food **Y / N**	Poison **Y / N**
If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.			

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions	Est Weight
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐ Visa (begins w/4) ☐ MasterCard (begins w/5) ☐ American Express (begins w/3)

Credit Card #: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | | CIV Code: | | | | | Billing Zip Code: | | | | | |

Name on card / Signature	
EMAIL (REQUIRED)	Date

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t. 505.243.9889
f. 505.243.8197
www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM
SHIP DIRECT TO TRADESHOW

L O G I S T I C S

SHIP DIRECT TO TRADESHOW (SHOW SITE)

Show Name: **AISES 2021**	Booth #

FREIGHT IS ONLY ACCEPTED FROM: Wednesday, September 22 – Thursday, September 23, 2021 -- 8AM – 5PM

Company:		
Contact Name and Phone #		
Pick Up Address:		
City:	State:	Zip:
Pick Up Date and TIME		

Exhibitor:		
C/O **CSS**	Phone:	
Facility: Phoenix Conv. Ctr.	Halls 5-6	
Address: 100 N Third St.		
City: Phoenix	State: AZ	Zip: 85004

SHIP BY GROUND (Circle One)
Standard Ground – 2-5 day week day transit, add 2 days for Pickup & Del
Time Critical – ships 1-2 days faster than standard and includes weekends

SHIP BY AIR (Circle Service Desired)			
Overnight (Circle One):	First AM	AM	PM
2nd Day Air (Circle One):	AM	Standard Delivery	

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE **Y** or **N** IN EACH BOX			
Home Pick Up/Delivery **Y / N**	Lift Gate Required **Y / N**	High Rise Office **Y / N**	Limited Access **Y / N**
Remote Pick Up/Delivery **Y / N**	Hazardous Materials **Y / N**	Food **Y / N**	Poison **Y / N**
If special services are required and not requested (e.g. site with no dock/limited access for 53' trailer; lift gate required; etc.), a missed pick up fee may apply.			

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions	Est Weight
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	

Limits of Liability for Loss and Damage are severely limited and based on weight not value. We highly recommend when shipping your materials to a tradeshow you speak with your insurance carrier to insure your equipment during transport and while on the show floor. Please note the attached Uniform Bill of Lading Terms and Conditions.

CREDIT CARD AUTHORIZATION

All Freight charges will be charged to the credit card below at time of weight verification and receipt of invoice from carrier. For Your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show side orders placed by your representative. These charges may include all CSS companies, or any charges which CSS may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below.

☐ Visa (begins w/4) ☐ MasterCard (begins w/5) ☐ American Express (begins w/3)

Credit Card #: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | | CIV Code: | | | | | Billing Zip Code: | | | | | |

Name on card / Signature	
EMAIL (REQUIRED)	Date

1921 Bellamah NW
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www.cssabq.com

email us @
CSSL@cssabq.com

ORDER FORM
RETURN FROM SHOW – GROUND ONLY

L O G I S T I C S

COMPLETE WHEN ORDERING OUTBOUND SERVICES (SHIPPING BACK FROM A SHOW)

Show Name: **AISES 2021**	Booth #

Exhibiting Company:		
Facility: Phoenix CC – Halls 5-6		
Pick Up Address: 100 N Third St.		
City: Phoenix	State: AZ	Zip: 85004

Ship TO (Consignee):		
Contact Name and Phone #:		
Address:		
City:	State:	Zip:

COMPLETE IF SHIPPING TO ANOTHER TRADESHOW:
ALL Information Required to Schedule delivery

DELIVERY INFORMATION REQUIRED: ADVANCE WHSE or DIRECT		
Delivery date: Not before _____ Not after _____		
Exhibiting Company:		
Show Name:	Booth #:	
C/O:	Phone #:	
Address:		
City:	State:	Zip:

SHOW SPECIAL RATES WILL SHIP DEFERRED GROUND

SPECIAL SERVICES NEEDED/REQUESTED – IMPORTANT – CIRCLE **Y** or **N** IN EACH BOX

Home Pick Up/Delivery **Y / N**	Lift Gate Required **Y / N**	High Rise Office **Y / N**	Limited Access **Y / N**
Remote Pick Up/Delivery **Y / N**	Hazardous Materials **Y / N**	Food **Y / N**	Poison **Y / N**

No Pieces	Package Type CIRCLE ONE	Description of articles, special marks and exceptions	Dimensions	Est Weight
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	
	Carton / Fiber / Crate / Skid		L W H	

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☐ Visa (begins w/4) ☐ MasterCard (begins w/5) ☐ American Express (begins w/3)

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Expiration Date: | | | | | CIV Code: | | | | | Billing Zip Code: | | | | | |

Name on card / Signature	
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UNIFORM BILL OF LADING
TERMS AND CONDITIONS

L O G I S T I C S

Sec 1

(a) The carrier or the party in possession of any of the property described in this bill of lading shall be liable as at common law for any loss thereof or damage thereto, except as hereinafter provided:

(b) No carrier shall be liable for any loss or damage to a shipment or for any delay caused by an Act of God, the public enemy, the authority of law, or the act or default of shipper. Except in the case of negligence of the carrier or party in possession, the carrier or party in possession shall not be liable for loss, damage or delay which results; when the property is stopped and held in transit upon request of the shipper, owner or party entitled to make such request; or from faulty or impassible highway, or by lack of capacity of a highway bridge or ferry; or from a defect or vice in the property; or from riots or strikes. The burden to prove freedom from negligence is on the carrier or the party in possession.

Sec 2

Unless arranged or agreed upon, in writing, prior to shipment, carrier is not bound to transport a shipment by a particular schedule or in time for a particular market, but is responsible to transport with reasonable dispatch. In case of physical necessity, carrier may forward a shipment via another carrier.

Sec 3

(a) As a condition precedent to recovery, claims must be filed in writing with: any participating carrier having sufficient information to identify the shipment.

(b) Claims for loss or damage must be filed within nine months after the delivery of the property (or, in the case of export traffic, within nine months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine months after a reasonable time for delivery has elapsed

(c) Suits for loss, damage, injury or delay shall be instituted against any carrier no later than two years and one day from the day when written notice is given by the carrier to the claimant that the carrier has disallowed the claim or any part or parts of the claim specified in the notice. Where claims are not filed or suits are not instituted thereon in accordance with the foregoing provisions, no carrier shall be liable, and such claims will not be paid.

(d) Any carrier or party liable for loss of or damage to any of said property shall have the full benefit of any insurance that may have been effected, upon or on account of said property, so far as this shall not avoid the policies or contracts of insurance, PROVIDED, that the carrier received the benefit of such insurance will reimburse the claimant for the premium paid on the insurance policy or contract.

Sec 4

(a) If the consignee refuses the shipment tendered for delivery by carrier or if carrier is unable to deliver the shipment, because of fault or mistake of the consignor or consignee, the carrier's liability shall then become that of a warehouseman. Carrier shall promptly attempt to provide notice, by telephonic or electronic communication as provided on the face of the bill of lading, if so indicated, to the shipper or the party, if any, designated to receive notice on the bill of lading. Storage may be, at the carrier's option, in any location that provides reasonable protection against loss or damage. The carrier may place the shipment in public storage at the owner's expense and without liability to the carrier.

(b) If the carrier does not receive disposition instructions within 48 hours of the time of carrier's attempted first notification, carrier will attempt to issue a second and final confirmed notification. Such notice shall advise that if carrier does not receive disposition instructions within 10 days of that notification, carrier may offer the shipment for sale at a public auction and the carrier has the right to offer the shipment for sale. The amount of sale will be applied to the carrier's invoice for transportation, storage and other lawful charges. The owner will be responsible for the balance of charges not covered by the sale of goods. If there is a balance remaining after all charges and expenses are paid, such balances will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(c) Where carrier has attempted to follow the procedure set forth in Section 4, subsections 4(a) and (b) and the procedure provided in this section is not possible, nothing in this section shall be construed to abridge the right of the carrier at its option to sell the property under such circumstances and in such manner as may be authorized by law. When perishable goods cannot be delivered and disposition is not given within a reasonable time, the carrier may dispose of property to the best advantage.

(d) Where a carrier is directed by consignee or consignor to unload or deliver property at a particular location where consignor, consignee, or the agent of either, is not regularly located, the risk after unloading or delivery shall not be that of the carrier.

Sec 5

(a) In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by the shipper or has been agreed upon in writing as the released value of the property as determined by the classification or tariffs upon which the rate is based, such lower value plus freight charges if paid shall be the maximum recoverable amount for loss or damage, whether or not such loss or damage occurs from negligence.

(b) No carrier hereunder will carry or be liable in any way for any documents, coin money or for any articles of extraordinary value not specifically rated in the published classification or tariffs unless a special agreement to do so and stipulated value of the articles are endorsed on this bill of lading.

Sec 6

Every party, whether principal or agent, who shops explosives or dangerous goods, without previous full written disclosure to the carrier of their nature, shall be liable for and indemnify the carrier against all loss or damage caused by such goods. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

Sec 7

(a) The consignor or consignee shall be liable for the freight and other lawful charges accruing on the shipment, as billed or corrected, except that collect shipments may move without recourse to the consignor when the consignor so stipulates by signature or endorsement in the space provided on the face of the bill of lading. Nevertheless, the consignor shall remain liable for transportation charges where there has been an erroneous determination of the freight charges assessed, based upon incomplete or incorrect information provided by the consignor.

(b) Notwithstanding the provisions of subsection (a) above, the consignee's liability for payment of additional charges that may be found to be due after delivery shall be as specified by 49 U.S.C 13706, except that the consignee need not provide the specified written notice to the delivering carrier if the consignee is a for-hire carrier.

(c) Nothing in this bill of lading shall limit the right of the carrier to require the prepayment or guarantee of the charges at the time of shipment or prior to delivery. If the description of articles or other information on this bill of lading is found to be incorrect or incomplete, the freight charges must be paid based upon the articles actually shipped.

Sec 8

(a) If this bill of lading is issued on the order of the shipper, or his agent, in exchange or in substitution for another bill of lading, the shipper's signature on the prior bill of lading or in connection with the prior bill of lading as to the statement of value or otherwise, or as to the election of common law or bill of lading liability shall be considered a part of this bill of lading as fully as if the same were written on or made in connection with this bill of lading.

Sec 9

(a) If all or any part of said property is carried by water over any part of said route, such water carriage shall be performed subject to the terms and provision and limitations of liability specified by the "Carriage of Goods By Sea Act" and any other pertinent laws applicable to water carriers.

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DAMAGE/LOSS LIMITATIONS

L O G I S T I C S

IMPORTANT INFORMATION ON LIMITS OF LIABILITY

FREIGHT DAMAGE OR LOSS

TRANSPORTING (CSS LOGISTICS) AND WAREHOUSING (CSS)

TRANSPORTATION: Damage or loss occurs during the movement of your freight from one location to another using a common carrier. All claims are to be processed through the freight carrier.

CSS Logistics is a freight broker. We arrange freight pick up and deliveries between exhibitors and a common carrier – our preferred carriers are YRC and Associated Global Systems (AGS). As a broker, CSS Logistics assumes no liability for loss or damage.

WAREHOUSING: Damage or loss occurs after delivery prior to arrival at your booth.

Our Advance Warehouse locations outside of New Mexico carry warehouseman's limits of liability which are typically between $.30 – $1.00 per pound depending on type of loss. New purchases (with proof of purchase) are the generally the higher amount. Some items such as exhibit booths over 5 years old, there is no recovery. All claims are filed with YRC.

CSS' liability in Albuquerque, New Mexico is limited to physical loss or damage to a specific article which is lost or damaged, and in any event CSS' maximum liability will be limited to $.30 per pound, per article with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less. Claim must be made within 30 days of damage/loss. File your claim with CSS.

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

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

PLEASE INSURE YOUR TRADESHOW MATERIALS THROUGH YOUR EXISTING INSURANCE COMPANY.

Freight carriers do offer transportation insurance for new purchases. Quoted upon request.

I have read and understand the above terms and limits

_____ _____

Print Name Signature

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CLEANING & DISINFECTING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

As the General Service Contractor, **CSS** has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move-in process due to debris in the air, aisles, and other exhibitors. It is always recommended to order a one-time vacuuming prior to the show opening.

CLEANING SERVICES AVAILABLE

Quantity *(Square Foot)*	**Description**	**Price** per sq. ft.	**Subtotal**
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	$ .43	
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	$ .40 (x XX days)	
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	$1.60 (x XX days)	

Clean + Disinfecting Services - Specialized protocols to combat biological threats and contagions.
In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

DISINFECTING SERVICES AVAILABLE

Quantity *(Square Foot)*	**Description**	**Price** per hour	**Subtotal**
Display Wipe Down with Sanitizing Disinfectant (Wipe down service using government recommended disinfectant products.)			
	One Time Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.)	$ 140.00	
	Daily Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of event, prior to show open. Each day billed at a minimum of 1 hour.)	$ 140.00 (x XX days)	
	Multi Visit Wipe Down Disinfectant (Disinfecting and sanitizing of furniture and product delivered to booths. Service times to be prescheduled by exhibitor throughout event open days. Minimum order of 2 visits per day. Each visit billed per hour.)	$127.00 (x XX visits)	
Electrostatic Fogging (Electrostatic sprayers with cleaning products approved by government regulatory agencies.)			
	Electrostatic Fogging per Sq Ft (Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.)	$ 1.44 / sq ft (x XX days)	

Companies who leave garbage in aisles or have excessive giveaway boxes will be mandated daily cleaning.
CSS is not responsible for any damage, discoloration, etc. of exhibit items resulting from disinfecting or fogging chemicals.
Minimum order of 100 sq. ft.
Disinfecting wipe down service is a minimum of one hour.
Electrostatic fogging services are based on total booth sq. ft regardless of area being cleaned.
Submission of this form indicates you read and accept the terms of our Payment Policy.
No refunds once the service has been performed in your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move-in.
If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event. **CSS** is unable to adjust invoices after the close of the show.

PLEASE READ PAYMENT POLICY

SUBTOTAL	**$**
Tax (8.6%)	**$**
TOTAL	**$**

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FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	104	125	
	Floral Arrangement 18"H x 12"W	146	176	
	Custom Designed Arrangement Color: Height: Width:	**Contact for Quote**		
	Potted Flowers *(please circle choice)* Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	95	113	
	Mums *(select color)* White Yellow Purple Rust	95	113	
	Small Ferns	60	72	
	Large Ferns	95	113	
	3 – 4 foot green plants	113	136	
	5 – 6 foot green plants	187	225	
	7 – 8 foot green plants	230	276	
			Delivery Charge	20
PLEASE READ PAYMENT POLICY			SUBTOTAL	**$**
			Tax (8.6%)	**$**
			TOTAL	**$**

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

Rental price includes decorative container, top dressing, and professional maintenance. ALL ORDERS MUST BE PAID IN FULL AT THE TIME THE ORDER IS PLACED.

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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: **AISES 2021**	Advance Payment Deadline: **Thurs., September 2, 2021**	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		20	24	
	7" x 44"	Vertical Horizontal		45	54	
	11" x 14"	Vertical Horizontal		56	64	
	14" x 22"	Vertical Horizontal		69	83	
	22" x 28"	Vertical Horizontal		93	112	
	24" x 36"	Vertical Horizontal		126	151	
	28" x 44"	Vertical Horizontal		176	212	
	Meter Board *(1 meter x 8')*	Vertical *(unframed)*		397	476	
	Custom Signs	Vertical Horizontal		**Contact for Quote**		
	Banners			**Contact for Quote**		

SUBTOTAL	**$**
Tax (8.6%)	**$**
TOTAL	**$**

PLEASE READ PAYMENT POLICY.

Orders placed within 48 hours of show start date will be charged at 150% of the standard price and may be subject to additional delivery or handling charges.

Note: Prices are based on DIGITAL OUTPUT mounted on Foam Core.
If you prefer other materials such as Fabric, Komatex, Plexi Glass, Koraplast, and/or Gator Foam, they will be quoted upon request.

Guidelines for Submitting Artwork:

Artwork should be submitted through the FTP website (please contact us for detailed instructions) or via e-mail in a zip folder (limited to 10 MB per email). In order for us to use a graphic file it must be saved in one of the following file formats:

VECTOR FILES: .AI, .EPS (Please change fonts to outline or include font types.)
RASTER FILES: .PSD, .TIF, .EPS, .JPG

When submitting a raster file, the **optimal resolution is 100 PPI** at 100% or **200 PPI** if file is built at ½ size. Lower resolution files will have a negative result on the image quality.

When submitting files, please include the following: Sign/Graphics Order Form, email address/originator of the artwork, printed color copy of the artwork, separations, and CMYK values.

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:

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CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

1. Cooking and/or warming devices shall be isolated from the public, either placing the device a minimum of four (4) feet back from the front of the booth, or providing a barrier between the cooking and/or warming device and the public.
2. Individual cooking and/or warming devices shall not exceed 228" surface area.
3. The label surface holding the cooking and/or warming device(s) shall be of a non-combustible material.
4. A minimum of two (2) feet shall be kept between cooking devices.
5. Combustible materials shall be kept three (3) feet away from any cooking and/or warming device.
6. A 40 BC extinguisher and lid or an approved automatic extinguishing system shall be provided with any booth utilizing

cooking and/or warming devices.
7. Type K fire extinguishers shall be utilized with deep fat fryers or appliances emitting grease laden vapors.
8. Lids to one side, to put on cooking/warming devices.

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

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

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

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

IN ALL CASES:

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

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

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

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SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Safety is very important for everyone working in the Exhibit Hall.

Convention Services of the Southwest, Inc (**CSS**) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below, you will be doing your part in creating a safe work environment.

SAFETY GUIDELINES

- Only authorized personnel and employees allowed, all others are prohibited during move-in and move-out.
- Be aware of your surroundings. You are in an active work area with changing conditions. Pay attention.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas – these areas can be particularly dangerous.
- Stay clear of machinery. Look for obstacles, machinery, and equipment that are in use. Drivers of these vehicles or machines may not be able to see you.
- Never stand on furniture. These objects are not designed to support your standing weight.
- Prevent electrical shocks, falling items, and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.
- Wear closed toe shoes.
- Clean up or report spills.
- Practice good housekeeping. Keep aisles free and clear of any and all debris.
- Be aware of your surrounding areas for electrical cords or other trip hazards. Sometimes the view of equipment or items may be obstructed.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe, please contact a **CSS** employee immediately.

During move-in and move-out unsupervised individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

WORK ZONE

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representative are present at their own risk.



Rates Effective July 1, 2020-June 30, 2022

Information & Online Ordering

www.commonwealthexpo.com

Submit Form To:

Commonwealth Electric Company
100 North 3rd Street, Phoenix, AZ 85004
PH 602.253.5881 Fax 602.253.5530
Email Form To:
(LeAnn) **expo@commonwealthelectric.com**

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event: 2021 AISES Annual National Conference	**Dates:** September 21-26, 2021
	Event # 475094
For Discount Payment Price we must receive your order and payment prior to this **DISCOUNT DEADLINE DATE OF:**	**9.7.21**
Company Name:	Booth#:

Standard Electrical Outlets **Rates are for duration of event**				
Qty	Description	Discount	Regular	Amount
120V Motor & Equipment Outlets (3 Pronged)				
	500 Watts (5Amp)	$113.39	$144.82	
	1000 Watts (10 Amp)	$150.33	$195.43	
	2000 Watts (20 Amp)	$190.34	$247.45	
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				
	10 Amp 208V 1 Phase	$256.32	$333.21	
	20 Amp 208V 1 Phase	$301.74	$392.26	
	30 Amp 208V 1 Phase	$376.36	$489.27	
	50 Amp 208V 1 Phase	$513.71	$667.83	
	60 Amp 208V 1 Phase	$582.93	$757.81	
	100 Amp 208V 1 Phase	$939.12	$1,220.86	
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor				
	10 Amp 208v 3 Phase	$289.84	$376.79	
	20 Amp 208V 3 Phase	$404.48	$525.83	
	30 Amp 208V 3 Phase	$446.43	$580.36	
	50 Amp 208V 3 Phase	$645.05	$838.56	
	60 Amp 208V 3 Phase	$782.41	$1,017.13	
	100 Amp 208V 3 Phase	$1,439.91	$1,871.88	
Rental Items				
	Extension Cord 15'	$30.66		
	Extension Cord 25'	$32.93		
	5-way power strip	$28.39		
	3-way adaptor	$24.98		
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges				
Labor for Layout/Overhead/Qty and 208V Services				
ST (M-F 8am-4:30pm)		$99.93		
OT (M-F 4:30pm-12am & Sat 8am-12 am		$149.90		
DT (M-F 12Am-8am & all Sundays/Holidays		$199.86		
State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption.		**Total Order**		
		8.6% Sales Tax		
		Labor Amount		
****By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations.****		**Total Due**		

If you require services not listed on this form please call for a quote.

Lighting, Water and/or Air, please call for Order Form

24 Hour Services:

Rates are **DOUBLE** the Outlet Rate

☐ Check if required

Overhead Power:

Rates are Time and Material, please call for quote.

208V and 480V Services:

There is a **MINIMUM** labor charge of (1) hr. for installation/removal of all 208V service. There is a **MINIMUM** labor charge of (2) hrs. for installation/removal of all 480V service.

ELECTRICAL LABOR:

Outlets requested to be placed anywhere other than the **back of the booth** will require a layout and a **MINIMUM** of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power.

☐ **Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in.**

☐ **Layout to follow**

FOR SUPERVISED LABOR ONLY

Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.

Date/Time Requested

Onsite Contact

Onsite Contact Cell #

Company Name	Phone / Cell Phone	
Address	State	Zip
Email Address **Please Print Legibly**	Onsite Contact	
Signature	Print Name	
Paid by: CK AX MC VS — CC#	Exp Date	CVV
Cardholder Signature	Print Name	

Terms and Conditions

Payment Policy:

1. **Payment in full:** is required on all orders at the time the order is placed. Purchase orders are not considered payment. There will be an additional $35 service charge on all returned checks. For your convenience, we accept the following forms of payment: Check, Money Order, Visa, MasterCard and American Express. No cash will be accepted.
2. **Tax:** All amounts, except labor, are subject to a combined Arizona State and City sales tax. If you are tax exempt in the state of Arizona, please attach sales tax exemption certificate (form 5000) to your order. Orders submitted online will not be accepted as tax exempt, and credit will not be given for sales tax paid online. Tax exempt orders must be submitted with the order form and not placed online.
3. **Discount Rates:** Please see order form for exact date for each event.
4. **Regular Rates:** are applied to all orders received after the deadline for the discounted rates and orders received on-site at the event.
5. **Refunds:** will not be issued on services that have already been installed. Refunds will not be considered unless submitted in writing by customer prior to the close of the event.
6. **Contract Agreement:** Lessor will not be responsible for strikes, accidents, an Act of God, or delays beyond control. If by any reason of any default on the part of the lessee, hereunder, it becomes necessary to engage an attorney, the lessee agrees to pay all costs, expenses, and the attorney's fees expanded or incurred by lessor in connection therewith. Payment or receipt of this contract constitutes acknowledgment that lessee has read and agrees to all conditions and regulations as stated in this contract.

Outlets & Equipment:

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the Commonwealth Electric order form.
2. Each outlet ordered is ONE (1) SINGLE plug-in.
3. In-line and peninsula booths: each outlet will be located at the back of the booth. Island booths: outlets will be placed at the most convenient location for Commonwealth Electric unless otherwise noted by the customer. Should outlets be required in any other location within the booth, a labor charge will be incurred, and a layout must be submitted with order.
4. Outlets are to be ordered separately by each customer and may not be shared with other customers.
5. Building utility outlets are not a part of the booth space and are not to be accessed, blocked or used by customers.
6. Electrical floor boxes must not be covered or blocked by customer unless prior arrangements have been made with Commonwealth Electric.
7. All materials and equipment furnished by Commonwealth Electric for this service order, shall remain the property of Commonwealth Electric and shall only be removed by Commonwealth Electric at the close of the event. Any equipment removed by the customer shall be charged the replacement cost of the specific equipment.

Labor:

Labor charges shall be incurred for the following: (please refer to the order form or contact Commonwealth Electric for labor minimums per service)

- Request for your outlet to be placed anywhere other than the back of your booth. A layout must be attached to your order with booth orientation & dimensions.
- All 110V (120V) services above 20 amps.
- All 208V (220V) services ordered with a minimum of one (1) hour labor per connection.
- Conversion of customer power connection.
- All overhead services.
- Ordering eight (8) or more services within the same booth space.
- Requested customer supervision for service installation.

Conditions and Regulations:

1. Commonwealth Electric will provide standard NEMA connections for all services 208V (220V) or higher. Please check with Commonwealth Electric for specific type of connection per facility. It is the responsibility of each customer to convert to each facility's connection.
2. Customers are responsible for supplying all converters 220V-110V for international equipment. Should Commonwealth Electric supply, there will be an additional charge. Contact Commonwealth Electric for specific charges.
3. Commonwealth Electric will not be responsible for any cutting or altering of any floor covering in order to bring services to a booth in a specific location.
4. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
5. All equipment must be approved by Underwriters Laboratory and properly UL labeled with complete information as to current, voltage, phase, cycle, horsepower, etc. If equipment is not UL approved and tagged, Commonwealth Electric reserves the right to refuse to energize.
6. All customer supplied cords must be of the three (3) wire grounded type. Use of open sockets, latex or lamp cord wire is prohibited.
7. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
8. Commonwealth Electric is not responsible for voltage fluctuations or power failure because of temporary conditions.

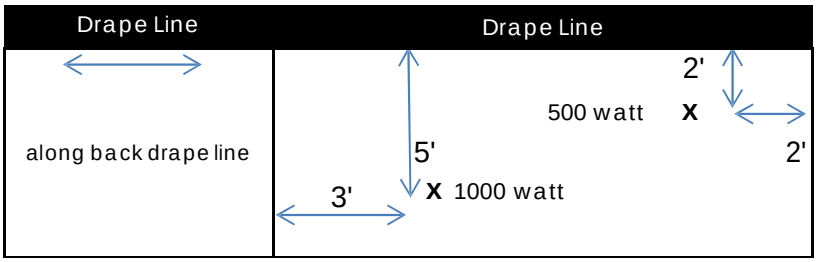
FAQ:

1. **How much power do I need to order?**
   Answer: You will need to check the electrical tag/sticker on each piece of equipment to determine the actual wattage or amperage required. Please feel free to contact the Commonwealth Electric Account Manager for your event if you need assistance.
2. **How much power will I need to order for a laptop?**
   Answer: You may power up to three (3) laptops per 500-watt outlet ordered.
3. **How much power will I need to order for lighting?**
   Answer: Please add up the wattage of each lightbulb to determine total amount of wattage needed to order. Example: Four (4) sixty (60) watt lightbulbs would total two hundred forty (240) watts. You would need to order a 500-watt outlet to power these lights.

Event:
Booth Name & Number

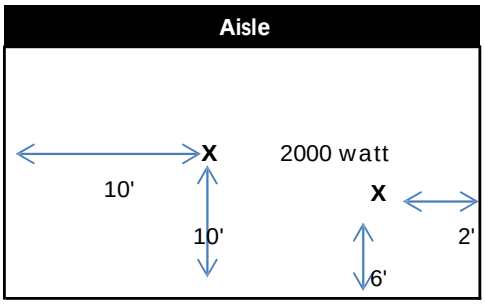
Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement



Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



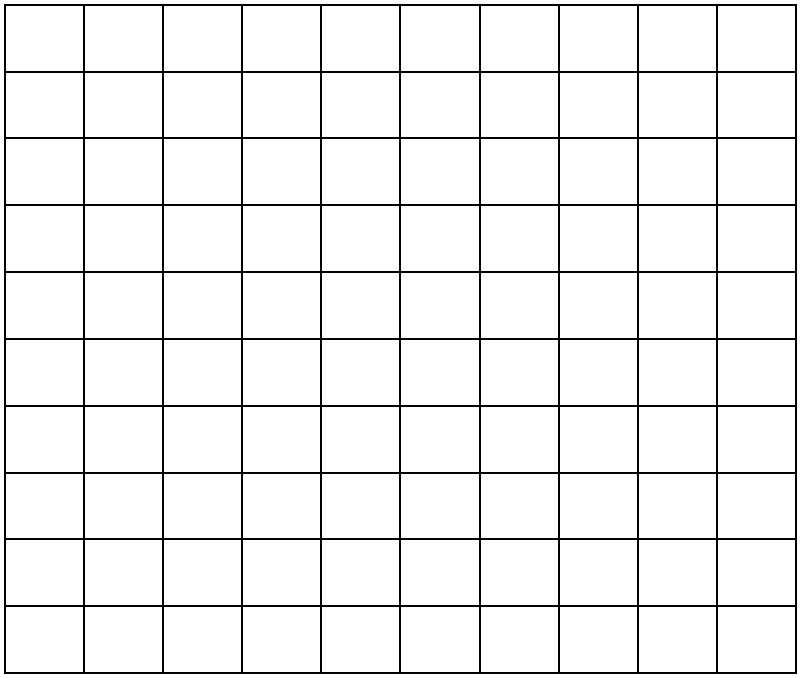
Exhibitor Floor Plan

Important Element of your floor plan to include:

* Mark Service Location
* Indicate adjacent booth numbers and/or aisles
* Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

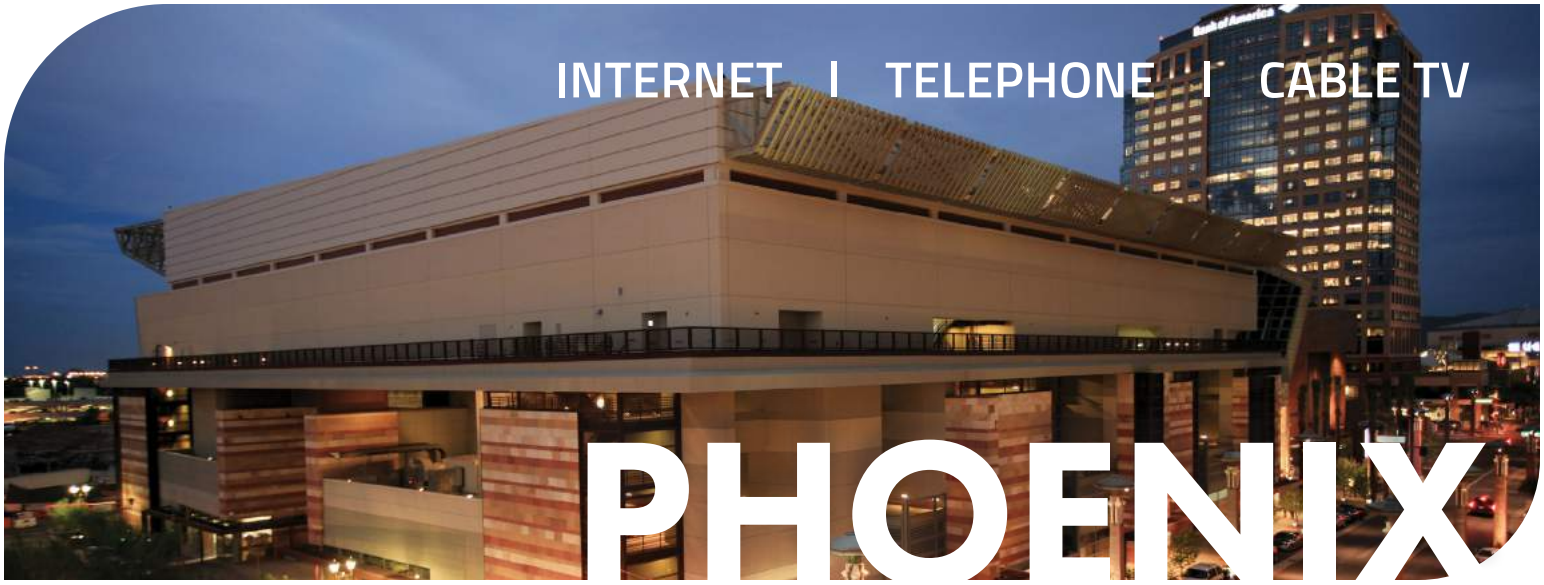
Adj Booth # _____

Adj Booth # _____



Adj Booth # _____

Adj Booth # _____



INTERNET | TELEPHONE | CABLE TV

PHOENIX

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT

SmartCity NETWORKS

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EXPERTISE

WE HAVE DESIGNED & INSTALLED MORE NETWORKS FOR MAJOR TRADESHOWS THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need.** During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.



Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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SmartCity NETWORKS®

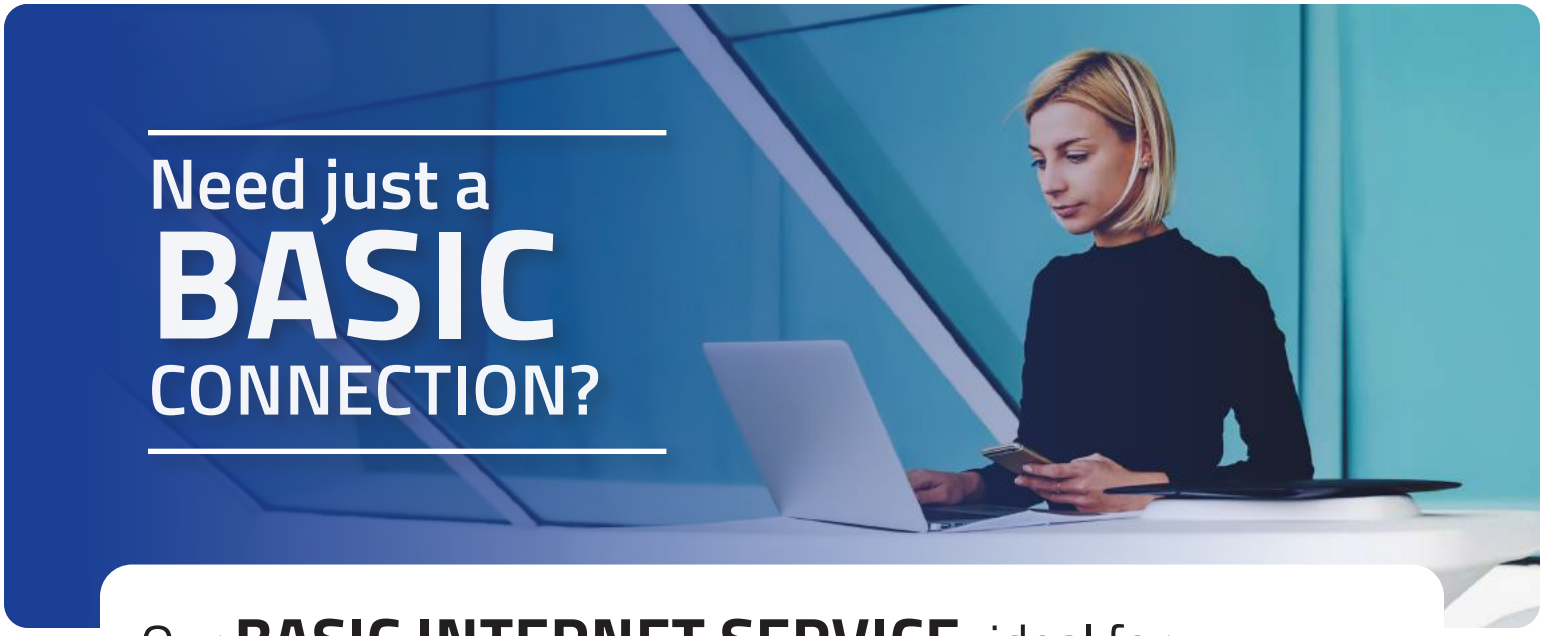
Is the exclusive provider of the following services:







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Need just a BASIC CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	**$895**	$1,140	$1,368
Additional Device	**$185**	$220	$255
EQUIPMENT & LABOR	**INCENTIVE****	**BASE**	**ON-SITE**
Switch Rental	**$185**	$225	$270
Patch Cables	**$50**	$62	$74
Labor (Floor Work)	**$125**	$125	$125

***NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- **Routers are not permitted on this service and will not work**
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

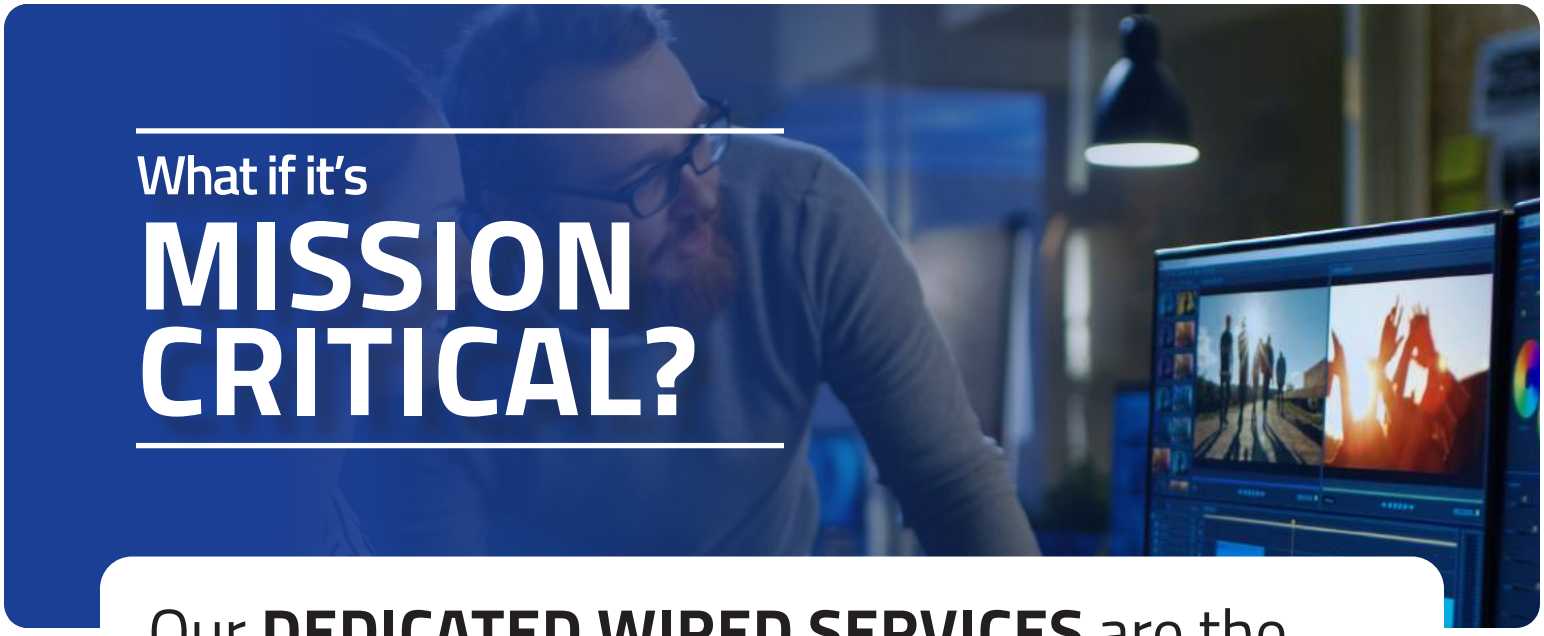
To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW

SmartCity NETWORKS

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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What if it's MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD	or HD	or UHD	INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	**$3,495**	$4,370	$5,244
6 Mbps Dedicated	2	1	N/A	**$5,900**	$7,375	$8,850
10 Mbps Dedicated	3	2	N/A	**$7,850**	$9,810	$11,772
15 Mbps Dedicated	5	3	N/A	**$11,700**	$14,630	$17,556
25 Mbps Dedicated	6	4	1	**$19,250**	$24,060	$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

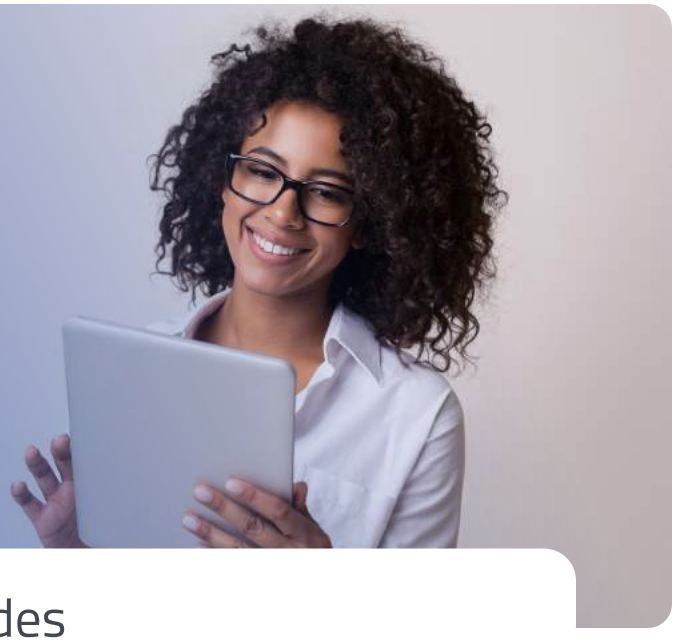
- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	**INCENTIVE****	BASE	**ON-SITE**
5 Device Limit	**$2,339**	$2,807	$3,368
15 Device Limit	**$4,133**	$4,960	$5,952
30 Device Limit	**$6,762**	$8,114	$9,737
Additional Access Point Rental	**$750**	$750	$750

***NOT FOR STREAMING.**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

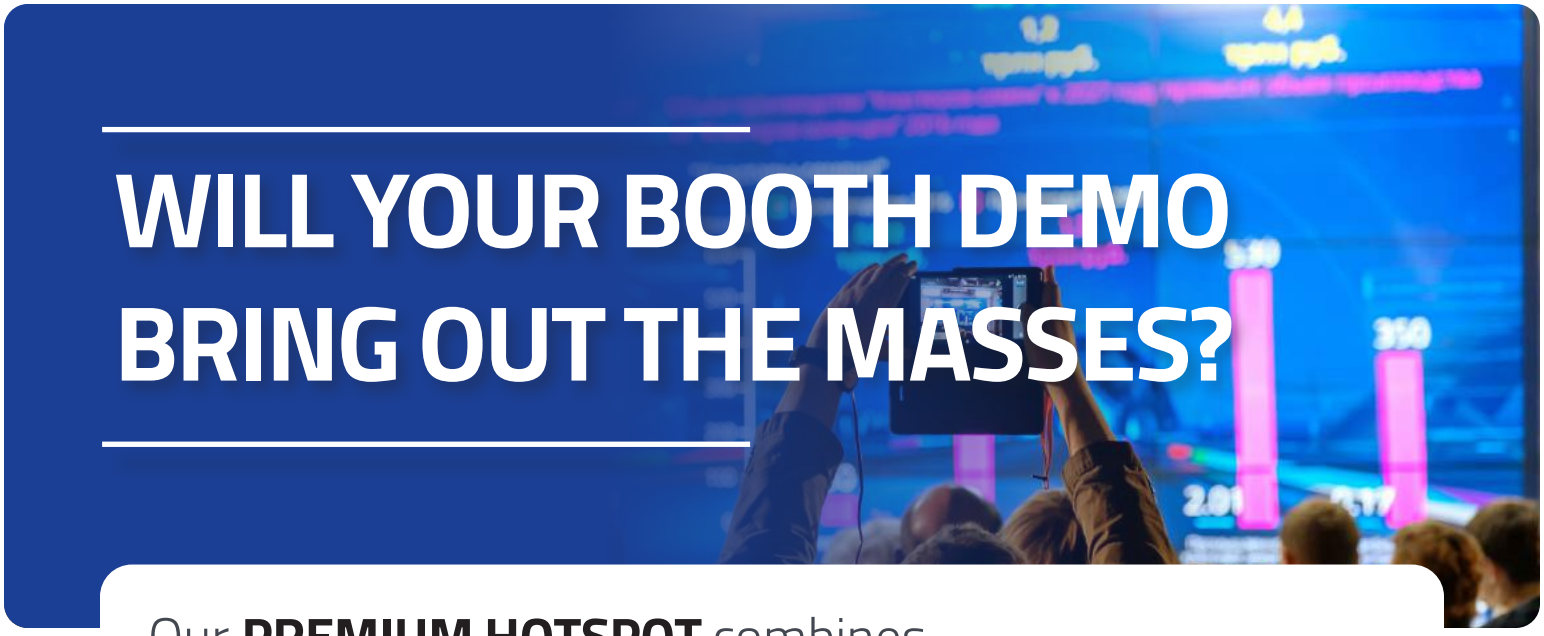
ORDER NOW



Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design

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WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE						
	STREAMING					
BANDWIDTH ALLOCATION	SD	or HD	or UHD	**INCENTIVE***	BASE	ON-SITE
10 Mbps	3	N/A	N/A	**$8,800**	$10,560	$12,672
20 Mbps	6	4	N/A	**$16,600**	$19,920	$23,904
30 Mbps	10	6	1	**$24,200**	$29,040	$34,848
40 Mbps	13	8	1	**$31,550**	$37,860	$45,434
50 Mbps	16	10	2	**$39,050**	$46,860	$56,232
Additional Access Point Rental	N/A	N/A	N/A	**$750**	$750	$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



SmartCity NETWORKS

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design

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NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	**$275**	$345	$414
Multi Line Telephone	**$415**	$520	$624
Polycom Speaker Phone	**$465**	$575	$690

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

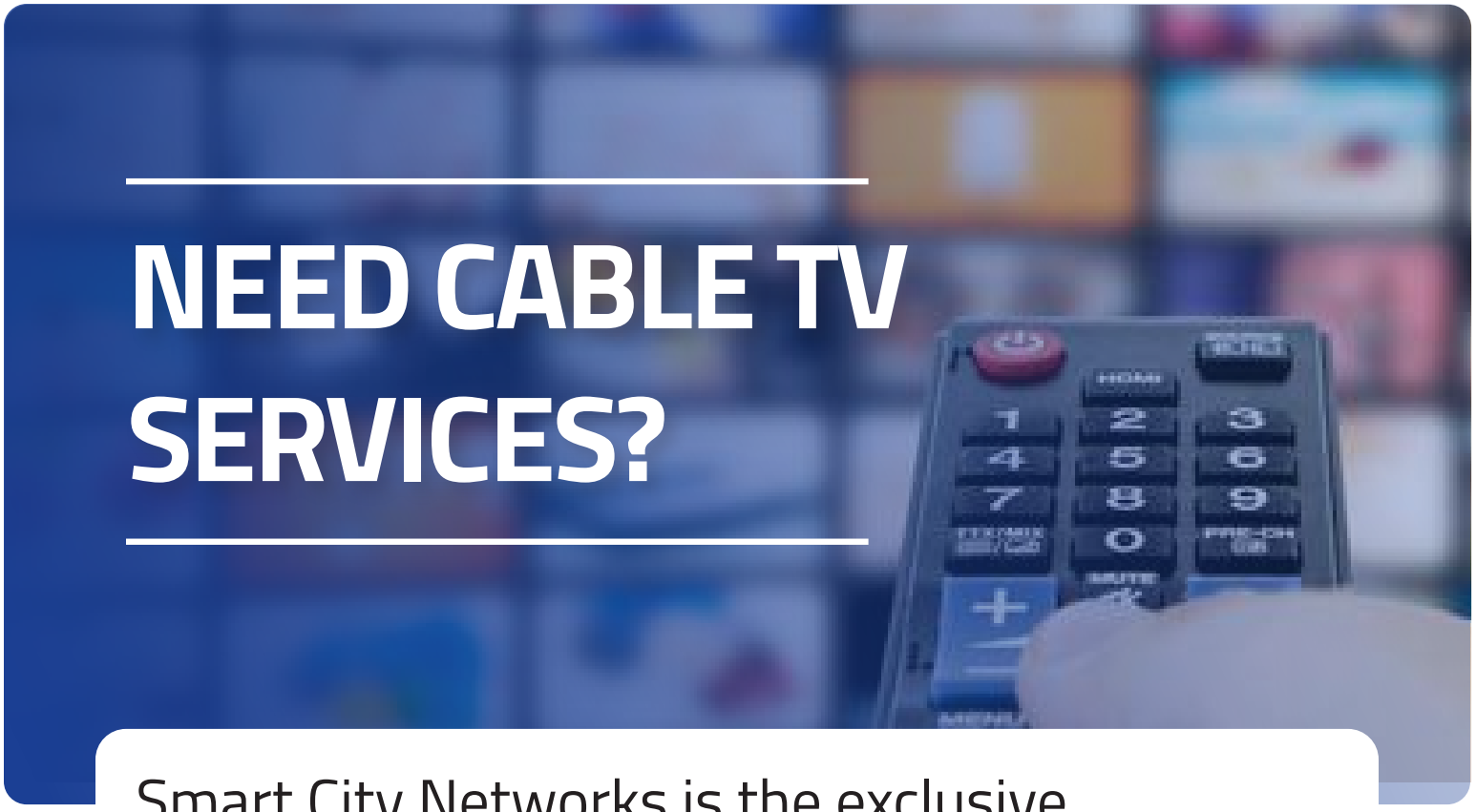
Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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NEED CABLE TV SERVICES?

Smart City Networks is the exclusive provider of **CABLE TV SERVICES**
Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**
**Cable services may require a deposit in some locations.

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

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FAQ Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: **Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.**

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition **(SD)**	720x480	3.0-5.0 Mbps
High Definition **(HD)**	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition **(UHD)**	3840x2160	25 Mbps

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Where TECHNOLOGY Meets HOSPITALITY

Our Promise ★★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."

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Aventura Catering Exhibitor Menu and Order Form



Aventura Catering Sales
Sandy Brown

Phone: 602.534.8607

Email: Brown-Sandy@aramark.com

View our full catering menu

www.aventuracatering.com

beverages

beverage attendant required
$165.00+ per attendant for each station for the first four hours. each additional hour $45.00+

freshly brewed coffee

our coffee service includes disposable cups with lids, creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 1-gallon minimum required per variety.

starbucks® house blend coffee $72.00++ per gallon

starbucks® decaffeinated coffee $72.00++ per gallon

tazo® hot tea $72.00++ per gallon

beverage service

assorted pepsi® soft drinks $4.00++ each

individual bottled aquafina® water $4.00++ each

individual sparkling water $5.00++ each

individual assorted fruit juice $5.00++ each

iced tea, lemonade or fruit punch $46.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus $30.00++ per gallon

Please be advised that all food and beverage items served within the Phoenix Convention Center & Venues must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center & Venues.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of $100.00 is required. If not met, client is subject to a $35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.

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à la carte

all items served individually packaged for grab & go

bakery breakfast bites

assorted bagels, cream cheese $48.00++ per dozen

assorted danish pastries $46.00++ per dozen

innovation bakery bread, muffins $45.00++ per dozen

assorted donuts $48.00++ per dozen

sweet

assorted cookies $35.00++ per dozen

oreo® crusted fudge brownies $45.00++ per dozen

rich white chocolate m&m® topped blondies $45.00++ per dozen

chocolate dipped strawberries $72.00++ per dozen

petite french dessert pastries $72.00++ per dozen

assorted candy bars $48.00++ per dozen

savory

tri colored tortilla chips and salsa (for 25) $150.00++

tri colored tortilla chips and guacamole (for 25) $150.00++

pita chips and spinach dip (for 25) $150.00++

homemade potato chips and onion dip (for 25) $150.00++

mixed nuts $6.00++ each

mini pretzels $5.00++ each

spicy snack mix $5.00++ each

rejuvenating

granola bars $4.00++ each

fresh fruit cup $6.00++ each

whole fresh fruit $3.50++ each

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specialty booth stations

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. $200.00 artwork fee.

12 oz bottled waters	$96.00++ per case
16.9 oz bottled waters	$102.00++ per case

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station	$300.00++
antique popcorn cart station	$350.00++

booth attendant required: $165.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

additional 200 servings of popcorn $175.00++

smoothies bar with tiki cart — $650.00++ per hour (3 hour minimum)

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies per hour with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at $6.00++ each

booth attendant required: $165.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

candy store — $600.00++

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers to display candy with individual bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

specialty booth stations continued

ice cream sandwiches $600.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service with a dedicated attendant, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: $150.00++ (serves 25)
booth attendant required: $165.00+ (up to 4 hours)
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

fresh baked cookie station $350.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macadamia nut.

additional case of cookie dough (160 cookies) available at $200.00++ per case

booth attendant required: $165.00+ (up to 4 hours) to bake and distribute cookies
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar $400.00++ per hour (3 hour minimum)

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

additional hours: $400.00++ per hour
barista required: $165.00+ (up to 4 hours) provided by aventura to serve beverages
electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar $1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups with lids and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

additional servings: $125.00++ per hour (serves 25)
booth attendant required: $165.00+ (up to 4 hours) provided by aventura to serve beverages

iced coffee javarator $1,400.00++

coffee stand uses the technology of a coffee keg and served by a barista for up to 4 hours of service and (250) 12 oz. servings, regular and decaf coffee ground from south american beans, coffee condiments, disposable cups with lids and napkins.

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric
barista required: $165.00+ (up to 4 hours) provided by aventura to serve beverages

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specialty booth stations continued

dippin' dots stand **$800.00++**

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

booth attendant required: $165.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzels **$125.00+**

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels $4.00++ each

add individual servings of cheese dip $1.00++ each

booth attendant required: $165.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hydration station **$275.00++**

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, lemonade and iced tea presented with beverage dispensers, disposable cups with lids and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

booth attendant required: $165.00+ (4 hour minimum) provided by aventura to serve beverages

aqua fresca **$250.00++**

blended seasonal fruit with club soda. a sweet and simple refreshment that is sure to please. this beverage station includes 5-gallons with disposable cups with lids and napkins. a dedicated attendant is required.

booth attendant required: $165.00+ (up to 4 hours) provided by aventura to serve beverages

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bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for $165.00+ for up to 4 hours of service. each additional hour is $45.00+ per hour.

host bar

the host bar is based on consumption

premium cocktails $9.00++ each
house wine by the glass $9.00++ each
imported beer $8.00++ each
domestic beer $7.00++ each
bottled still water $4.00++ each
bottled sparkling water $5.00++ each
assorted pepsi® soft drinks $4.00++ each

host specialty items

imported beer keg $575.00++ each
heineken®, corona®, stella artois®
local microbrew beer keg $550.00++ each
four peaks kilt lifter, san tan devil's ale, papago orange blossom
huss brewing scottsdale blonde
domestic beer keg $385.00++ each
budweiser®, bud light®, miller lite®
electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric
bartender required at $165.00+ for up to 4 hours of service

bloody mary bar $1,000.00++

serves (100) bloody mary beverages made with house vodka, tomato juice, clamato® juice, worcestershire sauce, fresh grated horseradish with selection of hot sauces, celery sticks, green beans, jumbo olives, lemons and limes. disposable serviceware included.
bartender required at $165.00+ for up to 4 hours of service

mimosa bar $1,000.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice**,** grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.
bartender required at $165.00+ for up to 4 hours of service

margarita madness $1,900.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.
bartender required at $165.00+ for up to 4 hours of service

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general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center & Venues must be prepared and presented by Aventura…A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than five (5) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 22% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 22% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than $100.00 (excluding administrative charge* and sales tax) will result in a $35.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is $165.00+ and bartender is $165.00+ for up to 4 hours, each additional hour is $45.00+ per hour for each attendant or bartender.

Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Sandy Brown at Brown-Sandy@aramark.com. Confirmation will be emailed to you.

Show Name:		
Company:		
Order Contact:		
Street Address:		
City:	**State:**	**Zip:**
Email:		
Phone:	**Fax:**	
Booth #:	**# of Guests:**	
On-Site Contact:		
On-Site Contact Cell:		

MENU ITEMS

Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price

Subtotal	
22% Administrative Fee (if applicable)	
8.6% Sales Tax	

Aventura Catering Exhibitor Menu and Order Form 2021

aventura
A PREMIER CATERING COMPANY

Phoenix Convention Center & Venues
100 North Third Street
Phoenix, Arizona 85004
t 602.534.8600 | f 602.534.8603

Aventura requires full payment (100%) of total estimated charges prior to the commencement of services. Aventura accepts cash, company checks, money orders and wire transfers as payment. Major Credit Cards are an acceptable form of payment. For all charges above $30,000, a 3% surcharge will be applied. An initial deposit is required at the time the Service Agreement is executed. The amount of the initial deposit varies and will be outlined in the Service Agreement. Final deposits are due prior to the commencement of services with specific due dates outlined in the Service Agreement. If payment is received within less than five (5) business days prior to the commencement of services, cash, certified funds or credit card payment will be required. All events require a completed and signed Credit Card Authorization Form on file to facilitate any on-site orders,or additions. All charges incurred on-site will be applied to the credit card at the closing of the event.

_____ **company check to be issued for advance payment - credit card to be used for any additional orders and/or increases**

_____ **credit card to be used for all charges**

COMPANY: _____

ONSITE CONTACT: _____

CARD HOLDER'S NAME: _____

BILLING ADDRESS: _____

_____

PHONE: _____ **FAX:** _____

EMAIL: _____

CARD HOLDER'S SIGNATURE: _____

(signature MUST be same as name on credit card)

PLEASE CHECK ONE

AMEX _____ **MASTERCARD** _____ **VISA** _____

CREDIT CARD #: _____ **EXPIRATION DATE:** _____

SECURITY CODE#: _____

for all credit card charges above $30,000 a 3% surcharge will be applied

FOR OFFICE USE ONLY

DATE: _____ **(AUTHORIZATION VALID FOR 30 DAYS)**

AUTHORIZATION #: _____ **AMOUNT OF AUTHORIZATION:** _____

AUTHORIZED PERSONNEL: _____

PLEASE MAKE LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION
ANY CREDITS DUE WILL BE PLACED ONTO PROVIDED CREDIT CARD

AV CONCEPTS
WHERE TECHNOLOGY & CREATIVITY CONVERGE

EXHIBITOR SERVICES FOR

2021 AISES NATIONAL CONFERENCE

Together Towards Tomorrow

September 23 - 25, 2021 | Phoenix, Arizona

One Dedicated Team to Support Your Audio-Visual and Production Needs

As the on-site, audio-visual provider for **2021 AISES National Conference**, AV Concepts has your presentation technology needs covered. Our inventory includes audio-visual and staging components that enable exhibitors to showcase products and services with maximum impact.

We offer a wide range of technology options—each designed to fi t your specific needs and budget. We make the process simple and efficient with our on-line ordering system, where you can quickly search through our inventory to select the services and equipment you need to reach your audience. **If you don't see what you are looking for, our support team is standing by.**

Place your online order today at:

https://www.avconcepts.com/stores/aises-2021/

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PHONE: (480) 701-0059
EMAIL: pcc@avconcepts.com
WEB: https://www.avconcepts.com/stores/aises-2021/

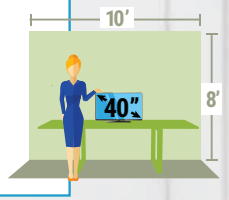
40" Monitor

$700

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Fits well within a 10'x10' booth. Perfect for all types of video playback

Monitor Options Include:
- Table Stand
- Floor Stand with Optional Shelf
- Wall Mount to Hard Wall



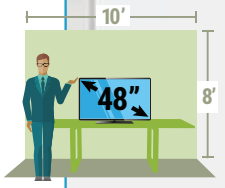
48" Monitor

$850

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Fits well within a 10'x10' booth. Perfect for all types of video playback

Monitor Options Include:
- Table Stand
- Floor Stand with Optional Shelf
- Wall Mount to Hard Wall



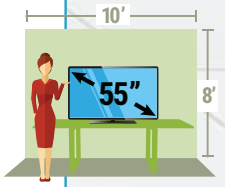
55" Monitor

$1025

Includes: Built-in speakers and all necessary cabling to connect any device.

Benefits: Large, high-definition monitor for presentations. Ideal for group presentations and impactful viewings in booths of all sizes.

Monitor Options Include:
- Table Stand
- Floor Stand with Optional Shelf
- Wall Mount to Hard Wall



LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 18 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device to capture leads
Just Point & Scan

MobilePlus™



Large format device to capture leads
Just Walk Up & Scan

Self Scan Plus™



Use your own device to capture leads
Just Point & Scan

LeadsPlus™ App

AMERICAN TRADESHOW SERVICES



AMERICAN TRADESHOW SERVICES

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, AUGUST 27, 2021

Click here to ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 18 months

MOST POPULAR



Handheld "State of the Art" Honeywell Scanner

MobilePlus™

Social Distancing Option



Use our Surface Pro and Stand Alone Scanner

Self Scan Plus™



Use your own IOS or Andoid Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	$ 369.00	$ 419.00	_____	$ _____
Self Scan Plus	$ 899.00	$ 949.00	_____	$ _____
LeadsPlus App (First License)	$ 359.00	$ 409.00	_____	$ _____
LeadsPlus App (Additional License)	$ 99.00	$ 149.00	_____	$ _____
LeadsPlus App Bundles:				
3 Pack	$ 499.00	$ 549.00	_____	$ _____
6 Pack	$ 799.00	$ 849.00	_____	$ _____
10 Pack	$ 999.00	$ 1049.00	_____	$ _____
Mobile Plus Add-Ons:		**Post Dis. Deadline**		
Z-Printer Plus	$ 75.00	$ 95.00	_____	$ _____
Custom Survey	$ 60.00	$ 80.00	_____	$ _____
Delivery & Setup	$ 65.00	$ 85.00	_____	$ _____

Click here to ORDER ONLINE

Username: AISES2021 | Password: 0827

Sub-Total = $ _____

Total Due (in US Funds)= $ _____

(PLEASE PRINT) BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-240-5507 Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471